

**CLEMIS SCHOOL**  
**KNANAYA NURSERY SCHOOL**  
Affiliated to C.B.S.E, New Delhi. No. 930142  
Chingavanam P.O., Kottayam, Kerala  
Telephone: 0481 2430108 (Office), 2436800 (Principal),  
2436900 (Vice Principal)  
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**STUDENT'S ACADEMIC PLANNER**  
**&**  
**HAND BOOK**  
**2023-2024**

## **MEMBERS OF THE GOVERNING BOARD**

1. **H.E. Mor Severios Kuriakose Metropolitan**  
(Chairman)
2. Rev. Fr. Sajan C. Alex  
(Manager)
3. Shri Thomaskutty Mattakkattu  
(Samudaya Acting Trustee)
4. Shri. T. O. Abraham  
(Secretary Knanaya Association)
5. Shri. Renju Chacko  
(Treasurer)
6. Shri. Joby Joseph Karikottu  
(Standing Committee)
7. Shri. Joji Punnoose Vezhakattu  
(Standing Committee)
8. Shri. Sony Jacob Kunnumpurath
9. Shri. Vinod Jacob Thypparampil
10. Shri. Anil P. Zachariah Palakudy
11. Shri. K. K. Chacko Koorkakalayil
12. Smt. Sijji Jose (Principal)

## **SCHOOL ADMINISTRATION**

Manager	:	Rev. Fr. Sajan C. Alex Tel: 9747181357
Principal	:	Smt. Sijji Jose Tel: 0481-2436800
Vice Principal	:	Smt. Lidi Mary Chacko Tel: 0481-2436900

# PERSONAL DATA



Name of Pupil : .....

Class.....Division.....No.....

Religion/Caste.....

Blood Group..... Date of Birth.....

Gender .....House.....

Identity marks:

1.....

2.....

Address.....

.....

Telephone No. ....

Name and Occupation of Father .....

.....

Mobile No.....

Name of Mother.....

Name of local guardian (if any) .....

Address and Tel. No.....

.....

In case of emergency, Tel. No. to be contacted .....

Name of siblings studying in this School (if any) .....

.....

Mode of Transport.....School Bus Number.....

If by School bus, Boarding Point.....

.....

Name of Class Teacher.....

Tel. No. of Class Teacher.....

Signature of the Guardian/Father .....

Signature of Class Teacher.....

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Identity marks:

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Address and Tel. No.....

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In case of emergency, Tel. No. to be contacted .....

Name of siblings studying in this School (if any) .....

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Mode of Transport.....School Bus Number.....

If by School bus, Boarding Point.....

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Name of Class Teacher.....

Tel. No. of Class Teacher.....

Signature of the Guardian/Father .....

Signature of Class Teacher.....

## LORD'S PRAYER

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.

For Thine is the Kingdom, the Power and the Glory

For ever and ever, Amen.

## SCHOOL PRAYER

O merciful God, the voice of our prayer knocks at your door.

O Good one, grant our petitions in your mercy. O Lord have mercy upon us in your loving kindness and make known to us the mysteries of your wisdom.

Create in us a clean heart, O God and renew us with a right spirit. O the Almighty, we kneel before you to enrich us with all the heavenly gifts so as to lead a virtuous life in the days to come.

Praise the Lord, Praise the Lord, and Praise the Lord.

Amen



3. What a Friend we have in Jesus  
All our sins and griefs to bear!  
What a privilege to carry  
Everything to God in prayer  
    O what peace we often forfeit  
    O what needless pain we bear  
    All because we do not carry  
    Everything to God in Prayer  
Have we trials and temptations?  
Is there trouble anywhere?  
We should never be discouraged  
Take up to the Lord in Prayer  
    Can we find a friend so faithful  
    Who will our sorrows share?  
    Jesus knows our every weakness  
    Take it to the Lord in prayer

4. Sing them over again to me,  
Wonderful words of life,  
    Let me more of their beauty see,  
    Wonderful words of life;  
    Words of life and beauty  
    Teach me faith and duty.  
Beautiful words, wonderful words,  
Wonderful words of life;  
Beautiful words, wonderful words,  
Wonderful words of life.  
    Christ, the blessed One, gives to all  
    Wonderful words of life;  
    Sinner, list to the loving call,  
    Wonderful words of life;  
    All so freely given,  
    wooing us to heaven.

