



# AADHAV PUBLIC SCHOOL

Thuraiyur - Chennai Bypass Road, Perambalur - 621 212.

Recognition Code : 001-24-S-0008-0421

2021 -2022



## PUPIL'S ALMANAC

2021-2022

Name of the Pupil : .....

Grade : ..... Section : .....

Batch : .....

Admission Number : .....

**"The Handbook must be brought to the school everyday"**

**BIO-DATA OF THE PUPIL**

(To be filled by the parents in the beginning of Academic year)

Pupil Photo

Name (in block letters) : .....

Date of Birth : ..... Age : .....

Blood Group : .....

Admission Number : ..... Admitted on:..... Admitted class:.....

Religion : ..... Community : Gen / OBC / SC / ST

Height : ..... Weight : .....

Aadhar Number : .....

EMIS number : .....

Identification Marks :

(a) .....

(b) .....

**Parent's (or) Guardian's Details:**

<b><u>Particulars</u></b>	<b><u>Father</u></b>	<b><u>Mother</u></b>	<b><u>Guardian (If Nominated)</u></b>
<b>Name</b>			
<b>Educational Qualification</b>			
<b>Languages Known</b>			
<b>Occupation</b>			
<b>Name of the Organisation</b>			
<b>Occupational address</b>			
<b>Annual Income</b>			
<b>Mobile Number</b>			
<b>E-mail Id</b>			

	<b>Residential Address</b>	<b>Address in case of Emergency</b>
Name		
Door number		
Street		
Area/Village		
City/District		
State		
Country		
Pin code/ Zip code		

Details of Brother(s) and Sister(s):(if any)

<b>S.no</b>	<b>Name</b>	<b>Age</b>	<b>Class</b>	<b>Name of the Institution</b>
1.				
2.				
3.				
4.				

Declaration:

The information given above is true to the best of our knowledge. We shall abide by all the rules and regulations of the school including the fee rules and regulations.

Signature of the  
Mother

Signature of the  
Father

Signature of the  
Guardian

## BIO-DATA OF THE PUPIL

(Class Teacher's Copy)

(To be filled by the parents in the beginning of Academic year)



Name (in block letters) : .....

Date of Birth : ..... Age : .....

Blood Group : .....

Admission Number : ..... Admitted on:..... Admitted class:.....

Religion : ..... Community : Gen / OBC / SC / ST

Height : ..... Weight : .....

Aadhar Number : .....

EMIS number : .....

Identification Marks :

(a) .....

(b) .....

### Parent's (or) Guardian's Details:

<u>Particulars</u>	<u>Father</u>	<u>Mother</u>	<u>Guardian (If Nominated)</u>
Name			
Educational Qualification			
Languages Known			
Occupation			
Name of the Organisation			
Occupational address			
Annual Income			
Mobile Number			
E-mail Id			

	<b>Residential Address</b>	<b>Address in case of Emergency</b>
Name		
Door number		
Street		
Area/Village		
City/District		
State		
Country		
Pin code/ Zip code		

Details of Brother(s) and Sister(s):(if any)

<b>S.no</b>	<b>Name</b>	<b>Age</b>	<b>Class</b>	<b>Name of the Institution</b>

Declaration:

The information given above is true to the best of our knowledge. We shall abide by all the rules and regulations of the school including the fee rules and regulations.

Signature of the  
Mother

Signature of the  
Father

Signature of the  
Guardian

**GENERAL MEDICAL DETAILS 2019- 2020**

(To be filled in by the parents in the beginning of the academic year)

**Fitness Alert:**

<u>Allergy</u>	<u>What Happens</u>	<u>How severe</u>	<u>Medication taken at the time of Allergy</u>

Does your child suffer from:

Asthma : Yes  No

Congenital Heart Disease : Yes  No

Convulsions : Yes  No

Any other medical complications :.....

Does the child have any medical problem during Physical activity?

.....

Medical History :.....

.....

.....

