



# **St. Antony's Convent H. S. School**

**(Affiliated to CBSE New Delhi - 1030462)**

Sonkatch, Dewas (Dt.) M.P. 455 118

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## SCHOOL TIMINGS

### Monday to Saturday

Primary: 7:45 a.m. to 1.45 p.m.

Pre-Primary: 8.30 a.m. to 1.00 p.m.

### Meeting Principal

From: 10.00 a.m. to 11.00 a.m.

### Office Hours

7.45 a.m. to 2.00 p.m.

on working days

## FEE COLLECTION

### School fee will be paid in four Instalments

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1<sup>st</sup> Instalment  
during the time of Admission (for New Admission)  
(for Old Student 1<sup>st</sup> - 15<sup>th</sup> July)

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2<sup>nd</sup> Instalment from 1<sup>st</sup> -15<sup>th</sup> October

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3<sup>rd</sup> Instalment from 1<sup>st</sup> - 15<sup>th</sup> December

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4<sup>th</sup> Instalment from 1<sup>st</sup> - 15<sup>th</sup> February

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## GENERAL INFORMATION

The School,

St. Antony's Convent Sr. Sec. School is a Christian Minority Institution administered by the Sisters of Our Lady of the Garden, who have dedicate their lives to God and are committed zealously responding to the needs of the times, rendering devoted service in the field of education and upliftment of Humanity. Our Institution has faithfully adhered to the ideal of 'integration' - trying to bring about a harmonious blendings of the spiritual values with the secular, modernity with heritage, competitiveness with co-operation, technology with humanism, self radiance with social sensitivity.

The School follows CBSE pattern and promises to promote co-education and admits any child irrespective of caste, creed, colour and religion. The medium of instruction is English and spoken English is given a greater emphasis. It's focus is on the all-round development of the students.

(The school is totally private, un-aided and does not receive any grand-in-aid from any Government) .

### Examination & Promotions:

- 1) The system of periodical Test and Terminal Examinations are followed to evaluate the teaching and learning process. Progress reports are issued to the students at the conclusions of Terminal Examinations.
- 2) A child will get promotion only if he/she has achieved at least 35% marks in each subject.
- 3) Attendance at all examination is compulsory. Promotion will be considered on the basis of the whole years record.
- 5) A minimum attendance of 80% is must through out the year for final promotion.

- 6) There will be no change of the exam date if the student is absent or sick.
- 6) A pupil who uses unfair means or who possesses materials for unfair means and/or receives or gives assistance in any form during examinations will be given a Zero in the subjects. Repetitions of the same. shall lead to dismissal.
- 7) There will be no re-examinations at any time for any reason.

**Punctuality:**

- 1) The School gate will be closed at 7:50 a.m. sharp. If the child is late He/she will not be allowed to enter the school and will be considered as absent. If the child is late for assembly he/she will be considered as a late comer.
- 2) Students must arrive at school 5 minutes before the first bell.
- 3) Repeatedly coming late for assembly (5 times) the child is liable to be suspended from the school.

**Rules concerning absence & Late Coming:**

- 1) Leave of absence will be granted by the principal for serous reasons and only with a prior written application signed by the parents. This should later be entered b r i e fl y on the LEA V E- ABSENCE RECORD PAGE OF THE SCHOOL DIARY WHICH HAS TO BE SIGNED BY PARENTS OR GUARDIAN and shown to the class teacher.
- 2) As principal not more than one day leave will be granted for a local wedding of brother or sister or close relative, Leave for wedding outside Sonkatch will be granted at the discretion of the principal. For such leave, a written application by the parent should be submitted to the principal one week in advance. The parents should follow-up the school studies missed by their children for such leave period.
- 3) A pupil who has been suffering from infections or contagious disease will not be allowed to attend school.

- 4) Appointments with doctors should be made after school hours.
- 5) Repeated absence without prior sanctions of leave or unexplained absence for more than five consecutive days renders the students liable to have his/her name struck off rolls. Re-admission, if granted will be done on payment of readmission fee.
- 6) The school encourage punctuality. Parents are advised to inculcate in their wards the habit of coming early to school. No relaxation to this principle shall be allowed.

**DISCIPLINARY ACTION**

**Attendance:**

- 1) Every student has to attend the school on the re-opening day after each vacation.
- 2) If absent, due to ailment the principal has to be informed and medical certificate should be submitted' at the earliest.
- 3) If the parents do not attend minimum two Parent-Teacher Meetings, the student will be liable for dismissal.
- 4) Absence on the days of a school function, be it on working days or holidays or National holidays will incur serious disciplinary action. Similarly, absence from school prior to tests or examinations will incur disciplinary actions.

**School Calender**

- 5) The child should bring the school calender daily. Calender must be maintained neat and tidy. A student who loses his/her calender will have to buy new one.

**Uniform**

- 6) Those who come to school without proper uniform or the school calender will after three warning be send home and marked absent.

