

**MARY NILAYAM
SENIOR SECONDARY SCHOOL**

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Managed by
The Apostolic Carmel Congregation

**SCHOOL CALENDAR
2023-2024**

Principal
Sr. Maria Ancy A.C.

Superior / Local Manager
Sr. Maria Sahana A.C.

This diary must be brought to the class daily

SCHOOL ANTHEM

Ch: Raised on high lift Mary Nilayam banner
Rally around pace the ground together
All unite to lift the flag on high and
Pledge true loyalty this day till we die
Onward to the goal we go
Till we reach the far eternal shore
We school children all unite
And stand for the right
All evil forces fight
Onward as we march along
Let's do right, avoid all sin and wrong
Look ahead and onward to
A land far beyond
Keep on till the prize is won
Mary be our beacon light
In this dark and wild tempestuous night
Be our radiant guiding star
O'er life's troubled sea
Till dawn's Eternity

THE LORD'S PRAYER

Our father who art in heaven, hallowed be thy name; thy kingdom come, thy will be done, on the earth as it is in heaven.

Give us this day our daily bread, forgive us our sins, as we forgive those who sin against us.

Lead us not to temptation, but deliver us from evil.

PRAYER TO MOTHER MARY

Mary, our model and mother, teach us to be true children of God.
Watch over us, be our mother and guide us always.

PRAYER TO THE GUARDIAN ANGEL

Angel of God who art my guardian enlighten guard direct and govern me who have been committed to you by the supernal clemency amen.

HYMN TO THE GUARDIAN ANGEL

Guardian Angel from heaven so bright
Watching beside me to lead me aright;
Fold thy wings round me oh! Guard me with love;
Softly sing songs to me, of heaven above
Beautiful Angel, my guardian so mild
Tenderly guide me, for I am thy child.

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 well being and prosperity alone lies my happiness.”

SCHOOL PLEDGE

We, the children of Mary Nilayam, pledge to be disciplined in behaviour and refined in our thoughts; speech and action and devoted to our duties. We pledge to keep ourselves, our homes, our school, our surroundings and our country, clean and green and will contribute our share to make this world a better place to live in.

OUR FATHER

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.

PRAYER FOR WISDOM COURAGE & JUSTICE

From time immemorial people have always believed
at the four greatest virtues are WISDOM,
COURAGE, JUSTICE and SELF-CONTROL.
Let us ask God to help us to have them in our lives.
O God, help me to have in my life the virtues
which all persons value and admire.
Give me wisdom always to know
What I ought to do.
What I ought to say;
Where I ought to go;
Give me courage,
To do the right thing when it is difficult;
It need be, to be laughed at for my faith; I
Never to be ashamed to show my loyalty to you.
Give me justice,
Always to be fair in thought and word and action;
Always to think of the rights of others as much as of
my own
Never to be content when anyone being unjustly treated.
Give me self-control
Always to have my impulses, passions and emotions
Under perfect control

Never to be swept into doing things for which
I would be sorry
Never to do anything which would hurt others
Grieve those who love me, or bring shame to myself
Hear this my prayer for your love's sake.

Amen

PRAYER TO THE SPIRIT OF GOD

***"God is Spirit and His worshippers must worship Him in Spirit
and Truth"-in. 4:24***

Come, spirit of God
Replace the tension within us with a holy relaxation
Replace the turbulence within us with a sacred calm.
Replace the anxiety within us with quiet confidence.
Replace the fear within us with a strong faith.
Replace the bitterness within us with the sweetness of
grace.
Replace the darkness within us with a gentle light.
Replace the coldness within us with a loving warmth.
Replace the winter within us with your spring.
Straighten our crookedness.
Fill our emptiness.
Dull the edge of our pride.
Sharpen the edge of our humility.
Light the fires of love.
Quench the flames of our lust.
Let us see ourselves as you see us.
That we may see you as you have promised;
And be fortunate according to your word.
Blessed are the pure of heart, for they shall see God.

HYMNS

HYMNS FOR MORNING PRAYER

Chorus: I have come to Thee to take
Thy touch before

I begin my day.
Let thy eyes rest upon my eyes for a while.
Let me take to my work the assurance of thy
Comradeship, my friend.
Fill my mind with thy music to last through the
desert of noise.
Let thy love's sunshine kiss the
peaks of my thoughts and linger
In my life's valley where the
harvest ripens.

Rabindranath Tagore

THIS IS MY PRAYER

This is my prayer to Thee, my Lord :
Strike, strike at the root of penury in my heart.
Give me the strength lightly to bear my joys and sorrows,
Give me the strength to make my love fruitful in service.
Give me the strength never to disown the poor,
or bend my knees before insolent might.
Give me the strength to raise my mind high above
daily trifles.
Give me the strength to surrender my strength
To thy will with love.

Rabindranath Tagore

SHOWERS OF BLESSING

1. There shall be showers of blessings
This is the promise of love
There shall be seasons refreshing
Send from the saviour above
Refrain:
Showers of blessing, showers of blessing we need
Mercy drops round us are falling_
But for the showers we plead
2. There shall be showers of blessings
Send them upon us O Lord

Grant to us now a refreshing
come, and now honour Thy word

3. There shall be showers of blessings
O that today they might fall
Now as to God we're confessing
Now as on Jesus we call.

WE ARE GATHERING

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 praising.....
We are singing.....
We are praying.....
We are thanking.....

FATHER WE THANK THEE

Father we thank thee for the night
And for the pleasant morning light
Forest and food and loving care
And all that makes the world so fair
Help us to do the things we should
To be to others kind and good
In all we do, in work or play
To grow more loving every day

COUNT YOUR BLESSINGS

When upon life's billows you are tempest tossed
When you are discouraged thinking all is lost
Count your many blessings name them one by one
And it will surprise you what the Lord has done
Count your blessings name them one by one
Count your blessings, see what God has done
Count your blessings, name them one by one

Count your many blessings, see what God has done.
Are you ever burdened with a load of care
Does the cross seem heavy you are called to bear
Count your many blessings, every doubt will fly,
And you will be singing as the days go by.
So amid the conflicts, whether great or small
Do not be discouraged, God is over all
Count your many blessings, angels will attend
Help and comfort give you to your journey's end.

