

ST. FRANCIS DE SALES HIGHER SECONDARY SCHOOL

(S.F.S. School)

Satgaon, Narengi, P.O. Udayan Vihar
Guwahati - 171, Assam, India.

Phone No: 0361-2649856

Mobile No: 7005939569 (9AM-3 PM)

Website: www.sfsnarengi.ac.in
email : office@sfsnarengi.ac.in



SCHOOL CALENDAR

Name

Class Sec Roll. No. Adm.No

Address

..... Phone

Specimen Signature of Parent/Guardian

SCHOOL HOURS

Monday to Friday : 7.55: am to 2:10 pm

Saturday :7.55:to 11:35 am

This Calendar must be brought to School Daily

Touching lives, moulding future

PROFILE OF A FRANSALIAN STUDENT

A Fransalian student is a diligent and studious member of the student community of a fransalian school.

- ◆ He/She is a member of a fransalian school not by chance but by choice who chooses to be formed and educated by fransalians in a fransalian way.
- ◆ He/She practices salesian virtues of simplicity, honesty, gentleness, humility etc.
- ◆ He/She knows life and works of St. Francis de Sales, the patron, and Fr. Peter Mermier the founder of the Fransalians who manages and administers the fransalian educational institutions.
- ◆ He/She respects and obeys teachers , parents and elders
- ◆ He/She develops human qualities together with the intellectual formation.
- ◆ He/She is regular to school , does his daily duties and follows the directions of the staff.
- ◆ He is God fearing , prayerful, follows the rules of the school in letter and spirit.
- ◆ He/She relates with others in a matured and balanced way irrespective of gender, age , caste or creed or economic inequality and promotes brotherhood/sisterhood.
- ◆ He/She accepts and respects the differences among them , learns to live as brothers and sisters.
- ◆ He/She lives and promotes eco-friendly life style which does not destroy the nature rather promotes.
- ◆ He/She is punctual , ready to accept corrections and take guidance from elders and teachers.
- ◆ He/She does not speak negatively about the school, management and staff.
- ◆ He/She keeps the school campus neat, clean and green.

PROSPECTUS

St. Francis de Sales (S.F.S) School, Satgaon, Narengi, is a Catholic Minority Educational Institution run by the Society of the Missionaries of St. Francis de Sales. This school envisages an educational programme inspired by the vision and mission of our heavenly Patron St. Francis de Sales. The school primarily visualizes inculcating in every child, a scientific temper and a critical mind. We commit to uphold the values of secularism, democracy, justice, liberty and fraternity in all matters concerning the socio-economic and cultural life of the individual and society.

OUR AIM : This school aims to develop in every child an integrated personality with a healthy mind and body, possessing strength of character and capacity to work. The school lays stress on academic excellence, leadership qualities, personal hygiene and belief in God and man.

OUR VISION : A holistic society of compassionately human, spiritually enlightened, intellectually awakened, professionally skilled, socially committed and culturally integrated persons, based on the values as lived and taught by Jesus Christ and followed by Saint Francis de Sales.

OUR MISSION :

1. To provide a conducive atmosphere for intellectual development
2. To facilitate conviction-based spiritual formation.
3. To nurture a sense of the Divine and transcendence.
4. To imbue the virtues of gentleness, compassion and optimism.
5. To impart authentic leadership training.
6. To instill wholesome professional ethics.
7. To encourage sports, games and work experience.
8. To inculcate healthy food habits.
9. To promote and extend environmental consciousness.
10. To foster a caring and human society meant to promote the marginalized,

And thus equip the younger generation with the life-skills required to become

**CATALYSTS OF SOCIAL TRANSFORMATION,
VOTARIES OF NATIONAL INTEGRATION,
AND
AMBASSADORS OF UNIVERSAL BROTHERHOOD.**

IDENTITY CERTIFICATE

1. Name (Block Letters)

2. Class Section Roll. No.....Adm.No.....

3. Date of Birth

4. Name of the Parent

Designation

Home Address (Postal)

..... Ph.....

Office Address

..... Ph.....

5. Local Guardian's Name

6. Name of Brothers/Sisters studying in this school, if any :

..... Class Sec.....Adm.No.....

..... Class Sec.....Adm.No.....

I have read all the rules of the school as contained in the school Diary and I agree to abide by them and all the decisions of the school.

..... Pupil's Signature Date Parent's Signature

Speciman Signature of Father :

Mother :

Local Guardian :

N.B.: *The school will accept the signature of the father, mother and the local guardian only.*

The Local Guardian is anyone who is responsible for the child in the absence of the parents. Hence, a third person.

GOAL SETTING FOR 1st –Term

Name of the Student :

Goal Statement: (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

Goal	S	M	A	R	T
Definition	Specific	Measurable	Attainable	Realistic	Time bound
Description	The goal should be focused.	The goal should be measurable.	Goal should be attainable.	The goal should be feasible.	The goal should be attainable within a single school

Strategies for Achievements the Goal Mid Term Target:

This is my honest target for the academic year 2018-19 and I will do everything within my capacity to achieve this target.

Name and Signature
of the Student

Signature of the Class
Teacher

Name and Signature
of the Parent

GOAL SETTING FOR 2nd –Term

Name of the Student :

Goal Statement: (Describe what you want to achieve, e.g. in English I will score 95% and in Mathematics I will score 100%)

Sl. No.	Subject	Mid Term Target (50-100%)	% Achieved Mid-Term	Signature
1				Student
2				
3				Parents
4				
5				Class Teacher
6				
7				
8				
9				

Goal	S	M	A	R	T
Definition	Specific	Measurable	Attainable	Realistic	Time bound
Description	The goal should be focused.	The goal should be measurable.	Goal should be attainable.	The goal should be feasible.	The goal should be attainable within a single school

Strategies for Achievements the Goal Mid Term Target:

This is my honest target for the academic year 2018-19 and I will do everything within my capacity to achieve this target.

Name and Signature
of the Student

Signature of the Class
Teacher

Name and Signature
of the Parent

My grammar

‘Be’ verb: different forms for subjects in person

1 st Person	I am	We are	I was	We were
2 nd Person	You are	You are	You were	You were
3 rd Person	He is	They are	He was	They were

Have verb: No change except for subject in 3rd person singular in Present tense.

1 st Person	I have	We have	I had	We had
2 nd Person	You have	You have	You had	You had
3 rd Person	He has	They have	He had	They had

Tense

	Present	Past	Future
Inedefinite	Subject +verb (s+es) I+do	Subject + verb (Past form) I+did	Subject+shall/ will+verb I+shall+do
Continuous	Subject +am/is/ are+verb+ing I+am+do+ing	Sub+was/were +verb+ing I+was+do+ing	Sub+shall/will be+verb+ing I+shall be+do+ing
Perfect	Sub+has/ have+past participle of verb. I+have+done	Sub+had+past participle of verb. I+had+done	Sub+shall/will+ have+verb +ing. I shall have done
Perfect Continuous	Sub+has/have been verb+ing I+ have+ been +doing	Sub+had+been+ verb+ing. I+had been+ doing	Sub+shall/will+ have+been+verb +ing. I shall have been doing

DIARY CONTENT

CONTENT	Page No.
1. School Anthem	11
2. The Pledge	11
3. National Anthem	12
4. Assam State Song	12
5. School Prayers	13-16
6. Prayer Songs	17-36
7. Admission details	37-38
8. General Rules and Regulations	39-49
9. School Uniform	50-51
10. Intra Class Literary Activity-Organized by Literary Committee	52-55
11. Assembly Themes	56-58
12. Pin Board Themes	57-62
13. Extempore Speech & Object Description Topics	63-64
14. Parent Teachers Interaction	65
15. Prior Leave	66-67
16. Leave During School Hours	68
17. Absence from School	69-73
18. Class Attendance Record of the year	74
19. Examination Records & Guidelines	75-78
20. Discipline Chart	79
21. Serious Offence	80

22. Homework & Assignments	81-82
23. Class Teacher's Remark	83-84
24. Communication from the School	85-86
25. Notes from Parents / Guardians	87
26. Event fee Chart	88
27. Library books Record	89
28. Assignments/ Project Records	90-91
29. Examination Time Table (SA & MT)	92-94
30. Star Awards	95-97
31. Personal Points Addition & Deletion Record	98-112
32. Academic Time Table	113-116
33. Yearly Calender	117-148
34. Notes	152-157
35. Subject Teacher Details	160
10	

SCHOOL ANTHEM

Asatoma satgamaya tamasoma jyotirgamaya
Mrityoma amrutam gamaya
Om...om...SFS...SFS..jaye jaye he

(1) You are the champion of God's kingdom
You are the source of true wisdom (2)
Christ you are the radiance of disalites
Dispel the shad of avidya-2

Asatoma satgamaya...

(2) Your brighten the way to Gid and human
To spread the light of Christ and love
You teach the truth of Christ and wisdom
This for all time your vision and mission

Asatoma satgamaya...

Om..om..SFS..SFS..jaye jaye hey-2

THE PLEDGE

India is my country. All Indians / are my brothers and sis-
ters. / I love my country / and I am proud of its rich / and
varied heritage/ culture / language and religions. I shall
always / strive to be worthy of it. I shall respect my parents
/ teachers and elders/ and treat everyone with courtesy. To
my country, and my people / I pledge my devotion. In their
well being and prosperity /alone lies my happiness.

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya Hey
Bharata Bhagya Vidhata
Punjab, Sindu, Gujrat, Maratha,
Dravida, Utkala, Banga.
Vindhya, Himachala, Yamuna, Ganga
Uchhala Jaladhi Taranga;
Tava Subha Naame Jage
Tava Subha Ashisa Mange
Gaahey Tava Jaya Gatha.
Jana Gana Mangala Dhayaka Jaya Hey
Bharata Bhagya Vidhata.
Jaya Hey, Jaya Hey, Jaya Hey,
Jaya, Jaya, Jaya, Jaya Hey.

অসমৰ জাতীয় সংগীত

অ' মোৰ আপোনাৰ দেশ
অ' মোৰ চিকুণী দেশ
এনেখন সুৱলা, এনেখন সুফলা
এনেখন মৰমৰ দেশ।

অ' মোৰ সুৰীয়া মাত
অসমৰ সুৰদি মাত
পৃথিবীৰ ক'তো বিচাৰি জনমটো
নপোৱা কৰিলোও পাত।

অ' মোৰ ওপজা ঠাই
অ' মোৰ অসমী আই
চাই লওঁ তোমাৰ মুখনি এবাৰ
হেঁপাহ মোৰ পলোৱা নাই।

SCHOOL PRAYERS

1: SIGN OF THE CROSS

In the Name of the Father / and of the Son/ and of the Holy Spirit, Amen.

2. GLORY BE

Glory be to the Father / and to the Son/ and to the Holy Spirit. As it was in the beginning/ is now/ and ever shall be/ world without end, Amen.

3: OUR FATHER IN HEAVEN

Our Father who art in Heaven/ Hallowed be thy name / Thy Kingdom come. Thy will be done / on earth as it is in heaven. Give us this day our daily bread/ and forgive us our trespasses/ as we forgive those who trespass against us/ and lead us not into temptation/ but deliver us from evil. Amen.

Leader : **St. Francis De Sales**

All : **Pray for us**

4. HAIL MARY

Hail Mary, Full of Grace/the Lord is with you. Blessed are you among women/ and blessed is the fruit/ of your womb, Jesus.

Holy Mary mother of God / Pray for us sinners/ now and at the hour of our death/ Amen.

5: PRAYER BEFORE CLASS

O God/ You are the truth/ and origin of all knowledge. Bless our studies/ which we consecrate to you. Enlighten our minds/ strengthen our memories / and direct our wills/ towards what is right. Grant us to seek truth always/ and makes us truly wise. Amen

6: PRAYER AFTER CLASS

God of infinite wisdom / and source of all knowledge, grant that / we may remember / what we have learnt. We offer you our work and our endeavours / our failures and our successes. Forgive us our shortcomings / and give us courage / to follow the path of truth. We thank you Lord / for all the good things / You taught us today/ and help us to be good children always. Amen

7: PRAYER FOR PARENTS

Loving Father/ I thank you for my parents. I thank you/ for the many good things / that have come to me through them. Their love for me / is a sign of your love for me. Their concern for my need and care remind me of your unconditional/ love and acceptance. Grant them/ many years of life and keep them in good health of mind and body. Bless their work and all they do. Give them back / hundred fold/ all the good they have done for me. Inspire them with your love / and strengthen them/ to fulfill your Holy Law. One day may I be their comfort and strength/ as I have enjoyed their affection on earth. Lord I ask you / to remain close to them / in their life's journey / so that they may experience / the joy of true family life. May I have the joy of being with them in heaven. Amen.

8: PRAYER FOR MY SCHOOL

Almighty God, bless our school with your most gracious favour and prosper it in all worthy and honest undertakings. May love, truth and goodness abound within its walls and may right judgment and common sense prevail. Give the staff and the students your wisdom and your goodness that together we may serve you as one great family. May Mary, our Beloved mother assumed into Heaven, patroness of India and St. Francis de Sales, patron of our school, pray for us. *Amen*

9 : PRAYER FOR TEACHERS

Lord, I thank you for my teachers / who from my childhood / have inspired me. I thank you / for their love and patience. I admire and value / their patience / in framing my life / as it is today and their repeated efforts / to plant in me / the right sense of values. I thank you for my teachers and friends whose hearts are ever willing / to share a laugh or tear. I thank you for their faith in goodness and in truth/ which they ever strive to make the goal of every youth. I thank you / for their vision of beauty, joy, and love / and for the knowledge they impart on earth, heaven and above. I ask you to bless every one of them. Make them more loving, tolerant, understanding and concerned towards their students. Help them to form their students for life alongside the academic programs.

May they be filled with your love and understanding, enable them to bring out / the best in each of their students. May they help their students / to build up positive self-image. May they have enough courage to correct what is wrong in their students. Above all, may they teach them to be loving persons.

I pray you to bless my teachers so that they may lead us along life's pathways, to rest within thy heart. *Amen*

MORNING PRAYER

10: Almighty God/ I thank you / for giving me another day. Help me all through this day / to be obedient to my parents/ respectful of my teachers/ diligent in studies / fair and considerate in my games / kind to those whom I can help/ true and faithful to my duties/ loyal to you.

