

DON BOSCO

SCHOOL OF EXCELLENCE

(SENIOR SECONDARY)

Don Bosco Puram, Vellakinar, Coimbatore – 641 029

Affiliated to CBSE, New Delhi (Affiliation No: 1930968)

Mob: 80986 – 81408, 94888 - 19211

Web: www.donboscocbe.edu.in

Email: office@donboscocbe.edu.in



HAND BOOK 2025 - 2026

Name:

Grade: Section:

House: Colour:



STUDENT PROFILE

Name in Block letters:

Grade: Section: House:

Blood Group:

Any Exceptional Medical Condition:

Date of Birth:

Address (Res):

Aadhaar No.:

a) Father's Name: Occupation:

Designation: Organisation:

Address (Off.):

Mobile No.: Phone No.(Off.):

Email ID:

b) Mother's Name: Occupation:

Designation: Organisation:

Address (Off.):

Mobile No. Phone No.(Off.):

Email ID:

c) Person to be contacted in case of Emergency:

Address (Res.):

Tel. No.: Mobile:

Name: Grade:

Name: Grade:

Mode of transport to School: Private/ School Bus/

(Tick in appropriate place) Pick up by parents

Mode of transport from School: Private/ School Bus/

(Tick in appropriate place) Pick up by parents



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DON BOSCO SCHOOL OF EXCELLENCE

Don Bosco Puram, Vellakinar, Coimbatore – 641 029

MANAGEMENT

Fr. Francis Gamaliel SDB
Rector & Correspondent

Fr. Vincent Arockia Xavier SDB
Principal

Fr. Bernard Moses SDB
Administrator

Fr. Simonraj SDB
Counsellor

TEACHING FACULTY (2025-2026)

Secondary Stage - Section Coordinator (Grade IX to XII)

Ms. Kiruba Sherly Rajkumari

Middle Stage - Section Coordinator (Grade VI to VIII)

Ms. Sophia Priyadharshini

Preparatory Stage - Section Coordinator (Grade III to V)

Ms. Mary Prema

Foundational Stage B - Section Coordinator (Grade I to II)

Ms. Roshni

Foundational Stage A - Section Coordinator (Pre KG to SKG)

Ms. Jessie Pushparani

PGT – Post Graduate Teachers

1. Ms. Kiruba Sherly Rajkumari D
2. Ms. Teena Caroline Pinhero
3. Mr. Prinkle Stainy P
4. Ms. Malarkodi M
5. Ms. Betty Joseph
6. Ms. Josephine Ceeba G
7. Mr. Stalin
8. Ms. Shyam Priya
9. Ms. Angel Beaula
10. Ms. Jane Cynthia

**TGT – Trained Graduate Teachers**

11. Ms. Sophia Priyadharshini A
12. Mr. E.D.Alex
13. Ms. Jenitra Kanikai Mary A
14. Ms. Jose Femina Judy P
15. Ms. Hema Jackulin X
16. Ms. Mary Prema W
17. Ms. Ancy Melba A
18. Mr. Brein Branham M
19. Ms. Sandra S Kattar J
20. Mr. Brein Branham M
21. Ms. Uma Mageshwari S
22. Ms. Kavitha P
23. Ms. Roopa

PRT – Primary Graduate Teachers

24. Ms. Deepa Vijay
25. Ms. Beulah P
26. Ms. Delphin Vijila Mary B
27. Ms. Varshini B
28. Ms. Harishma Kannan
29. Ms. Janet Sinthila R
30. Ms. Roshni S
31. Ms. Jenitha Mary D
32. Ms. Virgin Preethi A
33. Ms. Usha K
34. Ms. Sherin Mystica J
35. Ms. Divya Selestina S
36. Ms. Christina
37. Ms. Shirley

Pre-Primary Teachers

38. Ms. Premalatha R
39. Ms. Shaji Rosalind A
40. Ms. Jessie Pushparani M



41. Ms. Suganya A
42. Ms. Princy Franklina
43. Ms. Sofia
44. Ms. Punitha

Physical Trainers

45. Mr. Rahul
46. Mr. Joseph Amalan
47. Mr. Sonu
48. Ms. Gayarthri S

Special Educator -Ms. Shirley

Counsellor -Dr. Shilpa/Ms. Jane Cynthia

Nurse -Ms. Helen Tamilselvi

Librarian -Ms. Clemencia

NON-TEACHING STAFF

Office Staff

Mr. Bob Clinton T
Ms. Sherine Benita I
Ms. Jerina Stella Marie
Mr. Britto

Caretakers

Ms. Santha Kumari
Ms. Pandi ThamilSelvi
Ms. Savithri
Ms. Punitha
Ms. Vairamani
Ms. Sureka
Ms. Gokila Mani
Ms. Manjula
Ms. Shanthi



SAINT JOHN BOSCO - FATHER AND FRIEND OF YOUTH

Saint John Bosco, fondly known as Don Bosco, was an Italian Catholic priest who dedicated his life for the education of young boys.

Don Bosco was born at Becchi, near Turin, in Northern Italy on 16th August 1815. His father died when he was two and so his poor family needed his services at the farm. Bosco's elder stepbrother Antony opposed all his plans of getting even an elementary education. Yet through sheer dint of will power and with the help of many generous hearts, he got himself educated. At the same time, he did many odd jobs, all of which he later taught to his boys.

He became a priest in 1841 and expanded his work for poor and abandoned boys born and bred in poverty. To cater to the needs of such boys, he started an Oratory or Boys Club and helped them to spend their time usefully. In order to prepare boys for skilled labour, in 1853, Don Bosco turned his mother Margaret's kitchen into a make-shift cobbler and carpenter shop. This was the first catholic trade school in Italy.

With the dedicated group of followers who gathered around him he was able to help the street urchins to become honest citizens and God-fearing men. To win the hearts of the youngsters he used the Preventive System. Don Bosco explained it as a happy blend of reason, religion and loving kindness. In fact, when asked about the secret of his immense success with youngsters, he simply answered "Love."

To continue the work that he had started, he founded a religious society of priests and brothers, known as Salesians (SDB) in 1859. They are group of persons set apart within the Catholic Church for the education of youth, especially the poor and the abandoned. To spread his work to the needy girls, with the help of Saint Mary Mazzarello, he founded a society of nuns called The Daughters of Mary Help of Christians (FMA), known as Salesian Sisters in 1982. Besides these two in 1876 he founded a third spiritual family called the union of



Salesian Co-operators, a group of men and women, married or unmarried who, without becoming priests or nuns would work for youth in the spirit of Don Bosco. His charisma is being carried out in various parts of the world with the help of his followers called 'Salesians' and the Salesians are present in 138 countries serving the youth.

ABOUT THE SCHOOL

The Salesians are in the field of education for several years, with the rich experience in molding and forming the young generation. They have established a school in Coimbatore adopting the CBSE curriculum in 2014. The school is affiliated to CBSE, New Delhi, up to Senior Secondary.

The school provides quality education of international standards with modern technology and state-of-the art facilities. The aim of the school is to lay emphasis on experiential learning and grooming of young children thereby making them responsible citizens and leaders with a difference.

The school is accommodated on a large space of land. It has a serene ambience. Moreover, it has a state of art playground, play area for children, parking facilities and an area for futuristic expansion. Miyawaki forest to nurture the nature.

All classrooms are well ventilated, spacious with good air circulation. The classrooms have wall-mounted boards and interactive boards for smart class and interactive sessions.

Display boards are placed in all class rooms for student-teacher exhibits and demonstrations. Storage units are well placed to pile books and materials. These units provide relaxation to students so as to store their extra material and notebooks and carry them only when required.

