



Akshara Academy School

For the joy of schooling

| |
|-----------------------|
| Name _____ |
| Roll No _____ |
| Class _____ Sec _____ |

Student Hand Book 2022-2023

Inside front cover page

School LOGO Explanation:



CALENDAR

2022 June to 2023 May

Estd: 2020



AKSHARA ACADEMY SCHOOL

FOR THE JOY OF SCHOOLING

STUDENT HAND BOOK

2022-2023

SOMAYAMPALAYAM, COIMBATORE NORTH TALUK, COIMBATORE - 641108

Education is the manifestation of perfection already in man

- Swami Vivekananda

VISION AND MISSION STATEMENT

VISION

To make Akshara Academy School a centre of excellence in education where students can experience the joy of schooling.

MISSION

“To make Akshara Academy School to be the best-in-class CBSE School in Coimbatore”

By providing state-of-the-art academic infrastructure.

By adopting child friendly teaching methodology where in every child excels in academics, cultural activities and sports to ensure over all development with moral values.

STUDENT'S PARTICULARS

(To be filled in by the Parent)

Name in full (CAPITAL LETTERS): _____

Male / Female

Date of Birth: (DD/MM/YYYY) _____

Class: _____ Section: _____ Class Teacher: _____

Admission No: _____ Date of Admission: _____

EMIS No: _____ House Name: _____

Place of Birth: _____ Country: _____

Nationality: _____ Religion: _____ Mother Tongue: _____

Community: SC ST BC MBC OTHERS

Blood Group: _____

Identification Marks: _____

Aadharcard No: _____

II Language: _____ III Language: _____

Child differently abled / Major Ailments, if any furnish details: _____

Transport Details:

| School Transport | Private | Pick up Point |
|--|--|---------------|
| Yes <input type="checkbox"/> / No <input type="checkbox"/> | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| Bus No: _____ | Parents <input type="checkbox"/> / Driver <input type="checkbox"/> | _____ |
| Driver Name: _____ | Name: _____ | _____ |
| | Contact No: _____ | |

Particulars of Siblings (Brothers / Sisters) studying in the school:

| S.No | Class / Section | Admission No | Relationship |
|---------|-----------------|--------------|--|
| 1 _____ | _____ | _____ | Brother <input type="checkbox"/> / Sister <input type="checkbox"/> |
| 2 _____ | _____ | _____ | Brother <input type="checkbox"/> / Sister <input type="checkbox"/> |
| 3 _____ | _____ | _____ | Brother <input type="checkbox"/> / Sister <input type="checkbox"/> |

Personal Details of Parents

Father's Name: _____ Qualification: _____

Occupation: _____ Organization: _____

Mobile Number: _____ WhatsApp No: _____ Email: _____

Annual Income: _____ Aadharcard No: _____ Nativity: _____

Home Address: _____

Office Address: _____

Specimen Signature: _____

Other Contact Number (in case of any emergency: _____

Mother's Name: _____ Qualification: _____

Occupation: _____ Organization: _____

Mobile Number: _____ WhatsApp No: _____ Email: _____

Annual Income: _____ Aadharcard No: _____ Nativity: _____

Home Address: _____

Office Address: _____

Specimen Signature: _____

Other Contact Number (in case of any emergency: _____

Guardian's Name: _____ Qualification: _____

Occupation: _____ Organization: _____

Mobile Number: _____ WhatsApp No: _____ Email: _____

Annual Income: _____ Aadharcard No: _____ Nativity: _____

Home Address: _____

Office Address: _____

Specimen Signature: _____

Other Contact Number (in case of any emergency: _____

I declare, that the above mentioned information is true to the best of my knowledge. I have read the rules and regulations as mentioned in the school handbook and shall be responsible for the conduct of my ward in accordance with the rules and regulations of the Institution.

