



Swami Dayananda Vidyalaya

Swami Dayananda Campus
Manjakkudi, Tiruvarur District 612 610
Tamil Nadu, India
Phone : 04366 299114

HANDBOOK
2024 - 25

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IDENTITY CERTIFICATE (Personal Data of Student)

Admn. No.

Aadhar No.:



Name:.....

Std:.....Sec:..... House:

Date of Birth: / / EMIS No.....

Community/Caste: ST/SC/BC/MBC/OC

Father/ Guardian

Mother/ Guardian

Name

Educational Qualification

Res. Address

Tel. No.

Aadhar No.

E-Mail ID

Occupation

Office Address

Name of Brother / Sisters studying / Studied in the School

Name Std..... Year.....

1.

2.

Mother Tongue: II Language:

Height: Weight: Blood Group:

Mode of transport.....

Declaration: I have read all the rules and regulations of the school, and agree to abide by them.

Signature of Father/Guardian

Signature of Mother

Date:

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Mother Tongue: II Language:

Height: Weight: Blood Group:

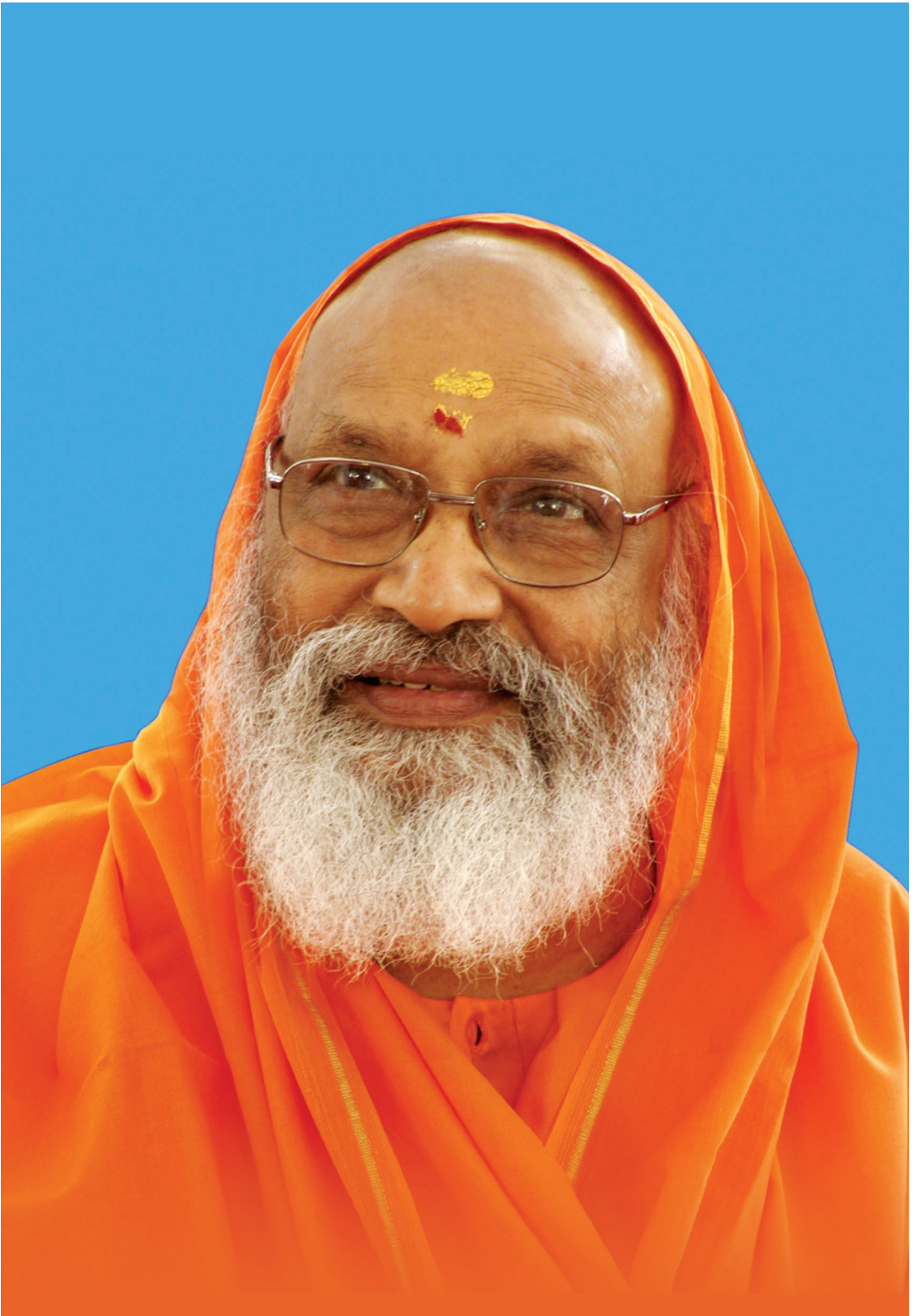
Mode of transport.....

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Signature of Mother

Date:



OUR FOUNDER

Pujya Swami Dayananda Saraswati, a profound thinker, spiritual master and teacher of Vedanta, was born in Manjakkudi, on 15th August 1930. His parents, Sri Gopala Iyer and Smt. Valambal named their son Natarajan. He studied in the village primary school until Class 5, and later in the Government High School at Ohai, Kudavasal. In 1948, after completing his high school, Swamiji left for Chennai to seek employment. In the next few decades, Swamiji's life underwent a great transformation. The spiritual life beckoned him and he followed his guru Swami Chinmayanandaji, studying, teaching and travelling across the world spreading the vision of Vedanta. After taking Sanyas from his guru in 1962, he was given the name Swami Dayananda Saraswati. He attained Samadhi on 23rd September 2015 at Rishikesh. He was posthumously awarded the Padma Bhushan in 2016.

Although he was always keenly aware of the needs of the people of this region, it was not until the year 2000, that he could focus on his birth village. In 2001, the Swami Dayananda College of Arts & Science was established. In quick succession it was followed by the Semmangudi Higher Secondary School, Swami Dayananda Vedapatashala, and finally in 2006, the Swami Dayananda Vidyalaya.

Despite his modest background, coming from a small village, Swamiji rose to become one of the greatest spiritual leaders and master of Vedanta. Every moment of his life was spent either in teaching, studying or helping people. His life is an inspiring example of determination, courage and untiring effort.

Swamiji's vision was that each individual is taught to appreciate his or her culture he or she is born into; for only such a person who values his or her background can grow into a confident, mature human being, who can contribute to the growth of his community, of his country. It is this vision that guides each of our institution, in their efforts to reach out to the students of rural India.

OUR CHAIRPERSON Ms. Sheela Balaji



Ms. Sheela Balaji, a member of one of the country's most respected business families, the TVS group, and an ardent devotee of Pujya Swamiji, is committed to community and social development. Her meeting Swamiji in 1997, was a life transforming experience, when she moved away from the field of textiles and natural dyes to community work. Her pioneering efforts in providing succour to the victims of the tsunami in Nagapattinam in 2004, entitled AIM for Seva to a special consultative status with the United Nations Economic and Social Council (ECOSOC).

Currently, she is the Chairperson and Managing Trustee of AIM for Seva and Swami Dayananda Educational Trust (SDET). While AIM for Seva focuses on educating rural India through free student hostels, (Chatralayams), SDET focuses on integrated community development, education and rural empowerment, in the village of Manjakkudi, the birth place of Swami Dayananda Saraswati. She is also the Founder Trustee of Arsha Vidya Research & Publications, reaching out Swamiji's teachings through books, card drives, digital App and other media.

A lucid writer, she has authored books on Vedanta, and has chronicled the life of her guru. She devotes her time to the three organisations that have transformed and continue to transform the lives of thousands of people in rural India.