Signature of the  
Mother

Signature of the  
Father

**PRAYER****SCHOOL PRAYER(MORNING)**

Dear God, be with us throughout this day.  
 Guide us, in all we do and say, at dorm, at school,  
 at work and at play.  
 Help us to love you God and to love others.  
 Take us safely to our dorm in the evening.  
 We ask all these in your Precious Name.

**SCHOOL PRAYER(EVENING)**

Dear God, we thank you for all that we have learnt  
 this day.  
 We offer you our works and endeavours, failures  
 and success.  
 Forgive us our shortcomings and give us the  
 courage to always follow the path of truth.  
 By your grace, we promise to be better tomorrow.

**MEAL PRAYER**

Dear God, we thank you for the food that you have  
 given us this day.  
 Bless the food that it may enrich our body, soul  
 and mind.  
 We ask all these in your Precious Name.

**தமிழ்த்தாய் வாழ்த்து**

"நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுமும்  
 சீராரும் வதனமெனத் திகழ் பரதக் கண்டமிதில்  
 தெக்கணமும் அதிற்சிறந்த திராவிட நல் திருநாடும்  
 தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே  
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
 எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!  
 தமிழணங்கே!  
 உன் சீரிளமைத் திறம்வியந்துசெயல்மறந்து  
 வாழ்த்துதுமே! வாழ்த்துதுமே!! வாழ்த்துதுமே!!!"

- மனோன்மணியம் சுந்தரனார்

**Tamil Romanization**

"Neeraarum Kadaludutha Nilamadhanthai  
 kezhihozugum  
 Seeraarum Vadhanamena Thigazh Bharatha  
 Kandamithil  
 Thekkanamum Adhirsirandha Dravida Nal  
 Thirunaadum  
 Thakkasiru Pirainudhalum Tharitthanarum  
 Thilakamumey  
 Atthilaka Vaasanaipol Anaithulagum Inbamura  
 Etthisayum Pugazh Manakka Irundha Perum  
 Thamizhanange !  
 Thamizhanange !  
 Unseerilamai Thiram Viyandhu  
 Seyal Marandhu Vazhthudhume!  
 Vazhthudhume!! Vazhthudhume!!!"

**EXAMINATION PRAYER**

Oh God!  
 The giver of Wisdom grants us the grace to  
 remember all that we have learnt.  
 Give us the strength to write in all our exams and  
 the will to perform well.  
 We pray for your choicest blessings to be  
 showered upon us.  
 We ask all these in your Precious Name.

**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

## CIRCULAR

### Online Teaching & Netiquette

Dear Parent

#### **Greetings from Aadhav!**

We hope that you are all following the diktat, "Stay Home, Stay Safe". Things would've been different had it been normal circumstances. We would have Opened as planned. However, destiny has a different plan.

COVID-19, the pandemic of immense magnitude, has derailed the best of planning in the whole world. With an intent to minimize the academic loss for our students, we proceeded ahead with remote & online mode of teaching for all classes.

#### ***For classes 1 to 8 –***

The New mechanism includes:

1. A Complete new Platform for all following contents to be in one application
2. Grouping of students into dedicated e-sections
3. Available of dedicated User Credentials to all students
4. Available of e-Time Table, which will detail the subject allotment on a daily basis
5. Sharing the staff list handling your ward's class

At this point in the online transition, where the entire idea was to ensure student productivity, while being conscious that everyone is operating within limitations, the following details need your attention.

#### ***NETIQUETTE for Students:***

These are regular classes on a different platform and hence the same set of rules for discipline are applied here too.