Signature of Parents

Father Mother

Guardian

STUDENT'S PARTICULARS

(To be filled in by the Parent)

Name in full (CAPITAL LETTERS): _____

Male / Female

Date of Birth: (DD/MM/YYYY) _____

Class: _____ Section: _____ Class Teacher: _____

Admission No: _____ Date of Admission: _____

EMIS No: _____ House Name: _____

Place of Birth: _____ Country: _____

Nationality: _____ Religion: _____ Mother Tongue: _____

Community: SC ST BC MBC OTHERS

Blood Group: _____

Identification Marks: _____

Aadharcard No: _____

II Language: _____ III Language: _____

Child differently abled / Major Ailments, if any furnish details: _____

Transport Details:

| School Transport | Private | Pick up Point |
|--|--|---------------|
| Yes <input type="checkbox"/> / No <input type="checkbox"/> | Yes <input type="checkbox"/> / No <input type="checkbox"/> | _____ |
| Bus No: _____ | Parents <input type="checkbox"/> / Driver <input type="checkbox"/> | _____ |
| Driver Name: _____ | Name: _____ | _____ |
| | Contact No: _____ | |

Particulars of Siblings (Brothers / Sisters) studying in the school:

| S.No | Class / Section | Admission No | Relationship |
|---------|-----------------|--------------|--|
| 1 _____ | _____ | _____ | Brother <input type="checkbox"/> / Sister <input type="checkbox"/> |
| 2 _____ | _____ | _____ | Brother <input type="checkbox"/> / Sister <input type="checkbox"/> |
| 3 _____ | _____ | _____ | Brother <input type="checkbox"/> / Sister <input type="checkbox"/> |

Personal Details of Parents

Father's Name: _____ Qualification: _____

Occupation: _____ Organization: _____

Mobile Number: _____ WhatsApp No: _____ Email: _____

Annual Income: _____ Aadharcard No: _____ Nativity: _____

Home Address: _____

Office Address: _____

Specimen Signature: _____

Other Contact Number (in case of any emergency: _____

Mother's Name: _____ Qualification: _____

Occupation: _____ Organization: _____

Mobile Number: _____ WhatsApp No: _____ Email: _____

Annual Income: _____ Aadharcard No: _____ Nativity: _____

Home Address: _____

Office Address: _____

Specimen Signature: _____

Other Contact Number (in case of any emergency: _____

Guardian's Name: _____ Qualification: _____

Occupation: _____ Organization: _____

Mobile Number: _____ WhatsApp No: _____ Email: _____

Annual Income: _____ Aadharcard No: _____ Nativity: _____

Home Address: _____

Office Address: _____

Specimen Signature: _____

Other Contact Number (in case of any emergency: _____

I declare, that the above mentioned information is true to the best of my knowledge. I have read the rules and regulations as mentioned in the school handbook and shall be responsible for the conduct of my ward in accordance with the rules and regulations of the Institution.

Signature of Parents

Father

Mother

Guardian

Prayer for our Country

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.

National Anthem

Jana GanaManaadhinayakajaya he

BharathaBhagyavidhata

PunjabaSindhuGujarataMarata

DravidaUtkalaBanga

Vindhya Himchala Yamuna Ganga

UcchalaJaladhi Taranga

TabaShuba name jage

TabaShubaashisha mage

Gaye tabajayagatha

Jana ganamangaladayakajaya he

BharathaBhagyavidhata

Jaya he, Jaya he, Jaya he

Jaya, Jaya, Jaya, Jaya he

National Pledge

India is my country, all Indians are my brothers and sisters.

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

I shall always strive to be worthy of it.

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

To my country and all my people, I pledge my devotion. In their well-being and prosperity alone lies my happiness.

தமிழ்தாய்வாழ்த்து

நீராருங்கடலுடுத்தநிலமடந்தைக்கெழிலொழுகும்

சீராரும்வதனமெனத்திகழ்பரதக்கண்டமிதில்

தெக்கணமும் அதிற்சிறந்ததிராவிடநல்திருநாடும்

தக்கசிறுபிறைநுதலும்தரித்தநறுந்திலகமுமே

அத்திலகவாசனைபோல் அனைத்துலகும்இன்பமுற

எத்திசையும்புகழ்மணக்கிருந்தபெருந்தமிழணங்கே !

தமிழணங்கே!

உன்சீரிளமைத்திறம்வியந்துசெயல்மறந்துவாழ்த்துதுமே !

வாழ்த்துதுமே !!

வாழ்த்துதுமே !!!