5. Nearer, my God, to Thee, nearer to Thee!  
E'en though it be a cross that raiseth me;  
Still all my song would be nearer, my God, to Thee,  
Nearer, my God, to Thee, nearer to Thee!

Though like the wanderer, the sun gone down,  
Darkness be over me, my rest a stone;  
yet in my dreams I'd be nearer, my God, to Thee,  
Nearer, my God, to Thee, nearer to Thee!

There let the way appear steps unto heav'n;  
All that Thou sendest me in mercy giv'n;  
Angels to beckon me nearer, my God, to Thee,  
Nearer, my God to Thee, nearer to Thee!

The with my waking thoughts bright with Thy praise,  
Out of my stony griefs Bethel I'll raise;  
So by my woes to be nearer, my God, to Thee,  
Nearer, my God, to Thee, nearer to Thee!

6. Jesus, the very thought of thee  
with sweetness fills the breast  
but sweeter far thy face to see  
and in thy presence rest.

O hope of every contrite heart  
O joy of all the meek  
to those who fall, how kind thou art  
How good to those who seek.

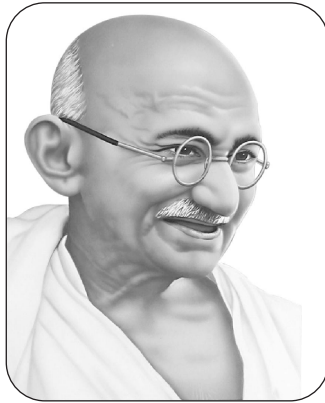
But what to those who find? Ah, this  
nor tongue nor pen can show  
the love of Jesus, what it is  
none but his loved ones know.

Jesus, our only joy be thou  
as thou our prize wilt be  
Jesus, be thou our glory now  
and through eternity.



7. O God, our help in ages past,  
Our hope for years to come,  
Our shelter from the stormy blast,  
And our eternal home.
- Under the shadow of Thy throne  
Thy saints have dwelt secure  
Sufficient is Thine arm alone  
and our defense is sure.
- Before the hills in order stood  
Or earth received her frame,  
From everlasting Thou art God,  
To endless years the same.
- A thousand ages in Thy sight  
Are like an evening gone  
Short as the watch that ends the night  
Before the rising sun.
- Time, like an ever-rolling stream,  
Bears all its sone away;  
They fly, forgotten, as a dream  
Dies at the op'ning day.
- O God, our help in ages past,  
Our hope for years to come,  
Be Thou our guard while troubles last,  
And our eternal home.
8. Praise him praise him  
Jesus our blessed redeemer  
Sing on earth his wonderful love proclaim  
Hail him Hail him  
Highest archangels in glory  
Strength and honour give to his holy name  
Like a shepherd Jesus will guard his children  
In his arms he carries them all day long  
Praise him praise him  
Tell of his excellent greatness  
Praise him praise him  
Ever in joyful song.

## NATIONAL ANTHEM



Jana-gana-mana adhinayaka jaya he  
Bharatha bhagya vidhatha  
Punjab-Sindh-Gujrat-Marata  
Dravida Uthkala Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchal-Jaladhi-Tharanga  
Tava shubha name Jage...  
Tava shubha ashisha mage...  
Gahe tava jaya gatha...  
Jana-Gana-Mangala dayaka Jaya he  
Bharatha bhagya vidhatha  
Jaya he, Jaya he, Jaya he  
Jaya Jaya Jaya Jaya he.

## NATIONAL PLEDGE



India is my country

All Indians are my brothers and sisters

I love my country and I am proud of its rich  
and varied heritage

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders  
respect and treat everyone with courtesy.

To my country and my people,

I pledge my devotion.

In their wellbeing and prosperity alone lies my happiness.

## OUR VISION AND MISSION

Clemis School and Junior College was started by the Malankara Syrian Knanaya Archdiocese in 1992 for providing quality education to the students in a Christian atmosphere. Students are admitted without discrimination on the basis of caste or religion. The rights of conscience of all are respected. The school is affiliated to the Central Board of Secondary Education. It is named in honour of the late Abraham Mor Clemis, Chief Metropolitan of Malankara and all the East. The primary objective of this Institution is to create students with-

1. Academic Excellence
2. Rational outlook and scientific temper
3. Good character and conduct
4. Social commitment
5. Commitment to secularism.