SWAMI DAYANANDA EDUCATIONAL TRUST
BOARD OF TRUSTEES

Ms. Sheela Balaji
Chairperson and Managing Trustee

Mr. M.G. Srinivasan
Correspondent
(Swami Dayananda College of Arts & Science)

Mr. Arvind Balaji
Business Professional

Ms. Priyamvada Balaji
Business Professional

Mr. S. Natarajan
Business Professional

Mr. G. Dharmarajan
Retired Professional

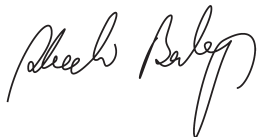
Mr. R. Ramamurthy
Retired Govt. School Headmaster

Dear Student

Welcome to SDET. This handbook is your guide through your student years with us. It contains details of what you can expect from your school and what we expect from you. We have designed the book to help you familiarise with the school practices on matters relating to academic, general administration and code of conduct. When you enrol in one of our SDET institutions, we expect you to comply with the guidelines given in the book. Please keep your handbook carefully. Take time to read the book to see how you can optimise your learning years in our school.

The rules and policies in the book may be revised from time to time. If changes do occur, we will notify you so that you can be updated on the most recent rules and policies that apply to you.

On behalf of the Board of Trustees of SDET, we wish you an inspiring journey of learning, inquiry, collaboration, innovation, self discovery and wisdom.

A handwritten signature in black ink, appearing to read 'Abdul Baki', written in a cursive style.

Chairperson and Correspondent
SDET

SCHOOL MOTTO

RIISING TOGETHER THROUGH KNOWLEDGE

In our journey towards realising the vision of our Founder, Pujya Swami Dayananda Saraswati, we encourage each child through a process of guidance and learning to grow and transform, from being a consumer to a contributor, in keeping within the framework of Dharma. This is real growth as a responsible human being.

FIVE OBLIGATIONS - PANCHAMAHAYAGNYA

Each person has five obligations enjoined on him or her as member of humanity. Such practices help you grow into a mature, caring, responsible person. The five obligations are:



- Respect for the divine
- Respect for parents and elders
- Respect for teachers
- Respect for humanity
- Respect for nature and all living beings

OUR VISION

Inspiring and challenging young minds to develop into caring and committed members of the human community to achieve excellence in their chosen path, assume responsibility and pursue lifelong learning, within framework of Dharma.

OUR MISSION

To focus on all aspects of student development the intellectual, the physical, the emotional, the social, the ethical and the spiritual.

To stimulate inquiring minds and spark enthusiasm for discovery and exploring.

To inspire and challenge young minds to reach their full potential.

To nurture self-confidence by providing a caring, supportive and learning environment.

To make the students understand and appreciate their tradition, culture, family and country.

To encourage students, through a process of value based education, to grow and transform into a contributor from being a consumer, keeping within the framework of Dharma.

KEY PRINCIPLES OF SCHOOL FOUNDATION:

Educational Excellence

Character Development

Social Emotional Physical and Spiritual Well Being

Vocational Training

Service to the community

FRAMEWORK OF DHARMA

Dharma, the mission of our founder Pujya Swami Dayananda Saraswati, simply stated, means each person does what he or she is required to do at any given time, according to his or her position and role in society, keeping within the values of ahimsa (not causing hurt), truth and harmony.

INFORMATION AT A GLANCE

School Telephone No	: 04366 299114 / 733 950 5445 6381040508
Classes	: Montessori, I to XII Std
School Timings	: Montessori to XII 8.30 a.m. to 3.30 p.m. (5 day Week)
Library Hours	: 8.30 a.m. to 3.30 p.m. on working days
School Terms	: I Term - April - September II Term - October - March
Second Languages	: Std I to XII: Tamil
XI & XII Groups	: 1. Mathematics, Physics, Chemistry, Biology 2. Mathematics, Physics, Chemistry, Computer Science 3. Commerce, Accountancy, Economics, Business Math 4. Commerce, Accountancy, Economics, Computer Application

SWAMI DAYANANDA VIDYALAYA

Started in 2006, the Swami Dayananda Vidyalaya is a co-educational K-12 institution.

Located in a green campus, this institution reaches out to over 900 students from 60 villages surrounding Manjakkudi. The 3.5 acre campus provides a healthy environment to all who work and study in the institution.

Well ventilated spacious classrooms equipped with smart boards and comfortable furniture help create the right atmosphere for the child to learn.

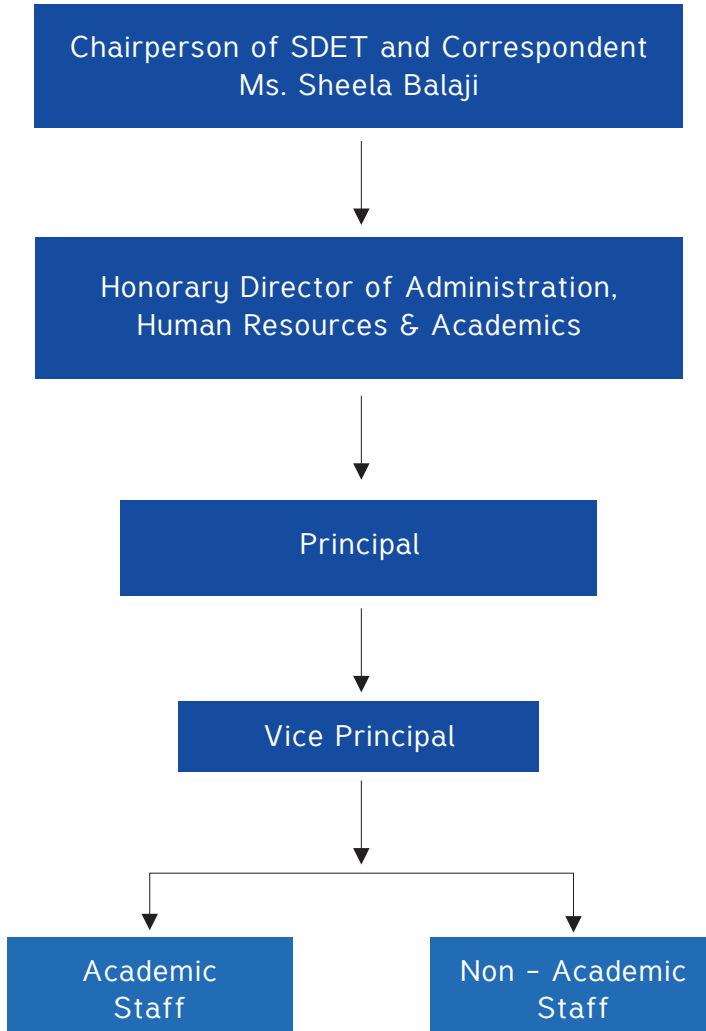
The members of the KG teaching staff are qualified and trained according to the norms of the Indian Montessori Foundation (IMF), a pan Indian voluntary organisation that works to promote Montessori principles of child development among teachers and parents. The emphasis of SDET is not mere acquisition of isolated facts but a holistic understanding of concepts and their application.

Knowledge is not seen only as separate curriculum documentation but as the development of inter disciplinary units in a whole school programme of inquiry. We strive for a balance in the acquisition of knowledge, development of skills and the search for understanding. Experienced and dedicated administrative staff provide an overall framework for the smooth functioning and maintenance of the school and its environs.

*There is no good or bad action.
There is only right or wrong action.*

– Swami Dayananda Saraswati

ORGANISATIONAL STRUCTURE OF OUR SCHOOL



SCHOOL TIMINGS

The school functions from Monday to Saturday, starting with an assembly. Please make it a point to attend it regularly.

The assembly starts with singing of the national anthem and the school anthem. The prayer book which has been given to you contains the prayers we use in school. Please try to learn them in the course of the academic year.