In addition, it has long and spacious corridors for free access and movement. An audio visual hall which concentrates at triggering and



tuning of the photographic memory allowing students to promptly record the stuff learned. The other amenities are Library, Science and Computer labs, Chapel, Separate toilet facilities for all genders.

VISION STATEMENT OF OUR SCHOOL

Empowering young minds in an environment of excellence where sound wisdom, ethical values and academic brilliance is fostered and actualized.

MISSION STATEMENT

Basing ourselves on the educational system of Don Bosco, we create learning spaces for students to acquire unyielding personal integrity and provide distinctive education to be trailblazers and innovators. The student-centred environment enables every student to recognize their potential and make conscious choices to respond and reform their life and build a more compassionate and just society.

CORE VALUE OF THE SCHOOL

- **God-Centred and Value-led Life**
- **Holistic and Integrated Education**
- **Creativity and Innovation**
- **Care for Nature and Environment**
- **Valuing Self and Dignity of Everyone**
- **Joy, Optimism and Family Spirit**
- **Democratic Leadership and Nation Building**

OBJECTIVES AND METHOD

- The aim of the school is to develop the character and the personality of each pupil by imparting Sound Education, based on Christian principles using the Preventive System of Don Bosco.



- The harmonious development of mind and body is affected by Recognizing, Responding and Reforming the nine intelligences, involving a variety of curricular, extracurricular and co-curricular activities.

SCHOOL MOTTO

The school motto is "**Empowering Young Minds**"

The child who attends DBX is expected to learn the best in all possible ways, to recognize his/her potentiality and his/ her duties to God, Family, School, Society, Country and the Environment and to make a conscious choice of responding and reforming his/her life and the life around them.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he

Bharata-bhagya-vidhata

Punjab-Sindhu-Gujarata-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

uchchala-jaladhi-taranga

Tava shubha name jage, tava shubha asisa mage, gahe tava jaya-gatha.

Jana-gana-mangala-dayaka jaya he

Bharata-bhagya-vidhata.

Jaya he, Jaya he, Jaya he,

jaya jaya jaya, jaya he.



Note: The Indian National Anthem was composed by Rabindranath Tagore in 1911. Adopted as our National Anthem by the Constituent Assembly on January 24th, 1950. The playing time of the National Anthem is 52 seconds.

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்

சீராரும் வதனமெனத் தீகழ்ப்பரதக் கண்டமிதில்

தெக்கணமும் அதீற்சிறந்த தீராவிடநல் தீருநாடும்

தக்கசிறு பிறைநுகலும் தரித்தநறுந் தீலகமுமே!

அத்தீலக வாசனைபோல் அனைத்துலகும் இன்பமுற

எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!

தமிழணங்கே!

உன் சீரிளமைத் தீறம் வியந்து செயல் மறந்து வாழ்த்துதுமே!

வாழ்த்துதுமே! வாழ்த்துதுமே!

-‘மனோன்மணீயம் பெ. சுந்தரம்

PLEDGE

India is my country / All Indians are my brothers and sisters / I love my country / and I am proud of its rich and varied heritage / I shall always / strive to be worthy of it / I shall give my parents, / teachers and all elders / respect / and treat everyone with courtesy / To my country and my people, / I pledge my devotion / In their well-being / and prosperity alone / lies my happiness./

SCHOOL ANTHEM DBX ANTHEM

We the Children of DBX

Proud to stand and Deliver Excellence -2

We shall truly serve our God our School our Loving Land

Love and care we share with each other



Together we can live in unity and harmony
 Truth and Just are all that we have in our hearts

CHORUS

DBX We'll do our best we'll never rest
 DBX We're Sailing higher Trailing deeper
 DBX Empowering Enduring
 DBX-Don Bosco will lead forever more

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 Love and care we share with each other
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HYMNS TO DON BOSCO

ALL HAIL TO YOU DON BOSCO

All hail to you Don Bosco! You were so Young in soul.
 Come back again and help us rejuvenate our world.
 See how many youth are weary, Lacking faith and hope and love;
 See how many are forsaken: No peace, no joy, no comfort, no light
 Don Bosco, come and lead the way.

WE THANK YOU O LORD FOR DON BOSCO

We thank you, O Lord, for Don Bosco



In him we see the wonders of your love.
 You filled him with gifts of nature and of grace
 To lead young people to their home above.
 He was a man profoundly human,
 Open to the signs of the times
 And yet he was a man of God
 He was a man of God.

PRAYER BEFORE CLASS

Lord we pray you/
 let our doings be prompted/
 by your holy inspiration/
 and furthered by your help/
 so that/every prayer and work of ours/
 may begin always from you/
 and be through you/happily ended.

LORD'S PRAYER

Our Father who art in Heaven/
 hallowed be Thy name/
 Thy kingdom come/
 Thy will be done/
 on earth as it is in heaven/
 Give us this day our daily bread/
 and forgive us our trespasses/
 as we forgive/those who trespass against us/
 and lead us not into temptation/
 but deliver us from evil/. Amen.
 Saint John Bosco - Pray for us

PRAYER AFTER CLASS

We give you thanks /Almighty God / for all your benefits/ You who
 live and reign/ forever and ever. Amen!
 Saint John Bosco- Pray for us.



RAISE YOUR VOICES

Raise your voices and sing the praises
Of the Father of all youth.
How he loved them,
And ever sought them,
Turned their hearts towards their God.
Mother Mary, Exalt thy servant.
How he loved thee and praised thy name.
Hearken to our humble voices
And share with him thy glory.
Don Bosco be with us.
Don Bosco watch over us.
Don Bosco forever our model be. (2)

PRAYER BEFORE EXAMINATION

O God / the source of all wisdom and knowledge / we come before you / to seek your blessings / before we begin our examinations / we ask you God / to enlighten our minds / so that we may remember all that we have learnt / O God remove all fear and anxiety / and fill us with your peace and tranquility / Help us to be honest and sincere / as we write our exam. With your blessings and guidance, God / we know we cannot fail in any endeavor- Amen

ASSEMBLY SONGS

1) Praise Him

Praise him Praise him
Praise him in the morning
Praise him in the noontime
Praise him praise him
Praise him when the sun goes down
Love him....
Trust him....



2) He is my everything

He is my everything he is my all
 He is my everything both great and small
 He gave his life for me made everything new
 He is my everything, now how about you
 Like honey in the rock, sweet honey in the rock
 For he takes like honey in the rock
 O taste and see that the Lord is good
 For he tastes like honey in the rock.

3) This is the day

This is the day this is day
 That the Lord has made -2
 We will rejoice - 2 and be glad in it

4) Rejoice in the Lord always

Rejoice in the Lord always
 And again I say rejoice - 2
 Rejoice rejoice and again I say rejoice – 2

5) God's Love

God's love is so wonderful
 O wonderful love
 So high you can't get over it
 So deep you can't get under it
 So wide you can't get around it
 O wonderful Love.

6) I just keep trusting my Lord

I just keep trusting my Lord as I walk along
 I just keep trusting my Lord and he gives me a song
 Though the storm clouds darken the sky
 Over the heavenly trail
 I just keep trusting my Lord
 He will never fail.
 He is a faithful friend, such a faithful friend
 I can count on him to the very end.



7) There shall be showers of blessings

There shall be showers of blessing
 This is the promise of love
 There shall be seasons refreshing
 Sent from the saviour above

Showers of blessing (2) we need
 Mercy drops round us are falling
 But for the showers we plead
 There shall be showers of blessing
 Send them upon us o Lord
 Grant us now a refreshing,
 Come and now honour thy word.