It is the ardent desire of the founders of this Institution that the students its precincts and the others leaving the portals of the School should develop a genuine sense of service to the nation. This Institution seeks to build up students who will strive after excellence in every field of life.

To foster a healthy atmosphere of co-operation among staff and students, various extra curricular activities are encouraged. To strengthen the morale of students, counseling classes are arranged occasionally.

Financial gain is not the driving force for the establishment of this institution. Merit and excellence are to be maintained even in the face of crisis. Students are given the spark of life that would contribute to all round development of their personality.

The School has a spacious Library and Reading Room with more than 10,000 volumes of books in addition to number of science journals and magazines. The Laboratories are all well equipped and well maintained.

To keep pace with the changing scenario of education in the new millennium, facilities such as in-service training programmes, workshops, orientation and refresher courses are provided to teachers. To make learning a pleasure is the ultimate vision with

which the school marches ahead in its path towards success and glory.

The medium of instruction is English. The School believes in instilling religious and moral values in the young minds, to grow up as good and ideal citizens. The subjects of Moral Science and General Knowledge aim at moulding the character of students and fostering healthy traditions and culture.

The School offers ample opportunities to bring out the innate talents of the child through multifarious activities, like Vocal Music, Art, Dance, Drawing, Chess, Yoga, Karate and Public Speaking. These are conducted on all Thursdays.

Mass drill and aerobic exercises are regularly organized.

Computer Education is imparted from 1<sup>st</sup> Standard onwards.

The School follows the House system and all the members of the staff and students are divided into four Houses namely: Emerald House, Sapphire House, Topaz House and Ruby House. To encourage leadership qualities in students the school has a prefect body with a Head Boy and Head Girl with House Captains and Vice Captains. Inter House competitions both Cultural and Sports and periodically conducted to inspire and encourage healthy competitive spirit among students.

## Clubs

To imbibe the quality of sharing and to provide opportunities for students to develop initiative and creativity, the school has organised the following clubs:

Science Club

Mathematics Club

Quiz Club

Girls Forum Club

Literary Club

These Clubs are functioning under the expert guidance of teachers. These Clubs stimulate interest in various activities and enable the students to express ideas and thoughts without fear and shyness. In addition, we have also organised the **Girls Forum** to create a free atmosphere for girls to share their problems, to develop good hygienic habits and to make them aware of their potentialities.

## Committees

In order to ensure the smooth flow of activities of the School, the following committees are constituted.

**Discipline Committee**

**Examination Board**

**Editorial Board**

**Cultural Activity Board**

## Courses and Subjects Offered

LKG	:	English, Malayalam, Hindi, Maths, Drawing, GK
UKG	:	„
Standard I to III	:	English, Hindi, Maths, Malayalam, EVS, IT, General Knowledge, Moral Science
Standard IV to VIII	:	English, Hindi, Malayalam, Maths, Science, Social Science, IT, General Knowledge, Moral Science
Standard IX, X	:	English, Hindi / Malayalam, Maths, Science, Social Science, IT.
+1, +2 Science Group	:	English, Physics, Chemistry, Biology/ Computer Science, Maths/IP/ Malayalam
+1,+2 Commerce Group	:	English, Accountancy, Business Studies, Economics, Maths/IP/Malayalam

## Admission Criteria

This school is co-educational. Admission is open to all irrespective of caste or creed. Applications for registration should be made in the prescribed form available at the school office. Copy of birth certificate and adhaar should be produced at the time of admission.

## Working Days

The school working days are from Monday to Friday. Holidays are as per the Government of India and declared Kerala State holidays.

## School Timings

Office Hrs. (Monday to Friday)	9.00 AM - 5.00 PM
Saturday	10.00 AM - 1.00 PM
Class Hrs.	9.20 AM - 3.45 PM
Lunch Break	12.20 PM - 1.00 PM

## Fee Regulations

Tuition fee will have to be paid for 10 months of the academic year. Fee can be paid monthly/termly. 1<sup>st</sup> term tuition fee should be paid before the end of August. 2<sup>nd</sup> term before the end of October and 3<sup>rd</sup> term before the end of January and 4<sup>th</sup> term before the mid of March. There will be grace period of 15 days after each term.