Students Reporting Time	8.30 a.m.	-	8.35 a.m.
Prayer	8.35 a.m.	-	8.55 a.m.
Assembly Dispersal	8.55 a.m.	-	9.00 a.m.
I Period	9.00 a.m.	-	9.40 a.m.
II Period	9.40 a.m.	-	10.20 a.m.
Short Break	10.20 a.m.	-	10.30 a.m.
III Period	10.30 a.m.	-	11.10 a.m.
IV Period	11.10 a.m.	-	11.50 a.m.
Lunch Break	11.50 a.m.	-	12.30 p.m.
V Period	12.30 p.m.	-	01.10 p.m.
VI Period	01.10 p.m.	-	01.50 p.m.
Short Break	01.50 p.m.	-	02.00 p.m.
VII Period	2.00 p.m.	-	2.40 p.m.
VIII Period	2.40 p.m.	-	3.20 p.m.
Dispersal	3.20 p.m.	-	3.30 p.m.
Short Break	3.20 p.m.	-	3.40 p.m.
Remedial Classes IV-IX	3.40 p.m.	-	5.00 p.m.
Special Classes X, XI, XII	3.40 p.m.	-	5.15 p.m.

In case of special classes, the teachers will notify parents in advance. The schedule of the school buses will be rearranged accordingly. For those parents who drop and pick children in person, please try and follow the school timings.

The inner maturity of a human being is not only in knowing what is right or wrong, but in knowing what one loses when one does the wrong thing.

- Swami Dayananda Saraswati

OUR LEARNING PROGRAMME

We at SDET believe each child is unique and special. Each child is curious and eager to learn. Each child learns best when he or she is safe, happy, and self-confident. And each child deserves to perform in a caring, supportive environment. In keeping with this ethos, our learners programme is designed to help students to be knowledgeable, thinkers, inquirers, communicators, principled, open minded, caring, risk takers, and reflective.

The programme helps them develop their natural curiosity and acquire skills necessary to conduct inquiry, research and show independence in learning. They develop a love of learning which can be sustained throughout their life.

KNOWLEDGEABLE

They explore concepts, ideas and topics that have local and national significance. By this the students acquire in depth knowledge and understanding across many disciplines.

THINKERS

They take the initiative to apply their thinking skills to recognise and approach problems, and make reasoned ethical decisions.

COMMUNICATORS

They understand and express ideas and information confidently and creatively by using a variety of methods of communication. The programme helps them to work effectively and willingly in collaboration with others.

PRINCIPLED

They act with integrity, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their actions and its consequences.

OPEN MINDED

They understand and appreciate their own culture and that of others. They are open to others perspectives and values and traditions. They can evaluate a range of points of view and are willing to grow from the exchange.

CARING

They show empathy and respect towards the needs and feelings of others. They are committed to service and act to make a positive difference in the lives of others and of the environment.

RISK TAKERS

They approach unfamiliar situations with courage and forethought. They have independence of spirit to explore new roles, ideas and strategies. They understand the importance of intellectual, physical and emotional balance to achieve personal well being for themselves and others.

REFLECTIVE

They give thoughtful consideration to their own learning and experience. They are able to assess their strengths and limitations and use the assessment to further their learning and personal development.

Our programme strives for a balance in the acquisition of knowledge, the development of skills and the search for understanding. We emphasise that knowledge is not the acquisition of isolated facts and skills but a holistic understanding of ideas, which means development of inquiry across different disciplines of knowledge.

Elements to reinforce our learning programme consist of eight fundamental concepts expressed as key questions, based upon what are the attitudes and values, skills and action we wish the students to develop.

Skills – What do we want the students to be able to do?

Attitudes and values – What do we want the students to value.

Action – How do we want the students to act? and feel?

THE KEY CONCEPTS ARE:

Form – what is it like

Function – how does it work

Causation – why is it like it is

Change – how is it changing

Connection – how is it connected to other things

Perspective – what are the points of view

Responsibility – what is our responsibility

Reflection – how do we know

The learners programme provides the framework for the exploration of knowledge at each grade level towards creating an understanding of the individual in relation to the total, the world.

Who we are
Where we are in place and time
How we express ourselves
How the world works
How we organise ourselves
Sharing the planet

SDET with its fundamental approach to academic excellence within the framework of Dharma, focuses on the heart as well as the mind of learners. It addresses the social, physical, emotional and cultural needs as well as academic needs. In addition, traditional academic subjects are valued. There is also an emphasis on the balance between the acquisition of essential knowledge and skills and the search for meaning and understanding. Our programme provides opportunities for learners to construct meaning through an inquiry approach which incorporates a range and balance of teaching strategies. The five threads of children's learning - thinking, communication, social, research and self management - are brought together to help children make connections with life outside school. The programme enables children to develop sensitivity to the experiences of others through the curriculum.

*Dharma is not absolute but universal.
It is dynamic and has to be interpreted
at every situation in life.*

- Swami Dayananda Saraswati

CURRICULUM

The school follows the Montessori method of teaching for the kindergarten sections. Bright cheerful classrooms equipped with educational toys make learning a joy for the new entrants to our programme.

The School follows the pattern of CBSE Syllabus from 1 to 8 and NCERT textbook from 6 to 8.

Classes 9 & 10 follow the pattern of State Board Syllabus of Tamilnadu.

The senior Classes, 11 and 12 of the Higher Secondary sections. Follow the Higher Secondary syllabus set by the Government of Tamil Nadu.

OUR SYLLABUS

Primary Classes

- Class 1, 2 and 3 - Tamil, English, Math, EVS and Computer Science
- Class 4 to 8 - Tamil, English, Math, Science, Social Science and Computer Science.
- Class 9 and 10 - Tamil, English, Math, Science and Social Science

Third Languages

- Classes 1 to 8 - Hindi and Sanskrit

HIGHER SECONDARY CLASSES

Part 1 : Tamil

Part 2 : English

Part 3

Group A : Math, Physics, Chemistry, Biology

Group B : Math, Physics, Chemistry,
Computer Science

Group C : Accountancy, Commerce, Economics,
Business Math

Group D : Accountancy, Commerce, Economics
Computer Application

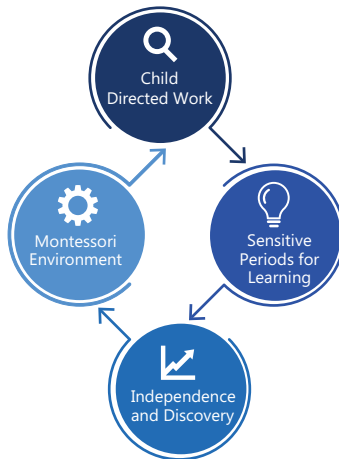
INTRODUCTION TO MONTESSORI

Developed by Maria Montessori, Montessori is a unique form of early education. It has been successfully integrated into many private and public schools' curriculum. In its true form, this method of education emphasises child-led learning and discovery.

It is founded on the belief that a child's education should encompass development of all aspects of a child: social, emotional, physical and academic.

Every child possesses the innate skills, abilities and qualities to achieve their highest potential. Even from a young age, children hold an amazing capacity for independence. This methodology emphasises a learning environment tailored to meet each child's specific ability and needs.