### **Behaviour:**

- 7) Every student should endeavour to keep the good behaviour and polite manners, both in and outside the school. They should remember that school is judged by their conduct.
- 8) No pupil may leave the school premises during working hours without the written permission of the school authorities. Students who violate this rule will be suspended or dismissed from the school.
- 9) Irregular attendance, disobedience or conduct harmful to the moral tone of the school, disrespect to principal, teacher, non-teaching staff, office bearers and any authority, will either be suspended or summarily dismissed.
- 10) The Principal will take confidential report from teachers regarding the conduct and behaviour of students and on the basis of these reports may ask the parents to withdraw his/her child from the school. The decision of the principal shall be final.

### **Note**

- ◆ Loose sock should be replaced by a new one instead of using rubber band.
- ◆ No ornaments/jewellery whatsoever, are to be worn by the students except for small earrings. In case of any loss of valuable, the school will not be responsible.
- ◆ Hair style: Boys hair must be properly cut and trimmed. Girls having long hairs must make two ponytails with red ribbon and those with very short hair must use a hair band.
- ◆ Nails must be short and clean. Use of nail polish, Mehendi on hands, feet, palm etc. are strictly prohibited.

### **WORD TO PARENTS**

The school and the home are temples of learning for an intending student. The encouragement given to a student makes a world of difference. Some of the tips are mentioned here. The school expects the co-operation of the parents to ensure that.

- (a) The students must be regular, punctual and come to the school dressed neatly in uniform.
- (b) The students must bring their school calendar, text books and note books according to the time-table and keep them in good conditions.
- (c) The students should revise their daily lesson and do their assignments regularly.
- (d) Kindly note that criticizing teachers on the school in the presence of the child should be strictly avoided. If you have a legitimate complaint, please meet the principal.
- (e) Parents are requested to sign the note entered on the principal's remarks/Teacher's remarks page of the calendar of official circulars, test and examination results.
- (f) On all working days the parents can meet the principal between 10.00 a.m. and 11.00 a.m.
- (g) Parents must meet the teachers during the Parents-Teacher Meet. In case of emergency they may take an appointment from the respective teacher through the school calendar of their wards. On the basis of this they will be allowed to enter the premises.
- (h) Parents are expected to attend "Parent-Teacher Meet" as per the date given in the calendar. This enables the parents to assess the performance as well as the progress of their wards. Absence of parents from Parent-teacher Meet twice shall demonstrate a lack of interest in their child's education for which their ward is liable for dismissal.

- (I) If a student is absent without prior information for more 15 days his/her name will be struck off the rolls. However he may be readmitted provided the seat is still vacant by paying the readmission fee.
- (j) Any pupil who seriously ill or suffering from any infectious or contagious disease should not be sent to school. If he/she is likely to be absent from school for three or more days, the principal should be informed at once. On recovery, he/she must submit a doctors certificate stating that the child is fully cured.
- (k) Leave taken for more functions are not recommended because it affects the progress of the child and may result in failure on all fronts. No child would avail leave without the prior permission of the principal.
- (l) Parents are also expected to co-operate with the school authorities by taking an active and helpful interest in the activities of the school.
- (m) Please ensure that your child does not carry sharp, pointed or other dangerous/costly articles, CD's, Mobile Phones, jewellery to the school.
- (n) While communication with the principal through letter, parents are requested to mention the name, class and section of their children and telephone number.
- (o) Phone calls will be entertained only during the office hours.
- (p) Parents/Guardians are not allowed to meet the teachers at their residence for discussion of. any matters related to the curricular and co-curricular activities of their ward in the school.

**Word to Students:-**

- 1) All of you are expected to conduct yourself as responsible persons at all times and in all places. The power of the principal to correct an erring pupil is the same as that of a

- parent. The school will insist on strict punctuality, regular attendance, cleanliness in person and dress, general grooming and fidelity to study and work assignment.
- 2) You all must arrive at the school at least five minutes before the first bell.
- 3) At the first bell, all must immediately line up according to their classes for the morning assembly.
- 4) During the assembly, you all should recite the prayers and sing hymns. Thereafter you must go to your respective classes in silence. Running, shouting, hooting or whistling shall lead to disciplinary action.
- 5) The school calendar should be brought to school daily. It should be used to note down the daily home-work and other instruction by the teachers.
- 6) Personal cleanliness is expected from all of you. The school uniform worn by you must be clean, neatly ironed, shoes polished, finger nails clipped and hair neatly combed. discoloured uniform, worn-out socks and shoes should be avoided. a pupil may be sent home for lack of personal cleanliness, long hair (for boys) dirty clothes and shoes, after a warning in the school calendar.
- 7) after leaving the classroom for physical training, games or library you all must walk along the corridors and the stairs in single file and in perfect silence, bearing in mind the rule "Keep Left".
- 8) None of your are allowed to remain in the class room during recess or G. PT. periods. The monitors shall close the door after the students leave.
- 9) Pupils must attend physical education, games and other activities outside the class room. Once on the play ground, nobody may returns to the class room without permission. You should leave the ground 5 minutes before the bell for the next period.

