

SARVOTTAM INTERNATIONAL SCHOOL

A Leading CBSE School (Pre-Nursery - XII)

CBSE Affiliation Number : 2132551



ALMANAC

NAME

CLASS SEC

MOTHER'S NAME

FATHER'S/GUARDIAN'S NAME

ADDRESS

BUS ROUTE / VAN / SELF

EMERGENCY PHONE NUMBER

PARENT'S EMAIL

HOUSE ALLOTTED

BLOOD GROUP

From the Chairman's Desk

Dear Parents,

We extend a very warm welcome to you at Sarvottam International School, a prestigious venture established under the aegis of the United Group.

In the year 2003, we ventured into the field of education with the establishment of Mayoor School Noida, followed by the launch of Sarvottam Institute of Technology and Management in 2010, with the vision to create empowered students to discover their true potential.

Having set the highest benchmarks in quality education, we now aim to lead in providing safe, inspiring and enriching learning experiences at Sarvottam International School, Greater Noida West.

We are immensely happy to receive the young brigade in our family and as we continue to inspire and create pathways for their success, we hope to nurture happy children who shall grow up to be responsible and sensitive global leaders. The gamut of activities at Sarvottam International School reflects our vision of nurturing young minds to think rationally, creatively and logically to become responsible adults who will make a positive contribution to the world. A comprehensive academic and co-curricular programme, state-of-the-art infrastructure, an eclectic team of educators and technologically advanced teaching methodology collectively ensures that the education a child receives at Sarvottam International School is holistic and truly international. We empower our learners with the fundamentals of '**Vision-Dedication-Honesty**'.

Our key objective is to prepare today's students for tomorrow's world. I conclude with a firm conviction that Sarvottam International School has emerged as the most preferred destination for aspiring learners and shall continue to be so.

Chairman
Sarvottam International School
Mayoor School, Noida

(An inspiring entrepreneur, industrialist and a great visionary with over 70 years of experience in manufacturing industry, carrying a rich experience of over 20 years in the field of education and is passionate about bringing change through modern education)

Principal's Message

Dear Parents and Students

Welcome to yet another exciting school year!

At Sarvottam, we are forever committed to providing a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners, prepared to thrive in the twenty-first century.

High standards and expectations for each student in regard to academic performance, co-curricular participation and responsible citizenship are the foundations of our curriculum. It is with pride that we hold these high standards and ask each of our students to commit to maintaining the extraordinary record of achievement and contribution that is soon becoming a habit at school. We believe in creating ownership of learning with children, thus designing child centred instruction and assessment.

It is the contribution of our teachers, parents and students that makes Sarvottam an exceptional learning community. Full participation in academic and co-curricular programs and a willingness to act responsibly as an individual within our educational environment are the factors that enable all stakeholders to have a successful and enjoyable year on year.

The school Almanac is a wonderful way of staying in touch. As you read through this year's almanac, please keep note of all important instructions, rules and regulations. This will help you plan and work systematically in partnership with us. Make sure that you look through it every day and also that your child gets it to school regularly. Together we will make a great team in helping our children grow responsibly. If I can be of any assistance, please do not hesitate to contact me. I can be reached at **directorprincipal@sarvottamnoida.com**

Every coming year is going to be a new challenge and there are going to be huge learning opportunities. We are determined to live our vision and grow as a beautiful community. We firmly believe that -

Education does not change the world.

Education changes people...People change the world!

Wish you all a great academic year

Regards

Director Principal

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List of Holidays 2023-24

Holiday	Day/ Month/ Year	Day of Week
Mahavir Jayanti	4th April, 2023	Tuesday
Good Friday	7th April, 2023	Friday
Dr. Bhimrao Ambedkar Jayanti	14th April, 2023	Friday
Ram Navami	17th April, 2023	Wednesday
Eid - UI- Fitr	22nd April, 2023	Saturday
Buddha Purnima	5th May, 2023	Friday
Eid-UI-Zuha	29th June, 2023	Tuesday
Muharram	29th July, 2023	Saturday
Independence Day	15th August, 2023	Tuesday
Raksha Bandhan	30th August, 2023	Wednesday
Janmashtami	7th Sept, 2023	Thursday
Eid-UI-Milad	28th Sept, 2023	Thursday
Gandhi Jayanti	2nd October, 2023	Monday
Dussehra	24th October, 2023	Tuesday
Diwali	12th Nov, 2023	Sunday
Goverdhan Puja	13th Nov, 2023	Monday
Bhai Duj	15th Nov, 2023	Wednesday
Guru Nanak Jayanti	27th Nov, 2023	Monday
Christmas Day	25th Dec, 2023	Monday
Republic Day	26th Jan, 2024	Friday
Ravidas Jayanti	24th Feb, 2024	Saturday
Maha Shivratri	8th March, 2024	Friday
Holi	25th March 2024	Monday

Note: The dates of holidays do change sometimes. Parents are therefore requested to check the School Website from time to time.

My Teachers

Subject	Teacher	Phone No.	E-mail ID
English			
Second Language			
Third Language			
Math			
Science			
Social Science			
Comp. Science			
Music /Dance/ Art			
Games			
Others			

Particulars of the Student

Student's Name

Class & Sec Admission No

Current Address.....

.....

Blood Group

School Bus Route No and Stop

Father's/Guardian's Name

Occupation

Name of the Organization

Designation

Office Address

.....

Tel No. (Landline) Mob. No.....

E-mail

Mother's Name

Occupation

Name of the Organization

Designation

Office Address

.....

Tel No. (Landline) Mob. No.

E-mail

.....

Father's Signature

.....

Date

.....

Mother's Signature

Health Record

Name of the Child

Class & SectionAdmission No

Blood Group

(1). Does the child suffer from any allergy?

If yes, please mention

.....

(2). Does the child suffer from any chronic disease/or has been operated for surgery?

Please mention details

.....

(3) Is the child undergoing any speech / occupational therapy / counselling session?

If yes, please mention details:

Name of Disease:

Duration of Disease:

Status of Disease - Stable/ Progressive/Cured

- A health and fitness certificate, duly signed by a certified physician, should be submitted to the Class Teacher within one week of joining school.

I hereby declare that my ward.....of class and sec

(Please cancel whatever is not applicable)

(1) Is fit to participate in all school sports and other activities without any restrictions.

(2) Is fit for limited participation in sports with the following points of caution

.....

(3) Is not fit to participate in the following sports and activities:

.....

.....

Father's Signature

.....

Date

.....

Mother's Signature

Declaration by Parents

Our ward Class / Section
is a student of Sarvottam International School, Greater Noida (West). Either of us (Father / Guardian/ Mother) will sign his/her leave application, report card etc.

Our names and specimen signatures are as under.

Name _____
(Father) (Mother)

Specimen Signature _____
(Father) (Mother)

In our absence we authorize Mr. / Ms. _____
(whose Signature is given below) to sign on our behalf .

Guardian's Specimen Signature _____

Relationship with the Student _____

Class Teacher's Name _____

Class Teacher's Signature _____

Parent / Escort Data From
Mother

Name: _____	[Attach passport size Photograph]
Designation: _____	
Address: _____ _____	
Emergency Contact _____	
E-mail ID: _____	
Specimen Signature: _____	

Father

Name: _____	[Attach passport size Photograph]
Designation: _____	
Address: _____ _____	
Emergency Contact _____	
E-mail ID: _____	
Specimen Signature: _____	

Escort Identity

Escort 1 /Permanent Escort	[Attach passport size Photograph]
Name: _____	
Details(if any): _____	
Mobile No.: _____	
Vehicle No.: _____	
License: _____	
Relation: _____	

Escort 2 /Permanent Escort/Temporary Escort	[Attach passport size Photograph]
Name: _____	
Details(if any): _____	
Mobile No.: _____	
Vehicle No.: _____	
License: _____	
Relation: _____	

Declaration by Parents

We, Mrs. Mother
and Mr.
Father, of
Admission No. Class Section

hereby declare that the information furnished by us on all the official documents of the school (Registration Form, Admission form, Medical Form, Activity Form and Declaration form) is true & correct to the best of our knowledge.

However, in the event of concealment of any information regarding illness or any other relevant information regarding us or our child; the school has the sole discretion, at any point of time, to refuse admission.

It is understood that if the child requires any special care which is ordinarily not available in the school; or if subsequently it is discovered that the child requires some special care which is not available in the school; the parent may be asked to withdraw child from the school.

We hereby undertake, that we shall not hold Sarvottam International School authorities, including the Management members, responsible for any mishap that may occur on account of participation in sport activities or extracurricular activities inside or outside the school premises or while travelling in Sarvottam International School transport.

We are also aware, that Sarvottam International School shall take all possible care and precautions to ensure the safety of every child while he/she is with school, but mishaps may occur despite taking all precautions.

Father's Signature Date

Mother's Signature Date

Transport Consent Form

I, Mr./ Mrs. _____ father/mother/guardian
of _____ Class/Sec. _____

wish to inform that my ward will be/will not be availing the school transport.