8) Like a sunflower

Like a sunflower Lord that follows
 Every movement of the sun
 So I will turn towards you
 To follow you my God.
 In simplicity, charity I follow
 In simplicity, honesty, I follow
 In simplicity, fidelity, I follow

9) Walking with the Lord

Walking with the Lord
 We are walking in the morning
 Lift up your hearts
 For you're walking with God
 Singing to the Lord
 We are singing in the sunshine
 Lift up your hearts
 For you're singing to God

Share your Joy with everyone
 While walking, walking
 If we share, the Lord will bless us



Walking, walking
Singing new songs now, living new lives
Building new bridges, walking distant miles
Well we're walking...

10) God still loves the world

Every tiny star that twinkles in the night sky
Every drop of morning dew
Every spark of fire blazing in the furnace
Every captivating view
Every rainbow in the sky
Every pretty butterfly
Tells that fascinating news
To those who dare to hope
And the message is
God still loves the world
God still still loves the world so throw your life into his hands
Day by day discern his plans
God is passionately busy loving you and me
Every ocean wave that breaks upon the seashore
Every stalk of golden wheat
Every silver stream that gushes down the mountain
Every drop of honey sweet
Every eagle flying high
Every worm that wriggles by
Tells the fascinating news to those who dare to hope
And the message is.

11) Great Indeed are Your Works

Great indeed are your works O Lord
Now and ever more (2)

The universe night and day tells of all your wonders
You are our life and our light
We shall praise you always



You are the path which we tread
You will lead us onward
From every corner of earth all the nations gather

12) In His Time

In His time, in His time
He makes all things beautiful in his time
Lord please show me everyday
As you're teaching me your way
And to 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
Make each song I have to sing
Be to you a lovely thing 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 gain
Time for joy and time for pain
Every purpose under heaven has a time



A WORD TO PARENTS

“EDUCATION” THE DON BOSCO WAY

Your children are not your children,
They are the sons and daughters of life's longing for itself.
They come through you but, not from you,
And though they are with you, yet they belong not to you.
You may give them your love, but not your thoughts,
For they have their own thoughts.
You may house their bodies, but not their souls,
For their souls dwell in the house of tomorrow,
Which you cannot visit – not even in your dreams.
You may strive to be like them, but seek not to make them like you,
For life goes not backward not tarries with yesterday
You are the bows from which your children as living arrows are sent
forth...
Let your bending in the archer's hand be for gladness...

- Khalil Gibran

Education is a continuous process – a blend of factors and influences that form character and personality. Two institutions however, play a prominent role and have formal educational responsibilities before the law and society – the family and the school. Each of these institutions cannot operate on their own. Communication and co-operation between them is therefore essential.

Parents have always been and always will be the first educators of a child. They have the right and the duty to lay the intellectual and emotional bases for their children's lives and to help develop their system of values and attitudes. Children learn best from those they love. Parents, you are your child's first and most influential teacher!

An Educational system/school must aim towards training young people to be good citizens and sound professionals, providing them with the basics for a lifelong learning and personal development.



We at Don Bosco believe in ... Education of the 3 H's:

- Education of the Head
- Education of the Heart
- Education of the Hands

The Role of Parents in Home Learning:

- Schedule a daily homework time. Encourage your child's efforts and be available for questions. Spend time discussing.
- Read together. Taking the time to read is the most successful way to encourage kids to read and is critical to a child's education.
- Use TV and social media wisely. Establish a TV viewing hours and help your child choose programmes for viewing. Select programmes to watch together and discuss. Beware of the social groups that your wards engaged with.
- Offer praise and encouragement. Encourage your child to put in time and effort to complete assignments, to work hard. Encourage them to persevere. Cultivate a warm and supporting atmosphere while also setting and enforcing standards for schoolwork.
- Talk to the children. Know their friends and whereabouts. Support them in their school and extra-curricular activities. Keep them involved in family activities. Stress their importance as role models to younger siblings.
- Communicate values openly with your children. By talking about and living values like honesty, self – reliance and responsibility parents are helping their children make good decisions.
- Cultivate healthy eating habits, junk food like chips, pastries and aerated drinks should not be a regular feature in snack boxes. Diet plays a major role in the all-round development of a child.
- Ensure healthy sleeping habits. Encourage your child to sleep at a set time – EVERYDAY. Children need a minimum of 8 hours of sleep. Quite a number of children cannot enjoy their learning in school, as they are too sleepy.



School-Related Parental Duties

- Reinforce values and discipline instilled in school. Let the children be responsible for completing class work.
- Respect teachers for the nobility of their profession and give timely response to their feedback and observations.

Avoid criticizing your child's teachers in the presence of the children. The teachers are their role models in school.

Seek the advice of the teachers if you think your child needs special help.

Behavioural, Academic and Emotional problems in children may be directed to the School Counselor.

Trust the school authorities enough to know that they have the best interests of your children. Offer active and enthusiastic support for all school activities.

Kindly discourage your child from taking leave as far as possible.

You are expected to go through your child's details in school app periodically to check whether there is a message for you. Keep in touch with the day progress of your child and discuss it with the authorities regularly at the appointed hours.

Criticism of a student's teacher or the school in the presence of the child should be avoided because it may cause the student to lose respect for the teacher and the school.

The school teachers will not take tuitions for their own class students. So, do not force them to teach your wards privately.

- Kindly inform the school if there is any change in address.
- Parents should be decently dressed while entering the school campus.
- Only English should be spoken in the school premises in order to obtain a command over spoken English. Parents are requested to encourage this practice at home also.
- After every periodical assessment, the parents of students who have not performed well will have to meet Principal to take the progress reports in person at the appointed time which will be intimated.



- Entrusting a pupil to the school implies that the parents agree to abide by the rules and regulations of the school. Parents should see that their children prepare home lessons properly and devote at least 2-3 hours in the evening to their studies.
- As educating a child is primarily the responsibility of the parents, they are expected to co-operate with the school with regard to pupil's integral growth. Parents are requested to follow up the child in the process of growth and maintain a cordial, co-operative relationship with the school authorities.

SCHOOL WEBSITE & SCHOOL APP

All the school circulars are published in the school website 'www.donboscocbe.edu.in'. Parents are encouraged to go through the website and keep themselves updated with the latest happenings in the school. The circulars are normally published every now and then. There are many other features on the website.

Parents are requested to log in to the school app with the username and password provided to them. Teachers will be entering the student's remarks (positive and negative). This will help track each student's progress, behaviour and overall performance effectively. You are requested to go through all these features in the school app. Kindly update your child's profile in case of change in address, email address or mobile number. To function better, the parents are requested to update the school app at least once in two months.

COMMUNICATION WITH THE PARENTS

Our school has implemented digital communication with the parents adopting Smart School App.

Daily home works and other official communications will be done through Smart School App.

All the parents are expected to install Smart School App in your smart mobile or PC and have smart communications with the school.



GENERAL INFORMATION

1. Don Bosco School of Excellence follows CBSE curriculum which is run by the Salesians of Don Bosco.
2. It is a Catholic Institute established and administered under Minority Rights. It caters to the Catholic community, but to the extent possible, its doors are also open to other communities irrespective of caste or creed.
3. We follow the Don Bosco Educational method of Reason, Faith and loving Kindness. This is based on the conviction that the heart of education is the education of the heart.
4. At Don Bosco School Of Excellence, the process of education involves bringing together young people, their parents / guardians, the Management and Staff, to form an INTEGRATED COMMUNITY.
5. The school conducts certain drives for funds for charitable /educational causes during the year. Kindly note that no student or parent is ever compelled to donate towards these funds. Any contribution should be made out of sheer goodwill and bearing in mind the purpose of the collection which is always clearly announced beforehand and duly carried out.
6. Medical inspection of the pupil is held regularly by competent team of doctors, who issue a report of each student, and this is sent to the parents for follow up.
7. An in-house Counsellor interviews each student and compiles a Report and Recommendations for further medical or psychological intervention, which is passed on to the parents for further action.