NATIONAL SONG

Vandemaataram

Vandemaataram

Vandemaataram

Sujalamsuphalammalayajasheetalam
Shasyashyamammaataram, vande
Sujalamsuphalammalayajasheetalam
Shasyashyaammaataram, vandemaataram

Shubhrajyotsnapulakitayaaminim
Phullakusumitadrumadalashobhinim)
Suhaasinimsumadhurabhaashhinim
Sukhadaamvaradaammaataram

Saptakotikanthakalakalaninaadakarale
Nisaptakotibhujaidhrutakaravale
Saptakotikanthakalakalaninaadakarale
Nisaptakotibhujaidhrutakaravale
Abalakenomaaeto bale
Bahubaladhaarinimnamaamitarinim
Ripudalavarinimmaataram, vandemaataram

Tum hi durgadashapraharanadhaarini
Kamala kamaladalavihaarini
Vaanividyaadaayini, namaamitvam
Namaamikamalamamalamatulam
Sujalamsuphalammaataram
Shyamalamsaralamsusmitambooshhitam
Dharinimbharanimmaataram, vandemaataram

School Prayer

AsatomaSadhgamaya

AsatomaSadhgamaya

AsatomaSadhgamaya

TamasoMaaJyotir-Gamaya

Mrytyor-MaaAmritamGamaya

Om ShaantihShaantihShaantihi

Om ShaantihShaantihShaantihi

Meaning:

Lead me from the untruth to the Truth.

Lead me from darkness to light.

Lead me from death to immortality

Om Peace PeacePeace.

Prayer Before Class:

Om Sahanavavatu, Sahanaubhunaktu, Sahaviryamkaraavahai

Tejasvinavadhitamastu, Ma vidvisavahai

Om Shantih, Shantih, Shantih

Meaning: May the Lord protect both of us (Teacher and Student). May He nourish both of us with knowledge. May both of us make effort for knowledge to take place. May what is studied by us be brilliantly clear. Let us not have any misunderstanding. Let there be freedom from three possible obstacles (the forces over which we have no control, from the beings around us or from factors centered on ourselves).

Prayer After Class:

Om Poornamadah, Poornamidam, PoornaatPoornamudachyate

Poornasya, Poornamaadaaya, Poornamevaavashishyate

Om Shantih, Shantih, Shantih

Meaning: That is complete, This is complete, From the completeness comes the completeness. If completeness is taken away from completeness, only completeness remains.

School Timings

| Timing | Period |
|----------------------|---|
| 9.00 am | Students to report to their respective classrooms |
| 9.00 am - 9.05 am | Attendance & Inspection |
| 9.05 am – 9.20 am | Assembly |
| 9.20 am – 10.00 am | 1 st Period |
| 10.00 am – 10.40 am | 2 nd Period |
| 10.40 am to 10.50 am | Morning Break |
| 10.50 am to 11.30 am | 3 rd Period |
| 11.30 am to 12.10 pm | 4 th Period |
| 12.10 pm to 12.50 pm | 5 th Period |
| 12.50 pm to 1.20 pm | Lunch Break |
| 1.20 pm to 1.55 pm | 6 th Period |
| 1.55 pm to 2.30 pm | 7 th Period |
| 2.30 pm to 2.40 pm | Afternoon Break |
| 2.40 pm to 3.20 pm | 8 th Period – Co-Curricular Activity |
| 3.20 pm to 3.30 pm | Diary Sign |
| 3.30 pm to 3.45 pm | Dispersal |
| 3.45 pm | Bus Departure |

SCHOOL RULES AND REGULATIONS:

1. All the students come under school rules from the beginning of the journey of the school until the end of their journey back home.
2. Students are required to bring their handbooks to the school every day.
3. Every student must possess an ID card all the time, during school time and also during transportation
4. All students should, at all times, maintain a high standard of manners, in particular:
 - (a) They should show consideration for the need of others
 - (b) Use of chewing gum anywhere in the school is prohibited.
 - (c) They should take pride in their personal appearance.
 - (i) They should always be neatly dressed, shoes polished and their hair done properly.
 - (ii) Girls with very short hair should wear a hair band. Those with shoulder length hair should be plait and tie with hair band at end.
 - (iii) Students should always be dressed in the prescribed school uniform or games dress, wherever applicable.
 - (iv) Informal dress is permitted only on excursions/expeditions/whenever allowed by teacher incharge
 - (v) All the buttons, except the top one, of the shirt should be fastened
 - (vi) Clothes and shoes not of the school prescribed pattern, or in any way, unsuitable, will not be allowed.
 - (vii) All boys must have regulation haircut (side burns, long hair on the nap, mushroom cut are forbidden. Beard or stubble is not permitted
- (d) They should greet all ladies, teachers, administrative staff and visitors; and boys should never keep their hands in their pockets while speaking to elders and prefects and monitors.

