

# **CARMEL ACADEMY**

Bannerghatta Road, Bangalore-83

**Affiliated to ICSE Delhi**

**Code: KA288**



**CARMEL ACADEMY**

*Nothing but the best is good enough*

**Motivate, Challenge and Change**

**HAND BOOK**

**2016-2017**





# **CARMEL ACADEMY**

**NOTHING BUT THE BEST IS GOOD ENOUGH**

Affiliated to ICSE Delhi

Code: KA288



Name : .....

Class : ..... Division : .....

Home Address: .....

## **Student's Hand Book**

**2016 – 2017**

## **ADMINISTRATION**

Manager : Fr. Bobby Tharakunnel, O.Carm  
President : Fr. Shaji Mathew Kuzhinjalil, O.Carm  
Bursar : Fr. Sebastian Augustine Arucheril, O.Carm  
Vice Principal : Mrs. Sumana M. Navale  
Primary Academic Co-ordinator : Mrs. Lizy Tomy Simon  
Pre-Primary Co-ordinator : Mrs. Poornima Hegde

### **N.B:**

1. This hand book must be brought to the school everyday.
2. Parent / guardian is requested to check the diary everyday and duly sign it. Please do sign and acknowledge whenever any information or any circular is sent in it.

## STATEMENT MADE BY THE PARENT

(To be filled by THE PARENT in CAPITAL LETTERS only)

Child's Name : \_\_\_\_\_

Admission No. : \_\_\_\_\_ Class & Section: \_\_\_\_\_

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

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Father's Occupation : \_\_\_\_\_

Mother's Occupation : \_\_\_\_\_

Residential Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: Office : \_\_\_\_\_ Res: \_\_\_\_\_

Cell No. : \_\_\_\_\_

### DECLARATION

I have read all the rules and regulations of the school laid down in this calendar and I promise to abide by them and to see that the rules framed in the interest of my ward \_\_\_\_\_

Studying in Std. \_\_\_\_\_ are followed in letter and spirit.

I shall make a regular check of my ward's calendar and will take necessary remedial steps.

Date:

Signature of Parent / Guardian

## STUDENT'S DATA

Name : .....

Class : ..... Division : .....

Roll No. : ..... Reg.No : .....

Date of Birth : .....

Blood Group : .....

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

Father's / Guardian's Name: .....

Residential Address: .....

.....

..... Tel.No.: .....

Occupation: .....

Office Address : .....

.....

..... Tel.No.: .....

Mother'sName: .....

Office Address : .....

.....

..... Tel.No.: .....

Family Doctor : ..... Tel.No: .....

Bus Boarding & Alighting Points : .....

Sibling : ..... Class: .....

Signature: Father: .....

Signature: Guardian: .....

**STATEMENT MADE BY THE PARENT** (School Copy)  
(To be filled by THE PARENT in CAPITAL LETTERS only)

Child's Name : \_\_\_\_\_

Admission No. : \_\_\_\_\_ Class & Section: \_\_\_\_\_

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

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Father's Occupation : \_\_\_\_\_

Mother's Occupation : \_\_\_\_\_

Residential Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

Phone: Office : \_\_\_\_\_ Res: \_\_\_\_\_

Cell No. : \_\_\_\_\_

**DECLARATION**

I have read all the rules and regulations of the school laid down in this calendar and I promise to abide by them and to see that the rules framed in the interest of my ward \_\_\_\_\_ Studying in Std. \_\_\_\_\_ are followed in letter and spirit. I shall make a regular check of my ward's calendar and will take necessary remedial steps.

Date:

Signature of Parent / Guardian

## STUDENT'S DATA (School Copy)

Name : .....

Class : ..... Division : .....

Roll No. : ..... Reg.No : .....

Date of Birth : .....

Blood Group : .....

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

Father's / Guardian's Name: .....

Residential Address: .....

.....

..... Tel.No.: .....

Occupation: .....

Office Address : .....

.....

..... Tel.No.: .....

Mother's Name: .....

