

# ST. THOMAS HIGHER SECONDARY SCHOOL

St. Thomas Nagar, Mukkolakkal  
Thiruvananthapuram-695 043



## HAND BOOK 2024 - 2025

Name: .....

Class: .....

# ST. THOMAS HIGHER SECONDARY SCHOOL

St . Thomas Nagar, Mukkolakkal  
Thiruvananthapuram – 695 043

2024 - 2025

Affix  
Stamp size  
Photo

Name: ..... Admission No:.....

Class:..... Section:..... House:.....

Roll No. .... Date of Birth: .....

Religion ..... Community ..... (SC /ST/ OBC)

Parent's/ Guardian's Name: .....

Designation: .....

Address: .....

Specimen Signature

Telephone Numbers

Telephone Numbers: 1) Father, 2) Mother, 3) Guardian

Father:.....

Office: ..... Residence: ..... Mobile: .....

Mother:.....

Office: ..... Residence: ..... Mobile: .....

Guardian:.....

Office: ..... Residence: ..... Mobile: .....

Any other contact Number: .....

*Type Setting and Printing*

Akshara Offset

Vanchiyoor, Thiruvananthapuram

Phone : 0471 - 2471174

**THIS DIARY SHOULD BE BROUGHT TO SCHOOL ON ALL DAYS**

## ABOUT THE CALENDAR

This diary aims at establishing an invaluable link between teachers, students and parents. It is intended to serve:

1. As an all-in-one ready reckoner and planner for students.
2. As a means of communication between parents and the School;
- ❖ To keep parents abreast of what their children are studying at School and the curricular progress of their wards.
- ❖ To keep parents informed of home assignments; to serve as a handy reference with regard to the student's schedule; and
- ❖ To be used for convenient day-to-day correspondence (related to academics and conduct) between parents and the School Staff.

Students should ensure that they bring this diary to school every day, use it productively and treat it with care.

Parents should review current pages daily and must countersign and respond to any comments, which may be made periodically by members of the faculty. Parents should also countersign home assignments to signify their completion and provide an explanation if home assignments are not completed for any good reason.

As a matter of policy, students will get home tasks on subjects they are familiar with. These tasks are intended as revision exercises, to reinforce what is learned in School and must be undertaken by them entirely on their own, without adult supervision. Students should seek the help of their teachers at School on the following day if they encounter any difficulty.

Comments made by parents in the diary should be productive and confined strictly to the subject of the student's work and conduct. All other matters concerning the School should be dealt with separately and either conveyed personally or through separate letters addressed to the Head of the School.

## IMPORTANT TELEPHONE NUMBERS

**Information Centre [24 hrs]..... 0471-2511122**

- ❖ St Thomas Higher Secondary School Office ..... 0471 -2511110
- ❖ St Thomas Residential School Office.....0471-2511220
- ❖ St Thomas Central School Office.....0471 -2511330
- ❖ St Thomas Training College Office.....0471 - 2511102
- ❖ Society Office..... 0471 - 2511203, 2732600
- ❖ Accounts Office ..... 0471 - 2511202, 2511200
- ❖ Principal STHSS .....0471- 2511111

- Principal STCS ..... 0471- 2511331
- Principal STRS ..... 0471- 2511221
- Principal Training College ..... 0471- 2511101
- School Chaplain ..... 0471- 2511177

