

Prospectus

CUM STUDENTS HAND BOOK



SRI GURU GOBIND SINGH PUBLIC HR. SEC. SCHOOL

NURTURING EXCELLENCE THROUGH INNOVATIVE SCHOOLING

(Recognised by J&K Govt. & Affiliated to J&K Board of School Education)

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Message

Scholastic learning throughout the years reforms hidden talents of all the learners to produce the genius Proverb "Work is Worship". It inspires everybody in shaping the destiny by doing useful activities throughout their lifetime. It is the demand of the time that the students of our school should always think and strive hard for the betterment of their own as well as for the sake of India's all round development. I advise the students of our school to pay utmost attention to the golden proverb "Make Hay While the Sun Shines" to achieve success in their future by adjusting themselves in the highest positions of the society and provide better services to the nation as well as the entire world.

Apart from that, I highly recommend my students that wherever they go and whatever service or any other activity they do, they should always realize that they are grown up from such an institution that always strives for the good deeds, good virtues and universal brotherhood. I hope and expect that they will spread these good virtues throughout their life by spreading the qualities which they have imbibed from Sri Guru Gobind Singh Public Hr. Sec. School, Kunjwani Talab, Jammu. This would definitely illuminate their name and the name and fame of the school. It would give immense pleasure to the teachers as well as parents.

I always pray earnestly for their success in future.

Chairman

THE SCHOOL

The School is situated on National Highway near Kunjwani Chowk. It is an English Medium, co-educational School affiliated to J&K Board of School Education. The School started in 1980 with Nursery class and today it has grown into a full-fledged Higher Secondary School.

AIMS

The school aim is to prepare good and useful citizens. Student's minds are moulded to instil in them the qualities of initiative, confidence, scientific outlook besides imbibing the qualities of regularity, punctuality, politeness and civilized behaviour. The school Administration emphasizes on all round development of student's personality and intellectual integrity.

ACADEMICS AIMS

The school strives to prepare its pupils for academic pursuits, to face stiff competition and to excel in studies. For this purpose, novel methodology and technology is used in imparting education.

ADMISSION PROCEDURE

1. For preparatory wing (Pre-Nursery, Nursery, LKG, UKG) pupils are admitted on the basis of interview. Age requirement is 2½ years for Pre-Nursery.
2. For class 1st, the age requirement is 5 years. Date of Birth certificate is required at the time of admission.
3. For classes 2nd to 10th countersigned school Leaving certificate is required from previous school for Admission.

BY EDUCATION, MUST BE UNDERSTOOD THE ACTIVE HELP GIVEN TO THE
NORMAL EXPANSION OF THE LIFE OF THE CHILD..... MARIA MONTESSORI

4. For Admission to 11th & 12th classes, Board rules apply.
5. Prospectus cum admission form is available in the office on payment of Rs 100.
6. Once the Parents/Guardians sought Admission of his /her ward in the school, the deposited Admission fees in lieu of Admission of his/her ward will not be refunded in any case.

CO-CURRICULAR ACTIVITIES

Sri Guru Gobind Singh Public Hr. Sec. School Kunjwani encourages cultural activities like Poem Recitation, Debates, Quiz, English Speaking etc. School also promotes creative activities and hobbies like dance, music, painting, fancy dress etc. Our school has big play ground for children and a spacious Auditorium for indoor games & sports. There is provision of skipping, see-saw, Merry go round and other equipments for small children. Morning P.T is compulsory for all and is organised by a trained Physical teacher. The school maintains a troop of scouts & guides enrolled from secondary classes. The school has also a band troop comprising of 50 students well equipped with band material and uniform. It gives very impressive display during daily Morning Assembly, Annual Functions & School Programmes.

ANNUAL PRIZE DISTRIBUTION FUNCTION

Every year school celebrates Annual Day cum prize distribution function in the month of December. Students from Nursery to 12th classes participate in it. All meritorious and talented students get merit certificates/cash prizes and trophies.