Office Address : .....

.....

..... Tel.No.: .....

Family Doctor : ..... Tel.No: .....

Bus Boarding & Alighting Points : .....

Sibling : ..... Class: .....

Signature: Father: .....

Signature: Guardian: .....



## THE LORD'S PRAYER

Our Father in heaven  
Holy be your name,  
Your kingdom come  
Your will be done on earth as in heaven.  
Give us today our daily bread  
Forgive us our sins,  
As we forgive those who sin against us,  
Do not bring us to the test  
But deliver us from evil.  
Amen.

## CARMEL ANTHEM

C-A-R-M-E-L Carmel is the name  
Proud are we to stand and say that Carmel is our home.  
Hold our heads – way up high, keep our mind so strong  
Proud are we to stand and say that Carmel is our home  
Carmel helps us change and grow  
God's truth we will come to know  
Filled with wisdom, love and grace,  
Let's make the world a better place.

## ASATO MA SAT GAMAYA

Asato ma | sat gamaya ||  
Tamaso ma | jyothir gamaya ||  
Mrithyoma | amritam gamaya ||  
Om shanthy | shanthy | shanthy ||

## NATIONAL ANTHEM

Jana gana mana adhinayaka jaya he  
Bharata bhagya vidhata  
Panjab Sind Gujarata Maratha  
Dravida Utkala Banga  
Vindya Himachala Yamuna Ganga  
Uchala jaladhi taranga  
Tava shubha name jage  
Tava shubha ashisha mage  
Gahe tava jaya gatha  
Jana gana mangla dayaka jaya he  
Bharata bhagya vidhata  
Jaya he jaya he jaya he,  
Jaya, jaya, jaya, jaya he.

## 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 every one with courtesy.

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

## PRAYER BEFORE MEALS

God is great and God is Good,  
And we thank God for our food;  
By God's hand we must be fed,  
Give us Lord, our daily bread. Amen.

## **A CHILD'S PRAYER FOR MORNING**

Now, before I begin to learn and run to play,  
Let me not forget to pray  
To God who kept me through the night,  
And woke me with the morning light.  
Help me, Lord, to love thee more  
Than I ever loved before,  
In my work and in my play  
Be thou with me through the day. Amen.

## **PRAYER FOR STUDENTS**

God of Light and Truth,  
Thank you for giving me  
A mind that can know  
And a heart that can love.  
Help me to keep learning every day of my life,  
For all knowledge leads to you.  
Let me be aware of your presence  
In all things and at all times.  
Encourage me when work is difficult  
And when I am tempted to give up;  
Encourage me when my brain seems slow  
And the way forward is difficult.  
Grant me the grace to put my mind to use  
Exploring the world you have created,  
Confident that in you there is wisdom  
That is real. Amen.

## PRAYER AFTER CLASS

Heavenly Father, I thank you for the gift of this day  
That I could come, learn and play  
Help us to remember all that we have learnt today.  
Bless our parents, brothers, sisters, teachers, all our supporting  
staff and friends. Be with us as we travel back home.

We thank you for everything.  
Amen.

## HYMNS

### 1. **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.

***Ref: 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.

### 2. **Like a sunflower**

***Ref: Like a sunflower that follows every  
movement of the sun,  
So I turn towards You, to follow You, my God.***

In simplicity, charity, I follow (2)  
In simplicity, honesty, I follow (2)  
In simplicity, fidelity, I follow (2)

3. **Showers of Blessings**

There shall be showers of blessings  
This is the promise of love  
There shall be seasons refreshing  
Sent from the Saviour above.

**Ref: Showers of blessings  
Showers of blessings we need  
Mercy drops 'round us are falling  
But for the showers we plead**

There shall be showers of blessings  
Send them upon us O Lord  
Grant to us now a refreshing  
Come and now honour Thy word.