- 10) As the medium of instruction is English, you all must communicate in English you all times as long as you are in the school premises. Parents should encourage their children to respond in English and increase their fluency.
- 11) Besides the subject copies, text books and school library books, no other books (Novels, Comics, Slam Book, Magazines, Newspapers etc.) are to be brought to school. you are forbidden to bring Mobile Phones, Sharp pointed weapons and other dangerous materials to school.
- 12) The school will not be responsible for the loss of money, books, fountains pens, watches or other valuable articles of the students. You should not bring big sums of money or valuable. Students are divided under four houses in the school: **Red, Yellow, Blue, Green.**
- 13) No student shall enter the. school campus without the school uniform during working hours even when one is on leave including Parents-Teacher Meet.
- 14) Health is' wealth. So you all should bring nutritious tiffin and not depend on fast food.

#### **Co-curricular Activities:**

This school strives for the overall development of the child. Hence, co-curricular activities are regularly organized for various classes throughout the year. Students are expected to take initiative and take part in these activities. Parents should encourage their wards to participate actively. The individual talents of the children may be brought to the notice of the principal/teacher so that proper backup and encouragement may be given to them students also will be evaluated on the basis of their interest, involvement and performance in these activities during the co-curricular activity period.

#### **The House System:**

One of the main objectives of the house system is to foster in the students a sense of collective responsibility a solidarity and at the same time enkindle and develop the social qualities and talents in every child. It is the house system that channelises discipline in the school and school-life with all its complex, curricular and co-curricular activities. It also directs and energies the talent of our students.

Students are divided under four houses in the school Red, Yellow, Blue, Green.

#### **Red: Love- Heart:**

Red is the colour associated with power, energy, love, vigor and action alone with determination and the will to achieve what we want. It is the key to happiness 5 success in life.

Heart symbolises love, happiness and health relationships. True love is fearless and totally unselfish. It respects the one who is loved and asks for nothing in return. It rises high above jealousy and hatred. This great feeling can be cultivated through inculcating respect and appreciations for others loving and helping those in need and maintaining friendly relationships.

#### **Yellow: Wisdom-Book:**

Yellow is a joyous colour reminder us of the sun. It brings out wisdom and understanding and represents spiritual perfection. It makes the world a brighter place to live in and is the symbol of power.

The book reminds of knowledge which is the highest aim of a man's life. The knowledge and wisdom which we receive in this institution will surely take us to great heights. The awareness of one's ignorance is the beginning of wisdom. Wisdom implies a nature of integration appropriate knowledge, a seasonal ability to filer good 5 evil. This awareness will spur our students to learn more.



**Blue: Service-Lamp:**

Blue is the colour of the sky, the colour of heavenly consciousness, truth, harmony, and hope. It reminds us of our high aspirations. The lamp reminds each student to be self sacrificing in giving services to others, irrespective of caste, colour or-creed. It teaches us to be simple and strong like the lamp which is not hindered by the darkness which surrounds it.

**Green: Peace-Lily:**

Green is nature's colour and signifies prosperity and new life. It is soothing, healing and peace giving to mind. The lily, signifies the purity of thought words and actions, peace is another strength that guarantees progress and prosperity in every aspect of virtue. peace comes from control and harmony of emotions. It reminds students to have clean thoughts and pure intentions from which the real peace arises.

**Students once assigned to a house shall not change at their will.**

**PROMISE BYTHE STUDENTS:**

I.....hereby promise to uphold the standards of St. Antony's Convent Sr. Sec. School, by keeping rules and regulations of the school and by being loyal and obedient to everyone in authority. I also promise to make every effort to be truthful, just and loving in my word and actions.

May God help me in my endeavors.

Name and Signature

**DECLARATION BY THE PARENTS/GUARDIANS**

I..... have read all the rules and regulation of the school and consent to abide by them. I also agree to follow the decision taken by the school regarding my child. I shall uphold all the values and ethics of the school.

Signature of the parents/guardians

**MEDICAL INSPECTION RECORD**

1. Name: .....
2. Age: .....
3. Height: .....
4. Weight: .....
5. Chest Normal: .....
6. Chest Expanded: .....
7. Any Sickness symptom, if detected: .....
8. Advice: .....

Date:

Signature of the Medical Officer

Designation Hospital

## राष्ट्रीय गान

जन-गण मन-अधिनायक जय हे,  
भारत-भाग्य-विधाता ।  
पंजाब, सिंधु, गुजरात, मराठा  
द्राविड़, उत्कल, बंगा ।  
विन्ध्य, हिमाचल, यमुना गंगा,  
उच्छल जलधि-तरंगा ।  
तव शुभ नामे जागे,  
तव शुभ आशिष मांगे ।  
गाये तव जय गाथा ।  
जन-गण मंगल-दायक जय हे,  
भारत-भाग्य-विधाता ।  
जय हे ! जय हे ! जय हे !  
जय जय जय, जय हे !