**Society Office E-mail/ Website:**

**mtcestvm@gmail.com / www.stthomastvm.edu.in**

**School E-mail ID : sthsstvm@gmail.com**

**School Website: sthsstvm.org**

**School Code : HS 43030, HSS 01157**

## EXECUTIVE COMMITTEE

*President*

**Rt. Rev. Dr. Issac Mar Philoxenos Episcopa**

*Vice President*

**Shri. P. Joy Oommen IAS (Retd)**

*Secretary*

**Shri. Mathew George**

*Treasurer*

**Shri. Cherian Varghese**

### Executive Members

**Shri. Abraham Thomas**

**Shri. John C. Cherian**

**Shri. Oommen Koshy**

**Smt. Moncy Zachariah**

**Shri. P.M. John**

**Shri. A.J. Cherian**

**Shri. Mathew Thomas**

**Shri. Varghese Mammen**

**Shri. Varghese P.J.**

**Shri. Kuruvilla Thomas**

### Special Invitees

**Shri. Varghese Samuel**

*(Principal, St. Thomas Central School)*

**Shri. Babykutty P. Rajan**

*(Principal, St. Thomas Residential School)*

**Dr. Lizu Verghis**

*(Principal, St. Thomas Higher Secondary School)*

**Dr. Anila Chacko**

*(Principal, St. Thomas Training College)*

**Dr. A.G. Mathew**

*(Principal, St. Thomas Institute for Science and Technology)*

**Smt. Lenu Elizabeth Thomas**

*(Principal, St. Thomas Public School, Kazhakoottam)*

**Rev. Mathew K. John**

*(Chaplain)*

*The Executive Committee of The Mar Thoma Church Educational Society has the power to add, amend or alter the rules, to regulate the working of the school and the hostel without prior notice.*

## EFFECTIVE SCHOOL

“An effective school is characterized by a safe and orderly climate, with discipline based on clear rules enforced fairly and consistently; emphasis on student acquisition of central learning skills, with curriculum organization used to achieve agreement on goals; frequent evaluation and monitoring of student’s performance; strong leadership; both instructional and administrative, by the Principal and senior staff; a strong sense of community, with teacher commitment to the school and active teacher involvement in decision making; clear goals and high expectations of student achievement, with school-wide recognition of academic success; effective use of time, with few disruptions of time devoted to non-academic activities; and parents informed about, and supportive of, school goals and student responsibilities, especially with regard to homework”

## EDUCATION FOR THE TWENTY - FIRST CENTURY : ISSUES AND PROSPECTS - UNESCO PUBLICATION



## School Prayer



**Morning-** *When the day begins.....*

Oh God/help us today /to use life as you would have us to use it/Help us to use our time wisely, in honest work/Help us to use whatever gifts we have/to help others and to make a useful contribution to life/and to the world...Amen.

**Evening-** *When the day ends.....*

Oh God/we thank you for this day/we thank you for the new things that we were able to learn/We thank you for the new things we were able to do/ Forgive us God if there has been any failures of obedience or lack of self-discipline... Amen



## School Anthem

**T**ruth is our goal  
Press on with your might  
St Thomas turns darkness to light  
With God in our souls, Injustice we will fight,  
And put all evil to flight

*Thamaso Maa Jyothir Gamaya Asatooma Sat Gamaya (2)*

With passion for our nation  
Good values we uphold  
All people and all race we'll enfold  
Irrespective of station  
We stand all bold  
Never stooping for charm silver or gold

*Thamaso Maa Jyothir Gamaya Asatooma Sat Gamaya (2)*

We love our Alma mater  
St Thomas our home  
Anger and vice here will not roam  
O God! there is none greater  
We serve Thee at Thy Throne  
With Thee we are ne'er alone

*Thamaso Maa Jyothir Gamaya Asatooma Sat Gamaya (2)*

## National Anthem



Jana-gana –mana- adhinayakajayahe  
Bharatha-bhagyavidhata,  
Punjaba- Sindhu Gujarata Maratha  
Dravida Utkala- Banga  
Vindhya Himachala- Yamuna- Ganga  
Uchala Jaladhi- Taranga  
Tavashubha name jage  
Tavashubhaasisha mage,  
Gahetava-jaya- gatha,  
Jana-gana-mangaladayakajaya he  
Bharata- Bhagya- Vidhata.  
Jaya he, Jaya he, Jaya he  
Jaya, Jaya, Jaya, Jaya he



## Pledge

**I**ndia 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 respect to 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

**Jai Hind**

## Suggested List of Books

### Classes 1 - 3

1. The Ladybird Read Aloud Series
2. Aesop's fables
3. The Tale of Peter Rabbit - Beatrix Potter
4. Panchatantra Tales / Karadi Tales
5. Jataka Tales