5. Discipline is the first priority of this institution with a firm belief that today's disciplined child is tomorrow's responsible citizen.

Valuables like jewellery, mobile phones and self driven vehicles are not permitted at the school.

6. Prefects along with the staff are responsible for the discipline of the school and enforcement of all rules

7. Pupils are responsible for their books and belongings.

8. The medium of instruction is English. It is obligatory for all to converse in English language in the campus.

Miscellaneous

1. Classrooms must be kept tidy. Text books and Exercise books must not be defaced in any way. Desks and cupboards must not be defaced and must be kept tidy.
2. Lights and fans must be switched off and doors and windows closed when the classroom is not in use. This is the responsibility of the class monitor.
3. No student will tamper with or operate any electrical fitting.
4. All waste paper and waste material must be put in the proper bins. Students must make a point of picking up and disposing of litter and caring for the appearance of the school.
5. Any breakages of, or damage to school property must be reported immediately to the class teacher. The charge debited to the student will depend upon the circumstances and nature of the damage, and on the promptness with which it is reported. Penalty will be enforced as per the decision of the management if any property is damaged.
6. No boy or girl may possess any literature without having it approved and signed by the Class Teacher or English or second language teachers, as appropriate. Unsigned literature will be confiscated or thrown away and the possessor will be punished.
7. All loss should be reported at once to the Class Teacher/Teacher in charge and any unclaimed article found on the school campus must be taken to the office and deposited there.
8. **No video and audiotapes, Mobile phones, Digital Cameras, CD & DVD Players, MP3, CD, DVD, floppy disks and electronic articles/equipment should be brought to school.**

STUDENT'S CHARTER

I will

- ✓ **Help and protect those younger and weaker than me.**
- ✓ **Attend school and study hard at all times.**
- ✓ **Do my duties willingly in the school and in the community.**
- ✓ **Take part in games, sports and activities I enjoy.**
- ✓ **Help others when they need help.**
- ✓ **Share what I have with others.**
- ✓ **Be modest in my speech and my actions.**
- ✓ **Stand up for what is right, pure and honest.**
- ✓ **Respect the religion, caste, gender and colour of the other people.**

I will not

- × **Bully or tease other children.**
- × **Boast or show off.**
- × **Tell lies or make up false stories.**
- × **Cheat, steal or be dishonest.**
- × **Commit any act which will cause injury or distress to others.**

NOTE TO PARENTS:

In order to achieve our aims we would like you to help us to make our children follow all school rules. We request you to keep in mind the following..

1. Improper conduct reflecting character, persistent irregularity, continual neglect of studies, disobedience, insubordination and disrespect towards any staff member, malpractice at test and examinations, thieving, immoral behaviour and other serious intentional offences, are punishable by expulsion.
2. Parents are requested to co-operate with the school authorities by enforcing regularity and discipline, by seeing that their children prepare their lessons and by taking an active interest in the activities of the school.