PRINCIPLES OF MONTESSORI EDUCATION



For further reading, please refer to our Handbook of Montessori Education

SWAMI DAYANANDA CAMPUS SITE PLAN



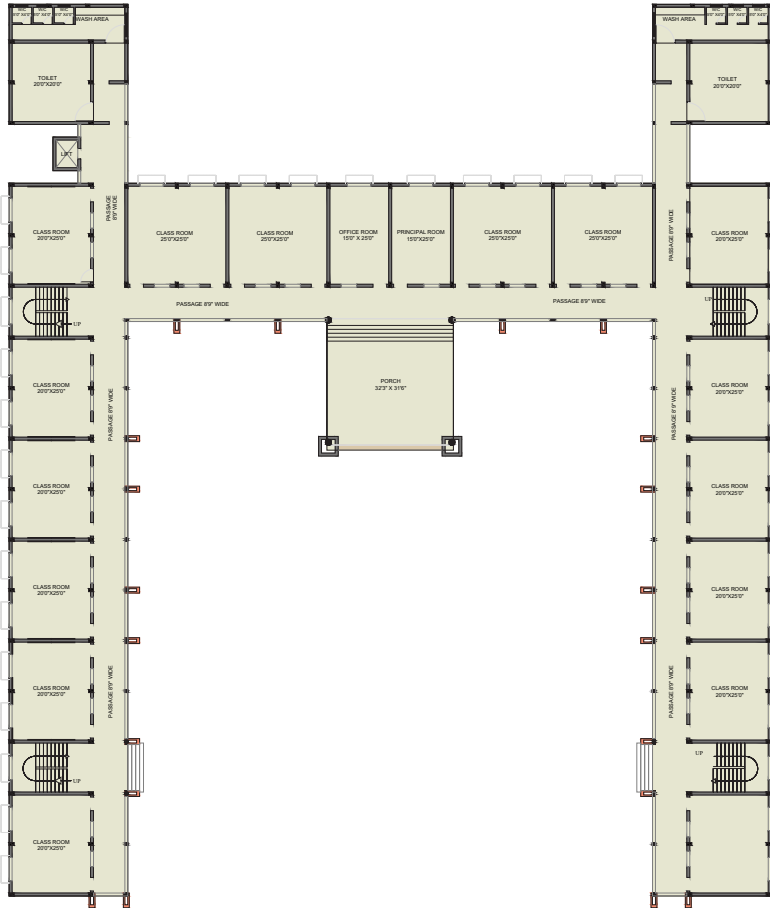
SCHOOL PLAN

GROUND FLOOR



SWAMI DAYANANDA VIDYALAYA

GROUND FLOOR PLAN 



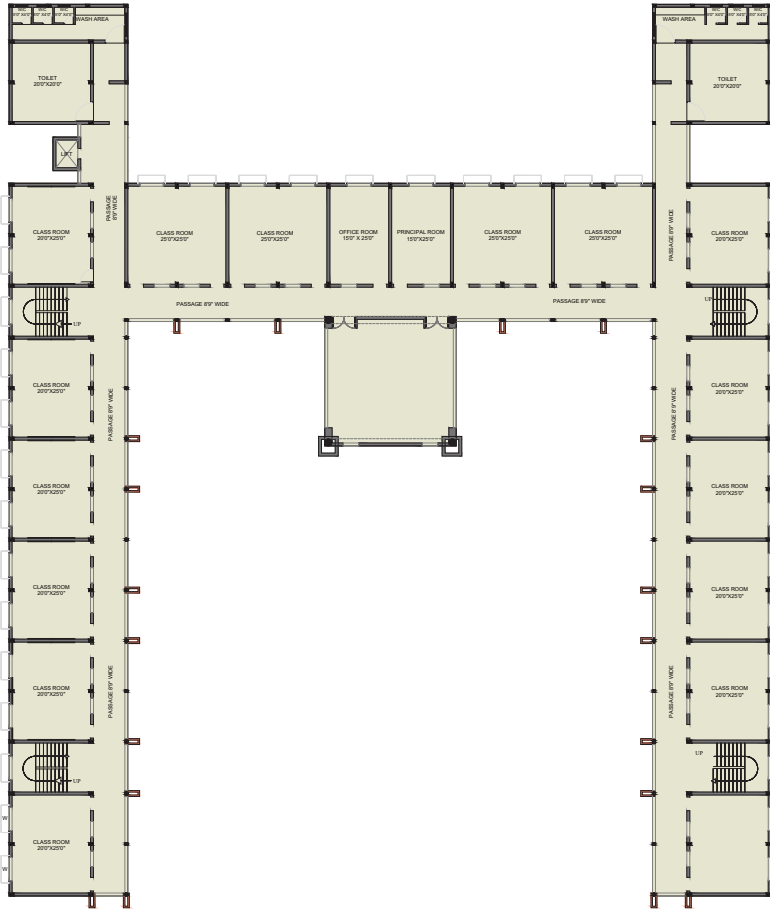
SCHOOL PLAN

FIRST FLOOR



SWAMI DAYANANDA VIDYALAYA

FIRST FLOOR PLAN 




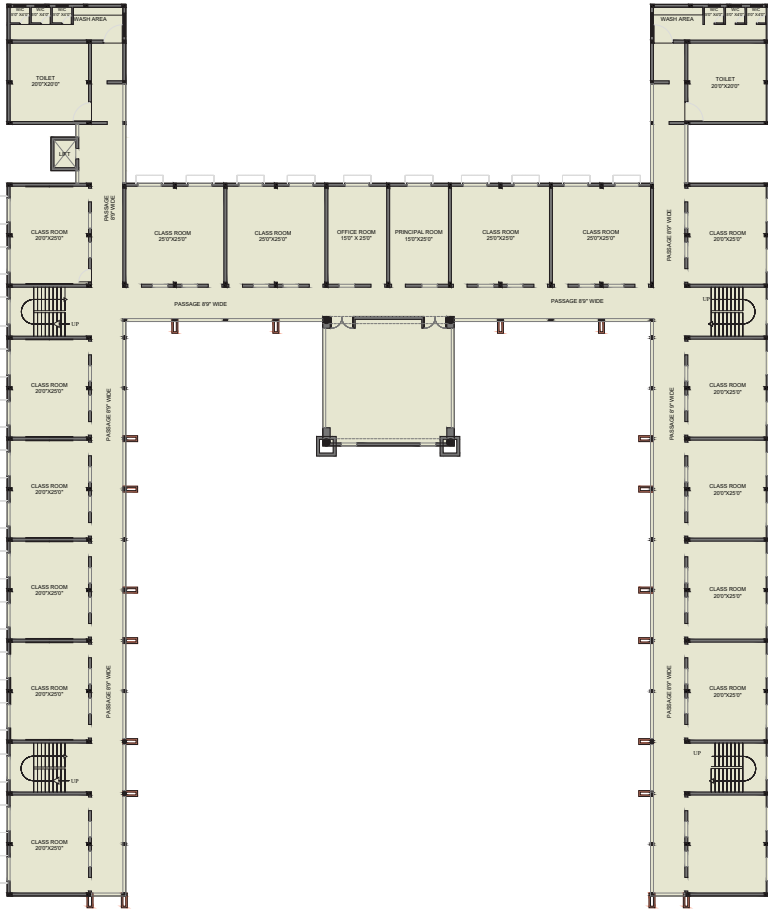
SCHOOL PLAN

SECOND FLOOR



SWAMI DAYANANDA VIDYALAYA

SECOND FLOOR PLAN 



UNIFORM AND HOUSE SYSTEM

REGULAR UNIFORMS

Class	Boys	Girls
Montessori Section	Shorts & Shirt	Shorts & Shirt
1 & 2	Shorts & Shirt	Shorts & Shirt
3 to 5	Shorts & Shirt	Skirt & Shirt
6 to 12	Full Pant & Shirt	Full Pant & Shirt

HOUSE SYSTEM

We have four houses named after four sacred rivers of India. Alakananda (Blue), Saraswati (Saffron), Narmada (Yellow) and Kaveri (Red). When selected to one of the houses, you will represent the house in all activities through your years of study at the school.

SPORTS UNIFORM

Class	Boys	Girls
Montessori Section	White Shorts & White T. Shirt	White Shorts & White T. Shirt
1 & 2	White Shorts & House T. Shirt	White Shorts & House T. Shirt
3 to 5	White Shorts & House T. Shirt	White Skirt & House T. Shirt
6 to 12	White Pant & House T. Shirt	White Pant & House T. Shirt

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The school offers co-curricular and extra-curricular activities designed to encourage students to explore, discover and learn.

Yoga	Chess
Music	Carrom
Hindi Certification	Mridangam
Dance	Keyboard
Musical Band	Violin
Silambam	Veena
Karate	

ACADEMIC REQUIREMENT FOR EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

SDET will grant permission for your participation in extra-curricular and co-curricular activities after reviewing your academic performance. While we recognise that these activities will help your overall development, we also expect you to perform well in your academics at all times. Your Class Teacher and Principal will review your grades before permitting you to participate in the extra-curricular activities.

VALUE EDUCATION

In keeping with the vision of our founder, the school offers a graded programme of our cultural heritage. Our Purna Vidya programme is designed to help our students understand and appreciate the richness of our tradition, by explaining the ethos underlying the rituals and festivals we practice at home and elsewhere.