4. **To our Lady of the way**

No man can live as an island;  
Journeying through life alone;  
Since we're most loved by a mother  
Jesus gave us his own

**Ref: Be with us Mary along the Way  
Guide every step we take  
Lead us to Jesus your loving son;  
Come with us Mary, come**

When Jesus met with rejection,  
Mary stood by the Cross;  
How can a mother desert her Son?  
She'll also stand by us

Help us, O star of the Ocean,  
Be with us in our strife;  
When we are faced with temptation,  
Tossed by the storms of life.

5. **Just like a child**

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

**Ref: Here I come, O Lord  
Here I come just like a child  
Here I come, O Lord  
Here 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.

6. **Shine Jesus Shine**

Lord, the light of your love is shining  
In the midst of the darkness shining.  
Jesus, Light of the world shine upon us  
Set us free by the truth you now bring us.  
Shine on me, shine on me.

**Ref: Shine Jesus shine;  
Fill this land with the Father's glory.  
Blaze Spirit blaze;  
Set our hearts on fire.  
Flow river flow;  
Flood the nations with grace and mercy.  
Send forth your word, Lord and let there be light.**

As we gaze on your kingly brightness  
So our faces display your likeness,  
Ever changing from glory to glory  
Mirrored here may our lives tell your story.  
Shine on me, shine on me.

7. **O give thanks to the Lord**

**Ref: O Give thanks to the Lord for he is good (3)  
Yes eternal is his love.**

I will sing to my God never ceasing,  
All my life, I will tell of his wonders  
He's the maker of all earth and heaven,  
Of the ocean, the seas and all they hold.

The Almighty is faithful for ever;  
He is just to the poor and the outraged,  
It is He who gives bread to the hungry,  
Who delivers the captives from their chains.

## **OUR MOTTO**

‘NIL SATIS NISI OPTIMUM’, ‘nothing but the best is good enough’, is our motto. Following the example of Jesus Christ and the charism of the Carmelite Order, we aim to form a learning community that can face the challenges of the modern world.

## **OUR MISSION**

Our mission is to motivate, challenge and change our students for the better. We motivate our students by imbuing them with multiple skills and strengthening their values, by empowering them with the ability to express themselves with confidence and conviction, nurturing the scientific temperament and mathematical proficiency, by inculcating critical thinking and judgement and by cultivating moral and cultural sensitivity. We challenge our students and educate them by developing skills and imparting knowledge consistent with the highest standards and the most effective methodologies. We change our students helping them to become intellectually competent, emotionally balanced, spiritually mature, physically healthy, socially and psychologically integrated with a strong sense of justice, peace and truth. We are a Catholic institution rooted in Christian values but open to all, irrespective of religion, caste or community, paying respect to their religious feelings and freedom of conscience.

## **OUR VALUES**

Faith in God

Academic Excellence without compromise

Love for Justice and Peace

Nurturing the Whole Person

Mutual Love and Respect

Solidarity



## **SCHOOL HOURS :**

Pre-Primary	: 8.30 am – 12.30 pm
Primary	: 8.30 am – 03.30 pm
Office Hours	: 9.00 am – 03.30 pm

## **TIME FOR MEETING**

The Principal	: 10.00 am to 12.00 pm on school days (By appointment)
Vice - Principal	: 1.30 pm to 4.00 pm (By appointment)

## **THE MANAGEMENT**

Carmel Academy is managed by The Carmel Jyothi Trust of the St. Thomas Province of the Order of Carmelites in India.

## **OUR CURRICULUM**

We follow ICSE Syllabus and make students benefit from the extensive coverage of topics in all the core subjects. The syllabus takes care of the age appropriate learning standards, develops sensitivity to reach out to today's demands and helps the child's holistic development.

The objective of the curriculum is to fully develop the student's individual, multi-faceted potentialities and innate talents. The medium of instruction is English. Children are given an option to choose either Hindi / Kannada as their second language. A continuous evaluation, based on the progress made at each level, would definitely help in assessing the depth of the knowledge acquired by the child.