Take control of my life/ through out this day. Control my thoughts/ that I may think no impure / bitter / envious and selfish thoughts. Control my tongue/ that I may speak/ no angry or ugly words. Control my actions / that I may do /only what is pleasing in your sight. Bless my parents/ my teachers/ brothers and sisters/ and all who do good to me. *Amen.*

11: O My God / teach me to love you / with all my heart. Help me never to displease you/ by any wicked thing. Come to my aid/ to fight on in time of temptation/ and when I feel discouraged. Help me to think the right ways/ to speak and to do the right things. Bless me/ with knowledge and understanding. Bless my parents and teachers/ brothers and sisters/ relations and friends and all those who are around me. Bless my state and my country. *Amen.*

12: O my God, I thank you / for this new day/ and for all your blessings. I offer you/ all my actions of this day/ my every thought and word / my study and games. Show me today/ what is right and wrong/ what is good and evil / so that I may always think / the right things / speak the right things / and do the right things. Keep me away from sin/ and from every evil. May your grace/ be always with me/ and with all those who are dear to me . *Amen.*

PRAYER SONGS

1: HYMNS

JAGAT GURU PRABHU JI

Jagat guru prabhuji namo namaha 2

Sat guru prabhuji namo namaha 2

Mam guru prabhuji namo namaha 2

Namo namaha 4

Javandayaka namo namaha 2

Mangaladayaka namo namaha 2

Shanitpradayaka namo namaha 2

Namo namaha 4

Anugrahadata namo namaha

Anandata namo namaha 2

Ashishdata namo namaha 2

Namo namaha 4

Karunasagar namo namaha 2

Paramdayakar namo namaha 2

Prem Sarovara namo namaha

Namo namaha 4

2: MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace.

Where there is hatred let me bring your love,

Where there is injury your pardon Lord,

And where there's doubt true faith in you.

Ref : Oh Master grant that I may never seek.

So much to be consoled as to console

To be understood as to understand

To be loved as to love with all my soul.

Make me a channel of your peace,
It is in pardoning that we are pardoned,
In giving to all that we receive
And in dying that we are born to eternal life.

3: YOU ARE WITH ME

**You are with me wherever I go
Every moment Your life in me flows
You're always there close by my side,
You are there O Lord both day and night.**

You are with me in my mother's womb
You are with me in the days gloom
You help me stand against all odds,
And you filled me with Your strength O Lord

In times of sorrow and in times of grief,
You gave me hope, strengthened my belief
When I did fall and was in pain,
Lord You set me on my feet again.

You have known O Lord all my secret fears,
You have seen O Lord all my unshed tears,
My Lord, you know me through and through
There is nothing I can hide from you.

4. Change my Heart, Oh God

Change my heart, Oh God,
Make it ever true.

Change my heart, Oh God,
May I be like you.

(Repeat)

You are the potter,

I am the clay

Mold me and make me,

This is what I pray.

Change my heart, Oh God,

Make it ever true.

Change my heart, Oh God,

May I be like you.

(Repeat)

Jesus Oh Jesus,

Come and fill your Lambs.

Jesus Oh Jesus,

Come and fill your Lambs.

(Repeat)

5. This Is Your House

Verse 1:

As we gather in this place today

Holy Spirit come and have Your way, have Your way

As we lay aside our own desires

Sweep across our hearts with holy fire, have Your way

Chorus:

This is Your house, Your home

We welcome You, Lord, we welcome You

This is Your house, Your home
We welcome You today

Verse 2:

As we offer up our hearts and lives
Let them be a living sacrifice, have Your way
Be glorified in everything we do
Be glorified in everything we say, have Your way
(Repeat Chorus)

As we praise, o Lord draw near
It's Your voice, we long to hear

We welcome You today
We welcome You today

6: ALL THINGS BRIGHT AND BEAUTIFUL

**All things bright and beautiful,
All creatures great and small,
All things wise and wonderful,
The good God made them all.**

1. Each little flower that opens,
Each little bird that sings,
He made their glowing colours,
He made their tiny wings.
2. The purple headed mountains,
The river running by,
The sunset and the morning,
That brightens up the sky.

3. The cold wind in the winter
The pleasant summer sun,
The ripe fruits in the country,
He made them every one.
4. He gave us eyes to see them
And lips that we might tell
How great is God Almighty
Who has made all things well.

7: IN HIS TIME

- 1.** In His time, in His time
He makes all things beautiful in His time
Lord please show me everyday
As you're teaching me your way
That you do just what you say in your time
- 2.** In your time, in your time
You make all things beautiful in your time
Lord my life to you I bring
With its winter and its spring
May I fathom everything, in your time
- 3.** There's a time, there's a time
Both for sowing and for reaping there's a time
Time for loosing, time for gain
Time for joy and time for pain
Every purpose under heaven has a time.

8: LIKE A SUN FLOWER

**Cho : Like a Sun flower that follows
Every movement of the sun
So I turn towards you, to follow you, my God**

1. In simplicity, charity, I follow (2)
2. In simplicity, honesty, I follow (2)
3. In simplicity, fidelity, I follow (2)

9: IN NEED OF LIBERATION

**Cho: The world stands in need of liberation, my Lord
It still has to feel your power.
The blind and the deaf,
The dumb and the maimed
All need to feel your healing touch.
The world stands in need of liberation, my Lord
It still has to learn to love.**

1. There are those who have eyes but refuse to see the inhumanity that's done.
There are those who have ears but refuse to hear the cries of those in agony.
2. There are those who have mouths but refuse to speak, against injustice done to some.
There are those who have hands but refuse to reach, them out in love and charity.

3. There are those who have talents they do not use, to build a true community.
And we know that we all have the talent to love
But leave it buried in ourselves.

10: WE PRAISE YOU

**We Praise You Lord with Joy,
With heart and mind and voice
You fill us with Your unending love
And grace from above**

You are our Father, who's ever near,
With You beside us, we'll have no fear
You are our Father loving and true
All day and night, watching us through

You sent Your son that we all may know,
Your loving mercy that freely flows;
And life eternal is your promise,
To all who live in love and peace

You sent Your spirit with us to stay
To guide our steps and guard our ways,
From day to day our life renew
Drawing us ever closer to you.

11: WE ARE GATHERING

1. We are gathering together unto Him.
We are gathering together unto Him.
Unto him shall the gathering of the people be.

We are gathering together unto him.....
We are singing together.....
We are offering together unto him.....
We are praying together unto him.....

12: CARRY YOUR CANDLE

1. There is a candle in every soul
Some brightly burning some dark and cold
There is a spirit who brings the fire
In nights of candle and makes His home

**Cho: So carry your candle
Run through the darkness
Seek out the helpless Confusing thought
Hold out your candle for all see it
Take your candle go light your world (2)**

2. Trusting above all
See how its shine too
Let's raise our candle
Someone who hears
See now your sister
Still hold your candle
With all our faith.
3. Seek out your family
Whose hearts are blazing
Let's raise our candle
Light up the sky
Pray to the Father in the
Name of Jesus
May God reign become in
Darkest night.

13: I HAVE COME TO THEE (TAGORE)

**Cho : I have come to Thee to take Thy touch
Before I Begin my day**

- 1. Let thy eyes rest upon my eyes for a while**
- 2. Let me take to my work the assurance of
Thy Comradeship my friend.**
- 3. Fill my mind with Thy music to last through
the Desert of noise**

14. GOD IS SO GOOD

- 1. God is so good (3) He's so good to me.**
- 2. He cares for me (3) Yes, He cares for me.**
- 3. I'll trust in Him, (3) Yes, I'll trust in Him.**

15: THERE ARE NUMEROUS STRINGS

**There are numerous strings in Your lute
Let me add my own among them.**

- 1. Then when you smite your chords,
My heart will break its silence,
And my heart will be one with your song.**
- 2. Amidst your numberless stars,
Let me place my own little lamp.**
- 3. In the dance of your festival of light
My heart will throb and
My life will be one with your smile.**

16: SHOWERS OF BLESSINGS

1. There shall be showers of blessing
This is the promise of God,
There shall be seasons refreshing,
Sent from the Saviour above

Cho : Showers of blessings

**Showers of blessings we need,
mercy drops round us are falling,
But for the showers we plead.**

2. There shall be showers of blessing
Send them upon us O Lord
Grant to us now a refreshing,
Come and now honour Thy word.
3. There shall be showers of blessing
O that today they might fall,
Now as to God we're confessing,
Now as on Jesus we call.

17: WHAT A FRIEND IN JESUS

What a friend we have in Jesus
All our sins and grief to bear,
What a privilege to carry,
Everything to God in prayer,
Oh, what grace we often forfeit
Oh, what needless pain we bear
All because we do not carry
Everything to God in prayer

Have we trials and temptation,
Is there trouble anywhere,
We shall never be discouraged,
Take it to the Lord in prayer,
Can we find a friend so faithful?
Who will all our sorrows share ?
Jesus knows our every weakness,
Take it to the Lord in prayer.

18. GREAT FRANCIS DE SALES

1. Great Francis our glorious patron,
Listen to our hymn we sing
From thy lofty throne in heaven
Guard us on our heavenly way
In thy footsteps may we follow,
Free from taint of sin or loss,
Till our final dedication,
Till we reach the heaven above.
2. Great Francis You gentleman saint
Listen to these sinful souls
Help us to be truly humble,
As you followed Christ Our Lord,
Doctor of Love, You O Francis
And in Love of God you died,
Help us also to love Jesus,
And our neighbour as ourselves.
3. Great Francis Apostle of Chablais
You worked for the souls that strayed
Teach us to labour in God's vineyard,
As thou did'st for Christ our Lord,

Shepherded of the fold of Jesus,
For his sheep thy life was spent
Help us to proclaim Lord Jesus.
To the people every where.

19. Shanti Path

Asato ma sad gamaya
tamaso ma jyotir gamaya
mrityurma amritam gamaya
Om Shanti, Shanti, Shanti

Meaning: Lead from Ignorance to knowledge
from darkness into light
from death into immortality
O! Peace, Peace, Peace.

20. SCHOOL ANTHEM

Asatoma satgamaya tamasoma jyotirgamaya
Mrityoma amrutam gamaya
Om..om..SFS..SFS.. jaye jaye he

You are the champion of God's kingdom
You are the source of true wisdom (2)
Christ you are the radiance of SFS
Dispel the shades of avidya (2)

You brighten the way to God and Human
To spread the light of Christ and love
You teach the truth of Christ and Wisdom
This is for all time your vision and mission

Asatoma satgamaya tamasoma..... jaye jaye he (2)

21. I JUST KEEP TRUSTING

Cho :

I just keep trusting my Lord as I walk along.
I Just keep trusting my Lord and
He gives me a song
Though the storm cloud darkens the sky
O'er the heavenly trail,
I just keep trusting my Lord, he will never fail.

He is a faithful friend (2)
Such a faithful friend (2)
I can count n him (2)
to the very end (2)

22. PRAISE HIM

Praise Him, praise Him
Praise Him in the morning
Praise Him in the noon time
Praise Him, praise Him
Praise Him when the Sun goes down.
Love Him.....
Serve Him

WELCOME SONG

23. Welcome, welcome, welcome

Swagatam, su swag tam

With aarati (sign of welcome)

With Garland (sign of welcome) 2

We welcome, we welcome dear loving (father/friend)

With clapping hands (sign of welcome)

With smiling lips (sign of welcome) 2

We welcome, we welcome dear loving (father/friend)

Welcome, welcome, welcome

Swagatam, su swag tam

24. All the birds and the flowers are rejoicing today.

They are telling a welcome so true

They are smiling a smile they are chirping a wish.

Blessings fall on our teachers and guests.

The earth is alive with laughter and song

To mingle with glee, our prayer and our songs

Gathered here are the works that are loyal and true

Singing chorus of welcome so gay.

25. Aaye Hai Hum Swaagat Karne(2)
Man Main Aadar Bhaav Liye
Swaagat Kaarte Hai Hum Sabka (2)
Phuloon Ka Uphaar Liya
Koyal Kuke Gaaye Papiha
Ye Dhara Ho Rahi Magan
Daso Dish Ayain Gunji Dekho

Ga Ga Karkehta Ye Man ManMan....Man
Swaatham (7) Subh Swaatham
Aap Aaye Khushiya Laaye
Ye fizaain Geet Gaayain
Man Main Uthti Hai tarange
Ye Pawan Bhi Cheh Chaaye
Chanda Suraj Laakho Taare
Jhume Naache Ye Gagan
Kaliya Dekho Muskai Hai
Keh Raha Hai Ye Chaman, Man.... Man....
Swaagtam (7) Sub Swaagtam

26. Suswagatam (2) } 2
Swagat Karte Apke
We warmly welcome you
With our heart sincere and true
We warmly welcome you
Dera Fr./Sr. today
Suswagatam...(3)

May you ever be so Happy
Enjoy Our Love With Pleasure
May you Always Live in Splender
With A Blissfull Kind Nature
Welcome, We Welcome we welcome all of you (4)
Swaagtam (7) Sub Saagatm.

27. Birthday Song

It's such a special day,
Let this happiness day
For ever and for now (2)
Dear God to you we pray

It 's such a special day, (2)
Let this happiness day

Bless him dear God
Where he feel your love, My Lord
To grow up big and strong
To be grow all along (2)

It 's such a special day
Let this happiness day (2)

It 's such a special day
Let this happiness day
Forever and for now
Dear God to you we pray (3)

28. FEAST SONG

Ding-dong, ding-dong (2)
Angels of God are passing on
Ding-dong, ding-dong (2)
Sharing the good news
Of the living God
Wake up, children wake up
To welcome the angels passing on (2)

Happy feast day, Happy feast day
To wish you a very happy feast

Time and tide wait for none
To praise and thank God who is one (2)
Rise up, children rise up
To listen to the voice of the angels of God

Happy feast day, Happy feast day
To wish you a very happy feast

29. FAREWELL SONG

May the Good Lord bless and keep you
Whether near or far away.
May you find that long awaited, golden day today
May your troubles all be small ones
And your fortunes ten times ten
May the Good Lord bless and keep you
Till we meet again.

May you walk in sunlight shining
With a blue bird in every tree.
May there be a silver lining
Back of every cloud you see.
Fill your dreams with sweet tomorrows .