ACADEMIC INTEGRITY

In keeping with our value system, SDET encourages you to develop individually, using your own creative and intellectual ability. We value the courage to speculate, question, test and change ways of thinking. We believe that intellectual initiative and independence is crucial to the academic and social development of each student. Students may work together to complete an assignment, but we do not permit copying or sharing answer. We believe that the use of work of others as a substitute for individual effort undermines the purpose of a student's education and the mission of SDET. It is academic dishonesty and against the spirit of Dharma.

TESTS

SDET expects you to do your work on your own. To give or receive information during a test or quiz is against our code of conduct.

Please do not discuss details of tests until all students have taken the test.

If you witness an incident of cheating, we expect you to report the incident to your Class Teacher or Principal immediately. SDET will hold all students involved in such incidents of cheating as accountable and they will be reprimanded.

COMMUNITY SERVICE – NSS

SDET believes that as a student, you need to develop an attitude of caring that will help you to live in harmony in an increasingly complex society. We are equal partners in the

progress of our community. Please enrol and participate in our community service programs.

NCC

The “Aims” of the NCC laid out in 1988 have stood the test of time and continue to meet the requirements expected of it in the current socio-economic scenario of the country. The NCC aims at developing character, comradeship discipline, a secular outlook, the spirit of adventure and ideals of selfless trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose. Needless to say the NCC also provides an environment conducive to motivating young Indians to join the armed forces.

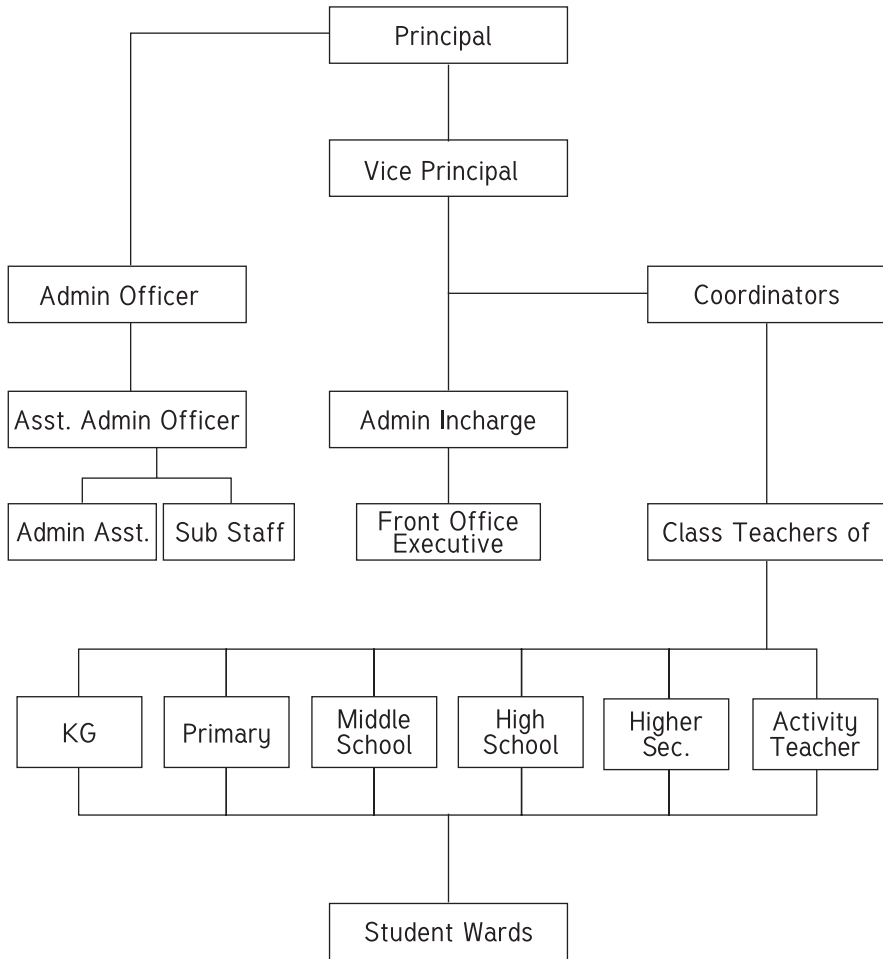
CLASS TRIPS

SDET considers field trips as an extension of the academic program. In addition, we may design some grade level field trips to reward specific students to display the value system of the school and / or demonstrate peer leadership. We expect students to follow school guidelines, as stipulated by the teacher, while on trips. Please observe safety procedures while riding in any form of vehicle. SDET welcomes parents to help volunteer to chaperone the students.

*To live in harmony is to conform to Dharma.
Then the mind remains free of conflicts
and free from regrets.*

- Swami Dayananda Saraswati

EMERGENCY COMMUNICATION NETWORK SYSTEM



This network has been created to facilitate effective and timely communication to all students of the school in the event of unscheduled holidays due to rain and other emergencies.

FACILITIES AVAILABLE AT THE SCHOOL

THE SCHOOL OFFICE

Our staff are happy to be of assistance to you. You may avail of their help for more information on appointments with the principal or class teachers, student particulars, details of your courses, leave of absence, medical certificates, tests and exam schedules. They will provide you the necessary forms for you to fill. Sample forms are included in the handbook. Please follow the format and fill in the required fields and submit at the school office.

SCIENCE AND COMPUTER LABS

The school provides well equipped labs. Make the best use of the opportunity.

These are shared facilities, so handle the equipment with care. In case of breakages, you may be asked to compensate for the damages.

Internet facilities are available. Please do not use the network for your personal work or browse through sites that are not permitted in the school. Please check with your lab assistant or Class Teacher if you have doubts.

LIBRARY

The library is open from 9 am to 3 pm.

You may borrow one book a week. If you wish to extend it, please renew it at the library. If you delay returning the book, you will have to pay a late fee. Please check with the librarian or your Class Teacher for details.

Please handle the books carefully. Return them in good condition for others would also need to read them.

SPORTS PLAYGROUND

A large shared playground offers ample opportunities for the students to develop and display their talents in sports. PE teachers encourage students to participate in as many sports as possible

MEDICAL ASSISTANCE

On campus, SDET provides a well-equipped ambulance and a qualified nurse to accompany students to the nearby hospital at Kudavasal or Tiruvarur, free of charge. A registered nurse attends to the medical needs of the students on the school premises.

AUDITORIUM

SDET believes that understanding our Classical arts and culture are fundamental to cultivate and develop aesthetic awareness in a child. A large air conditioned auditorium with a seating capacity of 1000 persons, equipped with excellent acoustic systems, offer the students an appropriate atmosphere to appreciate the richness of our tradition.

CAFETERIA

SDET is extremely conscious of the health of the students. The SDET cafeteria provides hygienically prepared nutritious food. Our food handlers ensure clean service. Concerned with the environment, SDET ensures they

segregate and properly dispose off the left over food items. Please be mindful of the environment while disposing your leftovers.

HERB GARDEN

A compact garden forms the frontage of the school. Most of the 25 varieties of indigenous herbs used in our traditional medicine system, Ayurveda, help the student to appreciate our indigenous knowledge systems.

GREEN CAMPUS

SDET provides a clean, litter free, green campus. Maintained by trained personnel, the gardens and buildings reflect the belief system of our founder, Swami Dayananda Saraswati - purity of mind reflected in the cleanliness of our environment. We request you to help us maintain the purity of our surrounding.

TRANSPORTATION

The school affords easy access through its large network of buses, operated by responsible, well trained staff. Our buses ply as far as Tiruvarur to east and Kumbakonam to the west. For the safety and security of the students, each vehicle is supported by a conductor to assist when and where required.

SECURITY

Security guards in strategic points ensure the safety and security of the students.

CCTV cameras located on each floor of the school building provide continuous surveillance. In case of emergencies such as fire, extinguishers are provided in each floor of the school building. Qualified personnel check and certify the extinguishers. Emergency numbers such as fire, police, ambulance, doctor, hospital will be available at the school office.

IMMUNISATION

Our school is fully compliant with the vaccination and immunisation programmes of the Health Department of the Government of Tamil Nadu. In the interest of the students' health, the school assists the government health officials to offer their services to immunise our students. As the programme is mandated by the government, we request parents to cooperate with the school.