ADMISSION AND WITHDRAWAL

1. Admissions are done by the principal and the management in accordance with the admission policy of the institution.
2. If the candidate seeking admission has previously attended any school, a conduct certificate and transfer certificate from the previous school must be produced. In case of candidates coming from outside the state of TamilNadu or any board other than CBSE, the transfer certificate is mandatory.



3. Admission may be refused to a candidate who is underage/overage for the class for which admission is sought.
4. Application for Transfer Certificate shall be made in writing to the principal by the parent or the legal guardian of the pupil.
5. Admissions are open to Pre KG to IX and XI only.
6. If an application for T.C. or any other certificate is made after a lapse of more than one year from the date on which the pupil left the school, a fee of Rs.100/-will be charged for each lapsed year.
7. Conduct certificate will not be issued to any pupil who applies for it a year or more after he has left the school.

SCHOOL RULES

Uniform and Dress Code:

1. All students should wear the sports uniform on the day allotted to them (Wednesday).
2. The school uniform should be neat and tidy.
3. Shoes must be regularly cleaned and polished.
4. Students must purchase the uniform from the school office and have it stitched per the school pattern.
5. The Uniform should be of proper fit.

Cleanliness and Hygiene:

6. Personal hygiene and neatness are essential. Hair must be well groomed.
7. Boys must keep their hair short and well groomed.
8. Girls with hair extending below shoulder level but not beyond mid - back can keep it neatly tied in a ponytail. Hair longer than mid-back must be neatly plaited.
9. Chewing gum is forbidden in school Campus.
10. Students must keep their Classrooms and the campus neat and free of litter.
11. Dyeing of hair, wearing long earings, growing beard/moustache, styled or shaped sideburns are not allowed.



12. Keep your nails clean and closely clipped.
13. Any student who deliberately violates the rule will be punished.

Costly items:

14. Parents are advised not to allow their children to wear or bring any valuables to school.
15. Mobile phones, smart watch, CD's, books and magazines of objectionable nature should not be brought to school.
16. Students are encouraged to develop a spirit of generosity. However, no gifts of any sort, individual or collective, should be given to the teachers.

Discipline and Punctuality:

17. Movement to the classroom after Assembly and to and from Physical Education (P.E.T.) classes, Library and Laboratories should be in silence and in an orderly manner.
18. The students need to come to the school on time before 9 am. Late comers need to meet the principal and they will be marked as late comers. 4 late coming in a month will be considered one day of absent.
19. The school main gate and the entrance gate will be closed at 9 am.
20. Quiet and orderly behaviour should be maintained in the rest rooms.

Lingua Franca:

21. English is the common language of communication within the school premises.

Annual Day, Sports day and Tour:

22. The students will be taken for a picnic or for a tour in a year. The students need to contribute for their expenses and need to get consent letter from Parents.
23. Sports Days & Annual Days are important school events in which all the students are expected to participate.
24. For Annual Day and Sports Day, students will be required to contribute towards the cost of costumes and other related expenses as these are not covered under the regular school fees.



25. All students are expected to take part in co-curricular activities, sports and club activities of the school as part of their education.
26. School games, exercise and drills are compulsory for all except in case of exemption by medical authority.

Birthday Celebration:

27. The students can come in colour dress on their birthdays.
28. Cutting cakes are not allowed inside the classroom. They can distribute chocolates during break and lunch hours.
29. The students are encouraged to celebrate their birthdays by contributing a book to the library, planting a sapling or gifting a flower pot.

PROMOTION RULES

Promotions are based on the students overall performance throughout the academic year. A combination of grades and report evaluations is used to assess the child's progress. Communication skills in English are assessed through continuous evaluation. Regular 'Open Day' meetings are held to inform parents about their child's academic and social development. Parents are encouraged to attend these meetings prepared with relevant questions concerning their child/ward.

The transition from Pre-Primary to Primary, Class IX to X, and Class XI to XII follows a defined procedure. Admission to these classes requires the submission of an application form, which will be reviewed and accepted based on the pupil's performance.

FEE RULES

- Every pupil, including the newly admitted will have to pay the fees of the academic year as per Principal's instructions. If a pupil leaves the school during the term, he/she shall have no right to claim a remission of any of the portion of the fees.
- Fees are to be paid before the school re-opens. Students will not be permitted to attend the class on the reopening day if fees are not paid.



- The amount payable as fees is subjected to revision even with retrospective effect, within a school year as circumstances warrant.
- As a minority institution, no fee exception is permitted here. Application and Admission fee of Rs.500/- shall be paid at the time of fresh admission to the school.
- Fees are to be paid online through school website with any Bank Credit Card, Internet Banking and School App. Online payment will be accepted through South Indian Bank. It is made available in the school website. The parents need to enter with their ward's admission number/ name and follow the procedure to pay the fees.
- Please note that the school shall not accept cash payments. As per CBSE guidelines fees should be collected via online transaction. (Digital mode).

DATES TO PAY THE FEE PAYMENT

First Installment (15th May 2025)

Second Installment (15th September 2025)

Third Installment (3rd January 2026)

ATTENDANCE

1. Regular attendance is a key requisite for a good student and DBX attaches much importance to it. A special certificate is awarded to students with hundred percent attendance.
2. Students must report to class on time every day. Latecomers will be allowed to enter the class only if the reason for delay is entered in the school app and verified by the teacher. Students who are late more than three times in a month will be asked to go home. If a student is regularly late then his/ her parents need to meet the Principal.
3. If a pupil remains absent for one day or more due to illness or any other plausible reason, he/she must fill up the absence record duly signed by his/her parent. If a pupil is ill for two days, the fact must be communicated to the school. Absence for 5 days on medical grounds must be accompanied by a medical certificate and should



be sanctioned by the principal. If a pupil is ill for more than 7 days, the parent must accompany the child with a doctor's certificate and a letter explaining the absence. For any other absence of more than 7 days, a written sanction of the Principal is required. In every case, the absence must be recorded in the school app. If a student is absent for more than 10 days and the reason for absence is not communicated in writing, then the student's name is liable to be struck off from the rolls/register.

4. No student shall be absent from school without prior written permission from the Principal (except in cases of illness). In case of an emergency, if prior leave was not possible, the student must return accompanied by a parent. During school hours, students are allowed to leave the classroom or school premises without the permission of the teacher. Written permission of the Principal is required for the student to leave the premises during the school hours. Any breach of these rules will be viewed seriously.
5. All students are expected to return to school on the first day after vacations or holidays.
6. Leave, absence, and late attendance record of the students will always be kept updated in the school app.

CONDUCT OUTSIDE THE CLASSROOM

1. Every student of Don Bosco School Of Excellence is expected to uphold the high standards of the institution by displaying good manners and exemplary behaviour towards both staff and fellow students.
2. Defacing school property by scribbling on walls, furniture, or floors is strictly prohibited. Any damage caused to school property, including sports and games equipment, must be compensated for. The amount to be paid will be determined by the Principal or Administrator and is considered final.
3. Dangerous games or harmful amusements are strictly forbidden. Students are expected to share the school's limited space in a spirit of cooperation and kindness, avoiding any action that may hurt or disturb others.