Address: _____

Tel. No. (Landline): _____ Mobile Nos: Mother _____

Father _____ Guardian _____

Phone number of person who would pick up the child at the stop

Parent E-mail ID: _____

(To be filled by class teacher)

Bus No. : _____

Route in charge: _____

Bus Stop : _____

Pickup Point: _____ Time : _____

Bus Stop : _____

Drop Point: _____ Time : _____

.....

Father's Signature

.....

Mother's Signature

Information for Parents

1. Parents may meet various functionaries as per the schedule given below. Kindly follow the timings for convenience and smooth interaction.

Director Principal	Only by appointment
Vice - Principal / Headmistress	On all working days with prior appointment
Co-ordinators	On all working days with prior appointment
Admin & Accounts Office	9:00 AM - 11:00 PM (Mon. to Fri.)
Admissions	9:00 AM - 2:00 PM (Mon. to Fri.)
Uniform & Books	10:00 AM - 1:00 PM (Saturdays only)

2. Parents are not allowed to go to the class directly to meet the teachers.
3. Casual visits to view the school are not allowed as this disrupts classroom teaching
4. Parents are required to inform the school immediately if there is any change in address, place of work or telephone numbers.
5. Any communication made by the parents/guardian should be addressed to the Principal Director. The name of the student, address, phone number, admission number, class/section and bus route should be mentioned in the application
6. For queries regarding fee, buses etc., parents may contact the concerned office on phone or through emails.
7. A written request has to be made for obtaining any official document from school. At least three working days are required to issue the same. However, in case of issuing a TC or a Report Card it may take more time.

8. School timings

Summer timings: Classes I to XII: 7.20 am to 2.10 pm (Entry closed at 7.20am)
 Kindergarten: 8.30 am to 12.00 pm (Entry closed at 8.35am)
 Winter timings: Classes I to XII: 7.50 am to 2.30 pm (Entry closed at 7.55am)
 Kindergarten: 8.50 am to 1.00 pm (Entry closed at 8.55am)

* Timings may vary due to climate conditions. The school shall keep the parents informed.

9. Important Phone Numbers and emails:

Front Desk: info@sarvottamnoida.com

Phone: 8595953813/14

Admission: admissions@sarvottamnoia.com

Phone: 9999600335/336

School email: info@sarvottamnoida.com

Admin email: admin@sarvottamnoida.com

Transport email: transport.sarvottam@gmail.com

Accounts email: accounts@sarvottamnoida.com

A. Transport and Bus Rules

The school transport will be available depending on the number of children from a particular area. In case the school transport is not available, the parents will have to make their own arrangement. Transport Fee is revised annually. It is mandatory for all parents, who wish to avail transport facility for their ward, to deposit an Indemnity Bond in the school office.

Students using school transport are expected to maintain discipline at all times. Violence, shouting, distracting the driver, standing in the moving vehicle are strictly prohibited. Unruly behavior will lead to strict disciplinary action and may result in **withdrawal of transport facility. Kindly note -**

1. All students and teachers using the school bus are expected to be at the bus stop at least **10 minutes** before the arrival time of the bus. Left hand boarding is always preferred.
2. **The buses will not wait for late-comers.** The waiting time at the stop shall be two minutes.
3. No student should stand near the entry door of the bus till it has come to a complete halt.
4. The drivers are authorized to stop buses at the designated stops only. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change from time to time.
5. Students are not allowed to throw objects of any kind inside or outside the bus.
6. Students will be held responsible for any damage to the bus, caused by negligence or vandalism.
7. Courteous behavior is expected at all times. School will not be responsible for any injury caused due to misconduct or negligence of students.
8. Misconduct in the bus will debar the students from availing the school bus facility.
9. In case the bus is late or in case of any other requirement, the Bus-In-charge Teacher should be contacted. It is not the duty of the driver to keep parents informed except in case of any emergency. **Please refrain from calling the driver unnecessarily as it may distract him.** The details of the routes and in-charges shall be available on the school website.
10. A student can leave the school premises at timings, other than the regular ones, only when permission has been granted against a written request from parents. The request must be made before the lunch break at the school reception. Early Gate pass must be signed in this case.
11. **The school will not entertain any written or telephonic request/requests from parents to allow their wards to change their bus routes to go over to their friend's place after school hours.**

12. Attendance of the students is taken in the morning as well as in the afternoon by the Bus In-charges.
13. Transport facility is optional. A **one month's notice in writing or one month's fee in lieu of the notice is mandatory in case of withdrawal of school transport.**
14. Parents who wish to make their own transport arrangements will be fully responsible for the same. They must ensure that proper verification of drivers is done and all safety measures are taken to avoid any untoward incident. The drivers must produce the Escort Cards/ID Card issued to them by the school when they come to pick up the students. Students using Private transport should be dropped and picked up from **gates as informed by school.**
15. Even if a child uses the school transport one-way, full payment has to be made, to and fro.
16. Parent/guardian/escort should come to pick up the student at the bus stop, (especially Classes Pre-Nur to V) failing which the student will not be handed over. He/she will be brought back to school. However, an application can be sent to obtain a consent that the child can be dropped at the bus stop in the absence of an escort.
17. In case of change of residence, a written application or an email has to be sent to school. It may take a couple of days to settle new stop/route.
18. Transport fee has to be paid Quarterly and in advance, before the 15th day of the first month of the Quarter.
19. Late fee INR 50/- per day will be applicable after the lapse of due date.
20. The School makes transport arrangements for the children through its own fleet of buses on an annual contract explicitly on request from parents.
21. Unauthorized travelling in the buses is viewed as serious offence and can lead to a fine of Rs.500 per day.
22. Parents are expected to co-operate with the school by ensuring that their children travelling in the buses report at their embarking points well on time, carry their identity card with them all the time and behave in a disciplined way, in the interest of their own safety as well as that of the other users.
23. In case of any problem or any mishap, the parents are advised to avoid any altercation with drivers and conductors. They should immediately contact the school authorities on the phone number given on the bus, or the phone number given in the almanac. The school will ensure appropriate action in such circumstances.
24. Parents are expected not to rely on any information that they may get from drivers and conductors. For information related to their wards and academic process, timing or working days, they should contact the school directly.
25. Parents are requested to study the specified routes and opt for those which suit them

best. Please remember that it is not possible to cater to individual requirements at the cost of time and distance.

26. Students are not allowed to travel in any other bus route except their own route.
27. The bus drivers are authorized to stop the bus only at the designated stops. The bus will not wait for latecomers.
28. School bus routes will be decided in the general interest of the larger student community and not on a particular/individual demand.

B. Procedure of Payment of School Fee

Fee may be paid through Cheque or through ERP. Parents must collect details regarding the cheques from the accounts office. Parents should not expect any **reminder of payment of fee** from school authorities.

The payment schedule is as given below:

Quarter	Months	Last Date of Payment
Quarter-I	April-May-June	10 April
Quarter-II	July-Aug-Sep.	10 July
Quarter-III	Oct-Nov-Dec	10 Oct
Quarter-IV	Jan-Fab-March	10 Jan

Important:

1. All School dues must be paid through any of the payment mode on or before last date of payment to avoid late fine and penalty.
2. Date of Payment is the actual date of realization in bank, parents are advised to deposit fee well in advance in case of Bank Holidays etc.
3. Late Fine of Rs.50/- per day on late payment of Fee is applicable on delay beyond last date of payment including all holidays till the payment is made.
4. Additional Penalty of Rs.5000/- in addition to late fine of Rs.50/- per day is applicable on payment made after Final Date of payment including all holidays till the payment is made.
5. The name of the student will be struck off if the fee is not paid till last day of the Quarter.
6. Any fee defaulter shall be regularized only after the permission of the Principal even if the fee is deposited directly at the bank. Mere submission of any request to the school authorities does not mean it is accepted/permitted/sanctioned by the school unless it is intimated to the applicant.
7. Re-admission fee in addition to previous dues will be charged from Parent if readmission is granted.
8. Partial payment of fees is not accepted by the School and part payment will be treated as non-payment and late fine and penalty will be applicable till the complete payment is made.

9. No fee reminders for quarterly fee will be sent. It is the duty of parents to deposit the fees as per the above payment schedule.
10. Parents are requested to contact the class teacher or the accounts department for any issue related to fee.

C. Norms related to Withdrawal of student from School

1. Withdrawal from school requires one month's notice, through a written application or email to HOS. It must be submitted one clear month before the last working day of the child at School. Parents are required to complete all formalities in keeping with the school rules in case of withdrawal from school. Progress report and transfer certificate will be handed over only when the withdrawal form is complete and all school dues have been settled. Report card will be given along with the Transfer Certificate. The process takes one clear working week.
2. Transfer Certificate (TC) on withdrawal will be issued only after all the school dues are cleared by the parents/guardians and the duly filled form is submitted in the accounts office. (Application Form for TC given at the back of Almanac)
3. A student can also be asked, by the school, to be withdrawn on academic or disciplinary grounds including submission of false information to the school at the time of admission. Disciplinary action may even involve expulsion. The Principal's decision in such matters is final.
4. Misbehavior on the part of parents/guardians with any member of the school staff may also lead to withdrawal of the student from the school.
5. In case if a student is not promoted to next higher class for two years. The HOS can take the decision and expel the student.
6. As a rule only those students will be retained on roll of the school who can take the school leaving examination under 18 years of age.
7. In the absence of a month's notice, one month Fee has to be deposited for clearance to be granted. In case TC is applied after 10th March, one month fee will be charged.