### Class 4

1. Noddy Stories (with Illustrations)
2. Grandfather Gandhi-Arun Gandhi
3. The Sheep-Pig-Dick King Smith
4. Stories by Ruskin Bond eg: The Blue Umbrella
5. Stories such as fantastic Mr. Fox
6. Horrid Henry - Francesca Simon
7. Graphic novels - Amar Chitra Katha

### Class 5

1. The Wizard of Oz-L. Frank Baum
2. The Water Babies - Charles Kingsley
3. Roald Dahl's Children's Books  
(eg: The Witches, Matilda etc.)
4. Heidi - Johanna Spyri
5. Daddy Long- Legs - Jean Webster

### Class 6

1. The Adventures of Robin Hood
2. Roald Dahl's Children's Books
3. Black Beauty - Anna Sewell
4. Graphic Novels - Tin Tin Series, Amar Chitra Katha
5. The Railway Children - Edith Nesbit

### Class 7

1. Gulliver's Travels - Jonathan Swift
2. Oliver Twist - Charles Dickens
3. Robinson Crusoe - Daniel Defoe
4. Ruskin Bond Stories

### Class 8

1. Little Women - Louisa M. Alcott
2. The Three Musketeers - Alexandre Dumas
3. Three Men in a Boat
4. Tales from Tagore
5. Ruskin Bond  
(eg: Tales of the open Road)

### Class 9

1. Six tales from Shakespeare
2. Gerald Durrell (eg: A zoo in my window)
3. Six Short stories - E. J. Dodd/S.E.Paces
4. The best of O'Henry

### Classes 10, 11, 12

1. Gulliver's Travels
2. Invisible Man
3. Pride and Prejudice
4. The Canterville Ghost
5. Emma
6. A Christmas Carol
7. J.K. Rowling - Harry Potter
8. The War of the Worlds
9. The best of O'Henry
10. The Diary of a young Girl by Anne Frank
11. Up from Slavery (Booker T. Washington)
12. The story of My Life (Helen Keller)

## Suggested List of Books Malayalam

### Std : 3

1. തെന്നാലി രാമൻ കഥകൾ
2. മിറായിപ്പൊതി - സുമംഗല
3. അലാവുദ്ദീനും അത്ഭുതവിളക്കും
4. അമ്പിളിപ്പൂത്തോണി - സിപ്പി പള്ളിപ്പുറം

### Std : 4

1. പാത്തുമ്മയുടെ ആട് - വൈക്കം മുഹമ്മദ് ബഷീർ
2. നമ്പൂരി ഫലിതങ്ങൾ - കുഞ്ഞുണ്ണി മാഷ്
3. കുറിഞ്ഞിയും കൂട്ടുകാരും - സുമംഗല
4. ഇളം ചുണ്ടുകൾ - ജി. ശങ്കരക്കുറുപ്പ്

### Std : 5

1. വിക്രമാദിത്യ കഥകൾ
2. ബാല്യകാലസഖി - വൈക്കം മുഹമ്മദ് ബഷീർ
3. ഒരു കൂടയും കുഞ്ഞുപെങ്ങളും - മുട്ടത്തുവർക്കി
4. പൂഷ്പവാടി - കുമാരനാശാൻ

### Std : 6

1. മാലിരാമായണം - വി. മാധവൻ നായർ
2. ന്റുപ്പുപ്പാക്കൊരാനേണ്ടാർന്ന് - വൈക്കം മുഹമ്മദ് ബഷീർ
3. കുന്നിമണികൾ - വൈലോപ്പിള്ളി
4. പഞ്ചതന്ത്രം കഥകൾ

### Std : 7

1. ഉണ്ണിക്കുട്ടന്റെ ലോകം - നന്തനാർ
2. തേന്മാവ് - വൈക്കം മുഹമ്മദ് ബഷീർ
3. മാഞ്ചുവട്ടിൽ - തകഴി ശിവശങ്കരപ്പിള്ള
4. മാലി ഭാരതം - വി. മാധവൻ നായർ