Fine for late fee after the grace period:

①	1 <sup>st</sup> term fine	-	Rs. 100/-
②	2 <sup>d</sup> term fine	-	Rs. 250/-
③	3 <sup>d</sup> term fine	-	Rs. 500/-
④	4 <sup>th</sup> term fine	-	Rs. 750/-

Fee for transport should be paid monthly / termly by the end of each term. A grace period of 15 days will be provided.

Fine for late bus fee after the grace period:

①	1 <sup>st</sup> term fine	-	Rs. 50/-
②	2 <sup>d</sup> term fine	-	Rs. 100/-
③	3 <sup>d</sup> term fine	-	Rs. 250/-

Fee for full term have to be paid even if a student attends school for a single day during the term. **Fees once remitted will not be refunded on any account.**

## Hours of Payment of Fees

Monday to Friday	: 9.30 A.M. to 1.00 P.M.
	: 1.30 P.M. to 4.00 P.M.
Saturday	: 10 A.M. to 12.30 P.M.

## School Uniform

The prescribed uniform for our children is simple and elegant. Parents are advised to stitch the correct design and pattern of uniform. Each student is provided with an identity card which is compulsory along with the uniform.

### Grooming

- ⑨ Students should wear the School Uniform in the proper way.
- ⑨ Altering of school uniform - slim fit & tight fit - is not allowed.
- ⑨ Boys have to insert the shirt properly and wear the school belts.
- ⑨ Boys are not allowed to keep long hair. Periodic cutting of hair is mandatory. Haircut should be normal and proportionate. Contemporary styles are not allowed.
- ⑨ Boys are not allowed to keep beard, moustache and lowered side lock and stubbles.
- ⑨ Students should wear black shoes and uniform socks.
- ⑨ Girls with long hair shall plait it and tie it with black hair bush.
- ⑨ Students are not allowed to colour their hair.
- ⑨ Students are not allowed to wear rings and bands.
- ⑨ Keeping long nails and applying nail polish are not allowed.

The following are not allowed in the school:

- ⑨ Mobile Phone / Electronic gadgets
- ⑨ Smart Watch / Fitness band
- ⑨ Gold Ornaments
- ⑨ Ear rings for boys.
- ⑨ Dangling Ear rings for girls
- ⑨ Rings
- ⑨ Necklaces / Bracelets
- ⑨ Canvas shoes, Sandals, slip-ons, slippers, crocs etc.
- ⑨ Low-waist pants.
- ⑨ Short tops, shorts, short dresses etc.
- ⑨ Sleeveless dress
- ⑨ Long Finger Nails/Nail Polish



- ⑨ Hair band / Hair bush / Pins that are not Black in colour, Tattoo (Permanent & Temporary)
- ⑨ T-Shirt (Neckless)
- ⑨ Any civil dress that violates the norms of modesty, as decided by the school.

## Transport

Transport is arranged for the convenience of the parents. The school authorities are not responsible for delay, accident or breakdown of the transport. Parents sending their children by the school transport are doing so at their own risk.

Separate application form has to be filled and submitted to the school office for availing the school transport facility. Children should wait in queue for the arrival of the bus and board the bus with decorum. Any kind of misconduct at the bus stop/inside the bus/ while alighting from the bus will be seriously viewed and the child will be deprived of the school transport facility immediately.

Departure and arrival time should be strictly followed. Parents are expected to be at their respective bus stop 10 minutes before and after the fixed time for the arrival of the bus. Students with habitual vomiting tendencies should be provided with adequate precautionary measures.

Students are not permitted to eat or drink while travelling.

## Rules and Regulations

1. Punctuality is very important. Students must be in the School by 9.15 a.m and should leave only by 3.45 p.m.
2. The medium of instruction is English. Students and teachers should speak only English in the School campus.
3. Leave of absence must be submitted by written application by the Parent/Guardian in the prescribed 'Leave Record' in the school diary. Medical certificate must be produced for long absence on account of illness.
4. Students are not allowed to leave the school campus during working hours without prior permission from the Principal.