AWARD AND PRIZES

The institution awards prizes in the form of cash of Rs 5000 to all the students who secure positions in 10th & 12th class board examinations. All the students from Nursery to 9th securing 90% and above in the annual examination get merit certificates & medals during annual prize distribution function. The school has also started a merit cum poverty scholarship of Rs 1000 in the memory of our founder member Mrs. Rajinder Kour Ji. Certificate of merit is awarded to those who exhibit their best talent and skill in different co-curricular activities.

TRANSPORT

Students to & fro from the school is responsibility of the parents/guardians. However, school arranges transport on all important routes for which separate charges are realized from the students who opted the transport facility.

EXAMINATION & PROMOTION

As per C.C.E scheme unit Tests I, II & III and Terms Tests I & II are held and promotion to next higher class is determined on the cumulative assessment of all these tests. 50% marks in Primary classes and 33% in other classes must be obtained by a student to pass.

1. Any student who is unable to sit in the annual examination due to illness may be promoted on the basis of his/her previous result.
2. No appeal for promotion of student declared as having (Failed) will be entertained on the plea of illness, good behaviour or even promise to ensure good result in future.
3. No student can remain in the same class for more than two years. He/ She shall have to discontinue his/her studies from the school.

UNIFORM

The students must come to school in prescribed school uniform. Uniform detail is given separately for summer as well as winter season. Summer uniform is to be put on from April to October while winter uniform is to be put on from November to March. No student will be allowed in the school without proper school uniform.

HOUSE SYSTEM

In order to develop healthy competition in sports, games and co-curricular activities, the School has been divided into four Houses.

1) Tagore 2) Subash 3) Dr. Ambedkar 4) Baba Farid

Each House is put under the charge of a Housemaster/Housemistress. Inter-house competitions are held from time to time in all activities & games. The school arranges Debates, Essay competitions and Extempore lectures to bring out the potentialities of the students. The school Administration also inculcates a spirit of brotherhood, companionship and comradeship among the students. Prizes and certificates are awarded to outstanding students in all the activities.

LIBRARY & READING ROOM

The school has a well documented library and well furnished reading room. It has a stock of useful reference books and reading material for students on all subjects besides Newspapers, weeklies, fortnightly and monthly magazines are made available for all. It is well managed by an experienced hand Librarian.

LABORATORIES

Separate Laboratories are existing in the school for Physics, Chemistry, Bio-Science, Computer and Information practices which are well equipped and managed by trained persons. The school is of the view that the students must make maximum use of Science labs to familiarize themselves with various intricacies of science subjects. The labs are a practical aid for the learning/teaching of Science subjects.

COMPUTER EDUCATION

The school management is of the view that computers hold the key to future flow of knowledge and technological skills. In order to familiarise the pupils with computers, the school has included Computers as part of curriculum from class 1st onwards.

SMART EDUCATION THROUGH IKEN CLASSES

Special arrangements were made by the management of the school to provide education to the students through the new system of Smart Education i.e. Iken classes to make their studies more interesting, clear and knowledgeable. These classes exist for students of class 1st to 12th. For these classes, every subject is being mapped according to smart education system. Each class has to visit the smart class daily according to their prescribed time table.

PREPARATORY CLASSES

Since kids can be taught in an atmosphere of playful and motherly treated affection. The teachers interacting with kids are chosen for their qualities of love, affection, resourcefulness and parental care. Only play-way methods are employed in the Nursery classes with an eye on creative work

to train the Head, Heart and Hands of the Kids. Trained & Experienced hand teachers work in an atmosphere of understanding. All the concepts are cleared with the help of audio-visual aids.

NURSERY WING (IKEN CLASSES)

Separate Iken classes are specially installed by the school management for preparatory and Nursery Wing. Students throughout the day get attracted by different programmes. In this way their learning becomes practical and interesting.

TOURS & EXCURSIONS

The management is fully aware of the importance of informal and practical knowledge aspect of learning. For this purpose occasionally tours and excursions are organised for students to visit the places of historical, geographical and other interesting picnic spots to acquaint the students with practical aspect of their learning process. The tours are conducted under the supervision of concerned teachers.

WITHDRAWAL PROCEDURE

The Principal can ask for the withdrawal of any ward if he has created a nuisance in the school and immune to correction. Nuisance can be of the form of regular truancy, stealing, use of foul language, use of unfair means, extreme irregularity in attendance and submitting no assignments, picking up quarrels and the like.