## PATTERN OF THE ASSESSMENT

The school conducts the assessment as per the directive of the ICSE. The academic year is divided into two terms and each term has a Formative Assessment and a Summative Assessment.

### For Std I-III (Term -1)

- 1. Worksheets(4 WS x 10 marks) - 40 marks
- Internal Assessment - 10 marks

The above marks will be considered as FA1 marks.

- 2. SA1 (Summative Assessment) - 20 marks
- Internal Assessment - 5 marks

SA1 marks will be converted into 50 marks (25 x 2)

For the III grade, the Max. Marks for written (SA-1)-40 marks and internal assessment - 10 marks.

The same pattern will follow in Term- II also

### For Std IV-VIII (Term-1)

- 1. FA1 – 40 marks
- Internal Assessment – 10 marks (project/assignment)

- 2. SA1 – 80 marks
- Internal Assessment – 20 marks (project/ assignment)

The same pattern will follow in Term- II also

Note: Worksheets, projects and examination will not be conducted again if the student does not appear for the paper / does not secure minimum passing mark.

## **RULES & REGULATIONS**

1. The school begins with an assembly at 8.30 am in the morning. The students must be on time for the assembly.
2. During the school hours, if a student needs to leave the school premises, he/she must get a written permission from the Principal and the class teacher. No student is allowed to leave the school premises unless accompanied by the parent / the guardian.
3. Normally half-day leave will not be granted to students. Once they come to school, they have to be present for the whole day. They are not allowed to go out of the school campus during school hours. Do not take doctor's appointment during the school hours.
4. In the case of a serious illness, the Principal must be informed within five days, with a doctor's certificate and with the leave application from the parent/guardian.
5. Those who return to school after absenting themselves without prior permission, shall not enter the class without the leave note countersigned by the Principal.
6. Students suffering from contagious or infectious illness will not be permitted to attend the school. The Principal should be informed, before the student attends the class after a complete recovery from such illness.
7. Unauthorized absence for more than 15 days renders a student liable to be removed from the rolls and the usual admission fee will be charged if he/she is to be readmitted.
8. Students who come late shall not enter the class without obtaining the signature of the class teacher in the late coming record sheet of the handbook.
9. Punctuality and regular attendance is required of every student. He/she should abide by the holidays granted by

the school and not prolong vacations/holidays without any pressing need. Attendance on the opening day and closing day of every term is compulsory. Each student is expected to put in a minimum of 90% of the attendance.

- (i) The student's name will be called off the rolls and re-admission will be required, subject to the availability of seats, for any unaccounted absence at the beginning or closing of every school term.
  - (ii) Leave application for serious sickness or any other crucial need must reach the office prior to the opening day.
  - (iii) Attending all the school functions is mandatory.
10. Students are not allowed to receive visitors. They are not allowed to make or attend phone calls unless the school deems it necessary. Urgent messages, if any, will be given to them.
  11. Any damage caused to the property of the school must be immediately reported to the Principal and will have to be made good.
  12. In order to preserve simplicity and uniformity among students, wearing Bindi, Mehendi, Nail polish, and Jewellery is not entertained. A pair of simple earrings should be worn.
  13. Students may not offer presents to their teachers except in those circumstances sanctioned by the Principal.
  14. The students should take good care of their own belongings. The school will not undertake any responsibility for money or articles lost in the school premises. Pupils are solely responsible for their personal belongings.
  15. All the students must carry two small 'Hand towels' with their snack and lunch. Water bottles and snacks must be small in quantity enough and easily manageable by the child. Snacks must be dry items or fruits only.