I JUST KEEP TRUSTING

I keep trusting my Lord as I walk along
I just keep trusting my Lord and he gives me a song
Tho' the storm clouds darken the sky over 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 on him (2) to the very end (2)

GOD STILL LOVES THE WORLD

Every tiny star that twinkles in the night sky
Every drop of morning dew
Every spark of fire blazing in the furnace
Every captivating view
Every rainbow in the sky, every pretty butterfly
Tells the fascinating news to those who dare to hope

And the message is:
God, still loves the world!
God, still loves the world
So, throw your life into his hands
Day by day discern his plans.
God is passionately busy loving you and me!
Every ocean wave that breaks upon the seashore,
Every stalk of golden wheat
Every silver stream that gushes down the mountain
Every drop of honey sweet,
Every eagle flying high, every worm that wriggles by.....

THE HEAVENS ARE BLUE

The heavens are blue proclaiming to you
The Glory of God their creator
At Sunset or night they're a beautiful sight
Yes, they show forth the glory of God;

Author of beauty God on high
It is for you that I sigh,
As long as I live my love I shall give
To you Lord my God most high
As long as I live my love I shall give
To you Lord my God most high
And all of my days I will sing to your praise
I'll adore you my God most high!

The surging of seas, the wind in the trees,
Breathe the music of God in nature
In songs of a bird, nature's witness is heard
Yes, they sing forth the glory of God.

HAVE THINE OWN WAY LORD

Have thine own way Lord! have thine own way
Thou art the potter, I am the clay
Mould me and make me after thy will
While I am waiting yielded and still

Have thine own way Lord ! have thine own way !
Search me and try me, Master today !
Whiter than snow Lord, Wash me just now,
As in thy presence. humbly I bow

Have thine own way Lord! have thine own way!
Wounded and weary, help me I pray!
Power- all power- surely is thine !
Touch me and heal me, savior divine !

RAISE, YOUR VOICES

Raise, your voices vales and mountains,
Flow'ry meadows, streams and fountains,
Praise, O praise , the loveliest maiden
Ever the creator made
Laudate, laudate, laudate Maria (2)

Murm'ring brooks your tribute bringing
Little birds with joyful singing
Come with mirthful praises laiden
To your queen be homage paid

Say, sweet virgin, we implore thee
Say, what beauty God sheds O'er thee;
Praise and thanks to him be given
Who in love created thee.

ON THIS DAY YOUR BLESSING LORD !

On this day your blessing Lord
On this day your grace bestow
On this day your blessing Lord
May it come and never go

Bringing peace and joy and happiness
Bringing love that knows no end
On this day your blessing Lord

On this day your loving Lord
May it overflow each day
On this day your loving Lord
May it come and with us stay

LEAVE IT IN THE HANDS

Leave it in the hands of the Lord (2)
Do not worry over what to eat

What to wear or put up on your feet,
Trust and pray go do your best today
Then leave it in the hands of the Lord (2)

The lilies of the field they neither sow or reap
Yet Solomon was not arrayed like one of these
The birds of the air they neither spin or weave.
Yet God tends to them like shepherd tends his sheep

The Lord will guide you in his hidden way
Tell you what to do and tell you what to say
When you pray for rain go build a dam to store
God gives every drop of water you have asked him for.

PRAYER FOR OUR COUNTRY

Where the mind is without fear and the head is held high
Into that heaven of freedom my father
Let my country awake.
Where the knowledge is free
Where the world has not been broken up into fragments
By narrow domestic walls.
When tireless striving stretches its arms towards perfection
Where the clear stream of reason has not lost its way
Into the dreary desert sand of dead habit
Where the mind is led forward by Thee
Into ever widening thought and action.

PATRONESS OF OUR SCHOOL



“He has done great things for me”

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MOTHER VERONICA OF THE PASSION
Foundress of the Apostolic Carmel
1823-1906

Mother Veronica, nee Sophie Leeves; was born in 1823 in a pious cultured English Anglican family. She was gifted with singular talents of mind and heart which were nurtured by sound education and wide experience. In spite of her mother's strong opposition she embraced the Catholic faith in 1850. God took possession of her heart so powerfully that she first broke off her engagement to a marine officer whom she loved and then responded generously to the call to Religious life. She entered the congregation of the Sisters of St. Joseph of the Apparition in 1851 taking the name Sister Veronica of the Passion. Mother Veronica was ardent and full of zeal to work for the mission in India, when she was send to find a house of the Congregation at Calicut in 1862. There she realised her inner call to find a third order regular of active Carmelites to serve the need of faith- formation through education of young girls of the West Coast of India. After receiving the required permission from Rome. Mother Veronica painfully left the Congregation to enter the Carmel of Pau, France in 1867. During her period of novitiate she imbibed the spirit of Carmel. On completion of her novitiate and first profession, she left Pau

and founded the Apostolic Carmel at Bayonne, France in 1868, after facing many hardships her relentless search for God's will.

The first group of Apostolic Carmelites arrived in India in 1870 and were established in the diocese of Mangalore. Her life of loving surrender to God in challenging circumstances culminated in her holy death in 1906.

Mother Veronica's heroic obedience to the will of God, her life of profound faith and prayer her whole hearted commitment to the Cross, her outstanding humility and zeal for the missions remain an inspiration to all those who, follow the foot steps of Christ, seek to offer their lives in loving service of humanity specially the less privileged.

APOSTOLIC CARMEL

The little seed sown in the heart of Mother Veronica over hundred and fifty years ago has now grown into a mighty tree, its branches spreading over the length and breadth of India and Sri Lanka, and reaching even to Pakistan, Kuwait, Kenya, Italy, Bahrain, Tanzania and France. Rooted in the contemplative spirit of Carmel and nourished by its life of prayer and missionary zeal, the charism of the Apostolic Carmel lives on undiminished in its original freshness and dynamism through its fruitfulness in the active apostolate of education and other apostolic ministries. The congregation has more than 400 educational institutions spread over 9 countries.

APOSTOLIC CARMEL VISION FOR EDUCATION

To foster in our students the rich value of Christian and cultural heritage, so that they are urged to respond to life's challenges with joy and courage that is rooted in prayer and are committed to serve the society as responsible citizens.

MARY NILAYAM SENIOR SECONDARY SCHOOL

Mary Nilayam Senior Secondary School has shaped and influenced the lives of the students since 1970. It was established by the sisters of the Apostolic Carmel as noble initiative to spread the message of empowerment through education in fulfillment of the vision of their founder, Mother Veronica. Mary Nilayam Senior Secondary School, from its modest beginning as a kindergarten with 30 kids, has evolved as a Senior Secondary School focusing towards the holistic development of the student. The mission of the Congregation is actualized in the institutional goals, administrative policies; co-curricular/extra-curricular activities, staff enrichment initiatives and student support systems. The ethical and moral formation of staff and students is seamlessly woven into the fabric of campus life. The school has a tradition of providing a rich and broad education rather than preparing the students merely for examination. Therefore students have range of education which challenges them to discover their strengths, recognize their weakness and make use of most of their talents. The lives of our students are shaped through every experience of the unique journey that each student takes in realizing his/her potential. The school offers countless opportunities for students to take part in co-curricular and extra-curricular activities and community services to broaden their exposure and insight. It has a good track record of high pass percentage for the past 17 years. It continues its mission of transforming students into responsible citizens.