Never mind what might have been.
May the good Lord bless and keep you
Till we meet again (2)

30. JOY TO THE WORLD

1. Joy to the world ! The Lord has come
Let earth recieve her king.
Let every heart prepares room
And heaven and nature sing -4
2. Joy to the World! the saviour reigns;
Let men their songs employ'
While fields and floods
Rocks, hills and plains
Repeat the sounding joy -4
3. He rules the world with truth and grace
And makes the nations prove
The glories of his righteousness
And wonders of his love -4

31. SILENT NIGHTS

1. Silent night, Holy night
All is calm. All is bright
Round yon. Virgin mother and child!
Holy infant, so tender and mild
Sleep in heavenly peace - 2
2. Silent night, holy night.
Darkness flies, all is light'
Shepherds hear the angels sing.
'Alleluia ! Hail the king"
Christ the saviour is born - 2

3. Silent night, Holy night .
Son of God, love's pure light'
Radiant beams from thy holy face.
With the dawn of redeeming grace,
Jesus, Lord at they birth - 3

32. JINGLE BELLS

Dashing through the snow
in a one-horse open sleigh
o'er the fields we go
laughing all the way
Bells on bobtail ring'
Making spirits bright
What fun it is to lough and sing
A sleighing song tonight
Chorus-Jingle Bells jingle bells
Jingle all the way
Oh! What fun it is to ride
In a one horse open sleigh (2)

A day or two ago
I thought I'd take a ride
and soon Miss Fanny Bright
was seated by my side
The horse was lean and lank
Misfortune seemed his lot
He got into a drifted bank
And we, we got upset

33. VANDE MATARAM

Vande Mataram!
Sujalam suphalam, malayaja shitalam
Shassyashyamalam, Mataram!
Shubhrajyotsna pulakitayaminim,
Phullakusumita drumadala shobhinim,
Suhasini, sumadhura bhashinim,
Sukhadam, varadam, Mataram!

Saptakotikantha kalakala ninada karale
Dvisaptakoti bhujair dhrita-khara karavale
Abala kena ma eta bale
Bahubala dharinim, namami tarinim,
Ripudalavarinim Mataram!

Tumi vidya, tumi dharma,
Tumi hridi, tumi marma,
Tvam hi pranah sharire!
Bahute tumi ma shakti,
Hridaye tumi ma bhakti,
Tomarayipratima gari mandire mandire!

Tvam hi Durga dashapraharana dharini,
Kamala, Kamaladalaviharini,
Vani, vidyadayini namami tvam,

Namami kalmalam, amalam, atulam,
Sujalam, suphalam, Mataram,
Vande Mataram!
Shyamalam, saralam, susmitam, bhushitam,
Dharanim, bharanim, Mataram!

Shri Bankimchandra Chattyopadhyay

ADMISSION DETAILS

1. New admission is made only in class-I. Other admissions if any, will depend on availability of seats and on competence of the student (i.e- II-VIII only.)
2. After the submission of application to classes (II-VIII) a test will be conducted in due course of time to know the proficiency of the student in English , Science and Mathematics. The result of the test will be published on the school website.
3. Admission is made only on receipt of the following documents-
 - a. Copy of the Birth Certificate.
 - b. Transfer Certificate counter signed by the Inspector of schools.
 - c. Copy of the Final result of class he/she studied.
 - d. Health certificate of the student.
4. The application form can be downloaded from the school website (www.sfsnarengi.ac.in).
5. Tuition Fee/Admission Fee/Renewal Fee is to be paid online through the school software - Desalite connect (www.sfsnarengi.ac.in).
7. The school fee must be paid for twelve calendar months.
8. Pupil failing to pay fees for three consecutive months without prior information will have their names struck off the roll without any notice.
9. A pupil joining or leaving the school during any term will have to pay all the fees of the whole year,

including the annual fee. Absence from an examination does not mean exemption from examination fee.

10. Pupils whose dues are not cleared completely will be barred from sitting for the examinations.
11. Transfer Certificate will be issued only when all dues have been paid in full and on the receipt of the duly filled application form from the parents or guardians.
12. A fees of Rs. 200/- will be charged for Transfer Certificate and Conduct Certificate or for a duplicate of the same, or for any extract from the register.
13. The following fees have to be paid at the time of admission.
 - a. Admission Fee (for new admission only)
 - b. Maintenance Fee
 - c. Development Fund
 - d. Examination Fee
 - e. Electricity and water
 - f. Sports and Games
 - g. Library
 - h. Laboratory
 - i. Co-curricular activities
 - j. Project Child
 - k. Desalite Connect
 - l. School (ID, Photograph and events.)
 - m. ASSET exam
 - n. CBSE Registration.
 - o. Digital Class room
 - p. Teacher Development fund
 - q. Detailed Assessment
 - r. Desalite Olympiad
 - s. Carrier Club

GENERAL RULES

1. School Hours :
 - a. From Monday to Friday: 7:55 am - 2:10 pm.
 - b. Saturday - : 7:55 am to 11: 35 am.
 - c. Holidays : Sunday, National Holidays & State Holidays as mentioned in school Hand Book.
 - d. If there is a sudden or emergency holiday on any working days, depending upon the need, third saturday will be a working day and even other saturday classes will be extended till 2.10 pm.
2. English is used as the official language of communication in the School Campus, to acquire greater confidence and fluency in the study of the language.
3. Any damage done to the school property must be repaired or compensated by the pupil.
4. This institution is established by the Catholic Church. It is a minority institution primarily to educate the children of its community, but it is also open to all, irrespective of religion, caste or community. No disrespect should be shown to articles and images of religion and worship proper to that religious group. No other external form of religious worship will be allowed in the school premises.

5. No act of indiscipline interference in the administration, disrespect to any teacher and to any religion or community by any student shall be tolerated and delinquent may even be expelled from the school.
6. Irregular attendance, habitual idleness, disobedience and conduct injurious to moral tone of the school, justify dismissal at any time of the year, unless a student after having been admonished corrects himself/herself.
7. Guardians and parents are requested to make proper arrangements to collect the children immediately after school hours. Though proper care is taken to ensure safety of the children, the school cannot be held responsible if a student leaves the school campus on his/her own accord or any accident, minor or major, to pupil during their stay in the school or while taking part in any activities of the school.
8. No magazines, paper or books other than school textbooks may be brought to the school without permission of the Principal. Parcels and letters are subject to inspection.
9. Parents and Guardians are not allowed to see their children or meet teachers during class hours.
10. Every child must be in clean and full uniform daily.
11. All the communication and correspondence relating to the school should be addressed to the Principal only.
12. All promotion to the next class will be according to the instruction given in the Handbook.

13. Parents/Guardians who wish to meet the teachers can do so on 2nd and 4th Saturdays after class from 11:45 am to 1pm.
14. The school diary is a record concerning the student. Therefore, every student should take care of the diary and bring it to class daily. If anyone loses it, he/she should get a written authorization from the Principal/ Headmaster to buy a duplicate diary.
15. Student of this school are not encouraged to take private tuitions outside the school from the teacher's of SFS School.
16. The school does not recognize student's union nor any union activities are permitted within the school premises.
17. Students are strictly forbidden to organize strike or incite others to strike or to bring external elements that can destroy peace, harmony and effective running of the School. They shall be abstained from any act, which is likely to damage the reputation of the School.
18. Any student who comes to school without the prescribed uniform or whose uniform is dirty or untidy will not be allowed to attend classes or may be allowed to attend classes, but will be marked absent.
19. Girls shall not wear ornaments and jewellery like rings, earings, chain, bangles or the use of cosmetics such as lipsticks, nail polish etc. Girls are to tie their hair properly and not to let it loose.
20. Unconventional hairstyle, any make-up that degrades the uniform of the pupil will not be tolerated.

21. Boys must have a proper hair cut. Long hair, long nails, ear rings, chains, watches, imprinting tatoos, unconventional hair styles are not permitted.
22. Students are not allowed to wear baggy trousers.
23. The length of the skirts should be below the knee.
24. Those students who come to school early should sit and study in their classrooms or should be in the reading room.
25. A pupil who has been absent for 15 calendar days without due authorisation from the Principal/VP will have his / her name struck off from the rolls and stand withdrawn.
26. Students must not absent themselves from the school on days prior to holidays and examinations. Students must rejoin classes after the holidays on the re-opening day. Any breach of this will be considered a grave offence. Moreover, any student arriving later than a calendar week after the re-opening of the school is liable to forfeit the seat.
27. Parents should not hand over the tiffin to the staff both teaching and non-teaching or to the students, to be distributed. They can bring during breaktime (outside). No food items to be taken to classroom.
28. The Parents are not allowed to get inside the school to drop and to pick children in the morning and evening.

ABSENCE AND LEAVE

1. No pupil should absent himself/herself without obtaining prior leave unless it is a sick leave. Reasons such as birthday, excursions, festivals urgent business, work at home are not considered as sufficient reason for leave. Whenever leaves have been sanctioned, the fact will be recorded in Regularity Record. However, evidence for leave is to be submitted on the very first day when he/she returns to the school.

Evidence for Medical Leave and other matters include the following.

- a. Genuine Report of a Registered doctor with proper date, seal, signature and phone number.
- b. Copy of the Payment voucher and prescription are to be attached along.
- c. Other Occasions-Invitation cards, photographs, travel tickets etc.
2. Hundred percent attendance in the school is appreciated. Because for a student being absent even for a single day can cause immense hardships in effective Learning process.
3. If it is noticed that mass bunking of the school willfully to avoid attending the classes, important scholastic and co-scholastic activities, extra classes, guest lectures etc, will lead to fine not exceeding Rs.100. Per day along with other disciplinary actions, to the extend of expulsion from the school.
4. Leave must be obtained in written application from parents or gurdians in the prescribed leave records and must be signed by the Head of Institution.
5. Late arrivals in the school shall be fined Rs. 10/ or above as given in the disciplinary chart.
6. No child is allowed to leave the school premises without the permission of the Principal.
7. No pupil will be allowed to sit for T1, T2 and Pre-board if the attendance during the year is below 93%, in the respective semesters.
8. Any student who absent himself or herself for the main examinations for whatever be the reason, will have to pay a fine of Rs. 200. each per exam if the school agrees to conduct the exam.

DISCIPLINARY ACTION AGAINST STUDENT

Students are expected to follow the rules and regulations of the school. If there is a significant violation of the rules of the school by any student, the school administration has to take action. This is important for the good of the institution.

The Principal/VP/Co-ordinator/Class teacher is the competent or the sole authority to inflict just and appropriate punishment on a student. As a rule, the following steps are taken to discipline the students.

01. For minor violations of any rule, the class teacher corrects the students with a mild scolding and then warning not to repeat the mistake. In case of non-compliance minus points will be given according to the rule given in the school diary
02. If the student or a group of students repeat the same mistake or commit a serious offence, they will be sent to the Principal/VP/ Co-ordinator, who will correct them sternly.
03. Gentleness, loving kindness, persuasion, patience and counselling take the place of corporal punishment. The spirit of St. Francis de Sales shall prevail in the education institution.
04. In the absence of the class teacher and the Principal VP/ Co-ordinator / any teacher of the school is entitled to correct and even punish moderately, if the situation demands.
05. If a student commits a serious offence or if he/she repeatedly breaks the rule of the school the Principal /VP/ Co-ordinator will call the Parent/Guardian of the student to his/her office and explain to them

the gravity of the matter and in their presence warn the student not to repeat the offence.

06. The following punishment may be inflicted for major offence:-
 - i. Fines not exceeding Rs. 1000/-
 - ii. Suspension from the school for a period not exceeding 20 days
 - iii. Rustication for a period not exceeding 2 months
 - iv. Forfeiture / withdrawal or cancellation of Scholarships and other privileges.
07. If a student commits a very serious offence, the Principal/ VP can suspend him/ her from the school. Suspension is used for serious reasons.
08. If a student, even after a repeated suspension does not reform himself/ herself, he/she may be expelled. The measure of expulsion is taken only in the case of very grave offences, when there is no reasonable prospect of change and moral reformation of the offending student and where the retention of such would be injurious to the morals of other students or undermine the discipline and reputation.
09. In case of rustication or expulsion, the head of the school shall place the matter in the hands of the Disciplinary Committee. If the Disciplinary Committee decides on rustication or expulsion, the order must be drawn up in the appropriate form.
10. The Principal / VP shall forward a copy of the order of rustication or expulsion to the parent/guardian of the student concerned.
11. Before expelling a student from the School, he /she will be given an opportunity to present his/her explanation to the case in question.

SCHOOL FEE

This is an unaided minority institution and does not receive any financial help from the Government or any other agency and the only income of the school is the fee realized from the students. Hence it becomes necessary to increase the fee from time to time depending upon the increase in the salary, increase in the cost of maintenance, addition and up-gradation of facilities.

All fee are to be deposited only through Online Portal (www.sfsnarengi.ac.in) unless prescribed otherwise.

Fee is charged for twelve months of the year. The fee is due in April, July, October and January. The fee should be deposited on/before the last day of the month mentioned above or a late fee will be charged as specified in the Fee Book. The name of the student will be struck off the rolls after two months, if the fee has not been paid and re-admission will only be allowed depending on the availability of seats in the class. Parents will kindly keep the pay slip counterfoils with them till the end of the session, until promotion to the next class has been granted.

Computer Science is compulsory for all classes and will be charged extra. Those who take Computer Science as an optional subject in class XI and XII will also have to pay extra for the same.

THE METHOD OF STUDY

All of you have to devote a lot of time for your studies but most of you find it impossible to finish the given task or assignments. Then from where can you find time to study? For this there is no magical formula. But the formation of correct study habits, will keep you free from anxiety and give a feeling of confidence.

A. Study Condition

1. Avoid all distractions. Do not let your mind wander or be distracted from what you are doing. For this, select a quiet place.
2. Keep ready all the materials you might require close at hand so that you do not waste time and energy looking for it.
3. Study under proper light, because poor light tires the eyes and you lose concentration.
4. Have a proper ventilation, for fresh air keeps the mind alert.

B. Make a plan for study

1. Keep in mind what you have to study, how much you have to study and the time you have. Have a balance between leisure and study. Organize a time table in such a way that you have fun and sufficient time for study. "All work and no play makes Jack a dull boy". Fun is essential because an exhausted mind cannot absorb what it studies.

2. Decide when to study and what to study. Make a weekly timetable. It is better to have short frequent periods of study for each subject than long hours for one. Start with interesting, easy lessons/topics and then go on to difficult ones unless they are interconnected.
3. Pay total attention to what you are studying. You will absorb more and understand better.
4. Do not study when you are tired. Relax with something light for a short-while and come back to studies. But do not confuse laziness with tiredness.
5. Understand the material that you have to learn as a whole
6. Re-learn and revise previous lessons frequently. If you have learnt ,mathematical formula or grammar rules practice them, for practice makes a man perfect.
7. Do not practice rote learning. Read the chapter carefully, understand the ideas and write the essentials points.
8. Do not learn from notes, but get the most important points and put them down in order, under headings and subheadings.
9. During the weekend, set aside something to go over the week's work concentrating on points you had not grasped. Regularity and concentration are the key words to success.