3. Parents are informed that remarks by the teachers are made in the student's Hand book, when necessary. They are requested to check the Hand book and sign it, indicating that they have seen the remarks.
4. Parents are expected to sign, at least, once a fortnight the Exercise books of their children, their periodic progress reports or any other similar documents, when requested to do so. Failure to do so may put their children to inconvenience.
5. Parents/ Guardians are requested not to apply for leave of absence for their children or ask to see them during lessons, unless absolutely necessary.
6. If a student is likely to be absent due to illness for a long period, the Principal must be informed in writing as soon as possible to request leave of absence.
7. When communicating with the Principal, parents/guardians are requested to mention in the letter, besides the name of the student, his/her class and section.
8. Parents/Guardians are especially requested to notify the school of any change in their address and telephone numbers as soon as possible.
9. Parents/Guardians are requested not to send the children to school for at least a fortnight after they have recovered from infectious or contagious diseases like chicken pox, measles, mumps, etc and until they are medically fit. They should bring the necessary medical certificate of fitness to school and hand it over to the class teacher.
10. Parents/Guardians or their representatives are not permitted to see the teachers during school hours without permission of the Principal. On urgent matters, the staff may be seen by prior appointment, when free.
11. Parents/Guardians are expected to ensure that their children leave the school premises not later than 15 minutes after the school get over.
12. **ATTENTION TO CIRCULARS:** Parents are requested to read carefully all circular letters/notices issued by the school from time to time, and take action promptly. Timely action on these is in the interest of the children.
13. **CORRESPONDENCE:** All letters concerning children except those of personal nature, should be addressed to the "PRINCIPAL" by designation and not by name. It will be of great help if parents state in their letter the class and section of the child.
14. Parents are requested not to enter their child(ren)'s classroom without permission.
15. **SMOKING AND USE OF MOBILE PHONES ON THE SCHOOL PREMISES ARE STRICTLY PROHIBITED.**
16. Parents are welcome to call on the Principal/CEO in their offices by appointment when they visit the school.
17. **SPECIAL LEAVE:** Parents/Guardians are requested to refrain from asking for special leave of absence unnecessarily.
18. **VALUABLES:** Children are not allowed to bring any valuable article such as expensive camera, costly watches, jewellery, pen drives and other storage devices and mobile phones, etc.
19. **ATTENDANCE:** Attendance on the day of reopening is compulsory. Absence due to illness or for any other reason should be intimated at once as prior permission is required even for a short period of a day or two. Long absence without prior intimation, may result in child's name being taken off from all the school rolls.
20. Application for medical leave should always be accompanied by a medical certificate from the registered practitioner. All leave application should bear the signature of the parents or in their absence, of guardians, who are directly responsible for the child.
21. **A Perfect Attendance Certificate is awarded at the end of the year if one was present on all the school days and was on time for roll call and for all functions of the school.**
22. **Similarly, attendance on the last day before the commencement of each vacation is compulsory. Permission for children to leave school early, except for valid reasons is normally not granted.**
23. **PRIVATE TUTORIALS:** There are no facilities for private tutorials in the school. However, children who are weak in particular subject are given extra tutorial help as and when considered necessary, or requested by parents in very special cases.
24. **FAMILY PROBLEMS:** It would help the child if parents inform the Principal and the child's class teacher about unusual problems in the family, etc. Information about unusual health problems should also be shared with school staff. All such information will be treated in strict confidence and remedial measures taken in order to ensure the child's happiness here.
25. **The Principal will always welcome your suggestions, comments and opinion if they are constructive. Nothing much can be achieved without parents' cooperation.**

Admissions and Withdrawals : Students of our school are expected to follow the curriculum prescribed by the CBSE, New Delhi.

Application for admission should be made on the prescribed form by Parents/Guardians who will be responsible to the head of the school for the pupil's conduct, deportment, punctuality, regular attendance, progress in school and payment of fees, and other matters.

The students will be given an entrance test at the time of admission. The decision of the school authorities regarding the entrance shall be final.

A student who join for the first time must product photocopy of the birth certificate along with the original as evidence of the date of birth as entered in the admission form. On verification original birth certificate will be returned to the parents. A child coming from another school must produce a transfer certificate from the school last attended.

Application for withdrawal should be submitted in writing to the Principal at least one month before the date of withdrawal or a month's fee will be charge in lieu of the notice.

A transfer certificate, or any other certificate, will be issued only all school dues have been paid and library books and school items taken on loan have been returned.

Class Time-Table:

| TIME TABLE | | | | | | | | | | | | | | |
|------------|-------------|--------------|--------|---------------|--------------|-------------|-------|--------------|---------------|--------|----------------|--|--|--|
| Day | I Period | II Period | Recess | III Period | IV Period | V Period | Lunch | VI Period | VII Period | Recess | VIII Period | | | |
| Monday | | | | | | | | | | | | | | |
| Tuesday | | | | | | | | | | | | | | |
| Wednesday | | | | | | | | | | | | | | |
| Thursday | | | | | | | | | | | | | | |
| Friday | | | | | | | | | | | | | | |
| Saturday | | | | | | | | | | | | | | |

LEAVE OF ABSENCE

No leave will normally be granted during term time.