### Std : 8

1. കാരൂർക്കഥകൾ - കാരൂർ നീലകണ്ഠപ്പിള്ള
2. നാലുകെട്ട് - എം.ടി. വാസുദേവൻ നായർ
3. അഗ്നിസാക്ഷി - ലളിതാംബിക അന്തർജ്ജനം
4. വൃദ്ധസദനം - ടി.വി. കൊച്ചുബാവ

### Std : 9

1. വേരുകൾ - മലയാറ്റൂർ രാമകൃഷ്ണൻ
2. പ്രകാശം പരത്തുന്ന പെൺകുട്ടി - ടി. പത്മനാഭൻ
3. അക്ഷരം - ഒ.എൻ.വി. കുറുപ്പ്
4. അപാരതയിലെ അഗ്നിച്ചിറകുകൾ - ഡോ. എ.പി.ജെ. അബ്ദുൾ കലാം

### Std : 10

1. ഹിഗ്ഗി - എൻ.എസ്. മാധവൻ
2. രണ്ടാമുഴം - എം.ടി. വാസുദേവൻ നായർ
3. ഖസാക്കിന്റെ ഇതിഹാസം - ഒ.വി. വിജയൻ
4. ആടുജീവിതം - ബെന്യാമിൻ

### Std : 11

1. ആവേ മരിയ - കെ.ആർ. മീര
2. ഇനി ഞാനുറങ്ങട്ടെ - പി.കെ. ബാലകൃഷ്ണൻ
3. സ്മാരക ശിലകൾ - പുനത്തിൽ കുഞ്ഞബ്ദുള്ള
4. അമാവാസി - ബാലചന്ദ്രൻ ചുള്ളിക്കാട്

### Std : 12

1. ആയുസ്സിന്റെ പുസ്തകം - സി.വി. ബാലകൃഷ്ണൻ
2. മുൻപേ പറക്കുന്ന പക്ഷികൾ - സി. രാധാകൃഷ്ണൻ
3. എന്റെ കഥ - മാധവിക്കുട്ടി
4. ഭാരതപര്യടനം - കുട്ടിക്കൃഷ്ണമാരാർ

## PROSPECTUS

### General

The St. Thomas Higher Secondary School was started as Mar Thoma High School in June 1984 by the Marthoma Church Educational Society, with the objective of providing quality education. This is a co- educational English medium school which follows the 10 + 2 syllabus of the SCERT. The administration of the school is vested in the above society which is a charitable body registered under the Travancore – Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. The Bishop of the Trivandrum-Quilon Diocese of the Marthoma Syrian Church is the President of the Society and the Metropolitan of the Church, is the Patron. The society runs three other schools, St. Thomas Residential School (ICSE) St. Thomas Central School (CBSE) and St. Thomas Public School (CBSE) at Kattaikonam, a College for Teacher Education. St. Thomas Training College and an Engineering College, St. Thomas Institute of Science and Technology.

The school prepares boys and girls for the Higher Secondary examination conducted by the Directorate of Higher Secondary Education. A high standard of teaching, discipline, development of moral and social habits and various extra-curricular activities are the main features of the education imparted by the institution. We are trying to impart an all round education to the students. Different clubs in the school are platforms for the students to develop their talents. The school has a team of well qualified and experienced teachers. The school is situated in sylvan surroundings at Mukkolakkal, a village adjoining the Thiruvananthapuram city. The campus is about 28 acres.

The management offers boarding facility to the outstation students. Around 350 students can be accommodated in three hostels (separate for boys and girls). Boarders are taken care of by wardens. Proper medical attention is also given. There is an infirmary with general and isolation wards to provide proper medical attention.

### OBJECTIVES

1. To uphold an integrated view of life based on Christian values and to promote the all round development of the students -intellectual, physical and spiritual.
2. To provide education which aims at excellence in the pursuit of knowledge and encourages creativity and independent thinking.
3. To give the education imparted a vocational bias by providing professional and technical courses at suitable levels and instilling in students necessary mental attitudes and work habits.
4. To awaken in students an awareness of the social and economic realities in the world around them and a sense of social responsibility.
5. To develop in them qualities of leadership and thus train them to be responsible and useful citizens of India with a sense of righteousness.
6. In order to develop the varied interests of the students, we provide ample opportunity through several co-curricular activities including games and athletic programmes.