POINTS FOR STUDENTS TO REMEMBER

01. Never neglect the lesson or homework assigned. If you do so, it is like missing a train that you can never catch afterwards.
02. Always revise the work done in class.
03. Consider tuition as social evil. Avoid it by concentrating and participating in the class.
04. Never postpone what you can do each day.
05. Be enthusiastic in doing everything. Live well by doing everything well.
06. Daily show your school diary to your parents and get them to sign any remarks.
07. Make friends with studious companions. They will help you by words and example.
08. Take part in games. Recreation serves to refresh your mind and gives you new energy for study.
09. Do not flinch in the face of difficulties in your studies. Remember, a prayer to God for light will always help. Your teacher will help you too.

EXAMINATION GUIDELINES:

1. Minimum pass marks for each subject is 40%
2. There will be two Periodic tests (30 marks) for each subject in both the semesters.
3. Out of the two unit tests the average will be considered for the T1 & T2.
4. There will be an individual project and group project in each semester which along with PPA will be part of the Periodic Tests.

UNIFORM

(Class I & VIII)

Monday, Tuesday, Thursday and Friday

1. Gray skirt & Red check shirt with half sleeves for girls.
2. Red check shirt with half sleeve and Dark Grey pants for boys.
3. Black laced Canvas shoes and dark Gray socks.
4. Plain Grey Sweater with School Emblem (Full Sleeve).
5. Red ribbon for girls.
6. Dark blue belt with red stripe and School emblem.
7. Dark blue tie with monogram and School emblem.

Wednesday

1. White Shirt with half sleeve.
2. White pants for boys and white skirt for girls.
3. White canvas shoes and White socks.
4. Plain Grey sweater with School Emblem (full sleeve).
5. White ribbon for girls.
6. Dark blue belt with red stripe and School emblem.
7. Dark blue tie with monogram and School emblem.

Saturday

1. Sky blue T-shirt and white pants for boys and white skirt for girls.
2. White canvas shoes and White socks.
3. Plain Grey sweater with School Emblem (Full sleeve).
4. Dark blue belt with red stripe and School emblem.
5. White ribbon for girls.

(Class IX & X)**Monday - Friday**

1. White shirt with full sleeve and Dark Grey pants.
2. Black laced Canvas shoes and white socks.
3. Plain Gray Blazer with School Emblem.
4. Dark blue belt with red stripe and School emblem.
5. Dark blue tie with monogram and School emblem.

Saturday (IX-XII)

1. White T-shirt with school emblem and grey pants.
2. Black laced Canvas shoes and white socks.
3. Plain Grey Blazer with School Emblem.
4. Dark blue belt with red stripe and School emblem.

(Class XI-XII)**Monday - Friday**

1. Dark Blue pants and Sky Blue Mixture shirt.
2. Black laced canvas shoes and white socks.
3. Plain Grey Blazer with School Emblem.
4. Dark blue belt with red stripe and School emblem.
5. Dark blue tie with monogram and School emblem.

Saturday (XI-XII)

1. White T-shirt with school emblem and Dark Blue pant.
2. Black laced Canvas shoes and white socks.
3. Plain Grey Blazer with School Emblem.
4. Dark blue belt with red stripe and School emblem.

Scouts and Guides



The Bharat Scouts & Guides is a voluntary, non-political, educational movement for young people, open to all without distinction of origin, race or creed, in accordance with the purpose, principles and methods conceived by the Founder Lord Baden Powell in 1907.

Motto:- "Do your best" = Class: III - IV (Club- Bul- Bul)
"Be prepared" = Class: V-X (Scouts and Guides)
"Service" = Class XI-XII (Rover/ Raujer)

NCC

The cadet corps is the Indian military cadet corps with its head Quarters in New Delhi. It is open to school and college students on voluntary basis. The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and universities all over India. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete course but are given preference over normal candidates during selections based on the achievements in the corps.

Motto :- Unity and Discipline (Ekta aur Anushasan)

Inter Class Literary Activity-Organized by Literary Committee

Sl. No.	Event	Class	Time	Organizer & Mark Giver
1	Quiz	ALL	Assembly & Zero Period	Literary Committee
2	English Essay Writing	ALL	Assembly & Zero Period	Literary Committee & English Teacher-Class Room
	English Calligraphy	ALL	Assembly & Zero Period	Literary Committee & English Teacher-Class Room
3	Hindi Essay Writing	ALL	Assembly & Zero Period	Literary Committee & Hindi Teacher-Class Room
	Hindi Calligraphy	ALL	Assembly & Zero Period	Literary Committee & Hindi Teacher-Class Room
4	Assamese Essay Writing	I-IX	Assembly & Zero Period	Literary Committee & Assamese Teacher-Class Room
	Assamese Calligraphy	I-IX	Assembly & Zero Period	Literary Committee & Assamese Teacher-Class Room
5	Debate Competition	V-XII	Assembly & Zero Period	Literary Committee
6	Best Artist Competition	I-XII	Assembly & Zero Period	Literary Committee & Art Teacher
7	Spell Bee	V-XII	Assembly & Zero Period	Literary Committee & Art Teacher

SFS FIESTA-YEARLY

SL NO.	Event	Class	Organizer & Mark Giver
1	Single Dance	All Category	Cultural Committee
2	Fancy Dress	All Category	Cultural Committee
3	Prepared Speech	All Category	Cultural Committee
4	Extempore Speech	All Category	Cultural Committee
5	Character Depiction	All Category	Cultural Committee
6	Story Telling	I-IV	Cultural Committee
7	Talent Hunt	V-XII	Cultural Committee

STAR ASSEMBLY

SL NO.	Event	Class	Organizer & Make Giver
1	Programme of own choice	Cl. I-XII	Star Assembly Committee
2	Academic theme based	Cl. V-VIII	Star Assembly Committee
3	Academic theme based	Cl. I-XII	Star Assembly Committee

ANNUAL SPORTS (HOUSE WISE)

	EVENTS	RED	BLUE	GREEN	YELLOW
	CATEGORY I- (CL. I-II)				
1.	50 M Race				
2.	100 M Race				
3.	Spoon and Marble Race				
4.	Musical Chair				
5.	Blind Hit				
6.	Frog Jump				
	CATEGORY II- (CL. III-V)				
1.	100 M Race				
2.	200 M Race				
3.	Spoon and Marble				
4.	Musical Chair				
5.	Blind Hit				
6.	Three Legged Race				
7.	Sack Race				
8.	400 Meter Relaty				
	CATEGORY III- (CL. VI-VIII)				
1.	100 M Race				
2.	200 M Race				
3.	400 M Race				
4.	Three Legged Race				
5.	High Jump				
6.	Long Jump				
7.	Hurdle Race				
8.	Slow Cycle Race				
9.	Cock Fight				
10.	Discuss Throw				

11.	Javeline Throw				
12.	400 Meter Relay-Boys				
13.	400 Meter Relay-Girl				
CATEGORY IV- (CL. IX-XII)					
1.	100 M Race				
2.	200 M Race				
3.	400 M Race				
4.	High Jump				
5.	Long Jump				
6.	Shot Put				
7.	Discuss Throw				
8.	Hurdle Race				
9.	Javeline Throw				
10.	400 Meter Relay-Boys				
11.	400 Meter Relay-Girl				

HOUSE EVENTS

1	Basket Ball				
2	Football				
3	Volley ball				
4	Throw Ball				
5	Pyramid Making				
6	Kabbadi				
7	March Past				
8	Marathon Race				

ASSEMBLY THEMES FOR CL. I & II

Month	Themes
APRIL	Our School.
MAY	My Class Teacher.
JUNE	Different festivals of India.
JULY	My favorite Game.
AUG	My Best Friend.
SEPT	Our Principal
OCT	Father of the nation.
NOV	Discipline in life.
DEC	My Family.
JAN	My first day in school.
FEB	Respect for elders.
MAR	My Parents

ASSEMBLY THEMES FOR CL. III-V

APRIL	My Country -unity in diversity.
MAY	Discipline in life.
JUNE	Our Environment.
JULY	My Family.
AUG	My State Assam.
SEPT	Season in India.
OCT	My favourite games.
NOV	Respect for Elders.
DEC	Christmas.

ASSEMBLY THEMES FOR CL. III-V

Month	Themes
JAN	The family that prays together stays together.
FEB	Do your best and God will do the rest.
MAR	Gardening.

ASSEMBLY THEMES FOR CL. VI-VIII

APRIL	Positive attitude .
MAY	Mother -"as your role model".
JUNE	Make recycling mandatory for environment.
JULY	My favorite book.
AUG	My country.
SEPT	My Teacher my hero.
OCT	Nuclear power the answer to the energy crisis.
NOV	Simple living and high thinking.
DEC	Hard work is the key to success.
JAN	When you know better, you do better.
FEB	Joy shared is double joy, grief shared is half grief.
MAR	The importance of newspaper in our daily life.

ASSEMBLY THEMES FOR CL. IX-XII

APRIL	Importance of Moral Values in students life.
MAY	Freedom of Press gone too far.
JUNE	Effects and control measure of nuclear Power
JULY	Fortune Favours the brave.
AUG	India of my dream.

ASSEMBLY THEMES FOR CL. IX-XII

Month	Themes
SEPT	Tourism for all - promoting universal accessibility.
OCT	Importance of speaking English.
NOV	Tell people to vote, Individual vote matters.
DEC	Christmas.
JAN	Importance of following traffic rules.
FEB	Politeness.
MAR	Positive attitude.

PIN BOARD THEMES CL. I & II

Month	Date	Themes
APRIL	01-15	My neighbourhood.
	16-30	Wall of happiness.
MAY	01-15	Mother's Day.
	15-31	Family.
JUNE	01-15	Environment.
	16-30	People who help us.
JULY	01-15	Natural resources.
	16-31	Animals.
AUG	01-15	India-my Motherland.
	16-31	The Main Festival of Assam.
SEPT	01-15	Teachers Day.
	16-30	The beauty of smile
OCT	01-15	Guwahati: My city.
	16-31	Wild life.
NOV	01-15	Children's Day.
	16-30	I am an artist.
DEC	01-15	National Flag.
	16-31	Christmas & New Year.
JAN	01-15	My holiday destinations.
	16-31	SFS School.
FEB	01-15	Parents.
	16-28	Our Freedom fighters.
MAR	01-15	My best friend.
	16-31	Computer.

PIN BOARD THEMES CL. III-V

Month	Date	Themes
APRIL	01-15	Health and hygiene.
	16-30	World Heritage.
MAY	01-15	International Nurse Day.
	15-31	Uses of computer in our daily life.
JUNE	01-15	Environmental Pollution.
	16-30	Nature our mother.
JULY	01-15	Rongali Bihu.
	16-31	7 wonders of the world.
AUG	01-15	Independence Day.
	16-31	Great lines from literature.
SEPT	01-15	Cleanliness and safety rules.
	16-30	Bharat Mata (our country).
OCT	01-15	Girl Child.
	16-31	Durga Puja.
NOV	01-15	Different types of crafts.
	16-30	Swacha Bharat.
DEC	01-15	Be thankful.
	16-31	Christmas
JAN	01-15	Heroes of Assam.
	16-31	St. Francis de Sales School.
FEB	01-15	Importance of Education.
	16-28	People who help us.
MAR	01-15	Our Universe.
	16-31	A Peaceful world-the need of the hour.

PIN BOARD THEMES CL. VI-VIII

Month	Date	Themes
APRIL	01-15	Bihu: the regional festival of Assam.
	16-30	Earth Day.
MAY	01-15	Revolt of 1857.
	15-31	Culture and tradition of India.
JUNE	01-15	Globalization.
	16-30	Historical monuments of Assam.
JULY	01-15	Media and communication.
	16-31	Child rights.
AUG	01-15	Constitutional rights.
	16-31	Peace and security.
SEPT	01-15	I am an artist.
	16-30	Natural disaster.
OCT	01-15	Great Indian poets.
	16-31	Fighters of India.
NOV	01-15	Nirmal Ganga.
	16-30	Great lines from literature.
DEC	01-15	Joy of Winter.
	16-31	Gender equality.
JAN	01-15	Hindi Diwas.
	16-31	SFS School.
FEB	01-15	Girl child.
	16-28	Travelling-A part of education.
MAR	01-15	Pollution (water, soil, air & noise).
	16-31	Late politicians of India.

PIN BOARD THEMES CL. IX-XII

Month	Date	Themes
APRIL	01-15	Monuments of Assam.
	16-30	Women & Politics.
MAY	01-15	Literature.
	15-31	Ancient History of India.
JUNE	01-15	Robotic Surgery.
	16-30	Go Green.
JULY	01-15	Environmental science.
	16-31	Holiday destinations of India/world
AUG	01-15	Human trafficking.
	16-31	Secularism.
SEPT	01-15	I am an artist.
	16-30	Miracle of Medical science.
OCT	01-15	Non-Violence.
	16-31	Mathematical application in real life.
NOV	01-15	E-commerce.
	16-30	Current affairs.
DEC	01-15	Hornbill Festival.
	16-31	Christmas.
JAN	01-15	Save girl child.
	16-31	Martyrs Day.
FEB	01-15	Unity in diversity.
	16-28	Smart city and Digital India.
MAR	01-15	Stages of life.
	16-31	Importance of teamwork.

Extempore Speech Topics :

Class : V-VIII

1. Market.
2. A funny incident.
3. An unforgettable trip.
4. Animal Poaching.
5. My Best friend.
6. What I dream to be.
7. A memorable day in my life.
8. Your favourite pass-time.
9. Internet.
10. My favourite book.
11. Global warming.
12. A trip to remember.
13. Water conservation.
14. Our parents.
15. My favourite sport.
16. Our school.
17. Modern education system.
18. Home town.
19. Friendship.
20. Haste makes waste.

Class IX-XII

1. Technology.
2. Politics.
3. Positive attitude.
4. Child labour.
5. Population explosion.
6. Brain Drain.
7. Newspaper reading as a habit.
8. Fear of the unexpected.
9. A stitch in time saves nine.
10. How to achieve your dreams.
11. Inflation good or bad?
12. Foreign channels are a threat to our culture.
13. My life my rule.

14. Importance of execution and planning.
15. All work and no play make Jack a dull boy.
16. What according to you is a greatest gift of God?
17. Both inferiority and superiority complex are bad.
18. Women are better managers.
19. Saving mother earth is our responsibility.