No student should leave the school premises during the school hours without the written permission of the Principal.

Except for duly approved reasons, the extension of the vacation is not permitted.

Late comers after vacation, who have not been granted leave of absence, may have their names struck off the rolls.

Application for medical leave should always be accompanied by a medical certificate from a registered practitioner.

All leave applications should bear the signature of parents, or in their absence, of guardians, who are directly responsible for the child.

PAYMENT OF SCHOOL FEES

| TUITION FEE | FOR CLASSES I TO VII | FOR KG |
|--------------------|---------------------------------|---------------------------------|
| INSTALLMENT | ON OR BEFORE | ON OR BEFORE |
| I | 30 th May 2022 | 30 th May 2022 |
| II | 15 th September 2022 | 15 th September 2022 |
| III | 15 th December 2022 | 15 th December 2022 |

Note: in the event of any of these dates falling on a public Holiday the very next day would be treated as the last date for the Remittance of School fees.

Late Fee: A late fee of Rs. 50/- should be remitted from the due date for the next 10 days. After which, neither the Bank nor the School will accept the School Fee and the name of the student will be struck off from the Roll without intimation. Which shall result in an automatic removal of the students name from the school enrolment.

OFFICE TIMINGS

| | Monday to Friday | Saturday |
|---------|----------------------|----------------------|
| Morning | 09.00 am to 12.30 pm | 09.00 am to 12.30 pm |
| Lunch | 12.30 pm to 01.00 pm | ----- |
| Evening | 01.00 pm to 04.00 pm | ----- |

Daily Assessment

Date: _____ Wake Up Time: _____

Study Time: _____ Yoga Time: _____

| Subject | Assignment | Teacher's Sign |
|---------|------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Notes: _____

Class Teacher's Signature

Parent's Signature

Daily Assessment

Date: _____ Wake Up Time: _____

Study Time: _____ Yoga Time: _____

| Subject | Assignment | Teacher's Sign |
|---------|------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Notes: _____

Class Teacher's Signature

Parent's Signature

DATE, DAY AND PARTICULARS

| JUNE | | | JULY | | |
|------|-----|-----------------------|------|-----|--------------------------------|
| 1 | | | 1 | | PT-1 REV |
| 2 | | | 2 | sat | Holiday |
| 3 | | | 3 | sun | |
| 4 | sat | Holiday | 4 | | PT-1 EXAM |
| 5 | sun | WORLD ENVIRONMENT DAY | 5 | | PT-1 EXAM |
| 6 | | | 6 | | PT-1 EXAM |
| 7 | | | 7 | | PT-1 EXAM |
| 8 | | | 8 | | PT-1 EXAM |
| 9 | | | 9 | sat | PT-1 EXAM |
| 10 | | | 10 | sun | |
| 11 | sat | working day | 11 | | PT-1 EXAM |
| 12 | sun | | 12 | | PT-1 EXAM |
| 13 | | | 13 | | GURU POORNIMA CELEBRATION |
| 14 | | | 14 | | |
| 15 | | | 15 | | TN DAY / KAMARAJAR BIRTHDAY |
| 16 | | | 16 | sat | holiday |
| 17 | | | 17 | sun | |
| 18 | sat | Holiday | 18 | | |
| 19 | sun | | 19 | | |
| 20 | | | 20 | | |
| 21 | | INTER YOGA DAY | 21 | | |
| 22 | | | 22 | | |
| 23 | | | 23 | sat | working day |
| 24 | | PT-1 PORTIONS END | 24 | sun | |
| 25 | sat | working day | 25 | | |
| 26 | sun | | 26 | | |
| 27 | | PT-1 REV | 27 | | |
| 28 | | PT-1 REV | 28 | | |
| 29 | | PT-1 REV | 29 | | INVESTITURE CEREMONY |
| 30 | | PT-1 REV | | | |