4. After the classes or any function, the students must leave the school building and the premises in an orderly and disciplined manner.
5. Students are not permitted to use the school address to receive personal letters or correspondence without special permission.
6. During school hours pupils may leave the premises ONLY with the permission of the Principal and after informing the class teacher.
7. All students are accountable to the school authorities for their behaviour not only within the school but also outside the campus, particularly on their way to and from school, where they are expected to conduct themselves with decorum.
8. Irregular attendance, habitual idleness or neglect of duty, long absence without permission leave note, disrespect toward the members of the staff, indocility to correction, malpractices during test, stealing, bad moral influence or any other grave fault deemed as such by the school authorities justifies severe sanctions from the school.
9. All students are expected to go home immediately after class, and not stay back in school unless permitted for a specific activity or practices. Parents are expected to take responsibility for their children after school hours and make necessary arrangements to take their children home on time.
10. No books, periodicals, newspapers or pictures other than prescribed ones, may be brought into the school premises without the permission of the principal. Likewise articles liable to prove source of disturbance such as crackers, water pistol, and colour powder are not to be brought into the school premises.
11. Any form of bullying, ragging or causing injury to others will result in a disciplinary committee review and could result in expulsion with a negative conduct certificate.
12. Students suffering from contagious diseases are not permitted to attend school.



EXAMINATIONS

- There are four assessments –Pre Midterm, Midterm, Post Midterm and Final Assessment during the course of the year.
- Progress reports are issued to parents after each assessment and as required. For promotion at the end of the academic year, the overall performance throughout the year will be considered. Students who are absent for the Pre Midterm, Midterm, Post Midterm or Final Assessments without prior permission from the Principal will not be awarded any marks for the missed assessments. Furthermore, assessments must be taken on the scheduled dates, and no retests will be conducted for absentees.
- Absolute silence is expected in the examination hall. Students found using unfair means or assisting others in doing so will face strict disciplinary action at the discretion of the Principal. This may include detention or dismissal from the school regardless of the student's academic record.
- No books, papers or unauthorized materials are allowed inside the examination hall. Each student should have the required writing or drawing materials. Lending or borrowing is not permitted in the exam hall.

SYSTEM OF ASSESSMENT

Pre Mid-Term, Mid-Term and Post-Mid Term assessments will be conducted at regular intervals. Pre Mid-Term will be conducted for 40 marks. Mid Term, Post-Mid Term and Final Assessments will be conducted for 80 marks. School will award grades as per the following grading scale.



Grade I-IV

MARKS RANGE	GRADE
90-100	A+
75-89	A
56-74	B
33-55	C
BELOW 32	D

Grade VI-XII

MARKS RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32& BELOW	E

20 Marks / Points Allotment Details:

Internal Mark split up: KG to Grade VIII (20 marks)

a) Academic Proficiency

(Class work and home work submission on time and being attentive in the class and submission of projects on time) - 5 marks

b) Participation in Co-curricular/Extra-curricular activities

(Exhibition/House activities/Programmes/Prizes won) - 5 marks

c) Good conduct

(Good Manner & Behaviour, late coming and long absence)

Parents attendance in seminar and for Parents-Teachers Meeting

-5 marks

**d) Dress / Cleanliness**

(Proper Uniform and Personal Cleanliness / Contribution to Environmental Cleanliness) - 5 marks
(Grade IX onwards as per CBSE criteria)

CONDUCT IN THE CLASSROOM

- When the teachers or the members of the management enter the class or leave, the students are expected to stand up in due respect and greet them respectfully. Silence is very conducive to quiet reflection and study both for one self and others. Hence if anyone wants to ask questions, doubts or discuss matters of study with the teachers or his/her classmates, permission of the supervising teacher is necessary.
- Loud talking or clapping of hands or any disturbance to other classes is never permitted. For choral recitation or singing or anything else that is liable to cause disturbance to the other classes, students will be taken outdoors.
- In the absence of the teacher the class leader immediately takes charge of the class and reports the fact to the principal or to the coordinator, with the help of the assistant leader. Students are expected to study their lessons in strict silence and seriousness in the absence of the teacher.
- No one may take up any collection or impose a fine without the authorization of the principal. No presentation of gifts either by students or parents to teachers, or any demonstration of any sort towards the teachers may be done, without the explicit permission of the principal.

SCHOOL TRANSPORT SYSTEM

- Our school offers transport facility for students.
- Interested parents can approach the school office and make arrangements.
- School fees does not include transport fee.
Transport fee should be paid in three installments



Payment of transport fees in advance is Mandatory

First Installment (15th May)

Second Installment (15th September)

Third Installment (15th January)

Important points to remember while travelling in the bus

1. The students are expected to sit in the bus properly as and when they get inside and there is no fixed place to anyone in the bus.
2. The students need to respect and listen to the care taker and the driver in the bus. Treat them as elders respectfully and not as servants.
3. Shouting and yelling in the bus is prohibited.
4. Maintain respectful speech and communicate in English.
5. Students who misbehave in the bus will be warned in the beginning and their bus facilities will be cancelled after reminder and information to the parents.
6. CCTV cameras are fixed in all the buses to monitor.
7. Alighting from the bus without permission is prohibited.
8. Transport facility will be provided only to students who have paid the applicable fees. Non-payment or delay in payment may lead to cancellation of the facility.

PROFICIENCY AWARDS

The students who have secured an Average Overall Grand Grade of A+ for Class I to V and A/A+ for Class VI to VIII and A1/A2 for Class IX and XI are awarded with a certificate of Merit at the end of the year.

SCHOOL ACTIVITIES

The school's educational philosophy is child-centered and the school aims to take a sustained interest in the personal, social and academic development of each student. Teachers will be assigned to classes to respond to pastoral, academic and disciplinary issues.



THE MONITORIAL SYSTEM

Each class will have leaders to shoulder a range of responsibilities appropriate to different age levels. These responsibilities will nurture teamwork, promote cooperative and organizational skills and develop accountability.

CO CURRICULAR ACTIVITIES

On Fridays, last hours are allotted for co-curricular activities. The students need to pick up one activity and should improve on it. There will be a test conducted at the end of every session. The students who show special interest will be asked to enroll in different competitions in national and international level.

GRADE I to VIII

Day – Friday

**Timings – Grade I-IV-2:40 p.m.-3:25 p.m.
Grade V-VIII-1:10p.m.-2:35 p.m.**

1. Yoga
2. Karate
3. Pencil sketching
4. Western Dance
5. Cubs-Bulbuls
6. Bharatham
7. School Choir
8. Abacus
9. Art and Crafts
10. Scouts and guides

SPORTS ACTIVITIES DON BOSCO SPORTS ACADEMY

"Run, Jump, Shout but do not sin" said Don Bosco. Our system of education is incomplete without sports. The increasing popularity of computer, video games and television makes the children to be



inactive in their lifestyle. Sports activities develop a sense of friendliness among the children and develop their team spirit too. They help the children to develop mental and physical toughness. They shape their body and make it strong and active.

Don Bosco sports academy encourages students to love sports. It offers the possibility of developing their talents after the school hours under different categories.

The sports facilities are given to the students every day. The students need to pick up a sport and need to get trained in it. The following sports will be given training in the school every day. The students need to spend time after the school hours and need to pay extra for the training.

- 1. Football**
- 2. Cricket**
- 3. Basketball**
- 4. Volley ball**
- 5. Athletics**
- 6. Badminton**

CLUBS

At DBX, we believe learning goes beyond the classroom. To support holistic development, all students are required to join one club this academic year. Clubs offer opportunities to explore interests, build skills, and enhance personal growth. Club activities will be conducted on the First Saturday of each month from 9:30 a.m. to 12:00 p.m. Students must select a club of their choice and participate actively in all sessions.