5. Every Student from class V to VIII has to participate in any one of the Extra Curricular Activities (ECA) and the chosen item should be informed in advance.
6. Students should come to School in full uniform with ID card.
7. Students are not allowed to bring any electronic items, including mobile phones to the campus.
8. Vehicles other than those of the school, staff and students are not allowed to enter the school compound.
9. Nails and hairs must be trimmed properly. Shoes should be polished regularly. On rainy days students may wear black colour rainy shoes without socks. if desired. Girls should wear only black colour hair bands. Use of chappels/sandals is strictly forbidden even on rainy days.
10. Students should be well behaved, polite and respectful to all the teachers and other members of the staff.
11. Running, playing or shouting inside the school building is not allowed. When students move along the corridors or courtyard as when changing classes, they must walk in silence and in single line.
12. Students are responsible for the cleanliness of class rooms and surroundings. They should not write or scratch on the desks, chairs, walls or doors of the school nor damage property belonging to others.
13. Any damage or loss of the school properties caused by the students will be notified to their parents or guardians in time and it shall be their obligation to make good the damage.
14. The school shall not be held responsible in any way for any illness, injury, accident or mishap happened to any student, but first aid and medical assistance will be given if found necessary.
15. Students who indulge in malpractice during examination or tests will be given no marks in the respective subject followed by disciplinary action.
16. Students have to bring all textbooks, notebooks, school diary and other articles needed for the day.

17. Students may not be summoned to attend telephone calls during class time.
18. Collection of money for any purpose whatsoever by the students will not be allowed without the permission of the Principal.
19. Students must read the notice board and take heed of the announcements made in the assembly.
20. Bicycles/Two Wheelers should be parked at the place allotted. Vehicles found in unauthorized places shall be impounded and released only on payment of fine.
21. The school authorities have the right to issue Transfer Certificate or expel those students who go against the rules and moral standard of the school.
22. The management reserves the right to change the rules and regulations as and when required and the decision of the management shall be final.

## **Instructions to Parents**

1. Parents are not allowed to visit the classes during school hours. They can meet the teachers during intervals and after 3.45 p.m.
2. Parents who want to take their children during class hours (in case of emergency only) should come in person and get the permission from the Principal.
3. Parents are requested not to send their wards to school in case they are suffering from any contagious or infectious diseases.
4. Parents are directed to look in to their child's School Diary everyday and see that the lessons and home work assigned for the next day are done regularly. Remarks made in the School Diary should be acknowledged and countersigned regularly by the parents.
5. Parents are advised not to request for leave for their wards during examinations.
6. Progress cards must be duly signed by the parent.
7. Parents should ensure that children bring their diary to school every day. Students and parents are required to observe and adhere to these rules.
8. Parents are requested to send a small towel along with the lunch box.

## Extra Curricular Activities (ECA)

The school provides all the students ample opportunities to take part in various extra curricular activities.

1. Karate
2. Yoga
3. Music
4. Craft
5. Needle
6. Chess
7. Instrumental Music

## Endowments and Scholarships

1. Biju Joseph, Chirayil Peedika, Bangalore, Memorial Endowment, Rs. 10,000/-, Interest payable to the best outstanding student in Standard X, donated by the family members.
2. K. C. Mathew & Ammini Mathew, Kuttiyil, Kurichy, Memorial Endowment, '10,000/-, Interest payable to the best student in Standard IX, donated by Mr. Reji. K. Mathew.
3. M. C. Abraham, Mepparathil, Ranni, Memorial Endowment, Rs. 20,000/-, Interest payable to the best outstanding student in Standard XII, donated by Mr. Jacob Abraham, Bangalore.
4. M. A. Abraham & Leelamma Abraham, Kannathumuriyil Mangattil, Ranni, Memorial Endowment, Rs. 20,000/, Interest payable to a deserving student, donated by Mr. Manoj Abraham, Ernakulam.
5. K. P. Abraham, Kallukuzhiyil, Kaviyoor, Memorial Endowment, Rs. 10,000/-, Interest payable to a deserving student, donated by Prof. Dr. Abraham Punnoose.
6. K. O. Kuriakose & Sosamma Kuriakose, Koorkakala, Chingavanam, Memorial Endowment, Rs. 20,000/-, Interest payable to two deserving students, donated by Mr. K. K. Chacko, Koorkakala.
7. Thomas & Mary, Pazhayapeedikayil, Thuruthicadu, Memorial Endowment, '10,000/-, Interest payable to a deserving student, donated by Mr. Joseph Thomas.