| AUGUST | | | SEPTEMBER | | |
|--------|-----|---------------------------|-----------|-----|---------------------|
| 1 | | | 1 | | |
| 2 | | | 2 | | |
| 3 | | AADI PERUKU HOLIDAY | 3 | sat | PTM-1 |
| 4 | | | 4 | sun | |
| 5 | | PT-2 PORTIONS END | 5 | | TEACHERS DAY |
| 6 | sat | Holiday | 6 | | |
| 7 | sun | | 7 | | ONAM CELEBRATION |
| 8 | | PT-2 REV | 8 | | ONAM HOLIDAY |
| 9 | | MOHARAM HOLIDAY | 9 | | TERM-1 PORTION ENDS |
| 10 | | PT-2 REV | 10 | sat | holiday |
| 11 | | PT-2 REV | 11 | sun | |
| 12 | | PT-2 REV | 12 | | TERM 1 REV |
| 13 | sat | working day | 13 | | TERM 1 REV |
| 14 | sun | | 14 | | TERM 1 REV |
| 15 | | INDEPENDENCE DAY CELE/HOL | 15 | | TERM 1 REV |
| 16 | | | 16 | | TERM 1 REV |
| 17 | | | 17 | sat | TERM 1 REV |
| 18 | | KRISHNA JAYANTHI CELE | 18 | sun | |
| 19 | | KRISHNA JAYANTHI HOLIDAY | 19 | | TERM 1 REV |
| 20 | sat | Holiday | 20 | | TERM 1 REV |
| 21 | sun | | 21 | | TERM 1 ASSESSMENT |
| 22 | | | 22 | | TERM 1 ASSESSMENT |
| 23 | | PT-2 | 23 | | TERM 1 ASSESSMENT |
| 24 | | PT-2 | 24 | sat | TERM 1 ASSESSMENT |
| 25 | | PT-2 | 25 | sun | |
| 26 | | PT-2 | 26 | | TERM 1 ASSESSMENT |
| 27 | sat | PT-2 | 27 | | TERM 1 ASSESSMENT |
| 28 | sun | | 28 | | TERM 1 ASSESSMENT |
| 29 | | PT-2/ SPORTS DAY | 29 | | |
| 30 | | PT-2/VINAYAGAR SATHU CELE | 30 | | NAVARATHRI CELE |
| 31 | | VINAYAGAR SAT HOL | | | |

| OCTOBER | | | NOVEMBER | | |
|---------|-----|--------------------------|----------|-----|-----------------------|
| 1 | sat | DUSSERA HOLIDAYS | 1 | | |
| 2 | sun | GAN JEY/DUSSERA HOLIDAYS | 2 | | |
| 3 | | DUSSERA HOLIDAYS | 3 | | |
| 4 | | DUSSERA HOLIDAYS | 4 | | PT-3 PORTIONS END |
| 5 | | DUSSERA HOLIDAYS | 5 | sat | holiday |
| 6 | | | 6 | sun | |
| 7 | | | 7 | | PT-3 REV |
| 8 | sat | PTM-2 | 8 | | PT-3 REV |
| 9 | sun | | 9 | | PT-3 REV |
| 10 | | | 10 | | PT-3 REV |
| 11 | | | 11 | | PT-3 REV |
| 12 | | | 12 | sat | PT-3 REV |
| 13 | | | 13 | sun | |
| 14 | | | 14 | | PT-3 REV/CHILDREN DAY |
| 15 | sat | PTM-2 | 15 | | PT-3 |
| 16 | sun | | 16 | | PT-3 |
| 17 | | | 17 | | PT-3 |
| 18 | | | 18 | | PT-3 |
| 19 | | | 19 | sat | PT-3 |
| 20 | | | 20 | sun | |
| 21 | | DEEPAVALI CELEBRATION | 21 | | PT-3 |
| 22 | sat | DEEPAVALI HOLIDAY | 22 | | PT-3 |
| 23 | sun | | 23 | | PT-3 |
| 24 | | DEEPAVALI HOLIDAY | 24 | | |
| 25 | | | 25 | | |
| 26 | | | 26 | sat | holiday |
| 27 | | | 27 | sun | |
| 28 | | | 28 | | |
| 29 | sat | working day | 29 | | |
| 30 | sun | | 30 | | |
| 31 | | | | | |