The school obtained permanent recognition up to class IV from the Government in 1988 and up to VII in 1990. The school was upgraded to high school with CBSE affiliation in 2001. In march 2002 the first batch of students appeared for the AISSE examination. Ever since, batch after batch has been bringing laurels to the school with cent percent results with a large number of distinctions and first classes. The school got its upgradation to Senior Secondary in 2011

THE MANAGING GOVERNING BODY OF THE SCHOOL

The Manager (The Provincial Superior); The Educational Secretary; The Local Manager (Superior of Mary Nilayam Convent); The Principal; Management representative, Staff Representative; PTA Representative and Representative of the School advisory committee

Vision: Rooted in God, Transform lives

Mission: To transform our students to be God-centered, academically competent, responsible citizens and committed leaders to serve the society.

Objectives

- ◆ To provide a holistic education and help each student to realize his/her complete potential through academic and extra-curricular participation
- ◆ To foster an inclusive culture, by providing equal opportunities for education to every section of society.
- ◆ To instill in our students positive values, self-discipline, self – confidence, altruism and compassion.
- ◆ To mentor students through continuous assessment.
- ◆ To empower students to be good leaders and contribute towards the achievement of world harmony
- ◆ To sensitize students about the less privileged and to respond proactively by creating in them a sense of sharing.
- ◆ To strengthen the faith of the catholic students and keep alive the founding Charism of the Apostolic Carmel.
- ◆ To make students aware of the need to protect the environment and reduce carbon footprints
- ◆ To nurture eco-friendly culture with responsibility

COURSES OFFERED FOR HIGHER SECONDARY CLASSES

SCIENCE STREAM

- Physics, Chemistry, Mathematics & Biology
- Physics, Chemistry, Mathematics & Computer Science
- Physics, Chemistry, Biology & Computer Science
- Physics, Chemistry, Biology & Psychology

GENERAL INTRODUCTION

To pursue high academic standard, sincere and disciplined approach to regular studies, home assignment submission and time management is expected from all students. Our teachers would be the bridge between the students' quest for knowledge and the prescribed textbooks. With focus on interactive learning, we aim to build rapport between teachers, parents and students and provide ideal environment for learning.

- ◆ Every day begins with meditation at 8.45 am. All staff and students should be on time for it.
- ◆ Students should reach school before 8.45 am and should not be on the school premises after 3.45 pm unless they are authorized and are under the supervision of a teacher/coach.
- ◆ The first bell is a signal for the students to go for the assembly. As soon as they are back to their classes, the students should get their books ready for the first period.
- ◆ The school functions five days a week from Monday to Friday with eight periods. The school timing is from 8.45 am to 3.30 pm. Lunch break is from 12.30 to 1 pm.

ATTENDANCE

Academic achievement improves when attendance is consistent; therefore it is important to be in class every day. The Principal, upon receipt of a written statement from the parent or guardian through the class teacher explaining the reason for the absence, will excuse absences of students in certain cases.

- ◆ Students who need pre-planned leave of more than two days require prior approval from the Principal.
- ◆ Students taking medical leave should submit their medical certificate as well as fitness certificate when they start attending school after illness
- ◆ Students are advised not to come to school if unwell
- ◆ Students who have 100% attendance will be awarded at the end of the year
- ◆ **Late comers** will be marked so and three days of late coming will lead to loss of one day's attendance. Students who reach school late must sign in at the Security Desk upon arrival. Students who leave school early for grave reason must sign out at the Security Desk before leaving school. Students will be allowed to leave early only on approval from the Class Teacher and the Principal.
- ◆ **Continuous absence** for 15 days or more without leave will render a student liable to be removed from the roll. Readmission will be granted only after the payment of fresh admission fee. A minimum of 75% attendance is one of the criteria for promotion.

DRESS AND APPEARANCE

Students should take pride in their uniforms as it provides an identity

- ◆ Students should comply with the school dress code throughout the time that they are in the school campus or school trips unless informed otherwise.

- ◆ The school uniform should be complete, neat, clean and tidy at all times.
- ◆ Students failing to comply with uniform regulations will be recorded in the school dairy.
- ◆ Students are expected to wear Navy Blue socks and Black shoes, school tie, belt, house badge properly every day. Black rain shoes (No slippers or fancy shoes are permitted) during the monsoon.
- ◆ No fashionable bands other than the customary threads to be worn on the wrist by both boys and girls
- ◆ Nails should be cut and cleaned regularly. Finger rings are not allowed.
- ◆ Socks should be tight and stretched properly.
- ◆ Applying colour/streaking hair, applying nail polish or keeping long nails, tattooing/mehandi is strongly prohibited as it steals the educative atmosphere from the class room and school campus
- ◆ Shirts need to be tucked in in such a way that the school belt should be seen properly.

BOYS

Classes 1 to 4 – White shirts, Navy Blue shorts, Black shoes with Navy Blue socks.

Classes 5 to 10—White shirts, Navy blue pants, Black shoes with Navy Blue socks.

Classes 11 to 12—striped light blue shirts, Navy Blue pants, Black shoes with Navy Blue socks.

- ◆ Hair cut should be done at regular intervals. No fancy hair styles are permitted
- ◆ Caps and studs are not allowed.
- ◆ Trousers and pants should be worn above the hip. Low waist pencil fit pants will not be treated as uniform.
- ◆ Shorts should reach-upon the knee.
- ◆ Pants should be stitched with pleats.
- ◆ Tight pants and shirts are not allowed.
- ◆ Should not grow beards/ side burns.
- ◆ Vests should be worn under the shirts.
- ◆ Well- polished black flat ordinary shoes are insisted

GIRLS

Classes 1 to 7—White shirts, Navy Blue pinafore, Black shoes with Navy Blue socks.

Classes 8 to 10—Churidhar- Navy Blue top and White overcoat white bottom, Black shoes with Navy Blue socks.