## राष्ट्र-गीत

वन्दे मातरम्  
सुजलाम् सुफलाम् मलयज-शीतलाम्  
शस्य श्यामलाम् मातरम्  
वन्दे मातरम् .....

शुभ्रज्योत्सना - पुलकित - यामिनीम्  
फुल्ल - कुसुमित - द्रुमदल शोभिनीम्  
सुहासिनीम् सुमधुर भाषिणीम्  
सुखदां वरदां मातरम्  
वन्दे मातरम् ।

## SCHOOL PRAYER

### Monday, Friday

Oh! my god/at the beginning of this day/I turn to you! my Lord and Father/who looks upon me / lovingly / as your child / To you / I commit myself/ and all that is mine / Protect me / from all dangers / and keep me away from all evils / Help me / to desire always / what is most / acceptable to you / do your will / I know that / you alone can / help me / deliver me / and save me / accept the offering of / all my thoughts / words / and deeds / grant that / all my activities/ may be directed / towards you.

### Tuesday, Thursday

Oh! St. Antony/ we the students of St. Antony's School / come to you / to ask your blessings/ and guidance/ Pray for us/ that we may/ study well/ respect our teachers/ and elders/ and love our country/ Help us to be kind/ and considerate/ to all/ Inspire us/ by your example/ that we may/ come to love God/ and all people/ as our brothers/ and sisters.

### Prayer for Peace

Lord/ make me an instrument/ of your peace.  
Where there is hatred/let me sow love,  
Where there is injury pardon,  
Where there is discord/unity,  
Where there is doubt/faith,  
Where there is error/truth,  
Where there is despair/ hope,  
Where there is sadness/ joy,  
Where there is darkness/ light.

### **Prayer before Class**

o God/ without you/ we can do nothing/ Bless us/ with your grace/  
and wisdom! and help us/ in our studies/ this day and always.

### **Prayer at the Close of Day (After Recess)**

Dear God / I praise and thank you for all that / have today. / thank  
you God / for my teachers and my friends/ I am sorry / if failed to do  
my best./ Help me tomorrow/ to do better.

### **Prayer before Meals (Before Recess)**

O God, source of all goodness, fills us with your gifts of wisdom,  
understanding and good memory. Enkindle in us the fire of your  
divine love that we may be able to express our thoughts. ideas and  
knowledge in the best possible way.

## **SCHOOL ANTHEM**

St. Gianelli, we sing to you in faith and hope  
Benign and virtuous adorned with goodness  
faithful companion for all of us

Oh, listen to us as we sing

Pray for us O Father, Pray for us  
assist us in our journey to God  
we raise our hearts in supplication  
to be graced by your intercession- 2

You are unique, genuinely, specialised one,  
who admired the greatness of God-2  
we raise our hearts in high esteem  
as you remain a living lesson for us.

Pray for us.....

### **1. Walk With Me Oh My God**

Walk with me, O my Lord,  
Through the darkest night and brightest day.  
Be at my side, O Lord,  
Hold my hand and guide me on my way.

Sometimes the road seems long, my energy is spent.

Then, Lord, I think of you and I am given strength.

Stones often bar my path and there are times I fall.

But you are always there to help me when I fall.

Just as you claimed the wind and walked upon the sea.

Conquer, my living Lord, the storms that threaten me.

Help me to pierce the mists that cloud my heart and mind

So that I shall not fear the steepest mountain side.

As once you healed the lame and gave sight to the blind.

Help me when I'm downcast to hold my heart up high.

### **2. There Shall Be Showers of Blessing**

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

sent them upon us, O Lord,

Grand to us now a refreshing,

Come an now honour Thy word. (Showers.....)

### 3. All things Bright and Beautiful

All things bright and beautiful,  
All creatures great and small,  
All things wise and wonderful,  
The good God made them all.

Each little flowers that opens,  
Each little bird that sings  
He made their glowing colours  
He made their tiny wings.

The purple headed mountains,  
The river running by,  
The sunset and the morning,  
That brightens up the sky.

### 4. In His Time, In His Time

In his time, in the time,  
He makes all things beautiful in his time  
Lord, Please show me every way  
As you are teaching me your way  
That you do just what you say in your time.

In your time, in your time,  
You make all things beautiful in your time  
Lord my life to you I bring,  
With it's winter and its spring,  
May I fathom everything in your time.

There's a time, there's a time  
Both for sowing and for reaping there's a time.  
Time for losing, time for pain,  
Every purpose under heaven has a time.

### 5. Keep Me In The Hollow of Your Hand

Keep me in the hollow of thy hand,  
lead me through this wild and stormy land.  
Thou doth guide my feet, tho' the pathway may be steep.  
Keep me in the hollow of the hand.

Keep me, Keep me day by day  
Guide me, guide me all the way  
Never, never let me stray  
Keep me in the hollow of Thy hand.

Keep me in the center of Thy will,  
All Thy plans for me may I fulfill,  
As I go my way help me, Lord from day to day  
Keep me in the center of Thy will.