### CURRICULUM & SYLLABUS

The School comes under the Department of General Education, Govt. of Kerala. The syllabus followed is in tune with the national curriculum framework which gives emphasis to the all round development of the child. The grading system was introduced in 2005 and the students are subjected to continuous evaluation process which stretches throughout the year.

The SSLC examination is taken at the end of Standard X.

#### Subjects

English	Mathematics
Malayalam I	Physics
Malayalam II	Chemistry
Hindi	Biology
Social Science	Information Technology



Students are assessed according to the following grades		
GRADING SYSTEM		
MARKS RANGE	GRADE	GRADE POINT
90 - 100	A+	9
80 - 89	A	8
70 - 79	B+	7
60 - 69	B	6
50 - 59	C +	5
40 - 49	C	4
30 - 39	D +	3
20 - 29	D	.....
Below 20	E	.....

## HIGHER SECONDARY SECTION

At the higher secondary level NCERT text books are followed for the core subjects. Language text books are prescribed by SCERT. The Higher Secondary Board of Kerala conducts examinations at the end of standards XI & XII.

### Subjects

- English (Compulsory)
- Second Language (Compulsory) - Malayalam/Hindi
- Science Stream
  - Physics, Chemistry, Mathematics, Biology
  - Physics, Chemistry, Mathematics, Computer Science
- Commerce Stream
 

Business Studies, Accountancy, Economics, Computer Applications

### 2. Hours of work

Pre-Primary Classes	: 9:20 a.m to 2:20 p.m
Std I to XII	: 8:00 a.m to 2:30 p.m
Office Hours	: 8:00 a.m to 3:30 p.m
Cash Transaction	: 9:00 a.m to 3:30 p.m

### Lunch Break

For School	: 11:50 a.m to 12:25 p.m
For Office	: 1:00 p.m to 1:30 p.m

**Note: Students of the Higher Secondary Section will have to stay back for extra classes and remedial sessions.**

Sundays are holidays for the school. Some holidays are noted in the calendar and others as per the Government announcement.

### Admission

Admission is normally offered only to Pre-Primary classes and Std XI. Those who desire to enroll are required to fill in the application form which can be obtained on payment from the School Office on the specified dates.

Casual vacancies in Stds. I -VIII are filled up on the basis of the results of an Entrance test conducted each year during April-May.

### Fees

**Fees should be paid on or before 10<sup>th</sup> of every term. A late fee of Rs.5/- per day will be charged in case of default of payment.**

- 1<sup>st</sup> term – before 10<sup>th</sup> June
- 2<sup>nd</sup> term – before 10<sup>th</sup> September
- 3<sup>rd</sup> term – before 10<sup>th</sup> January

**Tuition fees will be increased proportionately as and when the salary or dearness allowance of the teachers is increased.**

School and hostel fees should be remitted at Canara Bank, near St Thomas Central School, Mukkolakkal Branch.

### School Fees

Pre-Primary	SB A/c. No.10007	Canara Bank
Std V to XII	SB A/c. No.10005	Canara Bank
Std I to IV	SB A/c. No.10006	Canara Bank

### Hostel Fees

SB A/c. No.10004	Canara Bank
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### Conveyance Fees

**Fees should be remitted in**

**SB A/c No. 10001 Canara Bank, Mukkolakkal**

1. Those who are desirous of availing the school bus facility should opt it for the whole academic year and the fees should be remitted before 10<sup>th</sup> June. However, there is option to remit the bus fees in two instalments i.e. before 10<sup>th</sup> June and before 10<sup>th</sup> September.
2. ***The bus facility once opted cannot be withdrawn during the year and charges for the whole year is to be remitted. No refund will be allowed.***
3. All students using the school bus facility will have to carry their bus passes while travelling and it should be produced for verification on demand. Severe action will be taken against those who are availing the facility without remitting the fees in time. Students should travel only in the route for which the bus pass is issued. They will not be granted permission to change the route /trip for attending private tuitions. Parents are not permitted to travel by the school bus .Indiscipline of any sort will not be tolerated in the school buses. Such cases will be dealt with seriously and the bus passes issued will be cancelled forthwith.