D. School Procedures

1. **Homework and Remedial Measures:** The students who have missed school or any individual class, will be required to make up for the work which has been missed. It is the responsibility of the student to inquire about any school work, tests or assignments that have been missed. Home-work assignments are checked and recorded. Project work is assigned to the students within each term. Remedial classes will be undertaken for the children, whenever the need arises.
2. **Lost and Found Articles:** Lost and Found Articles will be displayed outside the sports room during PTMs. Students must develop the habit of taking care of their possessions. In case of loss they must check the Lost and Found Room immediately. Name, class, section and admission no. must be clearly marked on all the belongings of students so that these can be traced easily. Blazers & Jerseys should also carry a name tag.

- 3. Telephone calls:** Students are not allowed to carry mobile phones. They can make urgent calls from the Administrative Office after obtaining written permission from their respective wing heads.

4. Care for school Property

Students are expected to respect school property and maintain tidiness of their surroundings. Students, who deface, damage or destroy school material or property, will face disciplinary action and will be required to make financial reimbursement (including the actual cost of furniture/fixtures and laboratory/sports/music equipment, etc.) plus 10% of the cost as penalty.

5. Identity Cards

One Identity Card will be issued to all students which has to be worn daily. Identity Cards must be carried by the parents or any person, duly signed by the parents, when he/she comes to pick up his/her ward from the school premises or at the bus stop. Duplicate ID Card can be obtained after a payment of INR 200/-.

6. Attendance

It is mandatory for a student to maintain a minimum of 75% attendance at school. If a student's turnout is not as per the standard and requirement of school adequate disciplinary action shall be taken.

7. Discipline

Bullying, unruly behavior, disruptive tendencies, crude demeanour are prohibited for all including students, teachers, parents and employees. Strict action will be taken if this code of conduct is violated.

8. Yellow Card

Disobedience, indiscipline, disregard of one's homework, disrespect towards teachers and classmates, violating any code of conduct in the class room as well as in the games field will lead to the issuance of a Yellow Card. The Yellow Card has to be signed in each period, by all the teachers who come to the class on each day of the week for the period the student is issued the Yellow Card. The child will have to engage in activities to earn good work badges on the card. If the child's progress and behavior during the week is satisfactory, the Yellow Card will be discontinued.

9. School Almanac

Students are required to carry their Almanac to school daily. The prescribed text books must be brought to school along with the note books according to school timetable recorded in the Almanac. Parents should regularly check their ward's Almanac to stay updated on notes and messages along-with Homework assigned

10. Banned Items

The following items may be hazardous or a distraction to children and should not be brought to the school.

- Weapons: catapults, knives, sharp objects, firecrackers, lighters or match boxes.
- Whiteners, drugs and drug related items (unless medically prescribed with proof provided).
- Undesirable pictures, magazines, books not relevant to the course work.
- Money, expensive jewellery, expensive watches and toys.
- Cameras, Mobile Phones/Ipods/any other gadgets.

The school authorities will not be responsible for the loss of any of the above items brought to school by the students. If found, the same shall not be returned to the child or the parent. In case of gross misconduct, the child may face strict disciplinary action.

11. Books and stationery

Parents may buy books from a place of their choice. However, it is mandatory to follow the prescribed syllabi and standards. For the convenience of the parents a books and stationery shop, run by an outsourced vendor, is available on campus. For the purpose of uniformity students are required to use branded note books bought from the book shop only. Buying text books and stationery articles is optional.

12. School Clinic

The school runs a five bedded infirmary with a full-time nurse and a doctor on call to look after the children. Medical check-up of students is done regularly and a record is maintained. Parents will be informed only if the doctor/nurse finds that the child needs special medical attention. Parents are requested not to send children to school if they are not well.

13. Leave

A leave application must be sent to school on the same day or the following day, to intimate the absence of child. The leave application or an email should be addressed to the CT and wing head stating the reason for absence. Parent may also intimate through a note in the Almanac to inform the class teacher. If a student is absent from school for more than 15 days without intimation/leave application, his/her name will be struck off the rolls. Children will not be allowed to go home during school hours. Parents are requested not to make any social engagements or medical appointments during school hours. They are also requested not to send their child to school on the day they have any such appointment. Leave shall not be allowed during assessment time, unless it is a medical condition.

14. Medical leave

Leave of absence on medical grounds will be granted after submission of a medical certificate duly certified by a Doctor. Do not send your ward to school, if she/he suffers from any infection or contagious disease such as Chicken Pox, Mumps, Measles, Flu, COVID etc. Child will be permitted to attend school only after submission of a fitness certificate.

15. Security

The school campus is under 24X7 CCTV surveillance to ensure safety of its premises and children. It is mandatory for all visitors to register themselves with the security personnel at the gate and wait for grant of permission to enter.

All visitors should respect the security checks and extend co-operation towards security personnel on duty. Parents must carry their I-cards to avoid inconvenience.

Students not availing school transport or those granted permission to leave early must collect a gate pass and produce it at the school gate. **Children will be allowed to leave only during the Lunch break.** This measure has been introduced for your child's safety.

No student is allowed to leave early except on medical grounds. Parents are requested not to bring such requests to the school office.

If, due to an emergency, the child has to leave early from school, parents must obtain permission from the School Authority personally.

16. Uniform

Each student is expected to attend school in proper uniform. The uniform includes the school dress, trim and proper hair, shoes and body hygiene. Students will be checked daily and defaulters shall be counselled. In case of repeated disregard for uniform disciplinary action shall be taken.

Kindly note:-

- Name and class of the student should be written with the permanent marker on the neck of the pullover and on the inside pocket of the blazer.
- Girls should wear knee length skirts.
- Girls with ears pierced are allowed to wear studs or small earrings. In case a religious bangle has to be worn, it has to be rounded at edges and thin.
- Students of Classes V onwards can wear simple, inexpensive watches. **Smart watches are not allowed**
- Nails have to be clipped short and kept clean. No nail varnish is allowed. Application of Henna is not allowed.
- Boys must keep hair short. Girls with short hair to wear black hair bands or clips. Girls with long hair to make plaits with black rubber bands. Sikh boys to wear light blue patkas to match the school shirt colour.
- House uniform has to be worn on Wednesdays and Saturdays from the time instructed.
- Only Kindergarten students are allowed to come in civil clothes on their birthdays. Others have to wear Uniform.
- Students must wear school uniform whenever they have to come to school including PTM days

17. Birthday celebrations

Students are not allowed to bring cakes, party snacks or chocolates, etc. to school. Only two sweets per child in class and a few more for the teachers is allowed. No gifts to be distributed on any occasion. Students will not be allowed to share party invites through school. However, a book may be donated for the school library or a sapling may be planted in school on the occasion.

18. Late comers

School gate shall close after first bell. Habitual late-comers will be sent back home. On arriving late, a note shall be made in the Almanac. One mark shall be deducted for every late mark.

The bell timings shall be intimated through school erp regularly.

19. Disciplinary Action to be taken by the school:

a. Coming Late

- Verbal warning
- Parents to be informed through a note.
- Parents will be called, and the student will be sent back home.
- Absence will be marked.
- Marks will be deducted from term aggregate.

b. Bullying/aggressive behavior and use of abusive language

- Written apology to go into the student's dossier. One copy to be retained by the class teacher. Counselling of student and parents
- Issue of first Yellow Card
- Issue of second Yellow Card followed by compulsory social welfare task.

c. Irregular Attendance

- Verbal warning
 - Written note sent to the parents, copy to go into the student's dossier.
- After school detention to complete backlog of work.

d. Hair Cut

- Verbal warning (Twice)
- Written warning and note to parents
- Students will be sent home

e. Defaulter at work

- Verbal warning
- Withdrawal of P.T. period and note to parents
- After school detention to complete the work.

20. PTMs

- **Timings - will be informed through school ERP**
- **Second Saturday of every month or as informed by school.**
- Parents are requested to adhere to the timings. Late comers will not be entertained.

E. Learning and Resource Centre

The School library is open to all students of the school. All the classes are provided with at least one library period per week.

Library Rules:

1. Each Student will be issued one book at a time for a period of one week.
2. Until the previously issued book is returned, students will not be eligible for a fresh issue.
3. Strict discipline and silence must be maintained in the library.
4. If the reference books are returned late without a valid reason, the borrowing facility will be withdrawn for 4 weeks as a penalty.
5. Books marked, disfigured, damaged or lost will have to be replaced by the borrower.
6. The library has an open access system. Students must help in maintaining decorum. They must place the books on the shelves strictly according to shelf number/coding.
7. Students are not allowed to bring their books or belongings to the library.
8. Any student disregarding the library rules will be debarred from availing library facilities and may face disciplinary action.