1. **Be punctual:** You must login, at least 5 minutes before the schedule session time.
2. **Choose a proper location:** Set up a desk with a neutral background.
3. **Proper attire:** Attend classes in formal wear.
4. **Avoid distractions:** Your microphones should be 'on mute', while the teacher does the teaching.
5. **Be attentive:** Participate in the session with total focus.
6. **Take notes:** Although teachers share assignments, always be prepared to take notes. It helps in many ways.
7. **To ask questions:** Use 'raise hand' option. You can choose to text too, as teacher may not be able to take all questions on live, online session.
8. **Revise:** Always review the notes on the same day, it will only reinforce your memory of the concept.
9. **Do not procrastinate:** Please don't be under impression that, you can start studying after school reopens. Under the prevailing circumstances, everything is unpredictable and so online sessions should be given utmost importance.
10. **Be patient with the teacher:** As far as technical issues are concerned, everybody is adapting. Be respectful.
11. **Apologize for breach of etiquette:** Communication on a device is different from doing it in-person. So be cautious and don't be ashamed to apologize for any kind of breach.
12. **Prevent addiction:** Online sessions bring risk of addiction to gaming, chatting, Netflix, social media like Facebook, Instagram, etc, as well. So, do not fall into this trap and constantly remind yourselves, that you are on a pathway to achieve academic brilliance.

**Security Guidelines:**

Your password protects you from pranks or more serious harm. So,

- don't share your password with anyone.
- change your password if you think someone else might know it.
- always log out when you are finished.

**Parental Facilitation:****1. Limit Distractions:**

A “digital quarantine” might be necessary to keep your ward’s attention focused on their schoolwork. You should limit their use of their devices, other than what is needed to complete their work, until their schoolwork is done.

**2. Allow your ward to interact with friends via video chats**

Your children will have lots of friends/ contact at school. So, they will definitely feel the effects of being distanced from them.

**3. Mix screen time with old school learning mediums**

Overuse of screen time can have adverse impacts on young brains, so it’s important to mix it up during a time like this. It’s likely that your children will want to continue to use a screen of some sort during their breaks from doing work, so it’s important to limit screen time by mixing in old school mediums as well. Parents should encourage book reading and instruct them to read from textbooks provided by the school.

**4. Don’t underestimate the power of a schedule**

If you and your children are all doing work from your home, it’s likely that this is the first time that has ever happened. A schedule, for your work and your child’s work, is extremely important. Experts recommend keeping them on the same or similar sleeping schedule that they have when they are going into school.

**5. Don’t let your children treat this as a vacation**

This time at home might feel like a vacation for your child, but it's important to remind them that their education still comes first. Obligations like class assignments, tests, online exams, and traditional tests aren't going away just because classes have moved online.

### **6. Remember to schedule time for fun**

While this is most certainly not a vacation, it's important to have some fun with your children while they are at home. It's rare that you have this much time with your children, so use it as an opportunity to bond.

### **7. Kindly ensure**

- checking the class broadcast messages everyday
- that the student joins the class in-time and does not miss any class
- that your ward completes the regular worksheets and assignments as per schedule

### **SCHOOL BASED ACTIONS AND CONSEQUENCES (As per Govt. Norms)**

The school clearly indicates that if a student is found to be involved in any misconduct, it will be treated as an informed decision/ choice made by the student. It will NOT be excused as a mistake. However, the following action will be taken, as the case maybe.

- Oral/written warning will be issued or
- Suspension from attending classes for a specified period or
- Expulsion/rustication from school in extreme cases.

This policy will be reviewed periodically.

We understand that you may have technical constraints (lack of enough devices/ data). Therefore, in case the child is unable to attend, kindly do not get too concerned. We will be revising the portions covered during the online sessions, once the school physically reopens.

We would like to thank you parents for your support. We have understood that technology is an important tool to stay connected with our students. We will make constructive use of technology in future too.

We look forward to more fruitful interactions and feedback from you.

### **ONLINE LIVE CLASSES**

#### **DO'S & DON'TS for Students**

- ❖ Login to Next learning application few minutes earlier than scheduled time.
- ❖ Test your audio and Video before joining the class.
- ❖ Choose a comfortable place and stay at that place during class. Do not move around.
- ❖ Be dressed in full and look presentable while attending the class.
- ❖ Mute your microphone always. Unmute only when you are asked to talk or if you are asking a doubt.
- ❖ Have all your necessities near you. Note books, pens, water, etc.,
- ❖ Ask doubts using **Raise Hand** feature
- ❖ Chat messages (if you are allowed by your teacher) should be relevant to the lesson.
- ❖ Do not set any virtual Background. We do not need distractions.
- ❖ Eliminate distractions while in class. No music, cell phone texts, TV, eating while a class is going on.
- ❖ Remember, you are attending your school class and that you are in a classroom setup (only virtual) All else remain the same.
- ❖ Respect and follow your teachers instructions and follow the class carefully for your own good.