Grade I to VIII

- 1. Aerobics**
- 2. Calligraphy**
- 3. Theatre**
- 4. Spell Bee**
- 5. Hindi- Prathmik**



- 6. Readers**
- 7. Orators**
- 8. Drawing**
- 9. Word Building**

SCIENCE LABORATORY

The Science Laboratories of Physics, Chemistry and Biology are well equipped and provide necessary facilities for demonstration, experimentation and project work at various levels. The laboratory is upgraded every year.

LABORATORY ETIQUETTE AND GUIDELINES

- Without the prior permission of the teacher or the lab attendant, students are not allowed to enter the laboratory.
- Students must not play with waste chemical.
- Except for the experimental set up provided, students are warned not to tamper with other lab equipment.
- Splashing or wasting water is considered as irresponsible act. Burners when not in use must be turned off.
- If chemicals spill over during heating or transfer, the place must be cleaned at once with a towel.
- When a test tube or any apparatus is broken the lab attendant or the subject teacher must be informed.
- While leaving the lab, student must ensure that the burner and the electrical appliances are switched off.
- Students must observe absolute silence while they are in the labs.

COMPUTER LABORATORY

We live in a digital age where electronic devices are an integral part of daily life, with computers playing a vital role, especially in the modern workplace. From education to healthcare and business, computers have become indispensable, making it essential for young learners to understand their practical applications. At our school, the Computer Lab is well-equipped with LCD monitors, and lessons are



delivered through interactive PowerPoint presentations to align with evolving technology. Students are encouraged to engage actively, enhance their digital skills, and handle all equipment with care and responsibility.

MULTIMEDIA EDUCATION

Don Bosco aims to provide a student with the best teaching-learning experiences. Interactive panels have been installed in all the classrooms, to provide our students/teachers with audio-visual tools to enhance the computer based teaching-learning environment. This includes networking of classrooms, effective usage of multimedia resources and access to on-line resources. We use Extra Marks and MacMillan tools to teach our students in a better and a clearer way.

LIBRARY

As reading habit is very essential for learning and acquiring of

- knowledge, students are encouraged to take the maximum advantage of the school library.

For an orderly access to the library and to preserve the books in

- good condition for the use of everyone, the students must observe the rules of the library and take care of the books.

When a book is issued, the pupil should examine it at once and call

- the attention of the librarian to any damage found it. If he/she fails to report it on time he /she will be held responsible for any damage that will be deducted later. The loss of a book must be made good by paying the cost of it to the school.

Anyone who borrows books from the library, including members

- of the staff, should return the same on the due date to facilitate their circulation among others.

The students need to read at least one book per month and should

- complete 10 books in a year.



EXHIBITION

Thematic Exhibition

All students are expected to participate in Thematic Exhibition as per the guidelines given by the teacher. All projects must be submitted within the stipulated time. Certificates of Appreciation are awarded for the best project and overall contribution of the student. While parents may help the child with ideas, it is expected that all projects are the work of children.

HOUSE SYSTEM

To promote competition and healthy challenge among the students in all the activities of the school, both curricular and extra-curricular, and also to nurture qualities such as loyalty and leadership, the House System has been organized. The following points system will be implemented throughout the year. 20, 15, 10 and 05 for most of the competitions. Various inter-house programmes/competitions will be organized and points will be given to the houses.

ALL THE STUDENTS ARE DIVIDED INTO FOUR HOUSES HOUSES AND MOTTOES

RED HOUSE

Patron	-	Bl. Micheal Rua
Role Model	-	Indian leader (Mother Teresa)
Motto	-	Love all labour as one

BLUE HOUSE

Patron	-	St. John Bosco
Role Model	-	Indian leader (Jhansi Rani)
Motto	-	Knowledge and Integrity

GREEN HOUSE

Patron	-	St. Dominic Savio
Role Model	-	Indian leader (Muthulakshmi Reddy)
Motto	-	Seek Peace through Non-Violence



YELLOW HOUSE

Patron - **Bl. Laura Vicuna**

Role Model - **Indian leader (Velu Nachiyar)**

Motto - Always strive for the best

A range of competitions and events will be conducted, thoughtfully designed to cater to the diverse categories of students

Grade I to II - Category I

Grade III to IV - Category II

Grade V to VI - Category III

Grade VII to VIII - Category IV

Grade IX to X - Category V

Grade XI to XII - Category VI

Aim:

- a) To stimulate a keen sense of union among all students in school.
- b) To stimulate a greater effort in Sports and academic achievements.
- c) To develop a sense of belonging to the school & consequently a good spirit.
- d) To train in leadership and a sense of responsibility.

SCHOOL UNIFORM

MONDAY, TUESDAY, THURSDAY, FRIDAY	-	School Uniform
WEDNESDAY	-	House Uniform
SATURDAY	-	Uniform/Colour Dress

Grade	Boys	Girls
KG	Green colour T-Shirt with half sleeve and black colour half trousers.(No tie and belt)	Green colour T-Shirt with half sleeve and black colour skirt.(No tie and belt)
I &II	Aqua blue colour T-Shirt with half sleeve and black colour half trousers.(No tie and belt)	Aqua blue T-Shirt with half sleeve and black colour skirt.(No tie and belt)



III- V	Lavender colour shirt with long straight white stripes with half sleeve and navy blue colour half trousers.	Lavender colour shirt with long straight white stripes with half sleeve and navy blue colour pinafore.
VI-XII	Lavender colour shirt with long straight white stripes with full sleeves, navy blue colour trousers and navy blue colour sleeveless waist level coat.	Lavender colour shirt with long straight white stripes with full sleeve, navy blue colour trousers and navy blue colour sleeveless waist level coat.
KG-XII	Black colour school shoes and blue colour school socks.	Black colour school shoes and blue colour school socks.

SCHOOL OPERATIONAL PROCEDURES

1. Absenteeism	When the students take a leave, he/she should fill the leave form and get the signature from the parents, class teachers and need to meet the principal. The students need to meet the principal before entering into the class room.
2. Loss of school h a n d b o o k , Student ID cards, shoes, belt	A written intimation to the class teacher or to the office along with the requisite fee.
3. Late Arrival / Early Departure	Marked half day if it happens more than thrice in a month.
4. Contagious / Infectious Diseases	Medical Fitness Certificate from the doctor to be produced after completion of the prescribed period of quarantine.



5. Meetings with the Principal	9.30 am to 12.00 noon (with prior appointment) – Monday to Friday.
6. Meeting teachers	03.45 pm –04.30 pm Monday to Friday.
7. Electronic gadgets – mobile phones, cameras etc.	Confiscated if found with the child. The same could be collected by parents at the end of the Semester.
8. Parents unable to attend Parents – teachers meeting / Open day	Prior permission from the Principal has to be obtained.

Declaration by the Parents / Guardians:

We hereby declare that we have read, understood and promise to abide by the rules and regulations of the school specified above. We will also ensure that our child / ward abide by the same at all times.