F. School Houses

House: Leo

Colour: Yellow

Description: The House is inspired by the mightiness of the regal lion. The House stands for strength, courage and justice. The members of the Leo House are deemed as the future leaders, paving uncharted roads in all their might, majesty and wisdom.

House: Arion

Colour: Green

Description: Inspired by the free and victorious horse, the Arion House stands for velocity, vitality and grace. Arion is picked from the Greek mythology to represent a mythical divinely bred horse. The members of the Arion House are looked up-to as swift, undefeated warriors, triumphant in stride.

House: Ursa

Colour: Blue

Description: The Ursa House takes inspiration from the fearless and valorous bear. It represents strength in adversity, power in action and empathy in attitude. Ursa stands for a grounding force, inner strength and power of the self. The members of this House are seen as empathic, fearless and heroic beings who are able to channel their inner strength in leadership.

House: Phoenix

Colour: Red

Description: Inspired by the mythical bird, Phoenix, this House stands for renewal, resurrection and the ability to overcome challenges. It channels fire and radiance. The Phoenix bird represents rebirth from ashes. Therefore, the members of this House are deemed as a resilient, strong and powerful team, who are able to illuminate their surroundings and scale the higher skies.

THE SARVOTTAM SCHOOL OF SPORTS

Symbol: Griffin

Colour: Silver and Navy Blue

Description: The Sarvottam School of Sports is represented by the Griffin. Encompassing the strength of the lion and the eagle, it stands for a conjoined unity in the four School Houses. Under its flag, the four Houses stand in protection and camaraderie, as they together march for the Sarvottam School of Sports in its pursuit of brilliance, discipline and victory. **Colour: Silver and Navy Blue**

G. School Decorum

All rules implemented in the school are for the benefit of one and all. They are intended to be guidelines for the children in order to give them a secure environment where they study, work, socialize and play. Therefore, we expect all parents and teachers to follow rules that contribute to providing a healthy, happy and safe learning environment at Sarvottam International School.

Courtesy is integral to all Sarvottamites. We expect our children to:

- Greet all members of the staff and all visitors to School.
- If visitors to School seem lost, offer to help them saying, "Are you looking for someone? May I Help you?"
- If adults come to your room or the area where you are sitting, you should stand up.
- You should allow adults to precede you through the doorway and open the door for them.
- Do not push ahead. Be aware of the people walking in the opposite direction to you.
- It is courteous for boys to allow girls to precede them to the doorways and to open the car door for women and the elderly.

- Take your hands out of your pockets while talking to the staff members or adults.
- It is courteous to listen attentively and look directly into the eyes of the person you are talking to and not interrupt until it is your turn to speak.
- The greatest courtesy of all is to add '**please**' to all requests, '**thank you**' for all services rendered and apologize by saying '**sorry**' if you commit a mistake, even if unintentional and say '**excuse me**' if you need a pass or wish to speak first.

A positive school environment does not simply happen. Teachers, parents and students need to work hard together to develop it. Therefore certain rules are necessary to make this possible.

Students must ...	Students must not ...
✎ Be regular and punctual	✎ Use indecent language
✎ Report in complete school uniform	• Bully others
✎ Carry notebooks and assignments as per the timetable	• Damage school property
✎ Help others	• Play or run in the class
✎ Respect teachers, be courteous in language and conduct.	• Run in the corridors
✎ Use decent language in class	• Be late in reporting to class
✎ Fall in a line when moving out of a class	• Be late in submission of work
✎ Switch off lights and fans when not in use	• Bunk classes
✎ Maintain school property	• Bring mobiles, valuables and heavy cash to school
✎ Complete school work and assignments on time	• Litter class or school
✎ Carry school almanac daily	• Eat or drink during teaching periods
✎ Keep class and school premises clean	• Use unfair means during examinations
✎ Keep pace with fellow friends/ teachers in doing class work	• Carry or wear expensive accessories to school (coloured mufflers, warmers, goggles etc.)
✎ Be responsible for any work missed in class due to absence	• Bring expensive gadgets or mobiles to school
✎ Return to class from PT/Library /Labs and other outdoor periods on time	• Misbehave while travelling in school bus

H. TECHNOLOGY ON CAMPUS

The School ERP

Parents can access student and school related activities on the school ERP by using a secured login provided to them.

Technology is an integral part of the teaching-learning process and builds an effective and transparent parent-teacher-student-school-coordination. The ERP integrates data and processes of the school into a single unified system. It is a complete school management for effective resource planning, lends transparency, and makes system efficient, leading to overall improvement in the institution. The following information can be accessed through the school ERP:

- The student's profile as exists in the school records.
- Attendance details of the student with the days when he/she was absent.
- Marks/ Grades obtained in Unit Tests/ Examination/ Activities.
- Detailed daily timetable being followed in the student's class.
- Learning progress that has occurred in the student's class.
- Home task assigned in the student's class.
- Periodic planners/schedules.
- Latest circulars & notice issued.
- Leave taken by the student
- Health Records
- View and download fee bills and pay Online

The Tech- Enabled Classrooms

All classrooms are now well equipped with screens and projectors. The computers are networked & connected to a resource room, which is a treasure house of the best that is available in the field of education as far as subject content is concerned. The whole school is Wi-Fi and LAN enabled.

I. EXPERIENTIAL LEARNING

Experiential Learning is part of holistic education. Ample opportunities for learning are provided to students of all classes through Field Trips, Treks, Camps and Excursions to places within India and abroad. Further, all students of classes VI to XII are taken to places outside the District/ State/ Abroad for Educational Trips and Excursions. Based on the performance of the students in such activities, marks/ grades are awarded and reflected in the Achievement Record.

J. SKILL EDUCATION ON CAMPUS

Education today comprises competence, knowledge, and skill. The school evolves time and again programs to groom the global citizens of tomorrow, giving them the best in the field of education through the diligence of a dedicated team of teachers who work tirelessly to achieve this goal. At various stages the school provides Skill oriented subjects, Internships and Workshops to help students build expertise.

Parents are advised in the best interest of their ward, to attend awareness programs related to the above.

K. GLOBAL PARTNERSHIPS

Global Partnerships add an international dimension to the school curriculum, by forging work links with schools abroad. The school designs, develops and implements activities with a view to develop global citizenship skills & outlook and enhance the quality of international education in our increasingly global world. Such programs broaden the horizons of the school communities, support experiential and project-based learning thus enhancing intercultural understanding.

L. MENTAL WELLNESS & CAREER GUIDANCE PROGRAMS

Schools are the protective microcosms of society that allow a student the space and opportunities to develop into well-rounded, successful individuals. This development is incomplete without holistic emotional, physical and psychosocial wellbeing. Our mental wellness and career guidance programs aim to ensure that our students receive the appropriate support and guidance to overcome any challenges, explore themselves, build a positive self-esteem and broaden their personal resources to make effective decisions for their futures.

M. RECOGNITION OF TALENT

Scholarships

Academic and Sports scholarships are granted to meritorious students as per school Scholarship Policy that is published annually.

Scholar Badges

Academic awards are conferred on talented students from Grade III onwards based on the following criteria:

1. Overall 95%.
2. Minimum 75% attendance.

A special prize for academic achievement is given to one student in each class at the end of the academic year for showing significant improvement over his/her previous level of achievement.

The school recognizes the efforts of those assiduous and meritorious students who become scholars by honoring them with the following:

1. Blue Badge	Excellence in Academics for 3 successive years effective class III onwards
2. Blue Badge and Blue Tie	Excellence in Academics for 5 successive years
3. Silver Memento	Excellence in Academics for 6 successive years
4. Red Tie and Badge	NTSE and KVPY scholarship holder

IMPORTANT INSTRUCTIONS FOR PARENTS

- Parents are requested to fill in all the perforated sheets (Student's Personal Record) sign and send them to the class teacher. Kindly ensure that all the details in the almanac are completed.
- Parents should have the I-cards/Parent's card when they come to pick up their children in the afternoon.