16. No student shall enter any other class room other than his/her own, without permission. They may change their places in the class room only with the permission of the class teacher.
17. Speaking English is compulsory at the school, in the school premises and in the school bus.
18. No student will be sent with a relative /stranger unless a responsible person comes to fetch him/her with a note of authorization from his/her parent/guardian.
19. Every student shall endeavour to keep up the high standard and morale of the school by excelling in studies and good manners.
20. Lost articles must be claimed from the school office within a week, after which period unclaimed articles will be disposed off.
21. All written communication with the school should be addressed to the Principal, Carmel Academy.
22. Parents and guardians are requested not to enter the classrooms. If a student or teacher needs to be contacted during the school time, this should be done through the office of the Principal.
23. For serious violation of any of the school regulations, a student may be temporarily suspended according to the discretion of the Principal.
24. No books, other than the Text books or school Library books, Newspapers or Periodicals may be brought to the school without the Principal's permission.
25. Mobile phones are not permitted as per the rule of the Government. Students should not carry cell phones.

## ADMISSION

1. Admission to the school is restricted by certain policies of the management and by the conditions of age, ability and conduct.
2. The age of admission to class 1 is 5 years 10 months on or before 1<sup>st</sup> June of the year of admission.
3. At the time of admission, the students should be personally introduced to the Principal by his or her parents or guardian, who will be responsible for his or her studies, conduct, regularity and discipline.
4. The Principal reserves the right to refuse the admission to any pupil without ascribing any reason for it. He also reserves the right to refuse the continuation of studies of any pupil, whose conduct is found unsatisfactory.
5. During the admission, parents and guardians are requested to submit
  - a. An attested photocopy of the original birth certificate along with the admission form.
  - b. Six passport size photos of the child.
  - c. Two photographs of each parent / the guardian.
  - d. Medical report of the child from a practicing Paediatrician
6. After admission, if the document furnished at the time of admission is found to be false, the admission will be cancelled.
7. One may consider oneself admitted only after paying all the fees required at the time of admission. Subsequently, withdrawals or non-attendance for a long duration will mean the cancellation of the admission and no refund will be considered.

## NORMS FOR PROMOTION

1. In the interest of the child and the school, no one is promoted to a higher class until he/she qualifies to get promoted. Promotion will be based on the assessment of the whole academic year. No retest will be given for any examination. If the student is found unable to cope-up with the syllabus, he/she will be advised to change the stream. All school dues must be cleared before a student is permitted to sit for the final examination. Fees once paid will not be refunded.

## UNIFORM

1. To ensure uniformity in pattern, quality and colour, parents are requested to procure their child's uniform only from the authorised stockists and tailors appointed by the school.
2. Clothing should be of the prescribed length (mid-knee) and comfortable.
3. The school uniform is a must on all school days and at school functions. Students can come in casual (colour) dress only on their birthdays. It is the duty of the parents to see to it that their children / students come to school neatly dressed in the prescribed uniform.

## MONTESSORI

### A. Boys:

**Regular Uniform:** Shirt, Shorts, Blue slip-on Shoes and School Socks

**Sports Uniform:** T-Shirt, Shorts, Blue slip-on Shoes and School Socks

### B. Girls:

**Regular Uniform:** Frock, Black Hair-band, Blue slip-on Shoes and School Socks

**Sports Uniform:** T-Shirt, Divided Skirt, Black Hair-band, Blue slip-on Shoes and School Socks

## **LKG & UKG**

### **A. Boys:**

**Regular Uniform:** Shirt, Shorts, Black Velcro Shoes and School Socks

**Sports Uniform:** T-Shirt, Shorts, White Velcro Shoes and School Socks

### **B. Girls:**

**Regular Uniform:** Frock, Black Hair-band, Black Velcro Shoes and School Socks

**Sports Uniform:** T-Shirt, Divided Skirt, Black Hair-band, White Velcro Shoes and School Socks

## **PRIMARY SECTION**

### **GRADES: I-III**

#### **Regular Uniform:**

**A. Boys:** Shirt, Pants, Belt, Black Velcro Shoes and School Socks

**B. Girls:** Shirt, Pinafore, Black Hair-band, Black Velcro Shoes and School Socks

### **GRADES: IV-VIII**

#### **Regular Uniform:**

**A. Boys:** Shirt, Pants, Tie, Blazer, Belt, Black Velcro Shoes and School Socks

**B. Girls:** Shirt, Skirt, Tie, Blazer, Black Hair-band, Black Velcro Shoes and School Socks

**Sports Uniform: Grades I-VIII**



**Boys and Girls:** T-Shirt, Track Pant, White Velcro Shoes and School Socks

4. Boys should not sport long hair / fancy hair. Girls should always tie their hair with a band and be neat. Girls who have long hair, must wear their hair in two plaits with black bands.
5. Students should wear polished shoes everyday.
6. Students shall attend the school only in the prescribed uniform. Students not wearing the uniform are not allowed in the classroom or in the school premises on regular working days.