Classes 11 to 12—Churidhar, striped light blue top and navy blue overcoat, Navy Blue bottom, Black shoes with Navy Blue socks

- ◆ Hair should be nearly platted and tied with black hair band. Long hair is not be left loose and no fancy hairstyles are permitted.
- ◆ ornaments, anklets, flowers and coloured ribbons are not allowed.
- ◆ Wear only small plain studs. Nose studs are not allowed . No additional studs or earrings should be worn
- ◆ Pinafore should not be too tight. Double locked pleated pinafore is a must.
- ◆ Tights should be worn under the skirt.

ACADEMIC AND OTHER ACTIVITIES

To provide holistic education, we organize various academic and non-academic programmes. All the students are expected to participate actively in the activities of the school. Each month a particular theme will be highlighted. Students are also encouraged to participate in various inter school exams and competitions.

Students in grades I-IV are provided Hi Five Sports facilities which include Weave board, Archery, Football, Agility Workouts, Wushu, Badminton. In addition to this dance is also an activity.

EVALUATION SYSTEM & EXAMINATION

Classes 1 to VIII : will have 3 periodic tests per term and the average of the best two be considered for grading. Terminal exams will be out of 80 with 2 ½ hour duration. The final tabulation of 100 marks will comprise 80% written exam, 5 marks periodic tests (average of the best 2 periodic tests per terms) 5 marks for diverse methods of assessment (quiz, short tests etc), 5 marks for SEA, 5 marks for class work, activity, assignment, achievement throughout the year. Internal assessment for Moral Science will be based on exam and "Conduct Record".

Answer papers of all the examinations except annual exam will be shown to the parent for their scrutiny and signature.

Classes IX & X will have only one term assessment in an academic year other than annual exam.

Classes XI & XII will have three monthly tests 2 midterm exams and half yearly exam and annual exam

As per CBSE bye-law if there is any change in the assessment it will be informed.

Awards

- ⇒ Academic Excellence
- ⇒ Sports Excellence

- ⇒ Performing and Fine Arts
- ⇒ Sports day winners and School kaloltsavam winners

ACADEMIC SUPPORT ACTIVITIES

HOUSE SYSTEM

All the students are allocated one of the four Houses and weekly activities and competitions are organized to bring out the best in our students and this also helps in building up the team spirit and healthy competition among them. Each house has House teachers, assisted by House Captains. Students should prepare and practice their skills before participating in Inter house Competitions. House uniform is to be worn on Wednesdays and on the days of Inter House activities. All Round Excellence Trophy is awarded to the House aggregating the highest points.

CLUBS

Language clubs

Debate club, Spell bee club, Reader's club and Vocabulary club function under language department

Subject club

Health club, Environment and Energy club and Nature club function under Science department; Maths club under Mathematics department. A student will be a member of one language club and one subject club

Manuscript magazine

Every division of classes from V to XII are expected to have hand written magazine in which authentic articles in various languages, drawings cartoons, paintings etc.. done by the students are published under the guidance of the class teacher. The selected

articles from the manuscript magazine will be published in the school magazine.

RECOMMENDATIONS TO PARENTS

Parents are an integral part of the school and the school expects them to cooperate in enforcing all the guidelines that will benefit the child and assist in the smooth functioning of the school.

- Handbook serves as a bridge between teachers, students and parents.
- Parents are requested to go through the calendar regularly and respond to any comments made by the teachers and make sure that the home assignments for the next day is done regularly and must countersign and respond to any comments which may be periodically checked by the teachers. Students should ensure to bring the handbook to school everyday, use it productively and treat it with care.
- The school insists on strict punctuality, regular school attendance regulations, regarding uniform cleanliness in dress, good grooming and fidelity to study and work assignments.
- As a matter of policy, students will get home tasks on different subjects. These tasks are intended as revision exercises, to reinforce what is learned by students in School. Parents should see that the children do their home assignment-reading, written work etc. Revision given by the teachers must be undertaken by students entirely on their own under the supervision of the parents. Instead of forcing the child to take up private tuitions, students should seek the help of their teachers at School on the following day if they encounter any difficulties in the portions taught.
- Parents should countersign home assignments to signify their completion and provide an explanation if home assignments are not completed for any valid reason.

- It's the responsibility of the parent to help the child to make and implement the study time table and thereby create a positive environment where the child can study independently.
- Comments made by parents in the hand book should be productive and confined strictly to the subject of the student's work and her/his conduct. All other matters concerning the school should be dealt with separately and either conveyed personally or through separate letters addressed to the Head of the School.
- Parents are not permitted to go to any class room or visit their child or the teachers in the class rooms. Parents can meet the teachers only after class hours.
- Students who are under treatment for any sickness or who have to take any medicine in the school should inform their class teachers in writing.
- Parents should inform the school, in writing, if there is any change in address & Telephone No.
- Criticism of the teacher or the institution in the presence of their children should be scrupulously avoided because it may cause loss of respect to their teacher as well as the school, further retard his progress.
- Payment of fees is the responsibility of the parents and it should be paid on time
- Parents are requested to instil the habits of sending homemade foods in their lunch boxes. Junk food is totally prohibited in the school.
- **Parent Teacher Meetings** regularly arranged by school to communicate progress of the child. Parents are expected to be present for the meeting
- Parents can also initiate a meeting with any teacher by appointment through the student's school diary.

Punctuality and attendance are informed daily to the parents via spark IT.

FEES

- ◆ 1st installment - May
 - 2nd installment - September
 - 3rd installment - January
- (Due date for each term is given in the handbook)
- ◆ The schedule for the payment of fee will also be notified through SMS
 - ◆ Parents can also remit the fees of all the terms together.
 - ◆ Parents can remit the fee either directly in the school office or pay online through spark IT/ Mobile App

CODE OF CONDUCT

EXPECTED BEHAVIOUR FROM THE STUDENTS

Communication

- ◆ Students should speak softly and politely, they should learn to use polite words like, “ Excuse me”, “sorry”, “welcome”, “please”, “thank you” etc..
- ◆ Students should avoid shouting in the class rooms, corridors or on staircases.
- ◆ English is encouraged to be spoken in the school premises to acquire greater ease in the study of the language and use it as a medium to comprehend other subjects easily. Every student must take pride in conversing in English. Therefore students must speak only in English within the school premises and school vehicles.

- ◆ Students should avoid scandalous talk and vulgar words.
- ◆ Throwing things like pencil, eraser, ruler, books etc.. to others should be avoided.