WATER

Prioritising the health of our students, the school ensures clean water supply. water is sourced from bore wells and tested every year for its potable quality by a nationally accredited lab. The reports of the lab are displayed on our notice board. We take great care to provide clean drinking water by treating the entire water supply with Reverse Osmosis (RO).

The value is a value only when the value of the value is valuable to you.

- Swami Dayananda Saraswati

ADMISSION PROCEDURES

Admission forms will be issued from the school office. The school will notify the dates by the first of April.

Admission will be on the basis of the student's performance in the admission test, personal interview, conduct certificate and grades from the previous institution attended by the student.

Please submit the following certificates while handing in the admission forms.

Aadhar Card

Birth Certificate

Transfer and Conduct Certificate

Mark Sheet

Medical Certificate

Immunisation Certificate

Salary Certificate

Community Certificate

If you have appeared for the Class 10 public examination of other states, please enclose two attested copies of transfer certificate countersigned by the inspecting authorities of the school attended.

Please include the migration certificate issued by the Exam Board along with the application of admission (CBSE, ICSE, IGCSE and other State Boards).

TRANSFER CERTIFICATE (TC)

Please submit your request for TC on or before 15th of February of the Academic Year.

Make sure that you have settled your fees and dues before requesting a TC.

If you request for TC in the middle of a school term, you will have pay your fees for the entire term.

*Give the world the best you have, the
best will come back to you.*

- Swami Dayananda Saraswati

PAYMENT OF FEES

SDET is a registered charitable trust. We endeavour to offer the best facilities and learning methodology to all who wish to experience a value based education system. As we are dependent on the fees from our students to continue our service to the community, please make sure your fees are paid on time.

This will help us to provide opportunities for people who require support.

Please pay your term fees before the dates indicated. There will be no reminders.

Please check your handbook for the dates when fees are due.

Dates to pay School Fees and Van Fees

Term 1 - on or before the 7th of April

Term 2 - on or before the 7th of September

Term 3 - on or before the 7th of December

We prefer you to pay by Cash/DD/Cheque. The cheques should be drawn on local banks and we can accept them subject to realisation. Please make the cheques in favour of Swami Dayananda Vidyalaya.

You will be charged a fine of Rs. 100 for each day you delay payment.

The school does not refund fees that have been paid.

When you see suffering, you pick up the pain.

This is empathy. It is a natural human trait.

*The world enters you through empathy
and invokes compassion.*

*Compassion, in turn, moves you to act,
to reach out and help.*

- Swami Dayananda Saraswati

FINES

Discipline at SDET institutions is based upon our assumption that all students are innately good and have the capacity to behave responsibly and make the right choices.

BEHAVIOUR APPRAISALS

A school environment, in which appropriate behaviour is consistently expected and recognised, creates a sense of security for students. This will increase and improve the student's attention to learning and become responsible and self reliant.

We believe that an action to guide the student's behaviour should be productive, reasonable and restricted only to inappropriate behaviours.

Students benefit from an educational process best when teachers, administrators, counsellors and parents work cooperatively to ensure the students gain most from their mistakes.

SDET believes that discipline procedures are designed:

To help students recognise that freedom and responsibility go hand in hand.

To help them learn from their mistakes.

To help them develop effective communication, problem solving and other social interactive skills.

Students are subject to the rules of the school. SDET reserves the right to take appropriate disciplinary action if the attitudes and activities of a student are detrimental to the welfare of the individual, fellow students, faculty and the school.

Transgression or breach of the code of conduct will be met with appropriately, in keeping with the seriousness of the offence. These may include behavioural or academic issues. The disciplinary process will consist of a verbal warning, a reflection and action plan and / or a letter of apology. SDET encourages the student to reflect with or without the teacher's help and come up with an action plan he or she feels will help. We believe it will help the student take responsibility for his or her action and help the student understand the consequences of such behaviour.

SHARED RESPONSIBILITY

Our value-based education system endorses an awareness of the diversity of learning styles and educational needs of our students within our community. Our process ensures a collaborative approach where there is a sense of responsibility being shared by all who are part of a student's education.

Our learning process recognises the need for differentiated learning in order for students to reach their full potential. It also ensures that students receive what is required to be successful in their learning environment.

Our process supports the shared responsibility of teachers, students and parents for the students' learning. Education of a child occurs both in and out of school. The best education process involves a collaborative partnership between parents and the school. This allows for shared information and reinforcement of skills, knowledge and values held by school and family.

A free flow of communication between parents and the school is essential for the holistic education of the child. The school and parents need to be aware of significant events and issues that impact a student's life. Class Teachers, Coordinators and the Principal may serve as liaisons to help communication between teachers, students and parents. Please help us to address your issues and concerns on time by scheduling individual appointments with the appropriate faculty members. If you would like to discuss matters such

as curriculum, philosophy of the school and our policies, you may request for an appointment with the Correspondent or the Board of Trustees of SDET. Please contact the school office for further assistance.

In the interest of student safety, supervision, and to avoid disturbing a class, please do not go directly to the classrooms without permission. If you have a specific concern, please request an appointment with the Class Teacher after school hours. We recommend that you phone or send an email to schedule an appointment.

We encourage parents and teachers to address ongoing concerns with the coordinators. Once an academic, personal or social concern is identified, the Class Teachers and coordinators will work together with parents to determine and implement appropriate forms of support or educational consequences.

We insist that parents update the school office regularly with any change in address or other essential contact information so that the communication is not disturbed.

We believe it is important that families understand some of the core values of the institution and its expectations before enrolling their child in the school. The safe and healthy, physical and psychological development of children requires active supervision and involvement of family members in their lives. The school endeavours to provide proper supervision to ensure the safety of the child during school hours.

We are happy to receive any information regarding your child on a daily basis, especially when it may affect his / her performance. We request you to write a note to the school with details about your child on a regular basis. Please address it to the child's teacher.

We understand that mornings can be hectic at home, but we request you to please make the effort to write out information for the school. To address concerns, parents should always speak to their child's teacher first. To facilitate proper and productive relations between families and the faculty, we urge you to follow our protocol.

*No one is free from likes and dislikes. As long
as we hold them it is fine. It is only when
they hold us, it is a problem.*

- Swami Dayananda Saraswati

CODE OF CONDUCT

We believe in the development of each student's potential for learning in a positive, safe and orderly school environment. We are proud of the excellent behaviour that students' have displayed over the years. Therefore, misdemeanour is not an ordinary occurrence. However, given that students come from a variety of backgrounds, we believe we need to state what we expect from our students. It will help to foster the right atmosphere where appropriate behaviour is consistently expected and recognised. This will create a sense of security for students, and establish and maintain a caring, secure, supportive environment which will increase their attention to learning and self responsibility.

RESPECT FOR YOURSELF IS RESPECT FOR OTHERS

Please speak politely to the teachers, school staff and your fellow students.

Punctuality is a value; make sure you come to school on time.

Help the teacher if he or she needs assistance.

A sharing attitude will help you grow into a caring considerate person.

If you have an issue with your fellow student, discuss it directly with him or her, politely.

Treat your classmates with courtesy and respect.

Listen politely.

Wait for your turn to speak.

Speak softly in a courteous tone.

Use a level 1 or 2 voice.

Do not walk away when someone is speaking to you.

Welcome visitors to your school cordially.

RESPECT BOUNDARIES

Please remember that your freedom stops where another's freedom begins.

While using the corridors and staircase, please use a level 0 or level 1 voice at all times.

We expect appropriate behaviour while going up or down the staircase.

Take full advantage of the amenities and privileges provided by the school.

Understand that our furniture is shared by others. Take care not to damage school property. Do not drag or bang desks and benches. Others would need to use them.

Consideration for fellow students means you do not scribble on walls and furniture.

Consider the environment. Keep your campus and classroom clean. Pick up any trash or litter and put it in the dustbin.

Please do not eat or chew gum in your classroom.

Do not drink soft drinks or juices within the classroom.

Do not waste power. Make sure the lights and fans are switched off when you leave the room.