Keep me in the circle of Thy love.  
Looking down to comfort from above  
Help me see Thy face as I pray for daily grace  
Keep me in the circle of Thy love.

### 7. Like a Sunflower

Like a Sunflower that follows  
Every movement of the sun  
So I turn toward you to follow you my God.  
In simplicity charity I follow (2)  
In simplicity honesty I follow (2)  
In simplicity fidelity I follow (2)

### 7. Just Like Child Who Trust

Just like a child, who trust his father dear  
And who delight, to feel his presence near  
Just like a child, whose mind has not a doubt  
And whose heart is never proud.

Hear I come, O Lord  
Hear I come just like a child  
Hear I come, O Lord  
Hear I come just like a child

Just like a child, so weak he cannot stand  
But who holds firm and tight his mother's hand  
Just like a child, who sings in bright daylight  
Fearing not the long dark night.

Just like a child that guilty deeds oppress  
With mind and heart in trouble and distress  
who throws himself into his mother's anus  
Sure she'll free him from his qualms.

#### 8. Every person is a Gift of God

Every person is a gift of God  
A wonderful marvelous gift

I am a gift (2) you are a gift (2)  
Every person is a gift  
A very special gift (2)  
unique in all the world (2)  
Every person is a gift

I have a gift (2) you have a gift (2)  
Every person is a gift  
A special gift to share (2)  
with everyone we meet (2)  
Every person has a gift

I am wonderful gift (2)  
You are a marvelous gift (2).  
We are all wonderful gifts.

## PRAYER SONGS - HINDI

### 1. हम को मन की शक्ति देना

हम को मन की शक्ति देना, मन विजय करें  
दूसरों की जय से पहले, खुद की जय करें ।

भेदभाव अपने दिल से, साफ कर सकें ।  
दोस्तों से भूल हो, तो माफ कर सकें ।

झूठ से सदा बचे रहें, सच का दम भरें  
दूसरों की जय से पहले खुद की जय करें ।

मुश्किलें पढ़ें तो, हम पे इतना करम कर  
साथ दें तो धर्म का चलें तो धर्म पर

खुद पे हौसला रखें, वदी से न डरें  
दूसरों की जय से पहले खुद को जय करें ।

### 2. इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता  
मन का विश्वास कमजोर हो ना  
हम चले नेक रस्ते पे हम से  
भूलकर भी कोई भूल हो ना। इतनी शक्ति.....

दूर अज्ञान के हो अंधेरे,  
तू हमें ज्ञान की रोशनी दे।  
हर बुराई से बचते रहें हम,  
जितनी भी दे भली जिन्दगी दे।  
बैर हो ना किसी का किसी से,  
भावना मन में बदले की हो ना। इतनी शक्ति.....

हम न सोचें हमें क्या मिला है,  
हम ये सोचें क्या किया है अर्पण।  
फूल खुशियों के बाटें सभी को,  
सबका जीवन ही बन जाए मधुबन।  
अपनी करुणा को जल तू बहा के,  
करदे पावन हर एक मन का कोना। इतनी शक्ति....

**3. तुम्ही हो माता, पिता तुम्ही हो**  
तुम्हीं हो माता, पिता तुम्ही हो,  
तुम्ही हो बंधु सखा तुम्ही हो

तुम्ही हो साथी तुम्ही सहारे,  
कोई न अपना सिवा तुम्हारे  
तुम्ही हो नैया तुम्ही खेवैय्या,  
तुम्ही हो बंधु सखा तुम्ही हो

जो खिल सके ना वो फूल हम हैं,  
तुम्हारे चरणों की धूल हम हैं  
दया की दृष्टि सदा ही रखना,  
तुम्ही हो बंधु सखा तुम्ही हो

**4. ऐ मालिक तेरे बन्दे हम**

ऐ मालिक तेरे बन्दे हम  
ऐसे हों हमारे करम  
नेकी पर चलें और बदी से डरें  
ताकि हंसते हुए निकले दम .....

ये अँधेरा घना छा रहा तेरा इंसान घबरा रहा  
हो रहा बेखबर, कुछ न आता नजर  
सुख का सूरज छुपा जा रहा, है तेरी रोशनी में जो दम  
तू अमावस को कर दे पूनम, नेकी पर चलें और बदी से डरें  
ताकि हंसते हुए निकले दम .....

जब जुल्मों का हो सामना तब तू ही हमें थामना  
वो बुराई करे हम भलाई भरें, नहीं बदले की हो कामना  
बढ़ उठे प्यार का हर कदम और मिटे बैर का ये भरम  
नेकी पर चलें और बदी से डरें, ताकि हंसते हुए निकले दम .....

बड़ा कमजोर है आदमी, अभी लाखों हैं इसमें कमी  
पर तू जो खड़ा है दयालू बड़ा, तेरी किरपा से धरती थमी  
दिया तूने हमे जब जनम, तू ही झेलेगा हम सबके गम  
नेकी पर चलें और बदी से डरें, ताकि हंसते हुए निकले दम .....