Movements

- ◆ Students should avoid playing in the classrooms, running across the corridors or on staircases
- ◆ Students are always expected to move quietly in the corridors and stairs in a disciplined manner. They have to walk in a line in perfect silence at all times. Don't move about in clusters. Always keep left while walking along the corridors. Don't drag the feet while walking and don't lean and don't stamp on the wall.
- ◆ While following a queue system, wait patiently for your turn. Skipping others and taking unjust advantage is an uncultured behaviour.
- ◆ Visiting of wash rooms should be restricted to the cause, any habitual movement from the class should not be practiced.
- ◆ Students should stand aside to let teachers and visitors pass.
- ◆ When the school disperses, students should move in line.

Responsible use of property

- ◆ Students are responsible for the safe custody of their text-books, copy books and other belongings. Note books and text books should be neatly covered and labelled. Each article should be marked with the student's name. students are expected to bring to the school, books according to the days time- table only. Students should not lent or borrow money or articles. The school is not responsible for the loss of goods or money.
- ◆ Care must be taken of all school property and no student should scratch, spoil or damage any school furniture or draw anything

on the walls or in any way cause damage to things belonging to others. Any damage done has to be made good by the one responsible for it and the parents will have to bear the cost of the same.

- ◆ Keep the floor clean without paper or ink. Cleanliness and purity of soul are reflected by a clean and neat exterior.
- ◆ Beware of appropriating your neighbour's property, even if it be the smallest thing, when you find a lost article, give it at once, to the teachers/office.

Time management

- ◆ Students should utilize the morning time for silent study till the bell goes for assembly/prayer.
- ◆ Students are expected to prepare a home time table under the supervision of their parents

Respect for the authority

- ◆ Show respect to your Principal, all teachers, non-teaching staff and elders by greeting them with folded hands.
- ◆ Every student should endeavour to keep high standard of the school by excelling in good manners.
- ◆ After every period, students are expected to stand till the next teacher arrives in the class.

Responsibility of the student

Refinement in manners, habits of obedience, order, and neatness in dress and above all punctuality are required at all times.

- ◆ Students should ask permission to leave and to enter a classroom. One should raise one's hand in the class for permission to speak .
- ◆ Students are expected to comply with the school rules at all times in the school.
- ◆ Students must refrain from being in school beyond school hours without teacher's permission/ supervision
- ◆ All students are advised to bring their own water bottles.
- ◆ Students must not have any contact with outsiders or strangers on their way to school and back.
- ◆ If any student is found sick or wounded or hurt, the matter should be immediately reported to any teacher for immediate attention.

School bus

- ◆ Students should avail the school bus facility subject to the availability.
- ◆ Indiscipline in the bus will not be tolerated.
- ◆ Students must carry their bus card when she/he uses the bus

Counselling

The school provides counselling service to the students in academic, social and behavioural problems. Students may approach the counsellor during school hours with the permission of class teachers. Parents may also approach her with prior appointment.

Eco consciousness, Heal the earth, save the future

- ◆ The earth is our home. Let us try to keep it healthy and beautiful.
- ◆ Students should take pride in keeping the school clean, tidy and eco friendly.

- ◆ Students should remember to switch off lights and fans when not in use.
- ◆ The use of plastics to be reduced to the minimum.
- ◆ Students should be very careful in using the water.
- ◆ Students should not get used to ‘use and throw” culture.

Unacceptable behaviour of the students

- ◆ Use of abusive language, quarrelsome and riotous behaviour
- ◆ Acting in a manner that is or may be detrimental to the reputation, dignity, interest, or welfare of the school
- ◆ Spreading false information about students, teachers, parents or about any matters pertaining to the school
- ◆ Possession and or use of liquor or narcotics or cigarettes in the school premises, smoking, chewing pan, chewing gum, betel-nut or tobacco, etc
- ◆ Including in or encouraging any form of malpractice connected with examination or other school activities.
- ◆ Carrying Mobile phones or electronics gadgets to the school . CDs, DVDs, pen drives or any other mass storage device without prior permission from school authorities. The school authorities have the right to search the bags of the students at any time, without any prior notice.
- ◆ Use of social media to pass negative comments against the institution and the staff or any student.
- ◆ Bullying; “Bullying” means repeated behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power of strength in which the student being bullied has difficulty in defending him or herself. Bullying can take many

forms, including physical, verbal, social/ relational and or cyber bullying.

- ◆ No student from one class is allowed to be in any other class room that is not his or her even during the free time.
- ◆ To write or draw on the chalk board (except when called upon to do so), to write offensive words, to soil walls or maps, desks or anything else, are things absolutely to be avoided
- ◆ Students are not allowed to keep money with them. They should handover any money brought to the school to the class teacher and take it when required.
- ◆ Students are strictly forbidden to purchase any eatables from any unauthorized dealers at or near school premises.
- ◆ Students are not allowed to give gifts to members of the staff or to any other on any occasion.
- ◆ Fashion shows and cinematic dances are banned in the school premises as per Govt. Order RT. No, 346/2005 D. PI dted 01.03.2015

Extra classes & Remedial classes

- ◆ Extra classes and remedial classes will be taken in the school during/ after the school hours.
- ◆ Remedial classes will be conducted for the learners who need special support from tutors, after the school hours with prior notice. It is the responsibility of the parents to take back their children after such classes
- ◆ Attendance is compulsory.

ADMISSION

Registration for admission starts in the month of November for classes 1 to 9. Parents or Guardians desirous of getting their wards admitted should fill the registration form and deposit Rs.200

as registration fee. Registration forms can be obtained from the school office. Registration fee is neither refundable nor transferable. New admissions are made on the basis of the student's performance in the school they last attended or on the basis of entrance test. Transfer certificate must be produced by students coming from other schools. The school will not refund the money in case of changing school during the academic year.

PROMOTION OF STUDENTS TO HIGHER CLASSES

- ◆ Promotions of students to higher class is based on their performance in all the examinations throughout the year. Students who fail to score 40% in each subject will be detained.
- ◆ A student without 75% attendance during the academic year is liable to be detained.
- ◆ According to CBSE affiliation bye- laws if a student obtains less than 33% marks in two or more subjects in classes VI to IX and XI he / she is not eligible for admission to higher class promotion .
- ◆ Result will be withheld if a student fail to pay the fee.

WITHDRAWAL

- ◆ The withdrawal notice must be given in the prescribed form by the parent before the final exam.
- ◆ Before applying for TC all the arrears to the school should be cleared

RULES FOR THE LIBRARY

Reading is an important means of gaining knowledge, building language skills and of enjoyment. Students must inculcate in themselves the habit and love for reading.