Parent's Signature: Date:

Guardian's Signature: Date:



DON BOSCO SCHOOL OF EXCELLENCE

School Time Table

08.45 am	- Arrival of Teachers and Prayer
09.00 am	- Assembly / Brain Gym Grade III to XII - Monday Grade I and II - Tuesday KG Students - Friday
09.15 am	- 1st hour
10.00 am	- 2nd hour
10.45 am	- Break
11.00 am	- 3rd hour
11.45 am	- 4th hour
12.25 pm	- Lunch / DBX FM Radio
01.10pm	- 5th hour
01.55 pm	- 6th hour
02.35 pm	- Break
02.45 pm	- 7th Hour
03.25 pm	- Zero hour
03.30 pm	- School Prayer, School gets over
03.45 pm	- Special Coaching for the Students in sports Special classes/Tests for grade X and XII Students
04.30 pm	- Teachers Departure
05.00 pm	- Office Staff and Care Takers Departure



MONTHLY PLANNER - JUNE 2025

DATE	DAY	EVENTS /PROGRAMMES
01-06-25	SUN	Global Day of Parents World Milk Day
02-06-25	MON	
03-06-25	TUE	World Bicycle Day
04-06-25	WED	Int'l. Day of Innocent Children Victims of S.
05-06-25	THU	World Environment Day
06-06-25	FRI	
07-06-25	SAT	World Food Safety Day Bakrid
08-06-25	SUN	Best Friends Day World Oceans Day
09-06-25	MON	
10-06-25	TUE	
11-06-25	WED	
12-06-25	THU	World Day Against Child Labour
13-06-25	FRI	
14-06-25	SAT	
15-06-25	SUN	
16-06-25	MON	
17-06-25	TUE	
18-06-25	WED	Father's Day
19-06-25	THU	
20-06-25	FRI	World Refugee Day
21-06-25	SAT	Int'l. Yoga Day World Music Day
22-06-25	SUN	
23-06-25	MON	
24-06-25	TUE	
25-06-25	WED	
26-06-25	THU	
27-06-25	FRI	
28-06-25	SAT	
29-06-25	SUN	
30-06-25	MON	Social Media Day



MONTHLY PLANNER - JULY 2025

DATE	DAY	EVENTS /PROGRAMMES
01-07-25	TUE	Nat'l Doctors Day
02-07-25	WED	
03-07-25	THU	
04-07-25	FRI	
05-07-25	SAT	
06-07-25	SUN	Muharram
07-07-25	MON	World Chocolate Day
08-07-25	TUE	
09-07-25	WED	
10-07-25	THU	
11-07-25	FRI	World Population Day
12-07-25	SAT	
13-07-25	SUN	
14-07-25	MON	
15-07-25	TUE	World Youth Skills Day
16-07-25	WED	
17-07-25	THU	World Emoji Day
18-07-25	FRI	Nelson Mandela Day
19-07-25	SAT	
20-07-25	SUN	
21-07-25	MON	
22-07-25	TUE	
25-07-25	WED	
24-07-25	THU	Cousins Day
25-07-25	FRI	
26-07-25	SAT	Kargil Victory Day
27-07-25	SUN	
28-07-25	MON	
29-07-25	TUE	World Tiger Day
30-07-25	WED	Int'l. Day of Friendship World Day against Trafficking in Person
31-07-25	THU	



MONTHLY PLANNER - AUGUST 2025

DATE	DAY	EVENTS /PROGRAMMES
01-08-25	FRI	
02-08-25	SAT	
03-08-25	SUN	
04-08-25	MON	
05-08-25	TUE	
06-08-25	WED	Friendship Day Hiroshima Day
07-08-25	THU	
08-08-25	FRI	Int'l. Cat Day
09-08-25	SAT	Sports Day
10-08-25	SUN	World Biofuel Day
11-08-25	MON	
12-08-25	TUE	Int'l Youth Day World Elephant Day
13-08-25	WED	Int'l. Left-Handers Day
14-08-25	THU	
15-08-25	FRI	Independence Day
16-08-25	SAT	Krishna Jayanthi
17-08-25	SUN	
18-08-25	MON	
19-08-25	TUE	World Humanitarian Day
20-08-25	WED	World Photography Day
20-08-25	WED	World Mosquito Day
21-08-25	THU	
22-08-25	FRI	
23-08-25	SAT	
24-08-25	SUN	
25-08-25	MON	
26-08-25	TUE	
27-08-25	WED	Vinayakar Chathurthi
28-08-25	THU	
29-08-25	FRI	Nat'l. Sports Day
30-08-25	SAT	
31-08-25	SUN	



MONTHLY PLANNER - SEPTEMBER 2025

DATE	DAY	EVENTS /PROGRAMMES
01-09-25	MON	
02-09-25	TUE	World Coconut Day
03-09-25	WED	
04-09-25	THU	
05-09-25	FRI	Int'l. Day of Charity Teachers' Day
06-09-25	SAT	
07-09-25	SUN	
08-09-25	MON	Int'l Literacy Day
09-09-25	TUE	
10-09-25	WED	Grandparents Day
11-09-25	THU	
12-09-25	FRI	
13-09-25	SAT	
14-09-25	SUN	
15-09-25	MON	Engineers Day Int'l. Day of Democracy
16-09-25	TUE	
17-09-25	WED	
18-09-25	THU	
19-09-25	FRI	
20-09-25	SAT	
21-09-25	SUN	Int'l. Day of Peace
22-09-25	MON	
23-09-25	TUE	Int'l. Day of Sign Languages
24-09-25	WED	NSS Day, World Deaf Day
25-09-25	THU	Nat'l. Daughter's Day/World Pharmacy Day
26-09-25	FRI	
27-09-25	SAT	World Tourism Day
28-09-25	SUN	
29-09-25	MON	World Heart Day
30-09-25	TUE	Int'l. Translation Day



MONTHLY PLANNER - OCTOBER 2025

DATE	DAY	EVENTS /PROGRAMMES
01-10-25	WED	Int'l Coffee Day Int'l Day of Older Persons World Vegetarian Day Ayutha Pooja
02-10-25	THU	Gandhi Jayanti/Int'l. Day of Non-Violence
03-10-25	FRI	
04-10-25	SAT	World Animal Day
05-10-25	SUN	World Teachers' Day
06-10-25	MON	World Smile Day
07-10-25	TUE	
08-10-25	WED	Indian Air Force Day
09-10-25	THU	World Post Day
10-10-25	FRI	World Mental Health Day
11-10-25	SAT	
12-10-25	SUN	
13-10-25	MON	
14-10-25	TUE	
15-10-25	WED	Global Handwashing Day
16-10-25	THU	World Food Day
17-10-25	FRI	
18-10-25	SAT	
19-10-25	SUN	
20-10-25	MON	Deepavali
21-10-25	TUE	
22-10-25	WED	
23-10-25	THU	
24-10-25	FRI	
25-10-25	SAT	
26-10-25	SUN	
27-10-25	MON	
28-10-25	TUE	
29-10-25	WED	
30-10-25	THU	
31-10-25	FRI	



MONTHLY PLANNER - NOVEMBER 2025

DATE	DAY	EVENTS /PROGRAMMES
01-11-25	SAT	All Saints Day
02-11-25	SUN	All Souls Day
03-11-25	MON	
04-11-25	TUE	
05-11-25	WED	
06-11-25	THU	
07-11-25	FRI	
08-11-25	SAT	
09-11-25	SUN	World Quality Day
10-11-25	MON	
11-11-25	TUE	Nat'l. Education Day
12-11-25	WED	
13-11-25	THU	World Kindness Day
14-11-25	FRI	Childreriis Day
15-11-25	SAT	
16-11-25	SUN	Nat'l. Press Day\World Philosophy Day
17-11-25	MON	
18-11-25	TUE	
19-11-25	WED	Int'l Men's Day
20-11-25	THU	Universal Children's Day
21-11-25	FRI	Hello Day, World Television Day
22-11-25	SAT	
23-11-25	SUN	
24-11-25	MON	
25-11-25	TUE	
26-11-25	WED	Constitution Day
27-11-25	THU	
28-11-25	FRI	
29-11-25	SAT	
30-11-25	SUN	