**5. तू ही राम है, तू ही रहीम**

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

तेरी जात पाक कुरान में,  
तेरा दर्श वेद-पुराण में,  
गुरु ग्रंथ जी के बखान में,  
तू प्रकाश अपना दिखा रहा..... तू ही.....

अरदास है कही कीर्तन,  
कहीं रामधुन कहीं आह्वान,  
विधि वेद का है ये सब रचन,  
तेरा भक्त तुझको बुला रहा ..... तू ही .....  
तू ही राम है - 3

**6. हम होंगे कामयाब**

हम होंगे कामयाब एक दिन .....  
ओ ऽ मन में हैं विश्वास, पूरा हैं विश्वास  
हम होंगे कामयाब एक दिन .....

नहीं डर किसी का आज (2)  
नहीं डर किसी का आज के दिन  
ओ ऽ मन में हैं विश्वास .....

हम चलेंगे साथ-साथ, डाले हाथों में हाथ,  
हम चलेंगे साथ-साथ एक दिन,  
ओ ऽ मन में हैं विश्वास .....

होगी शांति चारों ओर (2)  
होगी शांति चारों ओर एक दिन....  
ओ ऽ मन में हैं विश्वास .....

**7. बुद्ध शरणं गच्छामि**

बुद्ध शरणं गच्छामि  
धम्मं, शरणं गच्छामि

ओम् णमों अरिहंताणम्  
ओम् णमों सिद्धाणम्  
रामं, शरणं गच्छामि  
कृष्ण शरणं गच्छामि..... बुद्ध शरणं .....

ला इलाहा इल्लल्लाह  
जय बोलो सीता राम,  
ईसा शरणं गच्छामि

**8. सारे जहाँ से अच्छा**

सारे जहाँ से अच्छा, हिन्दुस्तां हमारा-हमारा  
हम बुलबुले हैं इसकी, ये गुलसितां हमारा-हमारा  
सारे जहाँ से अच्छा .....

पर्वत वो सबसे ऊँचा, हम साया आसमाँ का  
वो संतरी हमारा, वो पासवां हमारा-हमारा  
सारे जहाँ से अच्छा .....

गोदी में खेलती हैं जिसकी हजारों नदियाँ,  
गुलशन है जिसके दम से, रश्के जीना हमारा-हमारा  
सारे जहाँ से अच्छा .....

मजहब नहीं सिखाता, आपस में बैर रखना,  
हिन्दू हैं हम, हिन्दू हैं हम, हिन्दू हैं हम वतन हैं,  
हिन्दोस्तां हमारा-हमारा  
सारे जहाँ से अच्छा.....













### CLASS ROOM DISCIPLINE

| No. | Date | Remarks | Sign Sub.<br>Teacher | Sign.<br>Parent's |
|-----|------|---------|----------------------|-------------------|
| 1   |      |         |                      |                   |
| 2   |      |         |                      |                   |
| 3   |      |         |                      |                   |
| 4   |      |         |                      |                   |
| 5   |      |         |                      |                   |
| 6   |      |         |                      |                   |
| 7   |      |         |                      |                   |
| 8   |      |         |                      |                   |
| 9   |      |         |                      |                   |
| 10  |      |         |                      |                   |
| 11  |      |         |                      |                   |
| 12  |      |         |                      |                   |
| 13  |      |         |                      |                   |
| 14  |      |         |                      |                   |
| 15  |      |         |                      |                   |
| 16  |      |         |                      |                   |
| 17  |      |         |                      |                   |
| 18  |      |         |                      |                   |
| 19  |      |         |                      |                   |
| 20  |      |         |                      |                   |

### LATE ATTENDANCE

| No. | June | July | Spet. | Oct. | Nov. | Dec. |
|-----|------|------|-------|------|------|------|
| 1   |      |      |       |      |      |      |
| 2   |      |      |       |      |      |      |
| 3   |      |      |       |      |      |      |
| 4   |      |      |       |      |      |      |
| 5   |      |      |       |      |      |      |
| 6   |      |      |       |      |      |      |
| 7   |      |      |       |      |      |      |
| 8   |      |      |       |      |      |      |
| 9   |      |      |       |      |      |      |
| 10  |      |      |       |      |      |      |
| 11  |      |      |       |      |      |      |
| 12  |      |      |       |      |      |      |
| 13  |      |      |       |      |      |      |
| 14  |      |      |       |      |      |      |
| 15  |      |      |       |      |      |      |
| 16  |      |      |       |      |      |      |
| 17  |      |      |       |      |      |      |
| 18  |      |      |       |      |      |      |
| 19  |      |      |       |      |      |      |
| 20  |      |      |       |      |      |      |
| 21  |      |      |       |      |      |      |
| 22  |      |      |       |      |      |      |
| 23  |      |      |       |      |      |      |
| 24  |      |      |       |      |      |      |
| 25  |      |      |       |      |      |      |
| 26  |      |      |       |      |      |      |
| 27  |      |      |       |      |      |      |
| 28  |      |      |       |      |      |      |
| 29  |      |      |       |      |      |      |
| 30  |      |      |       |      |      |      |
| 31  |      |      |       |      |      |      |