Any Parent / Guardian wishing to withdraw his/her ward can do either at the end of the session or after all outstanding dues have been cleared. Requests for withdrawal of a ward during the mid-session can be considered after verifying the sound reasons.

INSTRUCTIONS TO PARENTS/GUARDIANS

General Rules :

1. Your ward must come to the school regularly and punctually. The school timings are from 7:30 a.m. to 1:30 p.m. during summer and 8:30 a.m. to 2:30 p.m. during winter.
2. The ward must be well dressed in prescribed school uniform. The uniform must be neat, tidy and as per specifications prescribed by the school.
3. Parents are requested to check their wards books, note books regularly and ensure that the same are neither mutilated nor torn. They should be covered with brown paper or telic sheet.
4. Be sure that the costly articles of stationery, distracting articles like gadgets, toys, video games, Cell Phones, audio equipments, crackers etc. should not be carried to school by your ward. The mentioned material is not allowed in the school.
5. Do not take away your ward from school on lame pretexts. This affects his/her studies.
6. Do not send your ward to school if he complains of some ache, pain, illness in the morning and do Consult a doctor instead.
7. If your ward decides to discontinue the use of school transport, he/she can do so only in the beginning of the session i.e. 1st April of the current year.
8. Make a habit of going through the school diary of your ward daily to know the instructions given by the teachers for home work and other information.

9. Encourage your child to take part in co-curricular activities. Help and prepare the child for the activity. Your co-operation is essential to help both your ward and the school.
10. Parents should enquire about the progress of their ward every month preferably on last day of the month.
11. Parents should collect the Report cards of their wards in person and talk to their teachers to know the weak spots of their wards.
12. Fee must be paid by 10th of every month through fee card and by entry of the fee in-charge of the school.

UNIFORM SCHEME FOR NURSERY TO 5th CLASS

BOYS

1. Dark Blue Trousers / Shorts
2. Sky Blue Shirt with White Lines
3. Dark Blue Socks with Sky Blue Stripes
4. Black Shoes with Laces
5. School Tie, Belt & Badge
6. Dark Blue Patka for Sikh Boys

GIRLS

- Blue Skirt / Pants
- Sky Blue Shirt with White Lines
- Dark Blue Socks with Sky Blue Stripes
- Black Shoes with Straps & Buckles
- School Tie, Belt & Badge
- Dark Blue Ribbon

WEDNESDAY & SATURDAY

- | | |
|------------------------------|------------------------|
| 1. White Trousers / Shorts | White Skirt / Trousers |
| 2. House T-Shirt | House T-Shirt |
| 3. White Socks | White Socks |
| 4. White P.T. Shoes | White P.T. Shoes |
| 5. White Patka For Sikh Boys | White Ribbon |

WINTER DRESS

- a) In addition to the above Grey Blazer for Boys and Grey Hood Jacket for Girls.
- b) Track Suits prescribed by the School should be worn by the students on Wednesday & Saturday.

UNIFORM SCHEME FOR 6th TO 10th CLASS

BOYS

- 1. Dark Blue Trousers
- 2. Sky Blue Shirt with White Lines
- 3. Dark Blue Socks with Sky Blue Stripes
- 4. Black Shoes with Laces

GIRLS

- Dark Blue Plazo
- Sky Blue Shirt with White Lines
- Dark Blue Socks with Sky Blue Stripes
- Black Shoes with Straps & Buckles

5. School Tie, Belt & Badge

School Badge

6. Dark Blue Patka/Turban
(For Sikh Boys)

Dark Blue Ribbon

WEDNESDAY & SATURDAY

1. White Trousers

White Shirt & White Plazo

2. House T-Shirt

White Ribbon

3. White Socks

White Socks

4. White P.T. Shoes

White P.T. Shoes

WINTER DRESS

a) In addition to the above Grey Blazer for Boys and Grey Hood Jacket for Girls.

b) Track Suits prescribed by the School should be worn by the students on Wednesday & Saturday.

|| KIDS COCOON PLAY WAY NURSERY WITH SMART CLASS ||



CO-CURRICULAR ACTIVITIES OF SCHOOL AT A GLANCE