## Withdrawals

Withdrawal of students during a school year is not generally allowed. However, if a student is to be withdrawn for reasons beyond the control of the Parent/Guardian, three calendar months notice must be given. In the case of withdrawal without notice, all the dues for the notice period will be charged. ***Transfer Certificates will be issued only after all dues are cleared.*** All the students are expected to stay either with their parents, authorized local guardian or in the hostel run by the society Non-observance of this will entail removal from the School.

## CODE OF CONDUCT

Students who are given the privilege of joining St. Thomas fraternity should be aware that as members of this distinguished community, they carry the responsibility of upholding its ideals with dignity and pride. As the School's ambassadors, students are expected:

1. To be kind, considerate and upright human beings, always ready to offer encouragement and lend a helping hand.
2. To behave courteously to all, rich or poor, regardless of caste, creed, colour or religion, always respecting the liberty and rights of others.
3. To look upon fellow humans from all parts of the world and all walks of life as brethren, avoiding rudeness and vulgarity at all times.
4. To make every effort to contribute their share in making the world a better place to live in, rather than idly gossiping, lamenting and grumbling over the evils they perceive.
5. To possess the courage of their convictions, never hesitating to say a firm, 'No' when asked to do a thing, which they know to be wrong, however tempting it might seem.
6. Never to be cruel, knowing that cruelty is the trait of bullies and a sign of low self-esteem, while kindness is the mark of gentility and strength.
7. To stand up for and personify the spirit of sportsmanship and fair play, never needing to lie, cheat or be deliberately unfair in order to win; playing the game with full zeal and accepting defeat with good grace.
8. To treat staff and visitors in a friendly and respectful manner, at School as well as at home, always rising to wish any teacher or guest politely and offering assistance voluntarily, without the need to be prompted.
9. To accept assigned tasks and duties willingly and without argument ensuring that these are carried out with the highest standards.
10. To take pride in wearing their School uniform and strive to keep it neat and tidy at all times.
11. To respect and treat public property with care; to look after the School premises with the pride of ownership; to prevent willful damage whenever possible; and to promptly report any breakages observed.
12. Celebrations including that of birthdays are not permitted on the school premises and in the school buses. Any action

resulting in physical injury or mental harassment of any student will be viewed seriously and is a punishable offence.

13. To take good care of themselves and adopt healthy habits, so as to remain mentally and physically active and strong enough to face the most difficult situations with courage and confidence.
14. To conserve electricity and switch off fans and lights when they leave any room.
15. To save water and close the taps when not in use. Leaky faucets should be brought to the notice of the School office.
16. Any violation of the code of conduct can invite punishment even leading to a fine, suspension and expulsion from the school.

### **RULES FOR STUDENTS USING THE SCHOOL BUS**

These rules are drawn up for the safety, care and protection of students using the school buses.

1. Students should be at the bus stop at least 5 minutes before the scheduled time of the bus at the stop.
2. All students must stand in a queue and as far as possible younger students should be made to stand in front of the queue. They must enter the bus as soon as they reach the bus bay and not wait till the bus starts to leave. Getting into a running bus is strictly prohibited.
3. School bags should be kept in the space provided for, it within the bus.
4. Students should not lean out of the window or put their arms out of the window.
5. Students should not throw anything out of the window, while in the bus.
6. No student is allowed to sit on another student's lap.
7. Seats cannot be reserved permanently for any student or staff, unless the management grants permission.
8. The teachers, bus monitors and bus staff will monitor the discipline within the bus. No external interference will be allowed. The students should follow the directions given by the Teachers travelling in the bus and the bus staff as well as monitors.