## ADMISSIONS AND WITHDRAWALS

### Admission:

- ❖ An eligibility for seeking Grade-1 admission should satisfy the age of 5+ years.
- ❖ The age for admission to other class shall be reckoned accordingly.
- ❖ Admission to Grade from 1<sup>st</sup> to 8<sup>th</sup> is subject to availability of seats.
- ❖ While seeking fresh admission, parents should produce transfer certificate from the school where the pupil last studied, duly signed by the competent authority. Application for admission should be accompanied by the birth certificate & Aadhar number.
- ❖ The school will consider pupils from all Boards (CBSE, ICSE, IGCSE & all State Boards) for admission on producing TC duly certified by the authorized Education Department.
- ❖ Admission will be provided on the basis of performance in the assessment of Basic Competency (ABC) conducted by the school.
- ❖ However, in Grade 10 & 12 the school admits pupil only from CBSE board schools on producing TC & on the basis of entrance tests.
- ❖ Application for Admission (Grade 1 to 8 ) should be enclosed with
 

<ul style="list-style-type: none"> <li>▪ TC original</li> <li>▪ Conduct certificate (in case if not mentioned in TC)</li> <li>▪ Assessment Record</li> </ul>	<ul style="list-style-type: none"> <li>▪ Health certificate</li> <li>▪ Birth Certificate (Photocopy)</li> <li>▪ Aadhar card (Photo copy)</li> <li>▪ Community certificate (Photo copy)</li> </ul>
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### Withdrawals:

- ❖ Pupils once admitted should remain at school for entire course of study.
- ❖ Due to unavoidable circumstances if they wish to withdraw, parents will have to forfeit the entire fess paid.
- ❖ Parents have to submit a written letter to inform the withdrawal and apply for the transfer certificate.
- ❖ Once a Pupil's name is taken away from the attendance roll, he/she will be readmitted only after the payment of readmission fee, subject to the availability of seat.

- ❖ All pupils should abide by the rules and regulations of the school, breach of discipline of any sort will result in pupil's expulsion from the school and issue of Transfer certificate.

### **ATTENDANCE:**

- ❖ Parents are asked to ensure 100% regularity of their ward.
- ❖ Prior application for leave must be produced to the class Teacher, in case of inevitable absence and the same to be mentioned in the prescribed format given in the last pages of Almanac.
- ❖ In case of absence due to sickness, a medical certificate must be sent to the school through mail and the same to be recorded in the Almanac.
- ❖ Minimum of 90% attendance is a must for promotion.
- ❖ If a pupil is absent for 5 days consecutively/Intermediately his/her name will be removed from the attendance from the next day.
- ❖ He/she is entitled to pay Re-admission fee for adding their name in attendance.

### **FEES PAYMENT DETAILS**

S.No	TERM	DATE & DAY	BILL NUMBER	AMOUNT	PARENT'S SIGN	CLASS TEACHER'S SIGN
1.						
2.						

### **SCHOOL TERMS:**

The academic year is divided into 2 Terms:

- ❖ I - Term                   -     April           to     October
- ❖ II -Term                   -     November to     March

**SCHOOL FEE:**

- ❖ School fee can be remitted annually or in two instalments.
- ❖ The first Term fee must be paid during the dates notified before the commencement of the school, failing which seats will be forfeited.
- ❖ The second Term fee has to be paid before 10<sup>th</sup> November.
- ❖ Parents must bring the fee card for paying the fee.
- ❖ Fee can be paid only in cash/Demand Draft/Net Banking/ Debit or Credit card.
- ❖ All the fee arrears must be cleared before every assessment.
- ❖ No-Due card has to be cleared before each and every Examination.
- ❖ Fee defaulters will not be allowed to write the examination.