- ◆ Strict silence and order is to be observed by all in the library.

- ◆ All articles and personal belongings must be left outside when entering the library. Only an exercise book and the library book, (if to be returned); may be taken into the library.
- ◆ A book can be kept for two weeks and may be renewed for a maximum of one more time.
- ◆ Books exclusively for reference are not to be taken out of the library. They remain available to all students at all times.
- ◆ Before leaving the library every student must submit himself/ herself and the books borrowed, for scrutiny.
- ◆ All magazines, Reference book or books used while in the library must be put back in their proper places, after reading.
- ◆ Books borrowed from the library must be returned directly to the librarian. Books must not be circulated.
- ◆ A penalty may be imposed for damages done to books and articles in the library.
- ◆ Books lost must be replaced by the borrower or should pay a fine of Rs 500/-
- ◆ No books may be retained during vacations
- ◆ Students are encouraged to make use of the facilities in the school library during recess, for personal growth and for enhancing their knowledge.
- ◆ During class hours students will be allowed into the library according to the time- table
- ◆ Special permission must be obtained from the Principal/ Vice Principal for a student to enter the library during class hours outside their time table.

The school reserves the right to add, alter, and cancel any rules given in this Hand book at any time at its discretion which will be binding to student and their parents/ guardians

Principal

Manager

YEAR PLAN 2023-2024

JUNE 2023

Da	CL	Day	
1		Thu	School Reopens, Praveshanotsavam
2		Fri	Holy Mass
3		Sat	
4	H	Sun	
5		Mon	World Environment Day
6		Tue	
7		Wed	
8		Thu	World Ocean Day
9		Fri	
10	H	Sat	Second Saturday, South Zone Sahodaya Excellence Award Day
11	H	Sun	
12		Mon	
13		Tue	
14		Wed	General Assembly Class XII, World Blood Donor Day
15		Thu	
16		Fri	
17		Sat	
18	H	Sun	
19		Mon	Filing Nomination for School cabinet Election, Reading week Begins
20		Tue	Introduction of Candidates
21		Wed	International Yoga Day, World Music Day General Assembly Class X, Merit Day
22		Thu	
23		Fri	Election of School Cabinet
24		Sat	
25	H	Sun	
26		Mon	International Day Against Drug Abuse, PERIODIC TEST -1 BEGINS
27		Tue	
28	H	Wed	Bakrid
29		Thu	
30		Fri	Cabinet Installation

NUMBER OF WORKING DAYS : 21

*“THE WAY TO GET STARTED IS TO QUIT TALKING AND START DOING”-Walt Disney
Dates of exams and CPTA are subjected to circumstantial changes. Parents will be intimated whenever there is any change.*

JULY 2023

DA	CL	DAY	
1		Sat	Doctors Day
2	H	Sun	
3		Mon	
4		Tue	
5		Wed	
6		Thu	
7		Fri	Holy Mass
8	H	Sat	Second Saturday
9	H	Sun	
10		Mon	
11		Tue	World Population Day
12		Wed	General Assembly class IX
13		Thu	
14		Fri	Carmel Day Celebration, Sports Day
15		Sat	
16	H	Sun	Carmel Day
17	H	Mon	Karkidaka Vavu, World day for international justice
18		Tue	International Nelson Mandela Day
19		Wed	General Assembly Class VIII
20		Thu	
21		Fri	
22		Sat	Swimming Competition (South Zone Sahodaya)
23	H	Sun	
24		Mon	Literary Competition Begins
25		Tue	
26		Wed	General Assembly class XI, General Body Meeting
27		Thu	School kalotsavam, Badminton (South Zone Sahodaya)
28	H	Fri	Muharam, World Hepatitis Day
29		Sat	Skating competition (South Zone Sahodaya)
30	H	Sun	
31		Mon	PERIODIC TEST -2 BEGINS

NUMBER OF WORKING DAYS : 19

“Lightning makes no sound until it strikes”

AUGUST 2023

DA	CL	DAY	
1		Tue	
2		Wed	
3		Thu	Athletics (South Zone Sahodaya)
4		Fri	Athletics (South Zone Sahodaya), Hiroshima Day,Holy Mass
5		Sat	Athletics (South Zone Sahodaya)
6	H	Sun	
7		Mon	
8		Tue	World Senior Citizen Day, Quit India Day
9		Wed	Nagasaki Day
10		Thu	
11		Fri	
12	H	Sat	Second Saturday , International Youth Day
13	H	Sun	
14		Mon	
15	H	Tue	Independence Day
16		Wed	General Assembly class 7.A, Grand Parent's Day Celebration
17		Thu	Arts Fest (South Zone Sahodaya)
18		Fri	Arts Fest (South Zone S ahodaya)
19		Sat	Arts Fest (South Zone Sahodaya)
20	H	Sun	
21		Mon	
22		Tue	Mite box collection
23		Wed	
24		Thu	
25		Fri	Onam Celebration, School Closes for Onam Vacation
26		Sat	
27	H	Sun	
28		Mon	
29	H	Tue	Thiruvonam, National Sports Day
30		Wed	
31	H	Thu	Sreenarayana Guru Jayanthi

NUMBER OF WORKING DAYS : 18
"One who cant determine his goals, cannot win"

SEPTEMBER 2023

DA	CL	DAY	
1		Fri	Holy Mass
2		Sat	
3	H	Sun	
4		Mon	School Reopens after Onam vacation, Fee payment Date
5		Tue	Teacher's Day, Preparation of Titular Feast, Sanskrit Day
6	H	Wed	Sree Krishna Jayanthi
7		Thu	Preparation of Titular Feast, General Assembly 7B
8		Fri	Preparation of Titular Feast, International Library Day
9	H	Sat	Second Saturday, Basket Ball competition (South Zone Sahodaya)
10	H	Sun	
11		Mon	PERIODIC TEST-3 BEGINS
12		Tue	
13		Wed	
14		Thu	Hindi Divas
15		Fri	
16		Sat	World Ozone Day ,Chess competition (South Zone Sahodaya)
17	H	Sun	
18		Mon	
19		Tue	
20		Wed	General Assembly class 6A
21		Thu	Alzheimer's Day, Day for peace and non violence
22	H	Fri	Sree Narayana Guru Samadhi, Rose Day
23		Sat	International Day of Sign Languages
24	H	Sun	
25		Mon	
26		Tue	Day of the deaf
27	H	Wed	Nabi Dinam
28		Thu	World River's Day
29		Fri	
30		Sat	Volley Ball Competition (South Zone Sahodaya)