9. Communication among students inside the bus must be only in English. Use of proper, decent and polite language is a must and it applies to all staff and students using the school bus.
10. Any form of bullying/threats or rude talk from students/parents/guardians will be viewed seriously.
11. Indiscipline in the school bus will not be tolerated. Senior students bullying younger students or taking their seats, using foul language, disobeying the instructions of the teachers and conductors, fighting in the buses etc. as and when reported will be dealt with seriously and in the case of such students, the Bus Pass issued will be cancelled forthwith and will be followed by disciplinary action.
12. Students are not permitted to play loud games and also games which involve betting.
13. The driver and conductor are in-charge and instructions given by them are to be obeyed.

### **SCHOOL REGULATIONS**

#### **Maintenance of Discipline**

1. Every student of this School is expected to be courteous in talk and behaviour at all times. They must use polite expressions like "Thank You", "Excuse Me", "Sorry", "Please" etc as and when necessary. Students are expected to get up from their seats when a teacher or a visitor enters the room or place where they happen to be and stand erect when spoken to. They must always remember to maintain queue system- for eg. while waiting to enter the bus, at the canteen etc.
2. Every student shall have with him/her the text books and note books required for the classes.
3. All assignments shall be regularly completed and submitted on the prescribed dates.
4. Inattentiveness, indifference towards any subject, discourtesy towards any member of the staff, or any act, which affects the discipline of the School, will be viewed seriously
5. Cleanliness of person and dress is expected of every student. The uniform must be clean, well pressed and complete at all times.

Students coming to school in untidy school dress, unkempt hair, improper footwear, etc will be denied admission to class.

6. The School premises should be kept neat and tidy. Deposit waste materials and waste paper in the waste bins provided.
7. Students suffering from contagious or infectious diseases are not allowed to enter the class. Cases of such illness should be reported to the Class teacher/Principal.
8. Habitual negligence of School work, dishonesty, obscenity in word or act, insubordination or such other acts of misconduct will involve disciplinary action which in extreme cases, will be expulsion from the School.
9. Students are responsible for the safe custody of their books and belongings. The school is not responsible for goods lost. It is not advisable to bring valuable articles to School.
10. Any damage caused to school property or to that of other students will have to be made good. If needed, fine will be imposed.
11. Students of one class/section are not allowed to be in another class/section even during intervals.
12. In the absence of a teacher, the monitor assumes responsibility for order and discipline of the class. The prefects will assist in maintaining discipline of the students outside the classroom.
13. When students are moving along corridors to another classroom, they should keep to the left and walk in single line.
14. Running or shouting inside the school buildings/ classrooms or playing in the classroom is not allowed.
15. Students are not allowed to bring razor blades or other sharp instruments to the school.
16. All are expected to speak English at all times, at school, in the school bus and in the hostels.
17. Students are not allowed to be taken from class during the school hours. In case of any emergency, parents can meet Class teacher/Principal.
18. Every student is expected to take an active part in co-curricular activities like games, sports, literary associations, educational tours, picnics etc. arranged by the school.

19. Students are not allowed to bring two/four wheelers into the school campus. No student is expected to ride on bikes or scooters and drive four wheelers as they are below the age of 18, the age for getting valid driving license.
20. The Management reserves the right to request parents to withdraw their wards from their school, if their behaviour/conduct of the parent and/or ward goes against the discipline, culture and ethos of the school or campus.
21. The St. Thomas Schools aim to mould the character of the students and to develop them as good citizens. Discipline is the hallmark of a good citizen and disciplined behaviour should be cultivated by all. It shall be the duty of all students to maintain absolute discipline at all times and show character and conduct of an exemplary nature. If any act of indiscipline or misconduct on the part of students come to the notice of the School Authorities, they may be compelled to take such action as is deemed necessary in order to protect the interest of the students themselves as well as the reputation of St. Thomas Schools.
22. It is not possible nor is it necessary to enumerate all the acts of commission or omission which will amount to indiscipline or misbehaviour. The following is an illustrative but not exhaustive list
  - i Ragging in any manner or description is strictly prohibited and it is also a criminal offence. All students strictly should avoid any conduct towards their fellow students, juniors or seniors which could even remotely be construed as ragging.
  - ii. All students should conduct themselves with due regard to the good name and reputation of St. Thomas Schools.
  - iii. Students should conduct themselves in an orderly manner at all times including the time spent in classrooms, in recreation activities, in the Canteen, Mess, School Buses etc. The prescribed uniform should always be worn while in school in the prescribed manner, except when specifically exempted by the School Authorities on certain days. Low