### **SCHOOL TRANSPORT**

1. Students are generally expected to avail the school transport. Students who are willing to take the bus service, must, as a rule, continue to use the service throughout the year.
2. The school will not provide alternative transport facilities to students who miss the bus. While waiting for the school bus, students should be alert and show exemplary behaviour. Playing at these centers is strictly forbidden.
3. At the bus stop, students shall get into the bus in an orderly manner. As a safety measure, they should not put their hand or head outside the window. Inside the bus, students should not fight with each other and run around from one seat to another.
4. Children should be alert and maintain discipline in the bus.
5. After getting down from the bus, children should wait at the bus stop, till the bus moves. They should be very cautious and see that they cross the road only after the bus has left the stop.
6. In case of any complaints, parents should report to the office and never approach the crew of the bus directly.

7. Students who cause any damage to the bus will have to pay the penalty, that will be fixed by the principal based on the report from the crew.
8. Conveyance fees will have to be paid in two installments. (May and December).
9. The school reserves the right to deny the use of the school transport to any student at any time, to change the route or to cancel any particular route, if deemed necessary.

### **RECOMMENDATION TO PARENTS**

1. The school authorities rely upon the full co-operation of the parents and guardians in all matters concerning the education of their child. Parents are to look into the school diary EVERY EVENING and see to it that the lessons and homework assigned for the next day, are done. Remarks made in the diary by the principal or the teacher should be acknowledged and signed.
2. Please encourage your child to be resourceful. Early in life they should be taught to keep their surrounding clean, to polish their own shoes, make their own bed, and take personal pride in their work.
3. It is not recommended to take your child for family and social functions on school days. Adherence to the school calendar and punctuality for all classes spell success in future. If the parents and guardians cooperate with school authorities in the education of their children, success is assured.
4. Parents and children are encouraged to care for and serve the economically poor and deprived. It would be an opportunity for you to help out with the education of these poor children with their fees, text books and stationery.
5. Children are welcome to contribute for the poor students in cash or kind on their birthdays. You can also gift a story book to the class library if you wish.

6. Any form of criticism of a teacher or of the school in front of students should be strictly avoided. If done, the student loses the respect for his/her teacher and fails to learn from him/her. If you have a genuine problem or complaint, you may approach the principal.
7. Administrative body of Carmel Academy School reserves the right to use sound, video and photographic images of its school children for news releases, promotional brochures and other school related productions.

### SCHOOL FEES

1. School fees have to be paid in three installments. All the school dues should be cleared before the students sit for the Final Examination. Part payment of tuition fee or transport fee is not permissible.
2. Late payment of the school fees will attract penalty.
3. Students joining or leaving the school in the middle of a Term should pay the fees for the whole Term.
4. **The specific dates for payment:**

Tuition Fee - 1st Installment	April 9, 2016
Tuition Fee - 2nd Installment	July 23, 2016
Tuition Fee - 3rd Installment	November 12, 2016
Transport Fee - 1st Installment	May 21, 2016
Transport Fee - 2nd Installment	November 2, 2016

### 5. Mode of Payment:

Pre-Primary Tuition Fee	Cheque made in favour of ' <b>Carmel Jyothi Trust</b> '
Primary Tuition Fee	Cheque made in favour of ' <b>Carmel Academy</b> '
Transportation Fee	Cheque made in favour of ' <b>Carmel Academy</b> '