Object Description Topics:

Class: I-IV

1. Apple/Any fruit.
2. Watch.
3. Roses/Any flower.
4. Tajmahal.
5. Mahatma Gandhi.
6. Map of India.
7. Plants.
8. National Flag.
9. My teacher.
10. Globe.
11. Mobile.
12. My parents.
13. My School

Other Topics for Debate

1. All students should have an after school job.
2. Abortion should be legal.
3. Homework should be banned.
4. Schools should block youtube.
5. Students should be held legally responsible for bullying in school.
6. Democracy is the best form of government.
7. Death penalty should be abolished.
8. Demonitization is good for Indian Economy.
9. The driving age should be raised.
10. Performance enhancing drugs should be allowed in sports.

PARENTS TEACHER INTERACTION

Date	Matters Discussed	Signature of the Teacher
66		

PRIOR LEAVE

Name

Class Sec..... Roll. No.

Dates of Prior Leave		Reason	Signature
From	To		
			Signature of Parent
			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
From To			Signature of Parent
			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
From To			Signature of Parent
			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator

PRIOR LEAVE

Name

Class Sec..... Roll. No.

Dates of Prior Leave		Reason	Signature
From	To		
			Signature of Parent
			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
From To			Signature of Parent
			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator
From To			Signature of Parent
			Signature of Class Teacher
			Signature of Principal/Vice Principal/Co-ordinator

LEAVE DURING SCHOOL HOURS

(While leaving the school due to illness)

Name

Class Sec..... Roll. No.

Date & Time	Reason	Signature
		Signature of Parent
Sign. of Nurse Incharge		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
		Signature of Parent
Sign. of Nurse Incharge		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator
Date & Time	Reason	Signature
		Signature of Parent
Sign. of Nurse Incharge		Signature of Class Teacher
		Signature of Principal/Vice Principal/Co-ordinator

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator

ABSENT FROM SCHOOL

Name

Class Sec..... Roll. No.

Dates of Absent		Reason in Brief from Parents	Signatures
From	To		
			Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator
From	To		Signature of Parent
No. of days Absent			Signature of Class Teacher
Total No. of days till date			Signature of Principal/Vice Principal/Co-ordinator

EXAMINATION RECORDS : (CLASS XI TO XII)

Subjects	PT-1	Signature of Sub. Teacher	PT-2	Signature of Sub. Teacher	TERM 1	Signature of Sub. Teacher
English						
Chemistry						
Physics						
Biology						
Com.Sc.						
Maths						
Accountancy						
B.St.						
Economics						
PHE						
Geography						
Psychology						
Hist.						
P. Sc						
Psychology						
Sociology						

Note : After each exam the subject teachers are required to fill these columns.

EXAMINATION RECORDS : (CLASS XI TO XII)

Subjects	PT-3	Signature of Sub. Teacher	PT - 4	Signature of Sub. Teacher	TERM 2	Signature of Sub. Teacher
English						
Chemistry						
Physics						
Biology						
Com.Sc.						
Maths						
Accountancy						
B.St.						
Economics						
PHE						
Geography						
Psychology						
Hist.						
P. Sc						
Entrepreneurship						
Sociology						

Note : After each exam the subject teachers are required to fill these columns.

EXAMINATION RECORDS : (CLASS I TO X)

Subjects	PT-1	Signature of Sub.Teacher	PT-2	Signature of Sub.Teacher	TERM 1	Signature of Sub.Teacher
English I						
English II						
Maths						
Hindi						
Science						
Com.Sc.						
G.K						
Assamese						
Social.Sc.						
M.Sc.						

Note : After each exam the subject teachers are required to fill these columns.

EXAMINATION RECORDS: (CLASS I TO X)

Subjects	PT-3	Signature of Sub. Teacher	PT-4	Signature of Sub. Teacher	TERM 2	Signature of Sub. Teacher
English I						
English II						
Maths						
Hindi						
Science						
Com.Sc.						
G.K						
Assamese						
Social.Sc.						
M.Sc.						

Note : After each exam the subject teachers are required to fill these columns.

SCHOOL DISCIPLINARY CHART

Sl. No.	Date	Late Arrival/Diary/ID/Uniform/ improper hairstyle/lack of study material	Fine Amount	Name of the Teacher
01			1st Corection	
02			2nd Corection	
03			-5	
			-10	
04			Rs. 10	
05			Rs. 10	
06			Rs. 10	
07			Rs. 10	
08			Rs. 10	
09			Rs.10	
10			Rs. 10	
		Warning. Student has to be send to the VP and minus 20 is given along with the warning in the diary		Signature of the Parent
11			Rs. 15	
12			Rs. 15	
13			Rs. 15	
14			Rs. 15	
15			Rs. 15	
		Warning. Student has to be send to the VP and minus 40 is given along with the warning in the diary	Rs. 20	Signature of the Parent
16			Rs. 20	
17			Rs. 20	
18			Rs. 20	
19			Rs. 20	
20			Rs. 25	
		The Student will not be allowed to continue in the school again		Signature of the Parent

Incomplete Uniform & material : No school Diary, ID, proper shirt, pant, skirt, tie, shoe, sock, ribbon, text books, copy, pen pencil, eraser, unclean, uniform, long hair, boys wearing earrings, tattoos on hand etc.

Serious Offence

HOME WORK / ASSIGNMENT

Name

Class Sec Roll. No.....

HOME WORK / ASSIGNMENT

Name

Class Sec Roll. No.....

CLASS TEACHER'S REMARKS

Name

Class Sec.....Roll. No.....

Month & Date	Remarks by CT (Parents/Guardians should affix their signature to the notes from teacher to show that they have read them)	Guardian's/ Parent's Sign
APR - JUN		
Sign. of C.T		Sign. of Co-ordinator/ Principal/ VP
JUL - SEP		
Sign. of C.T		Sign. of Co-ordinator/ Principal/ VP

CLASS TEACHER'S REMARKS

Name

Class Sec.....Roll. No.....

Month & Date	Remarks by CT (Parents/Guardians should affix their signature to the notes from teacher to show that they have read them)	Guardian's/ Parent's Sign
OCT - DEC		
Sign. of C.T		Sign. of Co-ordinator/ Principal/ VP
JAN - MAR		
Sign. of C.T		Sign. of Co-ordinator/ Principal/ VP

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

COMMUNICATION FROM THE SCHOOL

Name

Class Sec Roll. No.....

Date	Remarks with signature	Signature of Parents/ Guardian

NOTES FROM PARENT'S / GUARDIAN'S

Name

Class Sec Roll. No.....

Date	Informations / Request / Notes by Parent/ Guardian with the Signature	Signature of Parent/ Guardian

EVENT FEE CHART

BOOKS I HAVE READ

Name

Class Sec..... Roll. No.....

Date of issue	Title	Date of Return	Sign.of Librarian

Assignments / Projects for (TERM 1)

Assignments / Projects for (TERM 2)

EXAMINATION TIME TABLE

EXAMINATION TIME TABLE : SUMMATIVE I & II

EXAMINATION TIME TABLE

STAR AWARDS

1. The school gives the following star awards conducted by the school. The star awards are given in the following category wise;

Category I	- Cl. I & II	Category 2	- Cl. III-V
Category 3	- Cl. VI-VIII	Category 4	- Cl. IX-XII

2. **Star students.** After T1 and T2 - the star students from each category will be selected based on the following criteria.
 - a. 500 and above plus points. b. No minus points.
c. 100% attendance.
 - b. An aggregate mark of 90% and above in T1 & T2 respectively.
 - c. When all these 5 criteria are met the student with highest overall percentage is chosen from each category as the Super Star student.
 - d. This award is given twice a year after T 1 & T 2.
3. Best Artist of the year.
4. Best Assamese Essayist of the year.
5. Best Assamese Calligraphist of the year
6. Best Hindi Essayist of the year.
7. Best Hindi calligraphist of the year.
8. Best English Essayist of the year .
9. Best English calligraphist of the year.

10. Best debater of the year.
11. Best quizzee of the year.
12. Best speaker of the year.
13. Best Story teller of the year.
14. Best dancer of the year.
15. Best singer of the year.
16. Best actor of the year.
17. Best sports girl of the year.
18. Best sports boy of the year.
19. Best class magazine of the year- Trophy for the class.
- 20. Best Science Exhibit of the year-** Individual medals and Certificates for the winning students.

These competition are done once a year. Medals and certificates are given to first, second and 3rd prize winners. Only the champions of the individual event are given trophy.

21. Star Assembly:

1. A good assembly in the morning is food for the soul.
2. It's an occasion to pray together and experience togetherness and oneness as members of the same family and we seek God's blessings throughout the course of the day.
3. Star Assembly is conducted by each sections in category wise- Cl. 1-2, Cl. 3-5, cl. 6-8 and cl. 9-12.
4. It's an occasion to show the talents as well the discipline and unity of each class.

5. The order of the star assembly is the following.
6.
 - a. Introduction by anchor.
 - b. Prayer song.
 - c. Pledge.
 - d. News Reading.
 - e. Speech.
 - f. Special programme/Cultural Dance/Group Song.
 - g. Welcome Board- Thought, Word and Quote for the day.
- All these activities are evaluated by the star assembly committee and prizes are awarded category wise.
- No same student shall appear for any of the above events for a second time in a year except for the special events.
- Special programme shall always be a group activity including not less than 6 students.

22. **Star Class:** Based on the evaluation of the discipline committee in the morning and each subject teacher in the class, at the end of the month the star class shall be chosen. The winning class shall be given trophy and star point cheques.

General Rules for Personal Point Addition and Deletion (PPA/PPD)

Personal point addition and deletion is developed solely to motivate the students to become versatile persons as well as to deter them from demotivating activities through indiscipline. It will be reflected in the report card of the students along with all the other criteria.

VERSATILITY

Students will be given grade for versatility based on the Plus points they get in an academic year.

The grade is as follows:

Sl. No	Grade	Required Points
1	A	500 and above
2	B	400 to 499
3	C	300 to 399
4	D	200 to 299
5	E	100 to 199

DISCIPLINE

Students will be given a grade for discipline based on the minus points they get in an academic year.

The grade is as follows

Sl. No	Grade	Required Points	Action Taken
1	A	Zero Minus Point	
2	B	0 to minus 50	Ist Correction
3	C	Minus 51 to 100	2nd Correction
4	D	Minus 101 to 150	Suspension from the school
5	E	Minus 151 to 200	Dismissal from the school

PERSONAL POINTS ADDITION SYSTEM

CODE	PARTICULARS	POINTS
A1	Full attendance in a particular month	+30
A2	If no negative remark on the discipline chart of the diary for each SEMESTER.	+30
A3	For securing 35 and above in a subject for the Periodic Tests (Mark will be awarded by the subject teacher)	+10
A4	For any special appreciation Cheque issued from the school. (At the submission of the Certificates, Points shall be given by the Class Teacher)	+10
A5	Best performance for Annual Sports, SFS fiesta, Inter-class Literary Competitions Final(At the submission of the Certificates Class Teachers will award points)	+20
A6	Second Best performance for Annual Sports, Annual cultural Fest, Interclass Literary Competitions Final, Outside school Champ-ionships etc. (At the submission of the Certificates Class Teachers will award points)	
A7	Third Best performance for Annual Sports, Annual Cultural Fest, Interclass Literary Competitions Final, Outside school Championships etc. (At the submission of the Certificates to Class Teachers, Points shall be given).	+10
A8	Participation for events outside the school	+5
A9	Being 1st topper in the class for T1 & T2.	+20

A10	Being 2nd topper in the class for T1 & T2.	+15
A11	Being 3rd topper in the class for T1 & T2.	+10
A12	For being a member of School Band, Scout and Guides and NCC. (once a Semester, the teacher in-charge will give the mark at the end of each semesters)	+40
A13	Head boy, Head Girl, Asst. head Boy & Girl Class captain, vice captain, school captains, head boy and head girl (once in each Semester-points awarded by the class teachers.)	+20
A14	For winning Star Class, Star Assembly, Class Magazine and Exhibition- (for all the students of the class)	+20 +20
A15	For being star student	+10
A 16	Reading Library Books and submitting the Summary to the Class teacher, not less than 2 pages (A4 sheet).(500 words)	+10
A17	Morning Speech and other Literary Events	+5 to 10
100		

PERSONAL POINTS DELETION SYSTEM

CODE	PARTICULARS	POINTS
M1	Absence from the school (Exception is given to the following cases only: A: for the death of immediate family members. B: major sickness and hospital admittance-at producing medical certificates.)	-5
M2	Creating noise or disorder during class hours/assembly/cultural festivals/ shifting classrooms/in the absence of teacher in the classroom etc.	-5
M3	Not having the full school uniform / inappropriate wearing of the uniform/not bringing study materials and other school related requirements.	-5
M4	Home work not done	-10
M5	Breaking the rule of language	-10
M6	Indecent language or behavior by a student	-10
M7	Bringing/having unwanted books,materials, mobiles or any other objects/ tobacco related products etc.- (Fine and Disciplinary measures shall be imposed along)	-20
M8	Misbehavior in the examination hall/ tampering marks, cheating etc.	-20
M9	Any act of disobedience in public	-20
M10	Damaging the property of the school or of other students.(Adequate fine shall be imposed along)	-20
M11	Physical harm to others and ragging behaviors.	-20
M12	Parents/guardians not reporting to the school when called for	-20

M13	School diary torn or misplaced (should get new diary issuing form from CT and apply to the principal	-20
-----	--	-----

NOTE: Before the end of each semester we select one STAR STUDNET on the basis of 500 or more plus points, no minus points, 100% attendance and 90% or above for all the subjects in academic performance.