**❖ Fee once paid will not be refunded.**

In case of delay in payment, charges to be paid along in the fee.

After a month pupil's name will be removed from the roll, in case the reason for delay is not furnished to the school authorities.

**PROGRESS REPORT**

At the end of each assessment/test/examination, progress reports will be given to parents on parent's meet. Parents should examine the report card and compulsorily meet all the teachers with progress report and exam papers. After meeting all teachers by last, they can meet class teacher and should return the exam papers and progress report to the concerned class teacher.

**ASSESSMENT****Language Provision:**

Languages	Subject	Grades
Language-I	English	From 1 <sup>st</sup> to 8 <sup>th</sup>
Language-II	Tamil/Hindi	From 1 <sup>st</sup> to 8 <sup>th</sup>
Language-III	Hindi/Tamil	From 1 <sup>st</sup> to 8 <sup>th</sup>

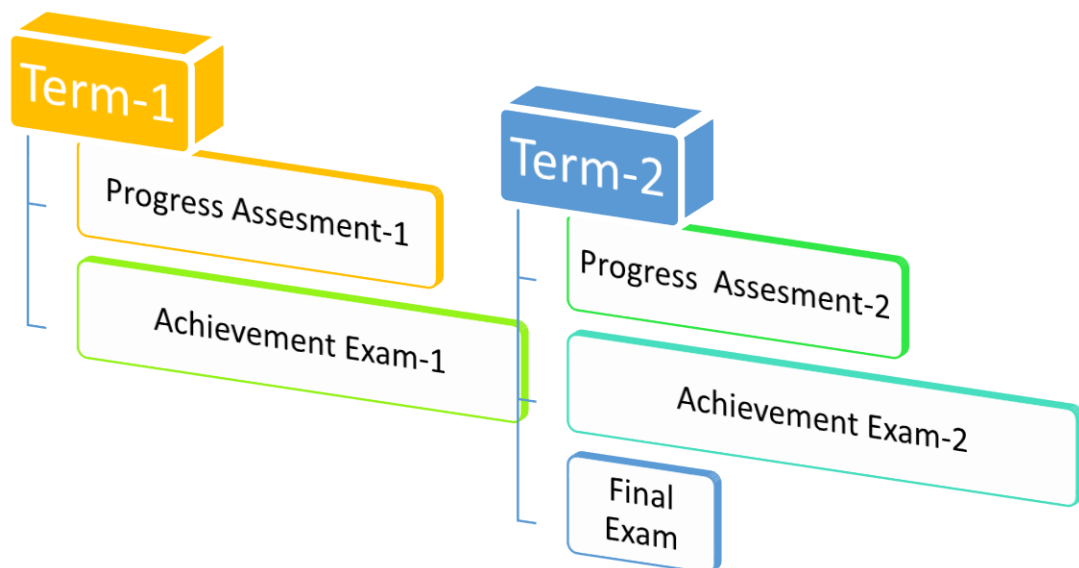
- ❖ Hindi as II-Language or III-Language is compulsory for Grade From 1<sup>st</sup> to 8<sup>th</sup>
- ❖ Same language cannot be studied under II-Language and III-Language.

The school itself in its student centric enquiry-based approach. The teachers undergo continuous training to learn and share best practices from emerging international pedagogies. We have successfully replaced the traditional teacher driven model with hands on and experiential learning centred on pupils. The teachers and students together construct knowledge, so as to enrich from this creative experience. This is also supported by field experience, simple or complex integrated learning projects.so that each student can use the acquired knowledge to create an unforgettable experience of fun, joy and learning.

To gauge competency and make assessment comprehensive, we follow robust periodical assessments that follow the pattern recommended by CBSE for the Board Classes. The school also conducts apt in-class assessments that are subject and skill based.