MONTHLY PLANNER - DECEMBER 2025

DATE	DAY	EVENTS /PROGRAMMES
01-12-25	MON	World AIDS Day
02-12-25	TUE	National Pollution Control Day
03-12-25	WED	World Computer Literacy Day
03-12-25	WED	Int'l Day of Persons with Disabilities
04-12-25	THU	Indian Navy Day
05-12-25	FRI	World Soil Day
06-12-25	SAT	
07-12-25	SUN	Armed Forces Flag Day
08-12-25	MON	
09-12-25	TUE	Int'l. Anti-Corruption Day
10-12-25	WED	Human Rights Day
11-12-25	THU	
12-12-25	FRI	
13-12-25	SAT	
14-12-25	SUN	
15-12-25	MON	Int'l Tea Day
16-12-25	TUE	
17-12-25	WED	
18-12-25	THU	Int'l. Migrants Day
19-12-25	FRI	
20-12-25	SAT	Int'l. Human Solidarity Day
21-12-25	SUN	
22-12-25	MON	Nat'l. Mathematics Day
23-12-25	TUE	National Farmers Day
24-12-25	WED	
25-12-25	THU	Christmas
26-12-25	FRI	
27-12-25	SAT	
28-12-25	SUN	
29-12-25	MON	
30-12-25	TUE	
31-12-25	WED	



MONTHLY PLANNER - JANUARY 2026

DATE	DAY	EVENTS /PROGRAMMES
01-01-26	THU	New Year's Day
02-01-26	FRI	
03-01-26	SAT	
04-01-26	SUN	
05-01-26	MON	
06-01-26	TUE	
07-01-26	WED	
08-01-26	THU	
09-01-26	FRI	
10-01-26	SAT	
11-01-26	SUN	
12-01-26	MON	Nat'l. Youth Day
13-01-26	TUE	
14-01-26	WED	
15-01-26	THU	India Army Day, Pongal
16-01-26	FRI	
17-01-26	SAT	
18-01-26	SUN	
19-01-26	MON	
20-01-26	TUE	
21-01-26	WED	
22-01-26	THU	
23-01-26	FRI	
24-01-26	SAT	Int'l. Day of Education
25-01-26	SUN	Nat'l. Girl Child Day
26-01-26	MON	Republic Day
27-01-26	TUE	
28-01-26	WED	
29-01-26	THU	
30-01-26	FRI	Anniversary of Gandhi Assassination
31-01-26	SAT	Martyr Day



MONTHLY PLANNER - FEBRUARY 2026

DATE	DAY	EVENTS /PROGRAMMES
01-02-26	SUN	
02-02-26	MON	
03-02-26	TUE	
04-02-26	WED	World Cancer Day
05-02-26	THU	
06-02-26	FRI	
07-02-26	SAT	
08-02-26	SUN	
09-02-26	MON	Chocolate Day
10-02-26	TUE	World Pulses Day
11-02-26	WED	
12-02-26	THU	
13-02-26	FRI	World Radio Day
14-02-26	SAT	
15-02-26	SUN	
16-02-26	MON	
17-02-26	TUE	
18-02-26	WED	
19-02-26	THU	Confession Day
20-02-26	FRI	
21-02-26	SAT	Int'l Mother Language Day
22-02-26	SUN	World Thinking Day
23-02-26	MON	
24-02-26	TUE	
25-02-26	WED	
26-02-26	THU	
27-02-26	FRI	
28-02-26	SAT	Nat'l. Science Day



MONTHLY PLANNER - MARCH 2026

DATE	DAY	EVENTS /PROGRAMMES
01-04-26	WED	
02-04-26	THU	
03-04-26	FRI	
04-04-26	SAT	
05-04-26	SUN	
06-04-26	MON	
07-04-26	TUE	
08-04-26	WED	
09-04-26	THU	
10-04-26	FRI	
11-04-26	SAT	
12-04-26	SUN	
13-04-26	MON	
14-04-26	TUE	Dr. Ambedkar Day / Tamil Near Year
15-04-26	WED	
16-04-26	THU	
17-04-26	FRI	
18-04-26	SAT	
19-04-26	SUN	
20-04-26	MON	
21-04-26	TUE	
22-04-26	WED	
23-04-26	THU	
24-04-26	FRI	
25-04-26	SAT	
26-04-26	SUN	
27-04-26	MON	
28-04-26	TUE	
29-04-26	WED	
30-04-26	THU	
31-04-26	FRI	
TOTAL NUMBER OF WORKING DAYS -		



MONTHLY PLANNER - APRIL 2026

DATE	DAY	EVENTS /PROGRAMMES
01-03-26	SUN	
02-03-26	MON	
03-03-26	TUE	World Wildlife Day
04-03-26	WED	Nat'l. Safety Day
05-03-26	THU	
06-03-26	FRI	Dentist Day
07-03-26	SAT	
08-03-26	SUN	Int'l. Women's Day
09-03-26	MON	
10-03-26	TUE	
11-03-26	WED	
12-03-26	THU	
13-03-26	FRI	
14-03-26	SAT	World Kidney Day
15-03-26	SUN	Consumer Rights Day
16-03-26	MON	
17-03-26	TUE	
18-03-26	WED	
19-03-26	THU	
20-03-26	FRI	Int'l. Day of Happiness World Sparrow Day
21-03-26	SAT	Int'l. Day of Forests
22-03-26	SUN	World Water Day
23-03-26	MON	
24-03-26	TUE	
25-03-26	WED	
26-03-26	THU	
27-03-26	FRI	World Theatre Day
28-03-26	SAT	
29-03-26	SUN	
30-03-26	MON	
31-03-26	TUE	



COMMUNICATION TO PARENTS

NAME:.....

GRADE: SEC:



COMMUNICATION TO PARENTS

NAME:.....

GRADE: SEC:



LIBRARY CLEARANCE RECORD

NAME:.....

GRADE: SEC:



LEAVE RECORD

(Leave with prior permission)



LATE ATTENDANCE RECORD



NOTE TO PARENTS



NOTE TO PARENTS



NOTE TO PARENTS



NOTE TO PARENTS



NOTE TO PARENTS



SPECIAL EVENTS FOR EVERY MONTH

Assembly – (09.00 am to 09.20 am)

Monday	- Grade III - XII
Tuesday	- Grade I & II
Friday	- JKKG & SKG
Tuesday to Friday	- Brain Gym & Group activities

FM Radio (12:30pm to 12:45 pm)

Wednesday	- Class teachers with the students
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Seminars

Week 2: Wednesday afternoon – (2 pm to 2:45pm)

Seminar for the parents – Once in a term

Counseling for the students

Every Monday by Dr. Shilpa from 1 pm to 4 pm

Special Events on Friday

Writing the report of the students in the App- Every Friday by the class teachers

First Friday Mass - 11:45 am for Catholic Students

Every Friday - 4th Hour Catechism and Value Education

Co-curricular Activities Friday Afternoon

For Grade V – VIII - 1:30 pm to 2:30 pm

For Grade I – IV - 2:40 pm to 3:25 pm

Special Events on Saturday

Week 1	-	Club Activities
Week 2	-	Holiday
Week 3	-	Regular Classes
Week 4	-	Holiday

Last Friday of the Month

- Student Council Meeting - 2:40 pm
- Remembering St. John Bosco-Special Prayer to St. John Bosco

Special Classes / Tests for Grade X and XII

- Every day from 3:30 pm to 4:30 pm



School Time Table

DAYS	Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Zero Hour
	09.15 am to 10.00 am	10.00 am to 10.45 am	11.00 am to 11.45 am	11.45 am to 12.25 pm	01.10 pm to 01.55 pm	01.55 pm to 02.35 pm	02.45 pm to 03.25 pm	03.25 pm to 03.30 pm
School Assembly- 09.00 am								
Break – 10.45 am to 11.00 am								
Lunch - 12.25 pm to 01.10 pm								
Break - 02.35 pm to 02.45 pm								
Zero hour- 03.25 pm to 03.30 pm								
03.30 pm- School Gets Over								
MON								
TUE								
WED								
THU								
FRI								