CO- SCHOLASTIC AREAS - 1st Term

Sl. No	Grade Points: A - 5, B - 4, C - 3, D - 2	Class teacher will give a score for the life skills based on their assessment in each semester. (SCORE OUT OF 5)	
2 A	Life Skill	Score out of 5	Grade
i)	Thinking skill: Knows the strength and weaknesses, way of dealing with people, events and things, collects relevant information from reliable sources etc.		
ii)	Social skill: Helps classmates in case of difficulties in academic and personal issues, seeks feedback from teachers and peers for self improvement, actively listens and pays attention to others.		
iii)	Emotional skill: Believes in self confidence, manages scholastic, co-scholastics and personal challenges and seeks help from teacher and classmates in difficult situations.		
2 B	Work Education: Has a collaborative approach towards the process of learning, is innovative in ideas, demonstrate a positive attitude, has clear understanding of output to be generated.		
2 C	Visual & Performing Arts : Takes an innovative and creative approach, shows aesthetic sensibilities, correlates with real life, shows willingness to experiment with different art modes/mediums etc.		
2 D	a. Attitude		
i)	Attitudes towards teachers : Shows respect, courtesy, honesty and sincerity and is helpful towards teachers.		

ii)	Attitude towards school mates : Is friendly and respectful to classmates, treats everyone equally, express and respects ideas and opinions in group and does not bully others.		
iii)	Attitude towards school programmes & environment : Participates willingly in the school programmes, concerned towards environment, actively participates in environmental issues and tries to keep the school and premises clean and tidy.		
2 D	b. Values System		
i)	Values : To abide by the constitution, respect its ideals, the National Flag, National Anthem, follow the noble ideals which inspired freedom struggle etc.		
3 A	a. Literary and creative skills : Participates in literary events like debate, quiz, public speaking, reads books and has awareness in the field of science and literature. Displays originality of ideas and opinion.		
ii)	Scientific skills : Display good observation skill, experimental skills, make use of technology, is curious to science and related articles and literature.		
	b. Health & Physical Education		
i)	Demonstrate physical fitness, agility, flexibility of the body, sportsman spirit, Displays courage and determination, follows rules and safety norms of games, organizes and provides leadership, takes initiative and interest in physical education & wellness.		
	Total		

Abbreviation: T1 - Term 1, T2 - Term 2, PT - Periodic Test

CT- Class Teacher, C.H - Conference Hall,

L.C - Literary Committee

ID - Instructional Days (Class Days)

WD - Working Days (Working day for the Staff).

PERSONAL POINTS ADDITION AND DELETION CHART

Term 1

Name :

Class: Sec : Roll No. :

PERSONAL POINTS ADDITION AND DELETION CHART

Term 1

Name :

Class: _____ Sec : _____ Roll No. : _____

CO- SCHOLASTIC AREAS –Term 2

Sl. No	Grade Points: A - 5, B - 4, C - 3, D - 2	Class teacher will give a score for the life skills based on their assessment in each semester. (SCORE OUT OF 5)	
2 A	Life Skills	Score out of 5	Grade
i)	Thinking skill: Knows the strength and weaknesses, way of dealing with people, events and things, collects relevant information from reliable sources etc.		
ii)	Social skill: Helps classmates in case of difficulties in academic and prsonal issues, seeks feedback from teachers and peers for self improvement, actively listens and pays attention to others.		
iii)	Emotional skill: Believes in self confidence, manages scholastic, co-scholastics and personal challenges and seeks help from teacher and classmastes in		
2 B	Work Education : Has a collaborative approach towards the process of learning, is innovative in ideas, demonstrate a positive attitude, has clear understanding of output to be generated.		
2 C	Visual & Performing Arts : Takes an innovative and creative approach, shows aesthetic sensibilities, correleates with real life, shows willingness to experiment with different art modes/mediums etc.		
2 D	a. Attitude		
i)	Attitudes towards teachers : Show respect, courtesy, honesty and sincerity and is helpful towards teachers.		
ii)	Attitude towards school mates : Is friendly and respectful to classmates, treats everyone equally, express and respects ideas and opinions in group and does not bully others.		
iii)	Attitude towards school programmes & environment : Participates willingly in the school programmes, concerned towards environment, actively participates in environmental issues and tries to keep the school and premises clean and tidy.		
2 D	b. Value System		
i)	Values : To abide by the constitution, respect its ideals, the National Flag, National Anthem, follow the noble ideals which inspired freedom struggle etc.		

		Values		
3 A	i)	a. Literary and creative skills : Participates in literary events like debate, quiz, public speaking, reads books and has awareness in the field of science and literature. Displays originality of ideas and opinion.		
	ii)	Scientific skills : Display good observation skill, experimental skills, make use of technology, is curious to science and related articles and literature.		
		b. Health & Physical Education		
	i)	Demonstrate physical fitness, agility, flexibility of the body, sportsman spirit, Displays courage and determination, follows rules and safety norms of games, organizes and provides leadership, takes initiative and interest in physical education & wellness.		
		Total		

PERSONAL POINTS ADDITION AND DELETION CHART

Term 2

Name :

Class:

Sec :

Roll No. :

Term1 Total PPA & PPS

PERSONAL POINTS ADDITION AND DELETION CHART

Term 2

Name :

Class: Sec : Roll No. :

Term 1 Total PPA & PPS

TIME TABLE FROM MONDAY TO FRIDAY

	1	2		3	4	5		6	7
Day	50 m 8.20- 9.10	45 m 9.10- 9.55		45 m 10:05- 10.50	45m 11:35- 12:20	45 m 11:35- 12:20		45 m 12:40- 1:25	45 m 1:25- 2:10
MON									
TUE									
WED									
THU									
FRI									

1st Break 9:55 - 10:05 (10 min.)

2nd Break 12:20 - 12:40 (20 min.)

* N.B: School Arrival Time : 7:55AM.

TIME TABLE FOR ZERO PERIOD-MONDAY TO FRIDAY

	Zero Period	I	II	III	IV	V	VI	VII
Day	40 m	40 m	40 m	40 m	40 m	40 m	40 m	40 m
	8:20-9:00	9:00-9:40	9:40-10:20	10:30-11:10	11:10-11:50	11:50-12:30	12:50-01:30	01:30-02:10
MON								
TUE								
WED								
THU								
FRI								
Assembly 8:00 - 8:20 AM								
1st Break 10:20 - 10:30 (10 min.)								
2nd Break 12:30 - 12:50 (20 min.)								

* N.B: *School Arrival Time : 7:55AM.*

SATURDAY

ZERO PERIOD FOR SATURDAY

BREAK 10:00 - 10:15 (15 min.)

***N.B:** *School Arrival Time : 7:55 AM.*

YEARLY CALENDAR 2018-19
APRIL – 2018

Date & Day	Events	Details
1 - Sunday	HOLIDAY	
2 - Monday	Working Day	
3 - Tuesday	Working Day	
4 - Wednesday	Working Day	
5 - Thursday	Working Day	
6 - Friday	Working Day	
7 - 1st Saturday	HOLIDAY	
8 - Sunday	Working Day	
9 - Monday	Instructional Day	<ul style="list-style-type: none"> • School Reopens. • Inauguration of the Academic Year.
10 - Tuesday	Instructional Day	
11 - Wednesday	Instructional Day	
12 - Thursday	Instructional Day	<ul style="list-style-type: none"> • Submission of morning speech to the Class Teacher.
13 - Friday	HOLIDAY	<ul style="list-style-type: none"> • Bohag Bihu
14 - 2nd Saturday	HOLIDAY	<ul style="list-style-type: none"> • Bohag Bihu
15 - Sunday	HOLIDAY	<ul style="list-style-type: none"> • Bohag Bihu
16 - Monday	Instructional Day	<ul style="list-style-type: none"> • Star Assembly Begins.
17 - Tuesday	Instructional Day	<ul style="list-style-type: none"> • Morning class speech begins from Roll No. 1 • Election of Class Captain and Vice Captain (Cl. I-XII). • Nomination of Head Boy and Head girl (Cl. XII) and Nomination of Asst. Head Boy and Asst. Head girl (Cl. IX) by the Principal
18 - Wednesday	Instructional Day	
19 - Thursday	Instructional Day	<ul style="list-style-type: none"> • Oath taking, badge distribution for Head Boy, Head Girl, Asst. Head Boy, Asst. Head Girl & Class captains and vice captains.
20 - Friday	Instructional Day	<ul style="list-style-type: none"> •
21 - 3rd Saturday	Holiday/ Working Day	<ul style="list-style-type: none"> • Selection Test for Cl. XI from 10:45 am to 11:45 am and Interview of Non-SFS students from 12.00 to 1:00 pm.
22 - Sunday	HOLIDAY	

23 - Monday	Instructional Day	<ul style="list-style-type: none"> Quiz Preliminary Class I-IX (Zero period & Assembly time)
24 - Tuesday	Instructional Day	
25 - Wednesday	Instructional Day	
26 - Thursday	Instructional Day	<ul style="list-style-type: none"> Parents Meeting for Cl. I & II (2:10 PM)
27 - Friday	Instructional Day	<ul style="list-style-type: none"> Parents Meeting for Cl. III & IV (2:10 PM)
28 - 4th Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> House Division & Selection of House Captains. Selection Test for Cl. XI from 11 am to 12 Noon and Interview for Non-SFS students from 12.15 to 2.30 pm. Guest Lecture for Cl. IX-XI (12 Noon to 1:30 PM).
29 - Sunday	HOLIDAY	
30 - Monday	HOLIDAY	<ul style="list-style-type: none"> Buddha Purnima.

Monthly ID= 15, Monthly WD=7

MAY 2018

Date & Day	Events	Details
1 - Tuesday	HOLIDAY	* May Day
2 - Wednesday	Instructional Day	* Submission of morning speech to the Class Teacher.
3 - Thursday	Instructional Day	* Parents Meeting for Cl. V & VI (2:10 PM)
4 - Friday	Instructional Day	* Parents Meeting for Cl. VII & VIII (2:10 PM)
5 - 1st Saturday	Instructional Day & Co-curricular activities	* Selection Test for Cl. XI from 11 am to 12 Noon and Interview Non-SFS students from 12.15 to 2.30 pm. * 3rd Period : Quiz - Cl. II (ABC) / 4th Period: Quiz -Cl. III (ABC)
6 - Sunday	HOLIDAY	
7 - Monday	Instructional Day	* Parents Meeting for Cl. IX (2:10 PM)
8 - Tuesday	Instructional Day	* Learning out together - Cl. IX.
9 - Wednesday	Instructional Day	
10 - Thursday	Instructional Day	* Learning out together Cl. VIII
11 - Friday	Instructional Day	
12 - 2nd Saturday	Instructional Day & Co-curricular activities	* Parents Teacher's Interaction for all classes from 11:50 - 12:50 PM. * 3rd Period: Quiz - Cl. IV (ABC)/ 4th Period: Quiz - Cl. V (ABC)
13 - Sunday	HOLIDAY	
14 - Monday	Instructional Day	* Class begins for Cl. XI.
15 - Tuesday	Instructional Day	
16 - Wednesday	Instructional Day	* Learning out together Cl. VII
17 - Thursday	Instructional Day	
18 - Friday	Instructional Day	* Learning out together Cl. VI
19 - 3rd Saturday	HOLIDAY/ Instructional Day	
20 - Sunday	HOLIDAY	
21 - Monday	Instructional Day	
22 - Tuesday	Instructional Day	* Assamese Essay & Calligraphy Cl. II-XI (Zero Period & Assembly time)

MAY 2018

Date & Day	Events	Details
23 - Wednesday	Instructional Day	
24 - Thursday	Instructional Day	
25 - Friday	Instructional Day	
26 - 4th Saturday	Instructional Day & Co-curricular activities	Parents Teacher's Interaction for all classes from * 11:50 - 12:50 PM. * 3rd Period: Quiz- Cl. VI (ABC)/4th Period: Quiz - Cl. VII(ABC)
27 - Sunday	HOLIDAY	
28 - Monday	Instructional Day	* PT1
29 - Tuesday	Instructional Day	* PT1
30 - Wednesday	HOLIDAY	* Tithi of Madhav Dev.
31 - Thursday	Instructional Day	* PT1

Monthly ID = 24, Total ID= 39, Total WD=7

JUNE 2018

Date & Day	Events	Details
1 - Friday	Instructional Day	* PT1 * Submission of morning speech to the Class Teacher.
2 - 1st Saturday	Instructional Day & Co-curricular activities	
3 - Sunday	HOLIDAY	
4 - Monday	Instructional Day	* PT1
5 - Tuesday	Instructional Day	* PT1
6 - Wednesday	Instructional Day	* PT1
7 - Thursday	Instructional Day	* PT1
8 - Friday	Instructional Day	
9 - 2nd Saturday	Instructional Day & Co-curricular activities	* Guest Lecture for Cl. IX-XI (11:50 to 1:30 PM) * Parents Teacher's Interaction for all classes from 11:50 - 12:50 PM. * 3rd Period: Quiz - Cl. VIII (ABC)/ 4th Period: Quiz-IX (ABC)
10 - Sunday	HOLIDAY	
11 - Monday	Instructional Day	* Welcome & Talent show of Cl. XI students (Zero period & Assembly time)
12 - Tuesday	Instructional Day	* Debate Preliminary round - Class (V-IX) (Zero Period & Assembly time)
13 - Wednesday	Instructional Day	* Investiture Programme for Scout & Guide (Assembly time)
14 - Thursday	Instructional Day	
15 - Friday	Instructional Day	
16 - 3rd Saturday	HOLIDAY	* Idul Fitri
17 - Sunday	HOLIDAY	
18 - Monday	Instructional Day	
19 - Tuesday	Instructional Day	* Hindi Spell Bee Preliminary round I-XI (Zero Period & Assembly time)
20 - Wednesday	Instructional Day	
21 - Thursday	Instructional Day	* Parents Meeting for Cl. XI. (2:10 PM)

JUNE 2018

Date & Day	Events	Details
22 - Friday	Instructional Day	
23 - 4th Saturday	Working Day	<ul style="list-style-type: none"> * Open Day Parents-Teachers Meeting from 8:15 am to 1:30 pm. (The minus points and attendance shall be calculated till 31st July.) Roll No.- 1 to 10 (8:15 am to 9:15 am) Roll No.- 11 to 20 (9:15 am to 10:15 am) Roll No.- 21 to 30 (10:30 am to 11:30 am) Roll No.- 31 to 40 (11:30 am to 12:30 pm) Roll No.- 41 and above (12:30 pm to 1:30 pm)
24 - Sunday	HOLIDAY	
25 - Monday	Instructional Day	
26 - Tuesday	Instructional Day	
27 - Wednesday	Instructional Day	
28 - Thursday	Instructional Day	
29 - Friday	Instructional Day	
30 - 5th Saturday	Instructional Day & Co-curricular - activities	<ul style="list-style-type: none"> * 3rd Period: Quiz- Cl. I (ABC)/ 4th Period: Quiz Cl. II (ABC) * Hindi Spell bee semifinal - 3rd Period: Cat (I-II), Cat (III - V) / 4th Period: Cat (VI-VIII), Cat (IX-XI)