Use electric switches with care. Breaking the switches could result in an electric shock. You will be expected to compensate for the breakages or damages.

USING HEALTH FACILITIES

Request permission from your Class Teacher.

Please do not spit or urinate on the campus. We have provided ample wash facilities.

Wash hands thoroughly with soap and water before leaving the bathroom.

Do not waste water. Make sure the taps are tightly closed and there is no leakage of water.

Please report any vandalism to your Class Teacher immediately.

In case of emergency please consult the nearest adult for guidance.

HARMONY BETWEEN SCHOOL AND HOME

We encourage and expect you to follow the values of Dharma as envisioned in our vision statements. We request parents to continue the practice of these values at home to bring harmony between school and home. SDET strongly advises parents and students to respect and follow these values.

JEWELLERY AND ACCESSORIES

Simple ear-studs are most appropriate. Please do not wear long dangling ear ornaments or multiple earrings.

Please avoid bangles, bracelets, chains and neck ornaments.

Nails must be kept short and clean.

Please do not wear nail varnish on your fingernails or toes.

In case you do not follow the dress code, the class teacher or principal will ask you to remove the inappropriate items. He or she will keep them in safe custody until you leave for home. He or she will also send a letter to your parents reminding them of our dress code.

HAIR STYLE

In keeping with our value systems, the school expects students to comb their hair neatly.

Please do not wear flowers or bright pins in your hair. It will be distracting to your fellow students.

Hair colours or fancy hair styles are not appropriate for a school. Please avoid them.

Girls with long hair must plait and tie it up neatly with blue ribbons.

Boys must keep their hair short and neat. Mohawks and long hair are not permitted in school.

SCHOOL BUS

Please check with the school office regarding pick up points and time.

Please arrive at your pickup point 5 minutes early, so that you do not delay others.

Speak softly while getting in and out of the bus.

Avoid eating and drinking while travelling in the bus, unless you have a medical condition.

BICYCLES

If you are cycling to school, please park your bicycle in the space marked for cycles. Make sure you lock your cycle and take the keys with you. The school is not responsible for any loss or damage to your cycle.

MID-MORNING BREAK AND LUNCH

Please remember it is a vegetarian campus.

The school provides a nutrition packed drink for all students.

As you will be carrying lunch from home, please make sure your lunch basket contains the following:

Water bottle

Packed lunch

Clean cloth to spread on the ground

Clean napkin to keep your clothes neat

Spoon

Please avoid eating with your hands. Make sure you eat healthy nutritious food. Please avoid fat and sugary foods.

CELL PHONES, MOBILES AND IPADS

We do not permit students to bring digital devices to school. If you do bring them, the teacher will keep them for you until you return home.

We at SDET look forward to a year of mutual understanding and progress. We request you to use the opportunity to explore different perspectives of your fellow students,

teachers and visitors. Respect others' viewpoints. Share your views politely and openly. Help people in need. Nurture your own talents and appreciate those of others. Take full advantage of the privileges provided by the school and do your best to fulfil your potential.

OUR EXPECTATIONS FROM PARENTS / GUARDIANS

We believe it is the responsibility of all those who interact with students to provide a supportive, emotional, social and academic environment, focussing on the unique talents, abilities and needs of the child.

Our approach aims to increase independent access to the curriculum. We believe effective learning support utilises a collaborative approach, supporting students, teachers and parents in developing an environment that results in optimum learning. It is the responsibility of all teachers to ensure that support is relevant, contextual and consistent with the school curriculum.

Our process focuses on ensuring the success of students with learning needs along their educational pathway. The combined skills of thinking, communication, social, self management and research encourage the child to develop and transform its life to one of continuous learning.

WE THEREFORE REQUEST PARENTS:

To read the handbook and discuss the rules and policies with their children.

To supervise the child actively during non-school hours.

To make sure the child meets the academic and behavioural expectations of the school.

To ensure their child is in school on time every day, except in case of illness and emergencies.

To assure their child's compliance with the uniform standards.

To provide a quiet, well-lit place for study in the home.

To establish a consistent time for homework.

To set limits and monitor the use of electronic devices, cell phones, telephones, TV, video games and the Internet.

To encourage the child to eat nutritious meals and snacks.

TO FURTHER THE COOPERATION BETWEEN SDET AND THE PARENTS WE WILL:

Contact parents when concerns about academic progress or behaviour are noted.

Schedule opportunities for parents to meet with administrators and teachers.

Respond as early as possible to parent phone calls and emails.

Communicate important school news.

Provide challenging academic and enrichment activities.

Display a positive attitude towards the mission and goals of the school.

Please read the report cards, comment forms and discuss them with the child.

Make use of the opportunity to discuss the child's performance with the teachers.

Please attend parents' meetings and functions.

Communicate directly and politely with the school employees.

Refrain from public criticism of the school.

Avoid criticism in front of the child.

Help the child learn to discuss issues rather than argue.

*In this world there is nothing more sacred,
more purifying than knowledge. Like a
river, knowledge passes from a teacher to a
student in a perennial flow.*

Swami Dayananda Saraswati

REGULATIONS

Medium of instruction is English. We expect you to communicate amongst your fellow students and with your teachers in English. The practice will help you become familiar with the language and improve your communication skills.

FOR YOUR SAFETY

We require the ID name and photograph of your parent or guardian who will pick you up from school every day. Please ask your parent or guardian to submit this at the school office. The school will not send you with anyone whose name is not registered with the office.

Once you enter school, we insist that you do not leave the school campus without prior written permission from your parents or guardians.

During school hours, in case of an emergency or personal engagement, we request your parents or guardians to take permission from the Principal to personally pick you up from school.

Please carry your school ID at all times.

Please take care of your belongings and label them.

CALENDAR 2024-2025

ACADEMIC CALENDAR 2024 – 2025

APRIL 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday	School Reopens for the Academic Year 2024 - 25 [Mont 1 to VIII] - Bridge Course	
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday	Telugu New Year Holiday	
10	Wednesday		
11	Thursday	Ramzan Holiday	
12	Friday		
13	Saturday		
14	Sunday	Tamil New Year - Holiday	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday	Holiday	
21	Sunday	Mahaveer Jayanthi Holiday	
22	Monday		
23	Tuesday		
24	Wednesday	Weekly Test - Class I & II	
25	Thursday		
26	Friday	Summer Vacation Begins	
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday		
<p>Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.</p>			<p>No. of Working Days 16</p>

MAY 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Wednesday	May Day Holiday	
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday	Holiday	
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		
<p>Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.</p>			

JUNE 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Saturday		
2	Sunday	Holiday	
3	Monday	School Reopens after Summer Vacation [Classes I - XII]	
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday	Holiday	
10	Monday	School Reopens after Summer Vacation [Montessori Classes]	
11	Tuesday		
12	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
13	Thursday		
14	Friday		
15	Saturday	Holiday	
16	Sunday	Holiday	
17	Monday	Bakrid Holiday	
18	Tuesday		
19	Wednesday		
20	Thursday	Weekly Test - Class I & II Montessori Classes Work Sheets	
21	Friday		International Yoga Day Celebration Montessori - School Exploration Day [Campus Walk]
22	Saturday		
23	Sunday	Holiday	
24	Monday	Unit Test - 1 [Classes III - VIII]	
25	Tuesday		
26	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
27	Thursday		
28	Friday	Unit test - 1 ends [Classes III - VIII]	
29	Saturday		
30	Sunday	Holiday	
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 22

JULY 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Monday		
2	Tuesday		
3	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
4	Thursday		
5	Friday		Vana Mahotsav Celebration
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday		
10	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
11	Thursday		
12	Friday	Investiture Ceremony	
13	Saturday		Parent Orientation Programme [Classes I to XII]
14	Sunday	Holiday	
15	Monday	First Mid Term IX - XII	Education Development Day & Kamarajar Birthday
16	Tuesday		
17	Wednesday	Muharram Holiday	
18	Thursday		
19	Friday		
20	Saturday	Holiday	
21	Sunday	Holiday	
22	Monday		
23	Tuesday		
24	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
25	Thursday	Unit Test - 2 [Classes III - VIII]	
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday		
31	Wednesday	Unit Test - 2 Ends [Classes III - VIII] Weekly Test - Class I & II Montessori Classes Work Sheets	
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 25