### **ACADEMIC YEAR 2021-2022**

#### **Grade 1 to 8**





**RECORD OF ABSENCE**

Whenever a pupil is absent to the school, it is marked by drawing a circle around the date, if there are three such marks in a month, it is reported to principal.

	April	June	July	August	September	October	November	December	January	February	March
	01	01	01	01	01	01	01	01	01	01	01
	02	02	02	02	02	02	02	02	02	02	02
	03	03	03	03	03	03	03	03	03	03	03
	04	04	04	04	04	04	04	04	04	04	04
	05	05	05	05	05	05	05	05	05	05	05
	06	06	06	06	06	06	06	06	06	06	06
	07	07	07	07	07	07	07	07	07	07	07
	08	08	08	08	08	08	08	08	08	08	08
	09	09	09	09	09	09	09	09	09	09	09
	10	10	10	10	10	10	10	10	10	10	10
	11	11	11	11	11	11	11	11	11	11	11
	12	12	12	12	12	12	12	12	12	12	12
	13	13	13	13	13	13	13	13	13	13	13
	14	14	14	14	14	14	14	14	14	14	14
	15	15	15	15	15	15	15	15	15	15	15
	16	16	16	16	16	16	16	16	16	16	16
	17	17	17	17	17	17	17	17	17	17	17
	18	18	18	18	18	18	18	18	18	18	18
	19	19	19	19	19	19	19	19	19	19	19
	20	20	20	20	20	20	20	20	20	20	20
	21	21	21	21	21	21	21	21	21	21	21
	22	22	22	22	22	22	22	22	22	22	22
	23	23	23	23	23	23	23	23	23	23	23
	24	24	24	24	24	24	24	24	24	24	24
	25	25	25	25	25	25	25	25	25	25	25
	26	26	26	26	26	26	26	26	26	26	26
	27	27	27	27	27	27	27	27	27	27	27
	28	28	28	28	28	28	28	28	28	28	28
	29	29	29	29	29	29	29	29	29	29	29
	30	30	30	30	30	30	30	30	30		30
			31	31		31		31	31		31
Teacher's sign											
Parent's sign											

### **RECORD OF ABSENCE**

<u>DATE</u>		<u>REASON FOR ABSENCE</u>	<u>PARENT'S SIGN</u>	<u>CLASS TEACHER'S SIGN</u>
<u>FROM</u>	<u>TO</u>			

**WORKING DAYS RECORD**

Month	No. of working days	No. of days Present	No. of days Absent	No. of days on leave	Class Teacher's Sign	Parent's sign	Parent's remark
April							
May							
June							
July							
August							
September							
October							
November							
December							
January							
February							
March							
<b>Total</b>							

**RE-ADMISSION FEES RECORD**

S.no	Month	Bill no. and Date	Class Teacher's sign	Parent's sign
1.				
2.				
3.				
4.				

**PROGRESS ASSESMENT-1**  
**TIME TABLE & SYLLABUS**

DATE & DAY OF EXAM	SUBJECT	PORTIONS FOR EXAM

Signature of the  
Parent

Signature of the  
Class Teacher

**PROGRESS ASSESMENT-2**  
**TIME TABLE & SYLLABUS**

DATE & DAY OF EXAM	SUBJECT	PORTIONS FOR EXAM

Signature of the  
Parent

Signature of the  
Class Teacher

**ACHIEVEMENT EXAM-1**  
**TIME TABLE & SYLLABUS**

DATE & DAY OF EXAM	SUBJECT	PORTIONS FOR EXAM

Signature of the  
Parent

Signature of the  
Class Teacher

**ACHIEVEMENT EXAM-2**  
**TIME TABLE & SYLLABUS**

DATE & DAY OF EXAM	SUBJECT	PORTIONS FOR EXAM

Signature of the  
Parent

Signature of the  
Class Teacher

**FINAL EXAM**  
**TIME TABLE & SYLLABUS**

DATE & DAY OF EXAM	SUBJECT	PORTIONS FOR EXAM

Signature of the  
Parent

Signature of the  
Class Teacher