Monthly ID: 24, Total ID = 63, Total WD = 8

JULY 2018

Date & Day	Events	Details
1 - Sunday	Summer Vacation	* Summer holiday begins.
2 - Monday	Extra Class/ Co-Curricular Event	* Special Class for Class X & XII. * Rock Climbing for the students of NCC, Scout & Guide.
3 - Tuesday	Extra Class/ Co-Curricular Event	* Special Class for Class X & XII. * Summer camp for Scout & Guide.
4 - Wednesday	Extra Class/ Co-Curricular Event	* Special Class for Class X & XII. * Summer camp for Scout & Guide.
5 - Thursday	Extra Class/ Co-Curricular Event	* Special Class for Class X & XII. * Summer camp for Scout & Guide.
6 - Friday	Extra Class/ Co-Curricular Event	* Special Class for Class X & XII. * Summer camp for Scout & Guide.
7 - 1st Saturday	Extra Class	* Special Class for Class X & XII.
8 - Sunday	Summer Vacation	
9 - Monday	Summer Vacation	
10 - Tuesday	Summer Vacation	
11 - Wednesday	Summer Vacation	
12 - Thursday	Summer Vacation	
13 - Friday	Summer Vacation	
14 - 2nd Saturday	Summer Vacation	
15 - Sunday	Summer Vacation	
16 - Monday	Summer Vacation	
17 - Tuesday	Summer Vacation	
18 - Wednesday	Summer Vacation	
19 - Thursday	Summer Vacation	
20 - Friday	Summer Vacation	
21 - 3rd Saturday	Summer Vacation	

JULY 2018

Date & Day	Events	Details
22 - Sunday	Summer Vacation	
23 - Monday	Summer Vacation	
24 - Tuesday	Summer Vacation	
25 - Wednesday	Summer Vacation	
26 - Thursday	Summer Vacation	
27 - Friday	Summer Vacation	
28 - 4th Saturday	Summer Vacation	
29 - Sunday	Summer Vacation	
30 - Monday	Instructional Day	* School Re-opens
31 - Tuesday	Instructional Day	

Monthly ID = 2, Total ID= 65, Total WD= 8

AUGUST 2018

Date & Day	Events	Details
1 - Wednesday	Instructional Day	<ul style="list-style-type: none"> * Last date for the submission of the project for all classes. * Submission of morning speech to the Class Teacher.
2 - Thursday	Instructional Day	<ul style="list-style-type: none"> * Project Child health care check up.
3 - Friday	Instructional Day	<ul style="list-style-type: none"> * Project Child health care check up.
4 - 1st Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> * Project Child health care check up. * 3rd Period: Semi Finals (Written Quiz) Cat (I-XI)
5 - Sunday	HOLIDAY	
6 - Monday	Instructional Day	<ul style="list-style-type: none"> * PT 2 * Project Child health care check up.
7 - Tuesday	Instructional Day	<ul style="list-style-type: none"> * PT 2 * Project Child health care check up.
8 - Wednesday	Instructional Day	<ul style="list-style-type: none"> * PT 2 * Project Child health care check up.
9 - Thursday	Instructional Day	<ul style="list-style-type: none"> * PT 2
10 - Friday	Instructional Day	<ul style="list-style-type: none"> * PT 2
11 - 2nd Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> * Parents Teacher's Interaction for all classes from 11:50 - 12:50 PM.
12 - Sunday	HOLIDAY	
13 - Monday	Instructional Day	<ul style="list-style-type: none"> * PT 2
14 - Tuesday	Instructional Day	<ul style="list-style-type: none"> * PT 2
15- Wednesday	HOLIDAY	<ul style="list-style-type: none"> * Independence Day.
16 - Thursday	Instructional Day	<ul style="list-style-type: none"> * PT 2
17 - Friday	Instructional Day	
18 - 3rd Saturday	HOLIDAY/ Instructional Day	
19 - Sunday	HOLIDAY	
20 - Monday	Instructional Day	<ul style="list-style-type: none"> * Learning out together Cl. V

AUGUST 2018

Date & Day	Events	Details
21 - Tuesday	Instructional Day	* English Essay & Calligraphy - Cl. I-X (Zero period & Assembly time)
22 - Wednesday	HOLIDAY	* Idul Juha
23 - Thursday	Instructional Day	* Learning out together Cl. IV
24 - Friday	Instructional Day	
25 - 4th Saturday	Instructional Day & Co-curricular activities	* Parents Teacher's Interaction for all classes from 11:50 - 12:50 PM. * 3rd Period: Debate - Cl. VA & VIA /4th Period: Debate - Cl. V B & VI B
26 - Sunday	HOLIDAY	
27 - Monday	Instructional Day	
28 - Tuesday	Instructional Day	* Learning out together Cl. III
29 - Wednesday	Instructional Day	
30 - Thursday	Instructional Day	* Learning out together Cl. II
31 - Friday	HOLIDAY	Tithi of Madhav Dev

Monthly ID= 23, Total ID=88, Total WD= 8

SEPTERMBER 2018

Date & Day	Events	Details
1 - 1st Saturday	Instructional Day	
	& Co-curricular activities	<ul style="list-style-type: none"> * Submission of morning speech to the Class Teacher. * 3rd Period: Debate - V C & VI C
2 - Sunday	HOLIDAY	
3 - Monday	HOLIDAY	* Janmastami.
4 - Tuesday	Instructional Day	* Teachers Day final practice.
5 - Wednesday	Instructional Day	
6 - Thursday	Instructional Day	Learning out together Cl. I
7 - Friday	Instructional Day	<ul style="list-style-type: none"> * Assamese Spell Bee Preliminary round Cl. (I-XI)
8 - 2nd Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> * Guest Lecture for Cl. IX-XI(11:50 to 1:30 PM) * Parents Teachers Interaction for all classes from 11:50 - 12:50 PM * 3rd Period: Debate - Cl. IX A & XI Arts/ Semi Final of Assamese Spell Bee Cat. (I-II), Cat. (III-V), Cat. (VI-VIII) & Cat. (IX-XI)
9 - Sunday	HOLIDAY	
10 - Monday	Instructional Day	
11 - Tuesday	HOLIDAY	* Tithi of Srimanta Shankar Dev.
12 - Wednesday	Instructional Day	
13 - Thursday	Instructional Day	
14 - Friday	Instructional Day	
15 - 3rd Saturday	HOLIDAY/ Instructional Day	
16 - Sunday	HOLIDAY	
17 - Monday	Instructional Day	* Term 1 Exam.
18 - Tuesday	Instructional Day	* Term 1 Exam.
19 - Wednesday	HOLIDAY	* Janmotsav of Srimanta Shankar Dev.
20 - Thursday	Instructional Day	* Term 1 Exam.
21 - Friday	HOLIDAY	* Muharam.
22 - 4th Saturday	Instructional Day	* Term 1 Exam.

SEPTEMBER 2018

Date & Day	Events	Details
		* Parents Teacher's Interaction for all classes from 11:50 - 12:50 PM.
23 - Sunday	HOLIDAY	
24 - Monday	Instructional Day	* Term 1 Exam.
25 - Tuesday	Instructional Day	* Term 1 Exam.
26 - Wednesday	Instructional Day	* Term 1 Exam.
27 - Thursday	Instructional Day	* Term 1 Exam.
28 - Friday	Instructional Day	* Term 1 Exam.
29 - 5th Saturday	Instructional Day	* Term 1 Exam.
30 - Sunday	HOLIDAY	

Monthly ID= 20, Total ID= 108, Total WD= 8

OCTOBER 2018

Date & Day	Events	Details
1 - Monday	Instructional Day	* Submission of morning speech to the English Teacher.
2 - Tuesday	Instructional Day/ Swachha Bharat	* Gandhi Jayanti
3 - Wednesday	Instructional Day	
4 - Thursday	Instructional Day	
5 - Friday	Instructional Day	
6 - 1st Saturday	Instructional Day & Co-curricular activities	* 3rd Period: Debate - (IX B & XI Sc.)/ 4th Period: (IX C & XI Com)
7 - Sunday	HOLIDAY	
8 - Monday	Instructional Day	
9 - Tuesday	Instructional Day	
10 - Wednesday	Instructional Day	
11 - Thursday	Instructional Day	
12 - Friday	Instructional Day	
13 - 2nd Saturday	Working Day	* Term 1 Result. Roll Nos. - 1 to 10 (8:15-9:15 am) Roll Nos. - 11 to 20 (9:15-10:15 am) Roll Nos. - 21 to 30 (10:30-11:30 am) Roll Nos. - 31 to 40 (11:30-12:30 pm) Roll Nos. 41 & above - (12:30-1:30 pm)
14 - Sunday	HOLIDAY	
15 - Monday	Puja Vacation	* Durga Puja Vacation
16 - Tuesday	Puja Vacation	* Durga Puja Vacation
17 - Wednesday	Puja Vacation	* Durga Puja Vacation
18 - Thursday	Puja Vacation	* Durga Puja Vacation
19 - Friday	Puja Vacation	* Durga Puja Vacation
20 - 3rd Saturday	Puja Vacation	* Durga Puja Vacation
21 - Sunday	HOLIDAY	
22 - Monday	Instructional Day	
23 - Tuesday	Instructional Day	

OCTOBER 2018

Date & Day	Events	Details
24 - Wednesday	Instructional Day	
25 - Thursday	Instructional Day	
26 - Friday	Instructional Day	* Hindi Essay & Calligraphy Preliminary round Cl. I-XI (Zero period & Assembly time)
27 - 4th Saturday	Instructional Day & Co-curricular activities	* Parents Teacher's Interaction for all classes from 11:50 - 12:50 PM. * 3rd Period: Debate - VII A & VIII A / 4th Period: Debate Semi final - Cat. (IX-XI)
28 - Sunday	HOLIDAY	
29 - Monday	Instructional Day	
30 - Tuesday	Instructional Day	
31 - Wednesday	Instructional Day	

Monthly ID= 19, Total ID= 127, Total WD= 9

NOVEMBER 2018

Date & Day	Events	Details
1 -Thursday	Instructional Day	<ul style="list-style-type: none"> * CL. I ADMISSION FORM DOWLOADING FROM SCHOOL WEBSITE - www.sfsnarengi.ac.in * Submission of morning speech to the Class Teacher.
2 - Friday	Instructional Day	<ul style="list-style-type: none"> * English spell bee preliminary Cl. (I - XI) (Assembly time & zero period)
3 - 1st Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> * Cl. I Assessment and Parent student interaction. * 3rd Period: Debate - VII B & VIII B/ English Spell Bee Final - All Category.
4 - Sunday	HOLIDAY	
5 - Monday	Instructional Day	<ul style="list-style-type: none"> * Cl. I Assessment and Parent student interaction.
6 - Tuesday	Instructional Day	<ul style="list-style-type: none"> * Cl. I Assessment and Parent student interaction.
7 - Wednesday	HOLIDAY	<ul style="list-style-type: none"> * Cl. I Assessment and Parent student interaction. * Diwali
8 - Thursday	Instructional Day	
9 - Friday	Instructional Day	
10 -2nd Saturday	Instructional Day	<ul style="list-style-type: none"> * Parents Teacher's Interaction for all classes from 11:50 - 12:50 PM. * 3rd Period: Debate - Cl. VII C & VIII C.
11 - Sunday	HOLIDAY	
12 - Monday	Instructional Day	
13 - Tuesday	Instructional Day	
14 - Wednesday	Working Day	<ul style="list-style-type: none"> * Children's Day * Chhath Puja
15 - Thursday	Instructional Day	
16 - Friday	Instructional Day	
17 - 3rd Saturday	HOLIDAY/ Working Day	<ul style="list-style-type: none"> * SFS Challenger
18 - Sunday	HOLIDAY	<ul style="list-style-type: none"> * SFS Challenger
19 - Monday	Instructional Day	

NOVEMBER 2018

Date & Day	Events	Details
20 - Tuesday	Instructional Day	* International Child Rights Day. Morning assembly Conducted by the child Rights Club.
21 - Wednesday	Instructional Day	
22 - Thursday	Instructional Day	* Assembly conducted by NCC.
23 - Friday	HOLIDAY	* Guru Nanak's Birthday
24 - 4th Saturday	Working Day	* Parents Day
25 - Sunday	HOLIDAY	
26 - Monday	Instructional Day	
27 - Tuesday	Instructional Day	
28 - Wednesday	Instructional Day	
29 - Thursday	Instructional Day	
30 - Friday	Instructional Day	

Monthly ID= 20, Total ID= 147, Total WD= 11

DECEMBER 2018

Date & Day	Events	Details
1 - 1st Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> * World AIDS day. * Submission of morning speech to the Class Teacher. * 3rd Period: - Debate Semi Final Cl. (V-VIII)
2 - Sunday	HOLIDAY	<ul style="list-style-type: none"> * Assam Divas
3 - Monday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
4 - Tuesday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
5 - Wednesday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
6 - Thursday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
7 - Friday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
8 - 2nd Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> * Parents Teachers Interaction for all classes from 11:50 - 12:50 PM
9 - Sunday	HOLIDAY	
10 - Monday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
11 - Tuesday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
12 - Wednesday	Instructional Day	<ul style="list-style-type: none"> * PT 3 * 1st Pre-board for Cl. X & XII.
13 - Thursday	Instructional Day	
14 - Friday	Instructional Day	<ul style="list-style-type: none"> * Staff get together of CLAMS.
15- 3rd Saturday	HOLIDAY/ Instructional Day	

DECEMBER 2018

Date & Day	Events	Details
16 - Sunday	HOLIDAY	
17 - Monday	Instructional Day	
18 - Tuesday	Instructional Day	
19 - Wednesday	Instructional Day	* Result and parents Meeting for Cl. X & XII. (2:10 PM)
20 - Thursday	Instructional Day	
21 - Friday	Instructional Day	
22 - 4th Saturday	Working Day	* Pre Christmas Celebration
23 - Sunday		* Winter vacation * Christmas Holiday
24 - Monday		* Winter vacation * Christmas Holiday
25 - Tuesday		* Winter vacation
		* Christmas
26 - Wednesday		* Winter vacation
27 - Thursday		* Winter vacation
28 - Friday		* Winter vacation
29 - 5th Saturday		* Winter vacation
30 - Sunday		* Winter vacation
31 - Monday		* Winter vacation