## 6. Online Transfer Details

Pre-Primary	
Bank Name	Catholic Syrian Bank Limited
Branch	Dharmaram College, Christ School Road
Current Account No.	033001885524190001
Account Name	Carmel Jyothi Trust
IFSC Code	CSBK0000330
Primary	
Bank Name	The South Indian Bank Limited
Branch	Bannerghatta Road
Current Account No.	0526053000005300
Account Name	Carmel Academy
IFSC Code	SIBL0000526

**Please confirm the student name and Account holder's full name with transfer details to [office@carmelacademy.in](mailto:office@carmelacademy.in)**

### AMENDMENTS OF RULES

1. The Principal / management has the right to introduce new rules, amend or change these rules and regulations in case of exigencies and in furtherance of the aims and objectives of the Managing Society and the school as and when the necessity arises.

## **PRE - PRIMARY Activity list 2016-17**

1. Primary colours day (Red, Yellow and Blue)
2. Vegetable salad day
3. Make a Hat/Cap day
4. Fancy Dress (theme based)
5. Story telling competition (M3 & UKG)
6. Rhymes competition (M2 and LKG)
7. Dance competition (M3 & UKG)
8. Colouring competition (M2 & LKG)
9. Theme based Drawing Competition (M3 & UKG)
10. Gardening day
11. Vegetable Fest
12. Best out of Waste (M3 & UKG)

## HOLIDAY LIST (2016-2017)

### 2016 (June -Dec)

6-Jul	Ramzan	Wednesday
16-Jul	Feast of Our Lady of Mount Carmel	Saturday
15-Aug	Independence Day	Monday
5-Sep	Ganesh Chathurthi	Monday
12-Sep	Bakrid	Monday
30-Sep	Mahalaya Amavasye	Friday
2-Oct	Gandhi Jayanthi	Sunday
8 Oct - 17 Oct	Dasara Holidays	
10-Oct	Ayudapooja	Monday
11-Oct	Vijayadashami	Tuesday
12-Oct	Last day of Muharram	Wednesday
15-Oct	Valmiki Jayanthi	Saturday
29-Oct	Naraka Chaturdashi	Saturday
30-Oct	Deepavali	Sunday
31-Oct	Balipadyami	Monday
1-Nov	Kannada Rajyotsava	Tuesday
17-Nov	Kanakadasa Jayanthi	Thursday
12-Dec	Eid-Milad	Monday
22 Dec - 2 Jan	Christmas Holidays	

### January 2017

14-Jan	Makara Sankranti	Saturday
26-Jan	Republic Day	Thursday
24-Feb	Mahashivarathri	Friday
28-Mar	Ugadi	Tuesday
14-Apr	Good Friday	Friday
14-Apr	Dr.Ambedkar's Birthday	Friday
1-May	May Day	Monday

## ACTIVITY CALENDAR 2016-2017

JUNE 2016		
1	Wednesday	Re-opening for the students of Grades 1 - 8
6	Monday	Re-opening for the students of Montessori & Kindergarten
10	Friday	Drawing Competition: Grades 1-3/ Painting Competition: Grades 4-8
17	Friday	Principal's Birthday
18	Saturday	PTM for Grade 1 & 2
20	Monday	Collage making: Grades 4-8 (Theme based)
25	Saturday	PTM for Grades 3 - 8
JULY 2016		
1	Friday	Fancy Dress: Mont I, Mont II, Mont III, LKG & UKG
4	Monday	Nature Walk: Pre-Primary
5	Tuesday	Nature Walk: Primary (Grades 4-8)
6	Wednesday	Ramzan
9	Saturday	PTM for Montessori I, II, III, LKG & UKG
11-23		<b>FORMATIVE ASSESSMENT -1</b> <b>[Grades 4-8]</b>
16	Saturday	Feast of Our Lady of Mount Carmel (H)
25	Monday	Handwriting Competition: Grades 1-3/ Essay Competition: Grades 4-8 (Theme based)