NUMBER OF WORKING DAYS : 18

"The true sign of intelligence is not knowledge ,but imagination"

OCTOBER 2023

DA	CL	DAY	
1	H	Sun	
2	H	Mon	Gandhi Jayanthi,International Day of Non violence
3		Tue	
4		Wed	General Assembly class 6.B, World Animal welfare day
5		Thu	
6		Fri	Holy Mass, Football (South Zone Sahodaya)
7		Sat	Football(South Zone Sahodaya)
8	H	Sun	
9		Mon	First Semester Exam Begins, World postal day
10		Tue	
11		Wed	National girl child day
12		Thu	
13		Fri	Cricket (South Zone Sahodaya)
14	H	Sat	Second Saturday
15	H	Sun	
16		Mon	World food day
17		Tue	
18		Wed	
19		Thu	
20		Fri	
21		Sat	
22	H	Sun	
23	H	Mon	Maha Navami
24	H	Tue	Vijaya Dashami,UN Day
25		Wed	
26		Thu	
27		Fri	General Assembly class 5 .A
28		Sat	Class PTA
29	H	Sun	
30		Mon	
31		Tue	National Unity Day

NUMBER OF WORKING DAYS : 19

"YOU CANT CROSS THE SEA MERELY BY STANDING AND STARING AT THE WATER"

NOVEMBER 2023

DA	CL	DAY	
1		Wed	Kerala piravi ,General Assembly Class 5 B
2		Thu	
3		Fri	Holy Mass
4		Sat	Khokho (South Zone Sahodaya)
5	H	Sun	World Tsunami Day
6		Mon	
7		Tue	National cancer awareness day
8		Wed	General Assembly Class 4 A
9		Thu	Legal service day
10		Fri	Science Exhibition
11	H	Sat	Second saturday
12	H	Sun	Diwali
13		Mon	
14		Tue	Children's Day, Class magazine release
15		Wed	
16		Thu	
17		Fri	National epilepsy day
18		Sat	Kids Fest (South Zone Sahodaya)
19	H	Sun	Establishment day of Apostolic Carmel in India
20		Mon	
21		Tue	World Television Day
22		Wed	General Assembly Class 4 B
23		Thu	
24		Fri	Science Exhibition (South Zone Sahodaya)
25		Sat	
26	H	Sun	
27		Mon	PERIODIC TEST -4 BEGINS
28		Tue	
29		Wed	
30		Thu	

NUMBER OF WORKING DAYS : 22

"WHEN YOU THINK POSITIVE, GOOD THINGS HAPPEN"

DECEMBER 2023

DA	CL	DAY	
1		Fri	Holy Mass, Aids Day
2		Sat	National pollution control day
3	H	Sun	
4		Mon	Indian navy day
5		Tue	
6		Wed	General Assembly class 3 A
7		Thu	
8		Fri	
9	H	Sat	Second Saturday
10	H	Sun	Human right's day
11		Mon	
12		Tue	
13		Wed	
14		Thu	World Energy conservation day
15		Fri	
16		Sat	Vijai Diwas
17	H	Sun	
18		Mon	Mite box collection
19		Tue	
20		Wed	
21		Thu	
22		Fri	Christmas Celebration & School Annual Day, School closes for Christmas vacation
23		Sat	Kisan diwas
24	H	Sun	National consumer day
25	H	Mon	Christmas
26		Tue	
27		Wed	
28		Thu	
29		Fri	
30		Sat	
31	H	Sun	

NUMBER OF WORKING DAYS : 16

"TRUST IN DREAMS, FOR IN THEM IS THE HIDDEN GATE TO ETERNITY"

JANUARY 2024

DA	CL	DAY	
1		Mon	New year's day
2	H	Tue	Mannam Jayanthi
3		Wed	School reopens after Christmas Vacation , Fee payment date
4		Thu	World Braile day
5		Fri	Holy Mass
6		Sat	
7	H	Sun	
8		Mon	
9		Tue	
10		Wed	General Assembly class 3 B
11		Thu	PERIODIC TEST -5 BEGINS
12		Fri	National Youth day
13	H	Sat	Second Saturday
14	H	Sun	
15		Mon	Army day
16		Tue	
17		Wed	
18		Thu	
19		Fri	General Assembly class 2 A
20		Sat	
21	H	Sun	
22		Mon	
23		Tue	
24		Wed	
25		Thu	National voter's day
26	H	Fri	Republic Day
27		Sat	
28	H	Sun	
29		Mon	
30		Tue	Martyr's day
31		Wed	General Assembly class 2 B

NUMBER OF WORKING DAYS : 20

"A GOOD LAUGH IS SUNSHINE IN THE HOUSE"

FEBRUARY 2024

DA	CL	DAY	
1		Thu	
2		Fri	Holy Mass, World wetlands day
3		Sat	
4	H	Sun	World cancer day
5		Mon	
6		Tue	
7		Wed	General Assembly class 1 A
8		Thu	
9		Fri	
10	H	Sat	Second Saturday, National deworming day
11	H	Sun	
12		Mon	
13		Tue	National women's day
14		Wed	PERIODIC TEST -6 BEGINS
15		Thu	
16		Fri	
17		Sat	
18	H	Sun	
19		Mon	
20		Tue	World day of social justice
21		Wed	International mother language day
22		Thu	
23		Fri	
24		Sat	
25	H	Sun	Attukal Pongala
26		Mon	
27		Tue	
28		Wed	General Assembly Class 1B, National Science Day
29		Thu	

NUMBER OF WORKING DAYS : 21

EVERY DAY BRINGS NEW CHOICES

MARCH 2024

DA	CL	DAY	
1		Fri	Holy Mass , class PTA, Zero discrimination day
2		Sat	
3	H	Sun	World wild life day, World hearing day
4		Mon	National security day
5		Tue	
6		Wed	
7		Thu	
8	H	Fri	Mahasivarathri, International women's day
9	H	Sat	Second Saturday
10	H	Sun	
11		Mon	No smoking day
12		Tue	
13		Wed	
14		Thu	
15		Fri	Second Semester Exam Begins
16		Sat	
17	H	Sun	
18		Mon	
19		Tue	
20		Wed	International day of happiness
21		Thu	World poetry day
22		Fri	World day for water
23		Sat	
24	H	Sun	World TB day
25		Mon	
26		Tue	
27		Wed	World theatre day
28	H	Thu	Maundy Thursday
29	H	Fri	Good Friday
30		Sat	
31	H	Sun	Easter Day