Monthly ID= 16, Total ID= 163, Total WD= 12

JANUARY 2019

Date & Day	Events	Details
1 - Tuesday	HOLIDAY	* New Year Eve
2 - Wednesday	Instructional Day	* School Re-opens. * 2nd Pre-board for Cl. X & XII and 1st Pre-board for cl. IX & XI. * Submission of morning speech to the Class Teacher.
3 - Thursday	Instructional Day	* Parents Meeting for Cl. XII (2:30 PM) * 2nd Pre-board for Cl. X & XII and 1st Pre-board for cl. IX & XI.
4 - Friday	Instructional Day	* 2nd Pre-board for Cl. X & XII and 1st Pre-board for cl. IX & XI. * Ut3 Marks submission to the Principal's office by the teacher.
5 - 1st Saturday	Instructional Day	* 2nd Pre-board for Cl. X & XII and 1st Pre-board for cl. IX & XI.
6 - Sunday	HOLIDAY	
7 - Monday	Instructional Day	* Parents Meeting for Cl. IX (2:30 PM) * 2nd Pre-board for Cl. X & XII and 1st Pre-board for cl. IX & XI.
8 - Tuesday	Instructional Day	* 2nd Pre-board for Cl. X & XII and 1st Pre-board for cl. IX & XI.
9 - Wednesday	Instructional Day	
10 - Thursday	Instructional Day	
11 - Friday	Instructional Day	* Result & Parents Meeting for Cl. X & XII(2:10 PM)
12 - 2nd Saturday	Working Day	* Result & Parents Meeting for Cl. IX & XI (8:15AM - 1 PM) * Open Day parents Meeting from 8:15 AM - 1:30 PM. (The minus points and attendance shall be calculated till 22nd December) * Roll Nos. - 1 to 10 (8:15-9:15 am) * Roll Nos. - 11 to 20 (9:15-10:15 am) * Roll Nos. - 21 to 30 (10:30-11:30 am) * Roll Nos. - 31 to 40 (11:30-12:30 pm) * Roll Nos. 41 & above - (12:30-1:30 pm)

JANUARY 2019

Date & Day	Events	Details
13 - Sunday	HOLIDAY	* Magh Bihu
14 - Monday	HOLIDAY	* Magh Bihu
15 - Tuesday	HOLIDAY	* Magh Bihu
16 - Wednesday	Instructional Day	
17 - Thursday	Instructional Day	
18 - Friday	Instructional Day	
19 - 3rd Saturday	HOLIDAY/ Instructional Day	
20 - Sunday	HOLIDAY	
21 - Monday	Instructional Day	* Parents Meeting for Cl. VII & VIII (2:10 PM)
22 - Tuesday	Instructional Day	
23 - Wednesday	Instructional Day	* Netaji's Birthday
24 - Thursday	Instructional Day	* Parents Meeting for Cl. V & VI (2:10 PM)
25 - Friday	Instructional Day	
26 - 4th Saturday	Working Day	* Republic Day Celebration at 8:00 AM * Assembly conducted by NCC, Scout & Guide and School Band.
27 - Sunday	HOLIDAY	
28 - Monday	Instructional Day	* PT 4
29 - Tuesday	Instructional Day	* PT 4
30 - Wednesday	Instructional Day	* PT 4
31 - Thursday	HOLIDAY	* Me-Dam-me-phi

Monthly ID= 20, Total ID= 183, Total WD= 14

FEBRUARY 2019

Date & Day	Events	Details
1 - Friday	Instructional Day	<ul style="list-style-type: none"> * PT 4 * Term 2 Exam for Cl. IX & XI * Submission of morning speech to the Class Teacher.
2 - 1st Saturday	Instructional Day & Co-curricular activities	
3 - Sunday	HOLIDAY	
4 - Monday	Instructional Day	<ul style="list-style-type: none"> * PT 4 * Term 2 Exam for Cl. IX & XI
5 - Tuesday	Instructional Day	<ul style="list-style-type: none"> * PT 4 * Term 2 Exam for Cl. IX & XI
6 - Wednesday	Instructional Day	<ul style="list-style-type: none"> * PT 4 * Term 2 Exam for Cl. IX & XI
7 - Thursday	Instructional Day	<ul style="list-style-type: none"> * Term 2 Exam Cl. IX & XI * PT 4
8 - Friday	Instructional Day	<ul style="list-style-type: none"> * Term 2 Exam for Cl. IX & XI
9 - 2nd Saturday	Instructional Day & Co-curricular activities	<ul style="list-style-type: none"> * Term 2 Exam for Cl. IX & XI * Parents Teachers Interaction for all classes from 11:50 - 12:50 PM
10 - Sunday	HOLIDAY	<ul style="list-style-type: none"> * Saraswati Puja
11 - Monday	Instructional Day	<ul style="list-style-type: none"> * Term 2 Exam for Cl. IX & XI
12 - Tuesday	Instructional Day	
13 - Wednesday	Instructional Day	
14 - Thursday	Instructional Day	<ul style="list-style-type: none"> * Parents Meeting for Cl. III & IV (2:10 PM)
15 - Friday	Instructional Day	<ul style="list-style-type: none"> * Cl. IX & XI - Result.
16 - 3rd Saturday	HOLIDAY/ Instructional Day	<ul style="list-style-type: none"> * Entrance exam for Cl. II-VIII.
17 - Sunday	HOLIDAY	
18 - Monday	Instructional Day	<ul style="list-style-type: none"> * Application for Submission for T. C. * Parents Meeting for Cl. I & II (2:10 PM)

FEBRUARY 2019

Date & Day	Events	Details
19 - Tuesday	Instructional Day	
20 - Wednesday	Instructional Day	
21 - Thursday	Instructional Day	
22 - Friday	Instructional Day	
23 - 4th Saturday	Instructional Day & Co-curricular activities	* Parents Teachers Interaction for all classes from 11:50 - 12:50 PM
24 - Sunday	HOLIDAY	
25 - Monday	Instructional Day	* Cl. X & XII Class begins.
26 - Tuesday	Instructional Day	
27 - Wednesday	Instructional Day	
28 - Thursday	Instructional Day	

Monthly ID= 23, Total ID= 206, Total WD= 14

MARCH 2019

Date & Day	Events	Details
1 - Friday	Instructional Day	* Term 2 Exam.
2 - 1st Saturday	Instructional Day	* Term 2 Exam.
3 - Sunday	HOLIDAY	
4 - Monday	Instructional Day	* Term 2 Exam.
5 - Tuesday	Instructional Day	* Term 2 Exam.
6 - Wednesday	Instructional Day	* Term 2 Exam.
7 - Thursday	Instructional Day	* Term 2 Exam.
8 - Friday	Instructional Day	* Term 2 Exam.
9 - 2nd Saturday	Instructional Day	* Term 2 Exam.
10 - Sunday	HOLIDAY	
11 - Monday	Instructional Day	* Term 2 Exam.
12 - Tuesday	Instructional Day	* Term 2 Exam.
13 - Wednesday	Instructional Day	* Term 2 Exam.
14 - Thursday	Instructional Day	* Term 2 Exam.
15 - Friday	Instructional Day	* Term 2 Exam.
16 - 3rd Saturday	Working Day	
17 - Sunday	HOLIDAY	
18 - Monday	Working Day	
19 - Tuesday	Working Day	
20 - Wednesday	Working Day	
21 - Thursday	HOLIDAY	* Holi
22 - Friday	HOLIDAY	* Holi
23 - 4th Saturday	Working Day	
24 - Sunday	HOLIDAY	
25 - Monday	Working Day	Term 2 Result/TC * Roll Nos. - 1 to 10 (8:15-9:15 am) * Roll Nos. - 11 to 20 (9:15-10:15 am) * Roll Nos. - 21 to 30 (10:30-11:30 am) * Roll Nos. - 31 to 40 (11:30-12:30 pm) * Roll Nos. 41 & above - (12:30-1:30 pm)

MARCH 2019

Date & Day	Events	Details
26 - Tuesday	Working Day	
27 - Wednesday	Working Day	
28 - Thursday	Working Day	
29 - Friday	Working Day	
30 - 5th Saturday	Working Day	
31 - Sunday	HOLIDAY	

Monthly ID= 13, Total ID= 219, Total WD= 25

APRIL 2019

Date & Day	Events	Details
1 - Monday	HOLIDAY	
2 - Tuesday	HOLIDAY	
3 - Wednesday	HOLIDAY	
4 - Thursday	HOLIDAY	
5 - Friday	HOLIDAY	
6 - 1st Saturday	HOLIDAY	
7 - Sunday	HOLIDAY	
8 - Monday	Instructional Day	* School Re-opens
9 - Tuesday	Instructional Day	
10 - Wednesday	Instructional Day	
11 - Thursday	Instructional Day	
12 - Friday	Instructional Day	
13 - 2nd Saturday	HOLIDAY	* Bohag Bihu
14 - Sunday	HOLIDAY	* Bohag Bihu
15 - Monday	Instructional Day	
16 - Tuesday	Instructional Day	
17 - Wednesday	Instructional Day	
18 - Thursday	Instructional Day	
19 - Friday	HOLIDAY	* Good Friday
20 - 3rd Saturday	Instructional Day	
21 - Sunday	HOLIDAY	
22 - Monday	Instructional Day	
23 - Tuesday	Instructional Day	
24 - Wednesday	Instructional Day	
25 - Thursday	Instructional Day	
26 - Friday	Instructional Day	
27 - 4th Saturday	Instructional Day	
28 - Sunday	HOLIDAY	
29 - Monday	Instructional Day	
30 - Tuesday	Instructional Day	

Monthly ID=18, Total WD= 0

LITERARY & CULTURAL EVENT JUDGMENT CRITERIA

Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
1	Debate Competition	Presentation & Body language (10 points)	Eye Contact (5 points)	Content (20 points)	Time management (5 points)	Rebuttle (5 points)	NA	45 points
2	Mime competition	Expression & Body movement (10 points)	Presentation (Costumes, Music & use of stage) (10 points)	Proper execution of theme (10 points)	Originality (10 points)	NA	NA	40 points
3	Prepared Speech Competition	Content (20 points)	Body language & Eye Contact (5 points)	Communication & Vocabulary (10 points)	Time Management (5 points)	Overall presentation (10 points)	NA	50 points
4	Story telling competition	Body language (10 points)	Voice Modulation (10 points)	Eye contact (10 points)	Overall presentation (10 points)	NA	NA	40 points
5	Instrumental playing competition	Coordination between different instruments (20 points)	Interpretation/ Expression (10 points)	Stage Presence (10 points)	NA	NA	NA	40 points

LITERARY & CULTURAL EVENT JUDGMENT CRITERIA

Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
6	Solo Singing competition	Vocal ability (20 points)	Selection of song (10 points)	Stage presence (10 points)	Timing & Basic Rhythm (20 points)	NA	Overall Presentation (10 points)	70 points
7	Solo Dance competition	Selection of the song (5 points)	Presentation & costume (10 points)	Movement (10 points)	Coreography (20 points)	Floor Craft (10 points)	NA	55 points
8	Group Dance Competition	Choreography (20 points)	Adhere to theme (10 points)	Expression & Depiction of Theme (10 points)	Costumes (10 points)	Use of Props (10 points)	NA	60 Points
9	Essay Competition	Creativity & wow factor (10 Points)	Spelling/ Punctuation (10 points)	Introduction & conclusion (10 points)	Content (10 points)	Language competency (Grammar, (10 points)	Format, Handwriting & word limit (10 points)	70 Points
10	Calligraphy Competition	Presentation/ neatness & format (10 points)	Spelling/ Punctuation (10 points)	Cursive writing (10 points)	Wordcount (10 points)	NA	NA	40 points

LITERARY & CULTURAL EVENT JUDGMENT CRITERIA

Sl. No.	Event	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Total
11	Drawing competition	Originality (Exhibits creativity)	Craftsmanship (Artist's skill in the use of material)	Elements of Art (Line, colour, space, form, media, texture)	Composition (effective use of forms or abstract techniques)	Presentation (Appearance, complimentary framing and/or mounting)	NA	50 points

DATE	NOTES
142	

DATE	NOTES
143	

DATE	NOTES
144	

DATE	NOTES
145	

DATE	NOTES
146	

DATE	NOTES
147	

DATE	NOTES
148	

DATE	NOTES
149	

ST. FRANCIS DE SALES SCHOOL LIBRARY

Policies and Procedures

LIBRARY TIME:

School Days: Monday to Friday: 8:00am-3:30pm

Saturday: 8:00am-1:00pm

OPEN during nutrition and lunch

LIBRARY PHONE: 40

LIBRARY COLLECTION: The Library houses approximately 10,000 books. The circulating collection consists of fiction, non-fiction, books in all subjects of the school, picture books, general knowledge books, novels and short stories. A professional collection is available to faculty for checkout. Non-circulating items are reference books, dictionaries, encyclopedias and periodicals. Seven categories of newspapers and various magazines are available in the reading room.

LIBRARY CARD: Students must have a student ID in order to check out a book. The student registration number acts as a library card; there is no separate library card issued.

LIBRARY LOANS: Student checkout limit is two books at any one time. Library books are issued to the students from Class IV-XII. Students from Class I-III are allowed to read books in the library and reading room during substitute and library periods. The checkout period is 15 days. Books may be renewed. (Student registration number is required for renewal).

OVERDUE BOOKS: Books are to be returned to the library on time. Any students with overdue books are blocked from checking out more materials until their record is cleared. Late return will invite a fine of Rs.2 per day.

OVERDUE NOTICES: Overdue notices will be forwarded to the principal before SA-I and SA-II and their admit cards will be blocked. Student's grade will be affected if he/she has overdue books, especially long-term or repeated over dues.

LOST/DAMAGED BOOKS: Patrons will be charged for lost or damaged books. The lost/damaged book charge is three times the cost of the book. Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

Library Period: Library class will be scheduled in library period and substitution period's .Student is to sit in the reading room with their respective teachers. The librarian may assist you. Students should be alerted that no gum, cell phones, electrical devices or inappropriate dress is allowed in the Library.

STUDENT ADMITTANCE TO THE LIBRARY: Teachers may send up to five students to the Library at one time with their ID. Students coming to the Library must have a specific assignment or task to be worked in the Library. One of our goals is to assist students in becoming responsible and self-sufficient. Students are asked to maintain silent sustained reading in the library.

LIBRARY BEHAVIOR: Only one student at a time is to be at the circulation desk. No food, drinks, gum, cell phone, electronic equipment, or inappropriate dress (per school dress code) is allowed in the Library. Students may check out books only for themselves.

WISH LIST: Faculty and student suggestions for titles, authors or subject areas are welcome. Please contact the librarian with any suggestions or requests, or place your request on the circulation desk.

A library is not a luxury but one of the necessities of life.

Henry Ward Beecher

Librarian

Principal

Subject Teacher Details

Sl No.	Name of the Teacher	Subject	Phone No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			