| DECEMBER | | | JANUARY | | |
|----------|-----|-----------------------------|---------|-----|-----------------------|
| 1 | | 1ST WEEK ANNUAL SPORTS MEET | 1 | sun | CHRISTMAS HOL |
| 2 | | | 2 | | SCHOOL REOPENS |
| 3 | sat | holiday | 3 | | |
| 4 | sun | | 4 | | |
| 5 | | | 5 | | |
| 6 | | | 6 | | PT-4 PORTIONS END |
| 7 | | | 7 | sat | holiday |
| 8 | | | 8 | sun | |
| 9 | | | 9 | | PT-4 REV |
| 10 | sat | working day | 10 | | PT-4 REV |
| 11 | sun | BHARATHIAR BIRTH DAY | 11 | | PT-4 REV |
| 12 | | | 12 | | PT-4 REV |
| 13 | | | 13 | | PT-4 REV |
| 14 | | | 14 | sat | PONGAL HOLIDAYS |
| 15 | | | 15 | sun | |
| 16 | | | 16 | | PONGAL HOLIDAYS |
| 17 | sat | holiday | 17 | | PT-4 |
| 18 | sun | | 18 | | PT-4 |
| 19 | | | 19 | | PT-4 |
| 20 | | | 20 | | PT-4 |
| 21 | | | 21 | sat | PT-4 |
| 22 | | MATH DAY CELEBRATION | 22 | sun | |
| 23 | | | 23 | | PT-4 |
| 24 | sat | CHRISTMAS CELE | 24 | | PT-4 |
| 25 | sun | CHRISTMAS HOL | 25 | | |
| 26 | | CHRISTMAS HOL | 26 | | REPUBLIC DAY CELE/HOL |
| 27 | | CHRISTMAS HOL | 27 | | |
| 28 | | CHRISTMAS HOL | 28 | sat | working day |
| 29 | | CHRISTMAS HOL | 29 | sun | |
| 30 | | CHRISTMAS HOL | 30 | | |
| 31 | sat | CHRISTMAS HOL | 31 | | |

| FEBRUARY | | | MARCH | | |
|----------|-----|------------------------------------|-------|-----|-----------------|
| 1 | | 1ST WEEK ANNUAL DAY CELE | 1 | | TERM 2 REV |
| 2 | | | 2 | | TERM 2 REV |
| 3 | | | 3 | | TERM 2 REV |
| 4 | sat | holiday | 4 | sat | TERM 2 REV |
| 5 | sun | | 5 | sun | |
| 6 | | | 6 | | TERM 2 REV |
| 7 | | | 7 | | TERM 2 REV |
| 8 | | | 8 | | TERM 2 ASSES |
| 9 | | | 9 | | TERM 2 ASSES |
| 10 | | | 10 | | TERM 2 ASSES |
| 11 | sat | working day | 11 | sat | TERM 2 ASSES |
| 12 | sun | | 12 | sun | |
| 13 | | | 13 | | TERM 2 ASSES |
| 14 | | | 14 | | TERM 2 ASSES |
| 15 | | | 15 | | TERM 2 ASSES |
| 16 | | | 16 | | TERM 2 ASSES |
| 17 | | | 17 | | |
| 18 | sat | SHIVARATHRI CELEBRATION | 18 | sat | holiday |
| 19 | sun | | 19 | sun | |
| 20 | | | 20 | | |
| 21 | | RAMAKRISHNA JAYANTHI | 21 | | |
| 22 | | | 22 | | TELUGU NEW YEAR |
| 23 | | | 23 | | |
| 24 | | TERM 2 PORTIONS END | 24 | | |
| 25 | sat | holiday | 25 | sat | holiday |
| 26 | sun | | 26 | sun | |
| 27 | | TERM 2 REV | 27 | | |
| 28 | | TERM 2 REV/SCIENCE DAY CELEBRATION | 28 | | |
| | | | 29 | | PTM-3 |
| | | | 30 | | |
| | | | 31 | | |

Record of late attendance

Late attendance will be marked by drawing a circle around the date. If there are two such marks in a month, the matter will be viewed seriously.

| JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |
| 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 | |