- Any urgent message may be communicated at the school reception telephonically. Phone calls from parents for any teacher or student during the school hours will not be entertained.
- Parents who make independent transport arrangements for their ward by hiring private vehicles will be fully responsible for the same. They must ensure that proper verification of drivers is done, and all safety measures are taken to avoid any untoward incident.
- Parents are requested to sign the reports, test papers, teacher's remarks in the notebooks/school almanac so that they are abreast with the progress of their child. They are also requested to visit the teachers whenever called or on PTMs and orientation programs.
- Please do not send your child to school if he/she is feeling unwell. A proper application or Medical Leave must be submitted in writing by the parents.
- Apart from the academic scholastic/ co-scholastic work in the school, students are expected to devote some time regularly at home. Parents are requested to supervise it.
- Parents should carry out their responsibilities as joint educators in instilling respect in their children and strict adherence to all school rules.
- Parents may please see that their child adheres to the school uniform strictly. Children accompanying their parents during PTM days must also come in school uniform.
- Parents must register a permanent mobile phone number/landline number with the school on which SMS and other alerts may be sent. In case of change, the parents MUST notify the changed number in writing within 3 days.
- Once the child has come to the school, parents and guardians are not permitted to take him/her back home during the school hours unless there is a major emergency. In such cases, the permission of the Principal/VP/HM is mandatory. Lunch boxes and water bottles are not allowed to be sent for students once they have entered the school premises.
- Attention of parents is drawn to the fact that criticism of the teacher or school in the presence of their children should be scrupulously avoided because it causes them to lose respect for their teachers with the consequent failure to learn from them. It further retards his/ her progress.
- Parents are requested to co-operate with the school and ensure that their ward speaks in English, as defaulters are issued demerit slips which may lead to marks deduction in the exams/tests.
- The School conducts educational trips and tours to nearby places as well as to places of interest outside the state. These programmes are necessary for the holistic development of the child and as per the prescribed norms. Parents are urged to send their wards as these programmes are part of the project work. Based on the performances of their ward in such activities, marks/ grades will be awarded and reflected in the Achievement Record.
- Parents are requested to co-operate with the school in its attempt to help in the progress of their ward(s) by paying attention to the regularity, punctuality, discipline and by taking interest in their performance in scholastic as well as co-scholastic activities. They should check the almanac everyday and note the homework and other instructions in the diary and acknowledge the same by putting their signature. In case of small children the parents are advised to check the bag of their ward(s) to see if any notice/invitation has been issued.
- The safety and security of our students is the prime concern and responsibility of the school, and the schools will take all steps to ensure the same. However, there are certain unforeseen

incidents which are beyond the reasonable control of the school when students take part in any indoor and outdoor activities including all Sports, riding, trekking, excursions, camping, cycling etc. or any other activity that is usually conducted by the school as a part of learning. In such cases, the school or any teacher, or any staff will not be held responsible for any loss or damage, or injury of whatsoever nature caused to the student inside/outside the school.

- Parents and guardians must know that no teacher employed with this school is allowed to take private tuitions of students studying with us. As such, they should not request our own teachers to privately coach their wards. The Principal's helpline may be used to inform any irregularity in this regard.
- Last but not the least, we expect parents and guardians to be cordial and polite with the staff of the school even in the most taxing situations. Parents are also requested to always maintain a proper dress code while entering the school premises.



Assessment and Evaluation

Foundation level: Grades Pre Nursery to II

At Foundation level, we follow the Early Childhood Curriculum. Evaluation is done keeping in mind all round development. We focus on continuous evaluation on the basis of their daily class performance. Students are graded on the concepts taught and skills learnt. There are two terms and monthly assignments. Certificates and honours are awarded for participation in activities and competitions all through the year. Some of the awards are:

100 % Attendance
Most Artistic Child
All Rounder Best Athlete
Best Chef
Best Skater
Best Dancer
Nightingale of the class

Best Turn out
Devotion to Duty
The Spell Bee
Most Obedient Child
Spoken English
For Overall improvement
...and many more

Classes III-VIII

No. of Terms: Two (April to September & October to March)

Number of Assessments: Unit Test 1 (July). Unit test 2 (December)

Continuous Assessments:- Term 1 (September). Term 2 (March)

Class tests
Notebook work
Project work
Holiday task
Lab activities

Classes IX & X

No. of terms: - Two (April to September & October to March)

Number of Assessments: - As per CBSE guidelines

Continuous Assessments:-) Weekly class tests

Notebook work
Project work
Holiday task
Lab based activities
Subject based activities
Listening and speaking skills

Retest Policy:

Case-1: Missed a Periodic test due to participation in the Inter School Competitions (Sports / Co-Scholastic).

Policy: Eligible for retest in the concerned subject.

Case-2: Missed a Periodic test for being Medically Indisposed (e.g. illness, accident or fracture)

Policy:

(A) Missed one Periodic test: Medical leave will be marked. The average grade shall be granted in the annual result. No rank will be awarded. Promotion will be granted.

(B) Missed two Periodic tests in the subject in a term or two periodic tests: Medical leave will be marked. No average or rank shall be granted. Promotion will be based on overall performance.

Note: The school policy stated at (A) and (B) is subject to submission of a medical certificate from a registered practitioner along with an application addressed to the Principal before the exam.

Case-3: Missed a test due to death in the family.

Policy: Eligible for retest in the respective subject, subject to submission of application within a day to the school. The school authority has the right to ascertain the facts in its own way to arrive at a conclusion for according the retest Exam.

Case-4: Missed a test due to marriage in the family, travelling outstation or any other personal reasons other than stated above.

Policy: There will be no retest. The Report Card will show the status of missed test as "ABSENT"

No average grade shall be granted. Performance shall be marked as Zero.

Case-5: New admission (1-XII)

Policy: No retest will be held for the new admission of Classes I-VIII. No rank shall be awarded. Promotion shall be based on overall performance. In case of classes IX and X, one retest per subject shall be allowed. Students of these classes are not allowed to miss the term Tests.

Case-6: If Annual exam is missed in any subject, no retest is allowed.

Promotion policy:

1. NEP guidelines and school policy are followed for promotion to next class.
2. The overall aggregate to be achieved to be eligible for promotion to next class is 40% in each subject and in aggregate.
3. In case a child is not able to do so in upto two subjects, he/she will have to take remediation and attempt to clear the annual term once again, within one week of final assessment. In case the child still fails to clear again, the child will be detained and made to repeat the class.
4. In case the child has failed to clear more than two subjects and is below 33% in aggregate, he/she will be detained. The Academic Committee shall take a final decision in such cases.
5. For classes IX onwards, if a child fails in theory or is short of attendance, he/she may be detained.
6. Class X promotion is as per CBSE rules.

STATEMENT BY PARENTS

I have read all the rules and regulations of the school and will abide by the same.

Signatures:

Mother

Father/Guardian

Date

LEADERSHIP TRAINING

The Student Council

Those students who get the honour of being Prefects are groomed for handling their new roles in a responsible manner. Their training under the guidance of teachers and professionals aims to inculcate managerial and organizational skills, problem solving skills and good communication. Above all, they are trained to bring out the best within themselves as human beings, to work in teams and to demonstrate exemplary behavior.

Selection Process

- Distribution of self assessment proformas to aspiring candidates of the house/class by House In-charge.
- On return of the completed proforma to the House Incharge, a team of teachers evaluate & give recommendations.
- Interview by a committee consisting of VP, Class In charge, subject teacher and activity teacher. Display of second list
- Interview with the Principal and approval of the finalists.

Investiture Ceremony

One who is put in authority over others and accepts the office of Prefect, undertakes duties that are not always easy to carry out. One must strictly obey the rules of the school if he/she is to see that others also do so. Example counts more than precept. One must not be tempted to court popularity but must remember that if duty is done well and fairly, one shall win respect, and to be respected is better than to be cheaply popular. A Prefect accepts the office of responsibility, trust and honour. A lot can be done to make our school a good and happy home for all of us. A Prefect is given the highest opportunity of preparing for life when the time comes to leave text.

Prayer & Oath

I promise to serve my school and fellow students sincerely. I will endeavor to be a perfect role model of discipline. I will actively take part in school activities and endeavor to bring laurels and glory to it. As a Prefect I will uphold loyalty to the traditions and ethos of the school. I vow that I will do my best to maintain discipline among students and carry out all the duties entrusted to me.

I do solemnly swear that I will faithfully execute the office of the Student Council of Sarvottam International School to the best of my ability; preserve, protect, and defend the rules of the Student Council and the constitution of the school.

DISASTER MANAGEMENT

WHAT TO DO DURING AN EARTHQUAKE

- Stay as safe as possible during an earthquake. Minimize your movements to a few steps that reach a nearby safe place, stay there until the shaking has stopped and you are sure exiting is safe.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is no table or desk near you, cover your face and head with your arms and crouch in an inside corner to the building.
- Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.
- Stay away from glass, windows, outside doors and walls, and anything that could fall. (such as lighting fixtures or furniture).
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Most injuries occur when people inside buildings attempt to move to a different location inside the building while trying to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- If you are in open space, stay there until the shaking stops. The greatest danger exists directly outside buildings; at exits; and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

WHAT TO DO DURING A FIRE

- In case of a fire, one should never use escalators (irrespective of the height of the building which is being evacuated).
- If there is a lot of smoke, crawl on the floor. To reduce smoke inhalation, put a wet handkerchief to cover your nose.
- If you can go to an open - area (for example uncovered terrace, open ground etc.) there will be no risk of smoke-inhalation.
- If your clothes are on fire, drop to the ground and roll until the flames go out.
- Always evacuate in an orderly manner. If people push, a stampede can occur, causing much more injury, and, it might take much longer to evacuate.
- Get everyone out quickly, and then call for emergency assistance.