8. Mrs. Mariamma Jacob, Vilanganpara, Vakathanam, Memorial Endowment, '10,000/-, Interest payable to a deserving student, donated by Mr. James Jacob, Vilanganpara.
9. Mor Severios Kuriakose Metropolitan Endowment, Rs.25,000/, Interest payable to two deserving students, donated by Mor Severios Kuriakose Metropolitan.
10. Cash award of Rs. 3,000/- and Rs. 2,000/-, constituted by Mor Severios Kuriakose Metropolitan, payable every year, to the highest scorer in standard XII and X, respectively.
11. Mr. Andrews Pallathra Memorial & Mrs. Alice Andrews Pallathra Memorial Scholarships of Rs. 5,000/- each, payable every year to a boy and a girl who secures highest marks in +2 Examination, constituted by Mr. Jacob Andrews Pallathra, USA.
12. Mr. T. C. Chacko & Mrs. Lila Chacko Koithra, Kurichy, Endowment, Rs. 15,000/- Interest payable to a deserving student.
13. Rev.Fr. E.O. Mathews, Edasseriathu, Kuttoor Memorial Endowment, Rs.10,000/-, Interest payable to a deserving student, donated by the family members.
14. Mr. V. C. Chacko, Valliyil, Eraviperoor Memorial Endowment, Rs. 10,000/-, Interest payable to a deserving student, donated by Mr. Lijumon Jacob.
15. P. K. Mathew, Anickal, Vakathanam Endowment, Rs. 25,000/-, Interest payable to the most outstanding student in class IX.
16. Cdr. Lijo Stephen Chacko, Koithra House, Kurichy, Endowment, Rs. 50,000/-, Interest payable to the most outstanding boy and girl of class XI.
17. E.T. Abraham Ezhumayil, founder manager, Memorial Endowment, Rs. 1,00,000/-, constituted by family members, Interest payable to the most outstanding student of class X.
18. Mrs. Minnu Jacoby Memorial Scholarship of Rs. 5000/- payable every year to the highest scorer in English of class 10 CBSE Board Examination contributed by Mr. Jacoby Jacob Kelachandra.

## JUNE 2023

1	Thu	School Re-opening	
2	Fri		
3	Sat		Holiday
4	Sun		Holiday
5	Mon	World Environment Day	
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat	Second Saturday	Holiday
11	Sun		Holiday
12	Mon	World Day Against Child Labour	
13	Tue		
14	Wed	World Blood Donor's Day	
15	Thu		
16	Fri		
17	Sat		Holiday
18	Sun	Fathers Day	Holiday
19	Mon		
20	Tue		
21	Wed	Investiture Ceremony / International Yoga Day	
22	Thu		
23	Fri		
24	Sat		Holiday
25	Sun		Holiday
26	Mon	Anti Drugs Day	
27	Tue	Graduation Ceremony & Bright Stars Eve.	
28	Wed	Bakrid	Holiday
29	Thu		
30	Fri		

*"God is a circle whose circumference is nowhere and whose centre is everywhere" - Swami Vivekananda*

## JULY 2023

1	Sat	Holiday
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Holiday
9	Sun	Holiday
10	Mon	PT 1 (Class I - XII)
11	Tue	World Population Day
12	Wed	
13	Thu	
14	Fri	
15	Sat	Holiday
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Holiday
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	Muharam Holiday
29	Sat	Holiday
30	Sun	Holiday
31	Mon	Talents Fest off Stage

*"When you know better, you do better" - Maya Angelou*

## AUGUST 2023

1	Tue	
2	Wed	
3	Thu	
4	Fri	Talents Fest on Stage
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Holiday
13	Sun	Holiday
14	Mon	PT 2 (Class X & XII)
15	Tue	Independence Day
16	Wed	
17	Thu	
18	Fri	
19	Sat	Holiday
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	Onam Celebration & School closes for vacation
26	Sat	Holiday
27	Sun	Holiday
28	Mon	
29	Tue	Thiruvonam
30	Wed	
31	Thu	Sree Narayana Guru Jayanthi