### LATE ATTENDANCE

| No. | Jan. | Feb. | March | Apr. | Total | Sign. |
|-----|------|------|-------|------|-------|-------|
| 1   |      |      |       |      |       |       |
| 2   |      |      |       |      |       |       |
| 3   |      |      |       |      |       |       |
| 4   |      |      |       |      |       |       |
| 5   |      |      |       |      |       |       |
| 6   |      |      |       |      |       |       |
| 7   |      |      |       |      |       |       |
| 8   |      |      |       |      |       |       |
| 9   |      |      |       |      |       |       |
| 10  |      |      |       |      |       |       |
| 11  |      |      |       |      |       |       |
| 12  |      |      |       |      |       |       |
| 13  |      |      |       |      |       |       |
| 14  |      |      |       |      |       |       |
| 15  |      |      |       |      |       |       |
| 16  |      |      |       |      |       |       |
| 17  |      |      |       |      |       |       |
| 18  |      |      |       |      |       |       |
| 19  |      |      |       |      |       |       |
| 20  |      |      |       |      |       |       |
| 21  |      |      |       |      |       |       |
| 22  |      |      |       |      |       |       |
| 23  |      |      |       |      |       |       |
| 24  |      |      |       |      |       |       |
| 25  |      |      |       |      |       |       |
| 26  |      |      |       |      |       |       |
| 27  |      |      |       |      |       |       |
| 28  |      |      |       |      |       |       |
| 29  |      |      |       |      |       |       |
| 30  |      |      |       |      |       |       |
| 31  |      |      |       |      |       |       |

### SCHOOL UNIFORM

| No. | Date | Remarks | Sign. Parent's | Sign. Sub. Teacher |
|-----|------|---------|----------------|--------------------|
| 1   |      |         |                |                    |
| 2   |      |         |                |                    |
| 3   |      |         |                |                    |
| 4   |      |         |                |                    |
| 5   |      |         |                |                    |
| 6   |      |         |                |                    |
| 7   |      |         |                |                    |
| 8   |      |         |                |                    |
| 9   |      |         |                |                    |
| 10  |      |         |                |                    |
| 11  |      |         |                |                    |
| 12  |      |         |                |                    |
| 13  |      |         |                |                    |
| 14  |      |         |                |                    |
| 15  |      |         |                |                    |
| 16  |      |         |                |                    |
| 17  |      |         |                |                    |
| 18  |      |         |                |                    |
| 19  |      |         |                |                    |
| 20  |      |         |                |                    |

### LEAVE RECORD

| No. | No. of Days | Reason for leave | Sign. Parent | Sign. Sub. Principal | Sign. Teacher |
|-----|-------------|------------------|--------------|----------------------|---------------|
| 1   |             |                  |              |                      |               |
| 2   |             |                  |              |                      |               |
| 3   |             |                  |              |                      |               |
| 4   |             |                  |              |                      |               |
| 5   |             |                  |              |                      |               |
| 6   |             |                  |              |                      |               |
| 7   |             |                  |              |                      |               |
| 8   |             |                  |              |                      |               |
| 9   |             |                  |              |                      |               |
| 10  |             |                  |              |                      |               |
| 11  |             |                  |              |                      |               |
| 12  |             |                  |              |                      |               |
| 13  |             |                  |              |                      |               |
| 14  |             |                  |              |                      |               |
| 15  |             |                  |              |                      |               |
| 16  |             |                  |              |                      |               |
| 17  |             |                  |              |                      |               |
| 18  |             |                  |              |                      |               |
| 19  |             |                  |              |                      |               |
| 20  |             |                  |              |                      |               |

### LEAVE RECORD

| No. | No. of Days | Reason for leave | Sign. Parent | Sign. Sub. Principal | Sign. Teacher |
|-----|-------------|------------------|--------------|----------------------|---------------|
| 1   |             |                  |              |                      |               |
| 2   |             |                  |              |                      |               |
| 3   |             |                  |              |                      |               |
| 4   |             |                  |              |                      |               |
| 5   |             |                  |              |                      |               |
| 6   |             |                  |              |                      |               |
| 7   |             |                  |              |                      |               |
| 8   |             |                  |              |                      |               |
| 9   |             |                  |              |                      |               |
| 10  |             |                  |              |                      |               |
| 11  |             |                  |              |                      |               |
| 12  |             |                  |              |                      |               |
| 13  |             |                  |              |                      |               |
| 14  |             |                  |              |                      |               |
| 15  |             |                  |              |                      |               |
| 16  |             |                  |              |                      |               |
| 17  |             |                  |              |                      |               |
| 18  |             |                  |              |                      |               |
| 19  |             |                  |              |                      |               |
| 20  |             |                  |              |                      |               |