THE PREAMBLE

We, the People of India, having solemnly
resolved to constitute India into a
Sovereign, Socialist, Secular, Democratic Republic
and to secure to all its Citizens:
Justice, social, economic and political:
Liberty of thought, expression, belief, faith and worship:
Equality of status and of opportunity:
and to promote among them all,
Fraternity assuring the dignity of the individual
and the unity and integrity of the Nation:
In our Constituent Assembly This twenty-
sixth day of November, 1949, do hereby
Adopt, Enact and give to ourselves this Constitution.

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

RECORD OF NON-ATTENDANCE OF CLASS

[illegible]

RECORD OF NON-ATTENDANCE OF CLASS

[illegible]

RECORD OF INDISCIPLINE AND VIOLATION OF SCHOOL UNIFORM NORMS

Three notations of indiscipline will result in strict action by the Principal.

Name

Class

[illegible]

FORMAT OF LEAVE APPLICATION

Date :

The Principal
Sarvottam International School

Madam,

Kindly grant leave to my ward
of Class Section from to
Reason
.....
.....

Thanking you
Yours sincerely

Signature of Parent/Guardian

Kindly Note

Parents are advised to send leave applications using this format or a photocopy of the same. On FA/Unit Test days kindly give the application to the class teacher before the test. Leave on such days will be granted only in case of extreme emergency/sickness. Parents may collect their wards immediately after the test, with the prior permission from the Head of School.

**FORMAT FOR APPLYING FOR WITHDRAWING
BUS FACILITY**

Name of the Student

Admission No. Class & Section

Roll No. Session

Residential Address

.....

.....

Father's Name Mobile No.

Mother's Name Mobile No.

Name of the Guardian, if any

Contact Number of the Guardian

Current Pick up PointCurrent Drop off Point

Current AreaCurrent Bus Route No.

Current Bus-in charge

Discontinuation Date

Reason for Discontinuation of Bus Facility

.....

.....

Declaration by Parent

I hereby declare that I have read and am aware of the Transport Rules mentioned in the Almanac. I also declare that the information provided above is correct and true

Sign. of Parent

Date:

APPLICATION FORM - CHANGE OF BUS ROUTE

Name of the Student

Admission No. Class & Section

Roll No. Session

Residential Address

.....

Father's Name Mobile No.

Mother's Name Mobile No.

Name of the Guardian, if any

Contact Number of the Guardian

Current Pick up Point Current Drop off Point

Current Area Current Bus Route No.

Current Bus-in charge

New Pick up Point

New Drop off Point New Bus Route No.

New Bus In charge

.....

.....

Declaration by Parent

I hereby declare that I have carefully read Transport Rules mentioned in the school Almanac. I assure you that my ward will confirm to all Rules and Regulations associated with the availing of this facility.

I also declare that the information provided above is correct and true

Sign. of Parent

Date:

APPLICATION FOR TRANSFER CERTIFICATE

The Principal
Sarvottam International School

Date:.....

Madam,

I wish to withdraw my ward.....
of class.....Section.....Admission No
The last working day would be

Reason for leaving the school:

- Parent being transferred (Place)
- Joining different school (School Name.....)
- Unprecedented circumstances(.....)
- Others: (.....)

Kindly issue Transfer Certificate for him/her.

Thanking
Yours sincerely,

.....
Signature of Parent/Guardian

THE NATIONAL ANTHEM OF INDIA

The Indian National Anthem originally composed in Bengali by Guru Rabindranath Tagore was adopted in its Hindi version by the Constituent Assembly as the National Anthem of India on 21st January 1950. It was first sung on 27th December 1911 at the Calcutta session of the Indian National Congress. The complete song consists of five stanzas. The playing time of the National Anthem is approximately 52 seconds.

The lyrics were rendered into English by Tagore himself.

जन गण मन अधिनायक जय है	Jana gan mana adhinayaka jaya he
भारत भाग्यविधाता	Bharata bhagya Vidhata
पंजाब सिन्धु गजरात मराठा	Panjaba Sindhu Gujarata Maratha
द्राविड़ उत्कल बंग	Dravia Utkala Banga
विन्ध्य हिमाचल यमुना गंगा	Vindhya Himachala Yamuna Ganga
उच्छल जलधि तरंग	Uchhala Jaladhi taranga
तव शुभ आशीष मागे	Tava subha name jage
तव शुभ आशीष मागे	Tava subha asisha mage
गाहे तव जयगाथा	Gahe tava jaya gatha
जनगण मंगलदायक जय है	Jana gaa mangala dayaka jaya he
भारत भाग्यविधाता	Bharata bhaygya vidhata
जय हे, जय हे, जय हे	Jaya he jaya he jaya he
जय जय जय जय हे	Jaya jaya jaya jaya he

ENGLISH TRANSLATION

Thou art the ruler of the minds of all people
dispenser of India's destiny,
Thy name rouses the hearts of Punjab, Sindh, Gujarat and Maratha
of the Dravida and Orissa and Bengal;
It echoes in the hills of the Vindhyas and Himalayas
it mingles in the rhapsodies of the pure waters of Yamuna and the Ganga
and is chanted by the waves of the Indian Sea;
They pray for thy auspicious blessings and sing thy praise.
The salvation of all people in thy hands,

School Prayers & Songs

Morning Prayer

We thank you God for giving us this day
We pray that you bless us in our work and our play
Bless our parents and our teachers too
For helping us in all that we do
We thank you for food, for home, and for rest,
And for being at our side when we are brought to the test
Bless our dear school and our motherland
Show us the way to walk hand-in-hand
Teach us the importance of working side by side
In your loving grace may we always abide
Almighty God, the protector of all, lead us from darkness to light and from
ignorance to real knowledge.
We, the students Sarvottam International school, praise and worship you for
showering your blessings on us and making us good citizens of India.
We thank you God.

Daily Prayer of Courage

God give me courage to do what is right
Courage to speak, courage to fight
For honesty, goodness, justice and truth,
Courage to do the good in my youth. God give me courage to do what is right
Courage to own when I am in the wrong,
Courage to face the day with a song.
Courage to guard my thoughts and my tongue,
Courage to choose the right when I am wrong. God give me courage to do what
is right

Prayer After School

O God, under whose mighty and gracious protection, our day was spent;
We thank You for the continuance of so many great blessings;
For the good examples we have seen; for the good
words we have heard or read;
For all good thoughts and fine desires which have come to our minds.
O God, grant that these may not be unfruitful in us.
God bless my teachers, my friends and family... God bless me and make me a
good human.

LET MY COUNTRY AWAKE

Where the mind is without fear and the head is held high;
Where knowledge is free;
Where the world has not been broken up into fragments
by narrow domestic walls;
Where words come out from the depth of truth;
Where 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-
Into that heaven of freedom, my Father, let my country awake.

GIVE ME JOY

Give me joy in my heart, keep me praising
Give me joy in my heart, I pray
Give me joy in my heart, keep me praising
Keep me praising till the end of day.
Sing hosanna, sing hosanna,
Sing hosanna to the King of KingsSing hosanna,
sing hosanna, sing hosanna to the King.
Give me oil in my lamp, keep me burning,
Give me love in my work, keep me serving
Give me peace in my mind, keep me resting.

ABIDE WITH ME

Abide with me fast falls the eventide;
The darkness deepens Lord with me abide.
When other helpers fail and comforts flee,
Help of the helpless oh abide with me.
Swift to its close ebbs out life's little day
Earth's joys grow dim, its glories pass away.
Change and decay in all around I see,
Oh Thou who changest not abide with me.
Come not in terrors as the kind of kings
But kind and good with healing in Thy wings.
Tears for all woes, a heart for every plea
Come, Friend of sinners, thus abide with me.
I need Thy presence every passing hour,

What but Thy grace can foil the tempters power
Who like Thyself my guide and stay can be
Through cloud and sunshine, Oh abide with me.
I fear no foe with Thee at hand to bless
Ills have no weight and tears no bitterness
Where is death's sting. Where grave thy victory?
I triumph still, if Thou abide with me.

MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace,
Where there is hatred, let me bring your love
Where there is injury, your pardon Lord.
And where there's doubt, true faith in you.

.....

Oh, Master, grant that I may never seek
so much to be consoled as to console,
to be understood as to understand,
to be loved, as to love with all my soul.

Make me a channel of Your peace,
Where there's despair in life, let me bring hope.
Where there is darkness only light,
And where there's sadness ever joy.

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

SHOWERS & BLESSINGS

There shall be showers of blessing:
This is the promise of love;
There shall be seasons refreshing,
Sent from the Savior above. Showers of blessing,
Showers of blessing we need;
Mercy-drops round us are falling,
But for the showers we plead.
There shall be showers of blessing-
Precious reviving again;
Over the hills and the valleys,
Sound of abundance of rain.
There shall be showers of blessing;
Send them upon us, O Lord!
Grant to us now a refreshing;
Come, and now honor Thy Word.

There shall be showers of blessing,
If we but trust and obey;
There shall be seasons refreshing,
If we let God have His way.