*"The roots of education are bitter, but the fruit is sweet" - Aristotle*



## SEPTEMBER 2023

1	Fri		
2	Sat		Holiday
3	Sun		Holiday
4	Mon	Re-opening after Onam Vacation	
5	Tue	Teacher's Day	
6	Wed	Sreekrishna Jayanthi	Holiday
7	Thu		
8	Fri		
9	Sat	Second Saturday	Holiday
10	Sun	Grandparent's Day	Holiday
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri	Term 1 Exam (LKG - XII)	
16	Sat		Holiday
17	Sun		Holiday
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri	Sree Narayana Guru Samadhi	Holiday
23	Sat		Holiday
24	Sun		Holiday
25	Mon		
26	Tue		
27	Wed	Nabidhinam	
28	Thu		
29	Fri		
30	Sat	Founder's Memorial Day	Holiday

*"Make all you can, save all you can, give all you can" - J.Wesley*

## OCTOBER 2023

1	Sun	
2	Mon	Gandhi Jayanathi
3	Tue	Term 2 Commences
4	Wed	
5	Thu	
6	Fri	
7	Sat	Holiday
8	Sun	Holiday
9	Mon	Open House (Term 1 Result)
10	Tue	
11	Wed	
12	Thu	Tour
13	Fri	Kids Fest
14	Sat	Second Saturday Holiday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	Sports
21	Sat	Holiday
22	Sun	Holiday
23	Mon	Mahanavami
24	Tue	Vijayadasami
25	Wed	
26	Thu	
27	Fri	
28	Sat	Holiday
29	Sun	Holiday
30	Mon	
31	Tue	

*"No army can withstand the strength of an idea whose time has come" -*  
**Victor Hugo**

## NOVEMBER 2023

1	Wed	Kerala Piravi
2	Thu	
3	Fri	
4	Sat	Holiday
5	Sun	Holiday
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	National Education Day      Second Saturday
12	Sun	Deepavali
13	Mon	PT 2 (Class LKG - IX, XI), PT 3 (X, XII)
14	Tue	Children's Day
15	Wed	
16	Thu	
17	Fri	International Students Day
18	Sat	Holiday
19	Sun	Holiday
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	Holiday
26	Sun	Holiday
27	Mon	
28	Tue	
29	Wed	
30	Thu	Finish Portions for X and XII
<p><i>"A good life is one inspired by love and guided by knowledge" -</i>  <b>Bertand Russel</b></p>		

## DECEMBER 2023

1	Fri	World Aids Day	
2	Sat		Holiday
3	Sun		Holiday
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri	Model 1 (Class X & XII)	
9	Sat	Second Saturday	Holiday
10	Sun		Holiday
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri		
16	Sat		Holiday
17	Sun		Holiday
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri	Annual Day, Christmas Celebration & closes for Christmas Vacation	
23	Sat		Holiday
24	Sun		Holiday
25	Mon	Christmas	
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		Holiday
31	Sun		Holiday

*"All that the school can or need do is to teach the pupil to think" - John Dewey*

## JANUARY 2024

1	Mon	
2	Tue	
3	Wed	Re-opening after Christmas Vacation
4	Thu	
5	Fri	Model 2 (Class X & XII)
6	Sat	Holiday
7	Sun	Holiday
8	Mon	PT 3 (Class LKG - IX, XI)
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	Holiday
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	Holiday
21	Sun	Holiday
22	Mon	
23	Tue	Class Photo
24	Wed	
25	Thu	Farewell - Class 12
26	Fri	Republic Day
27	Sat	Holiday
28	Sun	
29	Mon	Annual Exam (Class IX & XI)
30	Tue	
31	Wed	

*“Success often comes to those who dare and act” -  
Jawaharlal Nehru*

## FEBRUARY 2024

1	Thu	
2	Fri	
3	Sat	Holiday
4	Sun	Holiday
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday      Holiday
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	Holiday
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	Class X & XII (New Batch)
22	Thu	
23	Fri	
24	Sat	Holiday
25	Sun	Holiday
26	Mon	
27	Tue	
28	Wed	
29	Thu	