NUMBER OF WORKING DAYS : 18

BELIEVE IN YOURSELF, ANYTHING IS POSSIBLE

IMPORTANT DAYS TO BE NOTED

Month	Date	Importance
JUNE	5	World Environment Day
	8	World Ocean Day
	13	International Albinism Awareness Day
	14	World Blood Donor Day
	20	World Refugee Day
	21	International Day of Yoga
	26	International Day Against Drug Abuse
JULY	1	Doctor's Day
	6	World Zoonoses Day
	11	World Population Day
	17	World Day for International Justice
	18	International Nelson Mandela Day
	28	World Hepatitis Day
AUG	8	World Senior Citizens Day
	9	Quit India Day/ Nagasaki Day
	12	International Youth Day
	19	World Humanitarian Day, Photography Day
	29	National Sports Day
SEP	2	Coconut Day
	5	Sanskrit Day
	8	International Library Day
	14	Hindi Diwas
	15	International Day of Democracy, Engineer's Day
	16	World Ozone Day
	21	Alzheimer's Day/ Day for Peace & Non Violence (UN)

	22	Rose Day (Welfare of Cancer Patients)
	23	International Day of Sign Languages
	26	Day of the Deaf
	27	World Tourism Day/ World Maritime Day
	28	World River's Day
	30	International Translation Day
OCT	2	International Day of Non Violence
	4	World Animal Welfare Day
	7	World Habitat Day
	9	World Postal Day
	10	National Post Day/ World Mental Health Day, World Sight Day
	11	National Girl Child Day
	13	UN International Day for Natural Disaster Reduction
	14	World Standard Day
	15	World Student's Day/ World White Cane Day
	16	World Food Day
	24	UN Day
	31	National Unity Day
NOV	5	World Tsunami Day
	7	National Cancer Awareness Day
	9	Legal Service Day
	17	National Epilepsy Day
	21	World Television Day
DEC	1	World Aids Day
	2	National Pollution Control Day

	4	Indian Navy Day
	7	Flag Day
	10	Human Rights Day / International Children's Day of Broadcasting
	11	International Mountain Day
	14	World Energy Conservation Day
	16	Vijai Diwas
	18	National Minorities Day
	22	National Mathematics Day
	23	Kisan Diwas
	24	National Consumers Day
JAN	4	World Braille Day
	10	World Hindi Day
	12	National Youth Day
	15	Army Day
	25	National Voters Day
	30	Martyr's Day
FEB	2	World Wetlands Day
	4	World Cancer Day
	10	National Deworming Day
	11	International Day of Women & Girls in Science
	13	National Women's Day/ World Radio Day
	20	World Day of Social Justice
	21	International Mother Language Day
	28	National Science Day

MAR	1	Zero Discrimination Day, World Civil Defence Day
	3	World Wild Life Day/ World Hearing Day
	4	National Security Day
	8	International Women's Day
	11	No Smoking Day
	15	World Disabled Day/ World Consumer Fights Day
	18	National Ordnance Factories Day
	20	International Day of Happiness/ World Sparrow Day
	21	World Poetry Day/ World Forestry Day/ World Downs Syndrome Day
	22	World Day for Water
	23	World Meteorological Day
	24	World TB Day
	27	World Theatre Day

STAFF DETAILS

No	Name	Qualification	Phone No.
1	Sr. Maria Ancy A.C. (Principal)	M.A, B.Ed	8281197785
2	Sr. Maria Remya A.C. (Vice Principal)	B.A, B.Ed	8943362434
3	Sr. Leena Rose A.C.	PDC, TTC	9847260415
4	Ms. Sindhu G S	M.A, B.Ed	9447451958
5	Ms. Soumya E J	M.Sc, B.Ed, KTET, CTET,SET	9946534345
6	Ms. Vineetha S.	MCA	8086122209
7	Ms. Priya P	M.Sc, B.Ed	9946274112
8	Ms. Sinu P	M.Sc, B.Ed	6282837954
9	Mr. Vishnu V Gopal	M.Sc, B.Ed	7025212015
10	Ms. Anju A. (Physical Education)	BPE, MPed, Diploma in Yoga	8547347600
11	Ms. Lekha S	M.Sc, B.Ed	9446845544
12	Ms. Hema Jasmine	M.A, B.Ed	9495371796
13	Ms. Parvathy N	M.Sc, B.Ed, CTET, SET	9447010526
14	Ms. Jayasree A	M.Sc, B.Ed	9847813306
15	Ms. Bindu A R	M.A, B.Ed, PGDCA	9048561133
16	Ms. Jeeja Janardhanan	MA, B.Ed, CTET	9400811988
17	Ms. Shobi Krishnan R	M.A, BEd	9946227276
18	Mr. Sreekumar S.	B.A, DCA, PGDCA	9447067095
19	Ms. Sajil R	PDC, Bhooshan	9847083895
20	Ms. Reeja A R	B.Sc, B.Ed, PGDCA, Sahithyachariya	9961797741
21	Ms. Deepthi V L	M.A, TTC, KTET	9995013741
22	Ms. Prameela P	B.Sc, B.Ed, PGDCA, HDC	9747854937
23	Ms. Sreeja Nair	M.Sc, B.Ed, CTET	9496371452
24	Ms. Rekha P T	B.Sc, B.Ed, KTET	9446560223

No	Name	Qualification	Phone No.
25	Ms. Dhanya Pradeep	M.A, B.Ed, SET	8281535341
26	Ms. Merin Jose	M.A, B.Ed, KTET	8281547343
27	Ms. Divya S. Kumar	M.Sc, B.Ed, KTET	9074886832
28	Ms. Reshmi S	M.A, B.Ed	9846069079
29	Ms. Bini Nelson (Librarian)	M.A, B.Ed, BLIS	9447022992
30	Ms. Vyshnavi K J (Temporary Staff)	M.A, Diploma in British English,(Lingua Franca)	9969781369
31	Ms. Kavitha R C (Music)	SSC, Gaanabhooshan	7994201453
32	Mr. Kunjumon T (Art)	PDC, Diploma in Art	9495656589
33	Ms. Sreelekshmi S.B. (Counsellor)	M.Sc, B.Ed	8078282724
34	Ms. Reshma Venu (Clerk)	B.com, Tally Data Entry	8113061779
35	Mrs. Premalatha K (Supporting Staff)		9961522329
36	Mrs. Sindhu .S (Supporting Staff)		9562034161
37	Mrs. Princy George (Supporting Staff)		9037048262