WE SHALL OVERCOME

We shall overcome,
We shall overcome,
We shall overcome, some day.
Oh, deep in my heart,
We do believe
We shall overcome, some day.
We'll walk hand in hand,
We'll walk hand in hand,
We'll walk hand in hand, some day.
Oh, deep in my heart,
We do believe
We shall overcome some day
We shall live in peace,
We shall live in peace,
We shall live in peace, some day.
Oh, deep in my heart,
We do believe

I HAVE A DREAM

We shall overcome some day
A song to sing
To help me cope
With anything
If you see the wonder
Of a fairy tale
You can take the future
Even if you fail believe in angels
Something good in everything I see
I believe in angels
When I know the time is right for me
I'll cross the stream
I have a dream, oh yeah
I have a dream (I have a dream)
A fantasy (fantasy)
To help me through (help me through)
Reality (reality)
And my destination (destination)

गायत्री महामन्त्र

ॐ भूर् भुवः स्वः।
तत् सवितुर्वरेण्यं।
भर्गो देवस्य धीमहि।
धियो यो नः प्रचोदयात् ॥

हिन्दी में भावार्थ

उस प्राणस्वरूप, दुःखनाशक, सुखस्वरूप, श्रेष्ठ, तेजस्वी, पापनाशक, देवस्वरूप परमात्मा को हम अपनी अन्तरात्मा में धारण करें। वह परमात्मा हमारी बुद्धि को सन्मार्ग में प्रेरित करे।

ॐ द्यौः शान्तिरन्तरिक्ष, शान्ति पृथ्वीः
शान्तिरापः शान्तिरोषधयः शान्तिः ।
वनस्पत्यः शान्तिविश्वे देवाः शान्ति,
सर्वशान्तिः, शान्तिरेव शान्तिः, सामा शान्तिरेधि॥

शान्ति पाठ

ॐ शान्तिः! शान्ति शान्ति ॥

हिन्दी में भावार्थ

शान्तिः कीजिये, भगवन त्रिभुवन में, त्रिलोक में, जल में, थल में और गगन में, अन्तरिक्ष में, अग्नि पवन में, औषधि, वनस्पति, वन, उपवन में, सकल विश्व में अवचेतन में!
शान्ति राष्ट्र-निर्माण सृजन, नगर, ग्राम और भवन में जीवमात्र के तन, मन और जगत के कण कण में, ॐ शान्तिः! शान्तिः! शान्तिः॥

सर्व धर्म प्रार्थना

तू ही राम है तू रहीम है , तू करीम कृष्ण खुदा हुआ।
तू ही राम है तू रहीम है , तू करीम कृष्ण खुदा हुआ।
तू ही वाहे गुरु तू यीशु मसीह , हर नाम में तू समा रहा।
तू ही राम है तू रहीम है , तू करीम कृष्ण खुदा हुआ।
तू ही वाहे गुरु तू यीशु मसीह , हर नाम में तू समा रहा।
तू ही राम है.....

तेरी जात पात कुरान में , तेरा दरस वेद पुराण में

तेरी जात पात कुरान में , तेरा दरस वेद पुराण में
गुरु ग्रंथ जी के बखान में , गुरु ग्रंथ जी के बखान में
तू प्रकाश अपना दिखा रहा।

तू ही राम है तू रहीम है , तू करीम कृष्ण खुदा हुआ
तू ही राम है.....

अरदास है कहीं कीर्तन , कहीं राम धुन कहीं आवहन।
विधि वेद का है ये सब रचन , विधि वेद का है यह सब रचन
तेरा भक्त तुझको बुला रहा।

तू ही राम है तू रहीम है , तू करीम कृष्ण खुदा हुआ
तू ही राम है.....

विधि वेश जात के नामों से , हमें मुक्त कर दो परम पिता
विधि वैश जात के नाम से , हमें मुक्त कर दो परम पिता
तुझे देख पाए सभी में हम , तुझे देख पाए सभी में हम।
तुझे ध्या सके हम सभी जगह।

तू ही राम है तू रहीम है , तू करीम कृष्ण खुदा हुआ
तू ही राम है.....

तू ही ध्यान में , तू ही ज्ञान में , तू ही प्राणियों के प्राण में
कहीं आसुओं में बहा तू ही , कहीं फूल बन के खिला हुआ
तू ही राम है तू रहीम है , तू करीम, कृष्ण, खुदा हुआ
तू ही वाहे गुरु, तू ईशू मसीह,
हर नाम में, तू समा रहा ।

तेरे गुण नहीं हम गा सके , तुझे कैसे मन में ध्यान सके
तेरे गुण नहीं हम गा सके , तुझे कैसे मन में ध्यान सके।
है दुआ यही तुझे पा सके , है दुआ यही तुझे पा सके।

तेरे दर पर सर यह झुका हुआ
तू ही राम है तू रहीम है , तू करीम कृष्ण खुदा हुआ

तू ही वाहे गुरु तू यीशु मसीह,
हर नाम में तू समा रहा...(2)
तू ही राम है... तू ही राम है... तू ही राम है...

13. वन्दे मातरम्

सुजलां सुफलां मलयज शीतलां ।
शस्य श्यामलां मातरम् ।
शुभ्र ज्योत्स्ना पुलकित यामिनी,
फुल्ल— कुसुमित— द्रुमदल—शोभनीम् ।
सुहासिनीम् सुमधुर भाशिणीम् ।
सुखदाम् वरदाम् मातरम् । वन्दे मातरम् ॥

14. सारे जहाँ से अच्छा

सारे जहाँ से अच्छा हिन्दोस्ताँ हमारा ।
हम बुलबुलें हैं इसकी, ये गुलिस्ताँ हमारा ॥
पर्वत वो सबसे ऊँचा, हमसाया आसमाँ का ।
वो संतरी हमारा, वो पासबाँ हमारा ॥
सारे जहाँ से अच्छा
गोदी में खेलती हैं जिसकी हजारों नदियाँ ।
गुलशन है जिसके दम से रश्के जिना हमारा ॥
सारे जहाँ से अच्छा
मज़हब नहीं सिखाता आपस में बैर रखना ।
हिन्दी हैं हम (3) वतन है हिन्दोस्ताँ हमारा ।
सारे जहाँ से अच्छा.....

15 पतिज्ञा

भारत मेरा देश है। हमसँ सब भारतवासी भाई बहन हैं।

मुझे अपना देश प्राणों से भी प्यारा है।

इसकी समृद्धि और विविध संस्कृति पर मुझे गर्व है।

हम इसके सुयोग्य अधिकारी बनने का सदा प्रयत्न करते रहेंगे।

मैं अपने माता—पिता, शिक्षकों एवं गुरुजनों का सदा आदर

करूँगा और सबके साथ शिष्टता का व्यवहार करूँगा।

मैं अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करता हूँ। उनके कल्याण और समृद्धि में ही मेरा सुख निहित है।

16. सरस्वती वन्दना

हे शारदे माँ ॥ 2 ॥

अज्ञानता से, हमें तार दे माँ

हे शारदे माँ।

तू स्वर की देवी

ये संगीत तुझसे

हर शब्द तेरा है

हम गीत तुझसे ॥ 2 ॥

हम हैं अकेले, हम हैं अधूरे

तेरी शरण है, हमें प्यार दे माँ, हे शारदे माँ।

तू श्वेत वर्णी

कमल पर विराजे

हार्थों में वीणा

मुकुट सिर पर साजे ॥ 2 ॥

मन से हमारे मिटा दे अँधेरे

हम को उजालों का संसार दे माँ, हे शारदे माँ।

17. अव्वल अल्लाह नूर उपाय

अव्वल अल्लाह, अव्वल अल्लाह

अव्वल अल्लाह नूर उपाय, कुदरत के सब बंदे
एक नूर ते सब जग उपजेया, कौन भले कौन मंदे

माटी एक अनेक बाँट कर, साजी साजन हारे
ना कछ पोछ माटी के भांडे, ना कछ पोछ कुंभारे
हो ओ माटी एक अनेक बाँट कर, साजी साजन हारे
ना कछ पोछ माटी के भांडे, ना कछ पोछ कुंभारे
अव्वल अल्लाह

सब में सच्चा एक सोई, किसका किया सब गछ होई
हुकुम पचाने सोये को जाने, बंदा कहिये सोई
हो सब में सच्चा एक सोई, किसका किया सब गछ होई
हुकुम पचाने सोये को जाने, बंदा कहिये सोई
अव्वल अल्लाह.....