*“When you talk, you are only repeating something you know. But if you listen, you may learn something new” - Dalai Lama*

## MARCH 2024

1	Fri	
2	Sat	Holiday
3	Sun	Holiday
4	Mon	Annual Exam (Class LKG - VIII) & Open House
5	Tue	
6	Wed	
7	Thu	
8	Fri	Maha Sivarathri
9	Sat	Second Saturday
10	Sun	Holiday
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	Holiday
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	Holiday
24	Sun	Holiday
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	Holiday
31	Sun	Holiday

*"Justice without force is powerless"; force without justice is tyrannical" -*  
**Blaise Pascal**

<b>STATEMENT</b>			
Subject	UNIT TEST - I	UNIT TEST - II	TERM - I
English			
Malayalam			
Hindi			
Social Studies			
Science			
Mathematics			
General Knowledge			
Computer			
Moral Science			
Total			
Rank			
Grade			
Signature of Class Teacher			
Signature of Principal			
Signature of Parent / Guardian			



<b>OF MARKS</b>			
<b>UNIT TEST - III</b>	<b>UNIT TEST - IV</b>	<b>TERM - II</b>	<b>Remarks</b>

**LEAVE / ABSENCE RECORD**

Date From To	Reason	Signature		
		Parent/ Guardian	Class Teacher	Principal

**LEAVE / ABSENCE RECORD**

Date From To	Reason	Signature		
		Parent/ Guardian	Class Teacher	Principal

## LEAVE/ABSENCE RECORD

Date From To	Reason	Signature		
		Parent/ Guardian	Class Teacher	Principal

**LATE - COMING RECORD**

Date	Reason	Signature of Principal





<b>CLASS TEACHER'S REMARKS</b>		
<b>Date</b>	<b>Remarks</b>	<b>Parent's Signature</b>



**HOME WORK / COMMUNICATION**

<b>Date</b>	

Parent's Sign ..... Class Teacher's Sign

<b>Date</b>	

Parent's Sign ..... Class Teacher's Sign

<b>Date</b>	

Parent's Sign ..... Class Teacher's Sign .....

<b>OFFICIAL COMMUNICATION TO PARENTS</b>		
<b>Date</b>	<b>Message</b>	<b>Parent's Signature</b>

<b>REMARKS BY PRINCIPAL / VICE PRINCIPAL</b>		
<b>Date</b>	<b>Remarks</b>	<b>Parent's Signature</b>

<b>REMARKS BY PRINCIPAL / VICE PRINCIPAL</b>		
<b>Date</b>	<b>Remarks</b>	<b>Parent's Signature</b>

<b>SCHOOL LIBRARY RECORD</b>				
<b>Date</b>	<b>Author &amp; Title of the Book</b>	<b>Book No.</b>	<b>Initial</b>	<b>Return</b>

# Examination Time Table & Portions

## Unit Test - I

Day & Date	Subject	Time

## Unit Test - II

Day & Date	Subject	Time

**Examination Time Table & Portions****Term - I**

Day & Date	Subject	Time

**Unit Test - III**

Day & Date	Subject	Time

# Examination Time Table & Portions

## Unit Test - IV

Day & Date	Subject	Time

## Term - II

Day & Date	Subject	Time



## FORMAT FOR TRANSFER CERTIFICATE

To  
The Principal,  
Clemis School, Chingavanam

Dear Sir,  
Please issue the Transfer Certificate of my ward.  
The necessary particulars are given below

Admn. No. ....

Name .....

Standard..... Division.....

Date of Birth .....

Date of leaving school .....

Reason for leaving .....

Address .....

Yours faithfully  
Signature of Parent/Guardian

## School Excursion / Study Tour

I hereby give consent to my son/daughter to join the excursion/  
Study tour arranged by the school.

Place of Tour-Destination

Date :

Time of Departure :

Approximate time of arrival

Money sent with : Rs

Signature of the Parent/Guardian

Name of the Student .....

Std / Div ..... Admn. No.: .....

Signature .....

(to be maintained by the Class Teacher)

Period	MON	TUE	WED	THU	FRI
1					
2					
3					
4					
5					
6					
7					
8					