### CLASS TEST MARK SHEET (AUGUST)

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |

### CLASS TEST MARK SHEET (SEPTEMBER)

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |

### CLASS TEST MARK SHEET (OCTOBER)

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |

### CLASS TEST MARK SHEET (NOVEMBER)

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |



**CLASS TEST MARK SHEET (DECEMBER)**

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |

**CLASS TEST MARK SHEET (JANUARY)**

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |

**CLASS TEST MARK SHEET (FEBRUARY)**

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |

**CLASS TEST MARK SHEET (MARCH)**

| Subject                      | Date | CT 1 | Date | CT 2 |
|------------------------------|------|------|------|------|
| English                      |      |      |      |      |
| Hindi                        |      |      |      |      |
| Sanskrit                     |      |      |      |      |
| Maths                        |      |      |      |      |
| History                      |      |      |      |      |
| Geography                    |      |      |      |      |
| S.St. (Total)                |      |      |      |      |
| Physics                      |      |      |      |      |
| Chemistry                    |      |      |      |      |
| Biology                      |      |      |      |      |
| Science (Total)              |      |      |      |      |
| EVS                          |      |      |      |      |
| <b>Sign. of Parent</b>       |      |      |      |      |
| <b>Sign of Class Teacher</b> |      |      |      |      |
| <b>Sign. of Principal</b>    |      |      |      |      |













**TIME TABLE**

|             |             |   |   |   |   |                    |  |   |   |   |   |
|-------------|-------------|---|---|---|---|--------------------|--|---|---|---|---|
| Class ..... | Period Day  | 1 | 2 | 3 | 4 | <b>R E C E S S</b> |  | 5 | 6 | 7 | 8 |
| Year.....   | <b>TIME</b> |   |   |   |   |                    |  |   |   |   |   |
|             | <b>MON</b>  |   |   |   |   |                    |  |   |   |   |   |
|             | <b>TUE</b>  |   |   |   |   |                    |  |   |   |   |   |
|             | <b>WED</b>  |   |   |   |   |                    |  |   |   |   |   |
|             | <b>THU</b>  |   |   |   |   |                    |  |   |   |   |   |
|             | <b>FRI</b>  |   |   |   |   |                    |  |   |   |   |   |
|             | <b>SAT</b>  |   |   |   |   |                    |  |   |   |   |   |

**FORM FOR APPLICATION FOR SCHOOL LEAVING CERTIFICATE**

Regn. No.....

Date.....

To,  
The Principal  
St. Antony's Convent Sr. Sec. School  
Sonkatch

Respected Principal

Kindly issue the Transfer Certificate of my son/daughter. The 'No Dues Certificate' has been obtained from the office administrator and other details of the student as given below:

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Std: \_\_\_\_\_ Divi: \_\_\_\_\_ Roll No: \_\_\_\_\_

Date of leaving School: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

School where New admission is being taken: \_\_\_\_\_

address: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

1. A month's notice excluding holidays is to be given before the withdrawal of the pupil or one month fees will be charged.
2. If the name of an absent pupils has, through want of notice, been entered in the register for the following month, fees for that month has to be paid, even if absence continues.
3. No leaving certificate will be given until all fee due to the school is paid in full or satisfactorily arranged for.

**NB:** Students of Std XII should obtain the Character Certificate & Transfer Certificate for admission to Universities within a month of the declaration of the AISSCE results.



## FORM FOR APPLICATION FOR SCHOOL LEAVING CERTIFICATE

Regn. No.....

Date.....

To,  
The Principal  
St. Antony's Convent Sr. Sec. School  
Sonkatch

Respected Principal

Kindly issue the Transfer Certificate of my son/daughter.  
The 'No Dues Certificate' has been obtained from the office  
administrator and other details of the student as given below:

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Std: \_\_\_\_\_ Divi: \_\_\_\_\_ Roll No: \_\_\_\_\_

Date of leaving School: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

School where New admission is being taken: \_\_\_\_\_

address: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

1. A month's notice excluding holidays is to be given before the withdrawal of the pupil or one month fees will be charged.
2. If the name of an absent pupils has, through want of notice, been entered in the register for the following month, fees for that month has to be paid, even if absence continues.
3. No leaving certificate will be given until all fee due to the school is paid in full or satisfactorily arranged for.

**NB:** Students of Std XII should obtain the Character Certificate & Transfer Certificate for admission to Universities within a month of the declaration of the AISSCE results.

## STUDENT'S LEAVE NOTE FORMAT

Student's Address

.....  
.....  
.....  
.....

Date.....

To,  
The Principal  
St. Antony's Convent Hr. Sec. School  
Sonkatch

Respected Principal

This is to inform you that my son / daughter \_\_\_\_\_

\_\_\_\_\_ studying in Std \_\_\_\_\_ Div. \_\_\_\_\_

is / was not able to attend class for \_\_\_\_\_ days on account

of his / her A medical certificate is enclosed for your perusal.

Kindly excuse his/her absence and allow him/her to attend the class.

Thank you.

Yours sincerely.