AUGUST 2016		
15	Monday	Independence Day Celebrations (H) Patriotic song Competition
16	Tuesday	Story Telling Competition: Grade 1 & 2 Elocution: Grades 3-8
SEPTEMBER 2016		
5	Monday	Teachers' Day
5	Monday	Ganesh Chaturti (H)
12	Monday	Bakrid (H)
13	Tuesday	Onam Celebrations
19	Monday	Hindi Divas (Special Assembly)
Sep 26-Oct 7		<b>SUMMATIVE ASSESSMENT- I</b> <b>[Grades 1-8]</b>
30	Friday	Mahalaya Amavasye (H)
OCTOBER 2016		
2	Sunday	Gandhi Jayanthi (H)
8-17		Dasara Holidays
10	Monday	Ayudapooja (H)
11	Tuesday	Vijayadashami (H)
12	Wednesday	Last day of Muharram (H)
15	Saturday	Valmiki Jayanthi (H)
21	Friday	Recitation Competition: Grades 1-3
22	Saturday	PTM (Grades 1-8)
28	Friday	Diya Decoration: Grades 4-8
29	Saturday	Naraka Chaturdashi (H)
30	Sunday	Deepavali (H)
31	Monday	Balipadyami (H)



NOVEMBER 2016		
1	Tuesday	Kannada Rajyotsava (H)
2	Wednesday	Kannada Divas (Special Assembly)
14	Monday	Children's Day Recitation Competition: Mont II & LKG Dance Competition: Mont III & UKG Dance Competition : Grades 2-4
17	Thursday	Kanakadasa Jayanthi (H)
19	Saturday	PTM for Montessori I, II, III, LKG & UKG
25	Friday	Test Your Memory: Grades 1-2
Nov 28-Dec 8		<b>FORMATIVE ASSESSMENT - II [GRADES 4-8]</b>
DECEMBER 2016		
16	Friday	Carol Competition for all grades of Primary
17	Saturday	PTM (Grades 1-8)
21	Wednesday	Christmas Celebrations
22 Dec - 2 Jan		Christmas Holidays
JANUARY 2017		
6	Friday	Quiz Competition
14	Saturday	Makarasanranti (H)
26	Thursday	Republic day (H)
FEBRUARY 2017		
4	Saturday	PTM for Pre-Primary Sections
24	Friday	Mahashivarathri (H)

<b>MARCH 2017</b>		
13	Monday	Holi
15-31		<b>SUMMATIVE ASSESSMENT- II [Grades 1-8]</b>
Mar 31 -Apr 1		Collection of Report Card for Montessori I, II, III, LKG & UKG
28	Tuesday	Ugadi (H)
<b>APRIL 2017</b>		
8	Saturday	Collection of Report Card- Primary (Grades 1-8)
9	Sunday	Mahaveer Jayanthi
14	Friday	Good Friday (H)
14	Friday	Dr. Ambedkar Jayanthi (H)
<b>MAY 2017</b>		
1	Monday	May Day (H)
<b>JUNE 2017</b>		
5	Monday	RE-OPENING (Primary / Pre-Primary)

<b>PORTIONS FOR EXAMINATION</b>		
<b>Subject</b>	<b>Lesson Page From</b>	<b>Lesson Page To</b>
English		
Kannada		
Hindi		
Social Studies		
Science		
Mathematics		
Computer		

<b>EXAMINATION TIME TABLE</b>			
<b>Date</b>	<b>Subject</b>	<b>Time</b>	
		<b>From</b>	<b>To</b>
	English		
	Kannada		
	Hindi		
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### LATE COMING RECORD

Date	Record	Teacher's Sign	Date	Record	Teacher's Sign

## LIBRARY

Sl. No.	Date	Name of the Book	Author





## LIBRARY

Sl. No.	Date	Name of the Book	Author



## LEAVE / ABSENCE RECORD

Date	No. of days	Reason for absence/leave	Parent's Signature	Class Teacher's signature	Principal's Signature

## LEAVE / ABSENCE RECORD

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