AUGUST 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Thursday		
2	Friday		
3	Saturday		PTM [Classes Mont 1 to XII]
4	Sunday	Holiday	
5	Monday		
6	Tuesday		
7	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
8	Thursday		
9	Friday		Founders / Independence Day Competition
10	Saturday		
11	Sunday	Holiday	
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday	Independence Day Holiday	
16	Friday	Founders Day & Annual Day	
17	Saturday	Holiday	
18	Sunday	Holiday	
19	Monday		
20	Tuesday		
21	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
22	Thursday	Model Exam - 1 [Classes III - VIII]	
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday	Krishna Jayanthi Holiday	
27	Tuesday	Model Exam - 1 Ends [Classes III - VIII]	
28	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
29	Thursday		
30	Friday		
31	Saturday		
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 24

SEPTEMBER 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Sunday	Holiday	
2	Monday		
3	Tuesday		
4	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
5	Thursday		Teachers Day, Bookless Day [Stress Buster Day Mont 1 - VIII]
6	Friday		Vinayagar Chathurthi Competition
7	Saturday	Vinayakar Chathurthi Holiday	
8	Sunday	Holiday	
9	Monday	Quarterly Examination IX - XII	
10	Tuesday		
11	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday	Holiday	
16	Monday	Milad-Uh-Nabi Holiday	
17	Tuesday	Terminal Exam - 1 [Classes I - VIII] Montessori Classes Work Sheets	
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday	Holiday	
22	Sunday	Holiday	
23	Monday	Lend a Hand [Classes Mont 1 - XII]	
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 22

OCTOBER 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Tuesday		
2	Wednesday	Gandhi Jayanthi Holiday	
3	Thursday		Navarathri Competition
4	Friday		Green/Grand Parents Day
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday	Pooja Holidays	
10	Thursday	Pooja Holidays	
11	Friday	Ayutha Pooja Holiday	
12	Saturday	Vijayadashami Holiday	Admission for Kg - Aksharabiyas [Mont]
13	Sunday	Holiday	
14	Monday		
15	Tuesday		Abdul Kalam Birthday / Science Exhibition
16	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
24	Thursday		
25	Friday		Deepavali Competition
26	Saturday		
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday	Holiday	
31	Thursday	Deepavali	
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 20

NOVEMBER 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Friday	Holiday	
2	Saturday	Holiday	
3	Sunday	Holiday	
4	Monday		
5	Tuesday		
6	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
7	Thursday		
8	Friday		
9	Saturday	Presentation Day - Montessori Classes	
10	Sunday	Holiday	
11	Monday	Second Mid Term IX - XII	
12	Tuesday		
13	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday	Holiday	
18	Monday		
19	Tuesday		
20	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
21	Thursday		
22	Friday		Yellow Day-Montessori
23	Saturday		
24	Sunday	Holiday	
25	Monday	Unit Test - 3 [Classes III - VIII]	
26	Tuesday		
27	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
28	Thursday		
29	Friday	Unit Test - 3 Ends [Classes III - VIII]	
30	Saturday		
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 24

DECEMBER 2024			
Date	Day	Academic Routines	Events and Celebrations
1	Sunday	Holiday	
2	Monday		
3	Tuesday		
4	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	Holiday	
9	Monday		
10	Tuesday		
11	Wednesday	Weekly Test - CLASS I & II Montessori Classes Work Sheets	Bharathiyar Birthday Competition
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday	Holiday	
16	Monday	Half Yearly Examination IX - XII	
17	Tuesday		
18	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
19	Thursday		
20	Friday		
21	Saturday	Holiday	
22	Sunday	Holiday	Ramanujam Birthday
23	Monday		
24	Tuesday		
25	Wednesday	Christmas Holiday	
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		
31	Tuesday		
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 24

JANUARY 2025			
Date	Day	Academic Routines	Events and Celebrations
1	Wednesday	New Year Holiday	
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		
8	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
9	Thursday		
10	Friday		Pongal Celebration Competition
11	Saturday		
12	Sunday	Holiday	
13	Monday	Bhogi Holiday	
14	Tuesday	Pongal Holiday	
15	Wednesday	Matu Pongal Holiday	
16	Thursday	Kanum Pongal Holiday	
17	Friday		
18	Saturday	Holiday	
19	Sunday	Holiday	
20	Monday	Unit Test - 4 [Classes III - VIII]	
21	Tuesday		
22	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
23	Thursday		
24	Friday	Unit Test - 4 Ends [Classes III - VIII]	Republic Day Competition
25	Saturday		
26	Sunday	Republic Day Holiday	
27	Monday	First Revision X - XII	
28	Tuesday		
29	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
30	Thursday		
31	Friday		Sports Day
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 21

FEBRUARY 2025			
Date	Day	Academic Routines	Events and Celebrations
1	Saturday		
2	Sunday	Holiday	
3	Monday		
4	Tuesday		
5	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
6	Thursday		
7	Friday		
8	Saturday		Kids Fiesta and Graduation Day
9	Sunday	Holiday	
10	Monday	Second Revision X -XII	
11	Tuesday		
12	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
13	Thursday		
14	Friday		Green Day - Montessori
15	Saturday	Holiday	
16	Sunday	Holiday	
17	Monday	Model Exam - 2 [Classes III - VIII] Third Revision X - XII	
18	Tuesday		
19	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
20	Thursday		
21	Friday		Farewell - XII
22	Saturday		
23	Sunday	Holiday	
24	Monday		
25	Tuesday		
26	Wednesday	Weekly Test - Class I & II Montessori Classes Work Sheets	
27	Thursday		
28	Friday		
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 23

MARCH 2025			
Date	Day	Academic Routines	Events and Celebrations
1	Saturday		
2	Sunday	Holiday	
3	Monday	Revision Exam [Classes I - VIII]	
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday	Revision Exam Ends [Classes I - VIII]	
8	Saturday		
9	Sunday	Holiday	
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday	Holiday	
16	Sunday	Holiday	
17	Monday	Terminal Exam - 2 [Classes I -VIII] Montessori Classes Work Sheets	
18	Tuesday		
19	Wednesday		
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday	Holiday	
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday	Ugadi Holiday	
31	Monday	Ramzan Holiday	
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 24

APRIL 2025			
Date	Day	Academic Routines	Events and Celebrations
1	Tuesday		
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday	Annual Exam - Std IX	
8	Tuesday		
9	Wednesday		
10	Thursday	Mahavir Jayanthi Holiday	
11	Friday		
12	Saturday		
13	Sunday	Holiday	
14	Monday	Tamil New Year - Holiday	
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		
Note: All Saturdays are holiday for Montessori. Classes I to XII will work all Saturdays except third Saturday.			No. of Working Days 24

EXAM TIME TABLE

Date	Day	Timings	Subject

Portions:

Parent's Signature

Class Teacher's Signature

EXAM TIME TABLE

Date	Day	Timings	Subject

Portions:

Parent's Signature

Class Teacher's Signature

EXAM TIME TABLE

Date	Day	Timings	Subject

Portions:

Parent's Signature

Class Teacher's Signature

EXAM TIME TABLE

Date	Day	Timings	Subject

Portions:

Parent's Signature

Class Teacher's Signature

LEAVE RECORD

Name: _____

Std. & Sec.: _____

Date absence	Date of returns	Reason for absence	Parent's Signature	Principal's/ Teacher's Signature

Date	Home Work

Parent's Signature

Class Teacher's Signature

Date	Home Work

Parent's Signature

Class Teacher's Signature

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Class Teacher's Signature

TIME TABLE								
Days	1	2	3	4	5	6	7	8
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
	S H O R T B R E A K				S H O R T B R E A K			
	S H O R T B R E A K				S H O R T B R E A K			

TIME TABLE								
Days	1	2	3	4	5	6	7	8
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
	S H O R T B R E A K							
	S H O R T B R E A K							
	S H O R T B R E A K							