18. अपनी पनाह में हमें रखना

अपनी पनाह में हमें रखना
सीखें हम तेरी राह पर चलना ।

कपट — कर्म माया बेईमानी
और हिंसा से हमको बचाना
नाली का बन जाऊँ न पानी
निर्मल गंगा—जल ही बनाना
अपनी निगाह में हमें रखना

अपनी पनाह में हमें रखना
सीखें हम तेरी राह पर चलना ।

क्षमावान कोई तुम— सा नहीं
और मुझ — सा नहीं कोई अपराधी
पुण्य की नगरी में भी मैंने
पापों की गठरी ही बाँधी
करुणा की छाँव में हमें रखना
अपनी पनाह में हमें रखना
सीखें हम तेरी राह पर चलना ।

19. तू ही दाता विश्व विधाता तेरी दुनिया सारी।

तू ही दाता विश्व विधाता तेरी दुनिया सारी।

कैसा ये इन्सान बनाया शान तेरी न्यारी।।

ऊँचे पर्वत गहरे सागर सूरज चाँद सितारे

बादल आए मेह बरसाए

कुदरत भी बलिहारी

तू ही दाता

हाथों को जोड़े सिर को झुकाए

शरण में आए हैं तेरी

क्षमा कर हम पर दया कर

विनती तू सुन ले हमारी

तू ही दाता

20. वैष्णव जन तो

स्थाई:वैष्णव जन तो तेने कहिएं जे पीर पराई जाणे रे

पर दुःखे उपकार करे तोये मन अभिमान न आणे रे

अन्तरा (1) :सकल लोक माँ सहुने वंदे निदा न करे केनी रे वाच काछ मन निश्चल

राखे धन—धन जननी तेणी रे।

अन्तरा (2) :मोहमाया व्यापे नहि जेने दढ़ वैराग्य जेना मनमां रे राम नाम शू

ताली लागे, सकल तोरथ तेना तनमां रे

वैष्णव जन तो

पर दुःखे

21. तू ही राम है तू रहीम है

स्थाई :तू ही राम है तू रही है, तू करीम कृष्णा खुदा हुआ

तू ही वाहे गुरु तू येशू मसीह हरनाम में तू समा रहा।

अन्तरा (1) :तेरी आयतपाक कुरान में तेरा दरस वेद पुराण में

गुरु ग्रन्थ जी के बखान में, तू प्रकाश अपना दिंखा रहा।

अन्तरा (2) :विधि देश जाति के भेद से हमें मुक्त कर हे परम पिता

तुझे देख पायें सभी में हम, तुझे देख पायें सभी जगह।

अन्तरा (3) :तू ही ध्यान में तू ही ज्ञान में तू ही प्राणियों के प्राण में

कही आँसुओं में बहा तू ही, कहीं फूल बन कर खिला हुआ।

तू ही

22. हे जगदाता विश्व विधाता,

हे जगदाता विश्व विधाता,
हे सुख शान्ति निकेतन हे।
प्रेम के सिन्धु, दीन के बन्धु,
दुःख— दारिद्र विनाशन हे।।
नित्य अखण्ड अनन्त अनादि,
पूरण ब्रह्म सनातन हे।।
जग आश्रय जग पति जगवन्दन,
अनुपम अलख निरंजन हे।
प्राण सखा त्रिभुवन—प्रति पालक,
जीवन के अवलम्बन हे।।

23. प्रभुवर मुझे अपनी शान्ति का प्रचारक बना।

- 1.जहाँ घृणा है, प्रेम वहाँ उपजाऊँ।
स्वार्थ जहाँ है, वहाँ उपकार करूँ।।
- 2.जहाँ न विश्वास, ईश वचन समझाऊँ।
जहाँ उदासी, वहाँ हरियाली भरूँ।।
- 3.जहाँ निराशा, आशा का वहाँ संचार करूँ।
जहाँ अंधेरा, वहाँ उजाला भरूँ।।

24. तुम्ही हो माता, पिता तुम्ही हो

तुम्ही हो माता पिता तुम्ही हो, तुम्ही हो बन्धु, सखा तुम्ही हो।
तुम्ही हो साथी तुम्ही सहारे, कोई न अपना सिवा तुम्हारे।
तुम्ही हो नैया तुम्ही खिवैया, तुम्ही हो बन्धु सखा तुम्ही हो।
जो कल खिलेंगे वो फूल हम है, तुम्हारे चरणों की धूल हम हैं
दया की दृष्टि सदा ही रखना, तुम्ही हो बन्धु सखा तुम्ही हो।

25. ये वक्त न ठहरा है

ये वक्त न ठहरा है

ये वक्त न ठहरा है ये वक्त न ठहरेगा।

यूं ही ये गुजर जायेगा घबराना कैसा।

हिम्मत से काम लेंगे घबराना कैसा।

सागर के सीने से पाये हैं जब मोती।

लहरें कभी बल खाये घबराना कैसा।

हिम्मत से काम लेंगे.....

ये सुख दुख जीवन में आते और जाते हैं

दुःख पहले आ जाये घबराना कैसा।

हिम्मत से काम लेंगे

जब कदम बढ़ाये हैं मंजिल मिल जायेगी

गर राह जारा मुश्किल हो घबराना कैसा

हिम्मत से काम लेंगे.....

ये महक गुलाबों की महकाती है गुलशन

काँटा कभी लग जाये घबराना कैसा

हिम्मत से काम लेंगे.....

26. दया कर दान विद्या का

दया कर दान विद्या का

दया कर दान विद्या का, हमें परमात्मा देना।

दया करना हमारी, आत्मा को शुद्धता देना।।

हमारें ध्यान में आओ, प्रभु आँखों में बस जाओ।

अंधेरे दिल में आकर के, परम ज्योति जला देना।

हमारा कर्म हो सेवा, हमारा धर्म को सेवा।

सदा ईसान हो सेवा, व सेवक जन बना देना।।

बहा दो प्रेम की गंगा, दिलों में प्रेम का सागर।

हमें आपस में मिल— जुलकर, प्रभु रहना सिखा देना।।

वतन के वास्ते जीना, वतन के वास्ते मरना।

वतन पर जां फिदा करना, प्रभु हमको सिखा देना।।

27. हमको मन की शक्ति देना

हमको मन की शक्ति देना मन विजय करें

दूसरो की जय से पहले

खुद की जय करें।

भेद भाव अपने दिल से
साफ कर सकें
दूसरों से भूल हो तो
माफ कर सकें
झूठ से बचे सच का दम भरें।।
मुश्किलें पड़े तो हम पे
इतना कर्म कर
साथ दे तो धर्म का
चले तो धर्म पर
खुद पे हौसला रहे बदी से हम डरें।।

28. हिन्द देश के निवासी

हिन्द देश के निवासी
हिन्द देश के निवासी, सभी जन एक है।
रंग रूप वेश भाषा चाहे अनेक हैं।
बेला गुलाब जूही चम्पा चमेली।
प्यारे— प्यारे फूल गूथें माला में एक हैं।
कोयल की कूक न्यारी, पपीहे की टेर प्यारी,
गा रही तराना बुलबुल राग मगर एक है।
गंगा जमुना ब्रह्मपुत्र कुष्णा कावेरी।
जोके मिल गई सागर में हुई सब एक हैं।

29. हम होंगे कामयाब

हम होंगे कामयाब (3) एक दिन
ओ हो मन में है विश्वास पूरा है विश्वास
हम होंगे कामयाब एक दिन
होगी शांति चारों ओर (3) एक दिन
ओ हो होगी शांति चारों ओर एक दिन
हम चलेंगे साथ— साथ, लेके हाथों मे हाथ
हम चलेंगे साथ—साथ एक दिन
ओ हो हम चलेंगे साथ—साथ एक दिन
नहीं डर किसी का आज (3) के दिन
ओ हो नही डर किसी का आज के दिन
होगी खुशियाँ चारों ओर (3) एक दिन
ओ हो होंगी खुशियाँ चारों ओर एक दिन

30. इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता, मन का विश्वास कमजोर हो ना

हम चलें नेक रस्ते पे हमसे, भूल कर भी कोई भूल हो ना

दूर अज्ञान के हों अंधेरे, तू हमें ज्ञान की रोशनी दे

हम बुराई से बचते रहें हम, जितनी भी दे भली जिदंगी दे

बैर हो ना किसी का किसी से, भावना मन में बदले की हो ना

हम चलें

हम ना सोचें हमें क्या मिला है, हम ये सोचें किया क्या है अर्पण

फूल खुशियों के बाँटे सभी को, सबका जीवन ही बन जाए मधुबन अपनी करुणा का जल तू

बहाके, कर दे पावन तू हर मन का कोना

हम चले



Date : / /20____



Date : / /20____



"Coming together is a beginning; keeping together is progress; working together is success."

Date : / /20____



Date : / /20____



“Success is not final, failure is not fatal; it is the courage to continue that counts.”

Date : / /20____



Date : / /20____



In order to succeed, we must first believe that we can."

Date : / /20____



Date : / /20____



"Keep your eyes on the stars, and feel your feet on the ground."

Date : / /20____



Date : / /20____



"A dream doesn't become reality through magic; it takes sweat, determination and hard work."

Date : / /20____



Date : / /20____



"All our dreams can come true, if we have the courage to persue them."

Date : / /20____



Date : / /20____



"The future belongs to those who believe in the beauty of their dreams."

Date : / /20____



Date : / /20____



"To accomplish great things, we must not only act, but also dream;
not only plan, but also believe."

DAILY RECORD- LATE COMER

(To be filled by Teacher on Duty before school starts)

[illegible]

DAILY RECORD- UNIFORM DEFAULTER

(To be filled by Teacher on Duty before school starts)

[illegible]