waist or tight trousers will not be permitted. **Students are prohibited from bringing to the school campus mobile phones/cameras and other recording devices. The above objects, if found in the school premises are liable to be confiscated by the school authorities and, if not confiscated, the object will be returned to the parent/ guardian only at the end of the academic year. The students will also be liable to pay a fine not exceeding Rs 1000/- per device confiscated from them or found on them.**

- iv. Wearing of identity card is compulsory.
- v. **Student should be punctual in attending classes and should obtain prior permission from the teacher/ Principal for absence from the school.** If prior permission was not possible for valid reasons, he should at the earliest opportunity produce a letter from the parent/guardian for grant of leave. Persistent absence, late attendance will render the student liable for disciplinary action including suspension or expulsion from the school.
- vi. Disobedience and defiance of authorities, disrespect to teachers and staff, malpractices in examination and lack of interest in studies, conduct inconsistent with the reputation and moral values which the school seeks to uphold, will be viewed seriously and may even lead to dismissal of the student from the school.
- vii. Students are not allowed to go out of the campus without permission even during recess and violations will result in fine up to Rs.100 per instance and if persisted with, may even lead to suspension from the school.
- viii. Student should always behave in a polite and considerate manner to all with whom they come into contact.
- ix. It is the duty of the student to preserve the assets of the school and of the campus including assets in the classroom such as benches desks, asset of the lab, library, canteen, playground etc. If any damage is caused to these assets,

twice the replacement cost will be recovered from the students who caused the damage. If the student who caused the damage doesn't come forward to own the responsibility for the damage or it is not practicable to identify him, up to twice the replacement cost will be recovered from the group of students who have been using the asset and who had the opportunity to cause the damage to it.

- x. Students shall not indulge in any act of violence or indulge or be part of fights inside the school or outside the school or in buses. Severe action not excluding suspension or dismissal will be taken for indulging in any act of violence.

### **Absence and Leave**

1. Regular attendance is expected of every student and no student shall absent himself from his class without the prior permission of the Class Teacher or Principal. If prior permission cannot be obtained for reasons beyond control the class teacher should be informed over the phone, by email or SMS and an application for leave signed by the parent/guardian, or a written note in the school diary should be submitted to the Class teacher on the first day of attendance after leave.
2. **Class Teachers are authorized to grant leave of absence to pupils for two days, provided these are not the days of examination. Leave applications for three days and more should be sent to the Principal.**
3. Repeated absence without leave or unexplained absence for more than 14 consecutive days renders the student liable to have his/her name struck off the rolls. Readmission may be granted only on the basis of a satisfactory explanation by parents/ guardians and on payment of a fresh admission fee.
4. Absence from examination without leave and at the reopening of classes after the holidays will be viewed seriously. In the case of illness, a Medical Certificate should be submitted.
5. Absence without leave will render the pupil liable to a fine, or any other punishment at the discretion of the Principal.



## PROMOTION

1. Promotion is granted on the basis of the whole year's work of the student. Records of periodic tests, terminal examination etc. will be taken into account at the time of promotion.
2. **Results declared at the end of the year are final in all cases and will not be reconsidered. The promotion lists will be put up in the school office. Results will be withheld, if fees or hostel dues are in default or to compel the parents to meet the Principal/ teaching faculty.**
3. A student who fails to pass twice in the same class will not be permitted to continue his/her studies in the school.
4. Parents/guardians will have to ensure that their wards maintain good academic standards throughout the year.
5. Promotion to the upper grade will be made on the basis of the formal examinations as well as the students cumulative records based on daily, weekly and monthly informal tests. Progress report cards are sent to the parents periodically, in which scholastic and non-scholastic achievements of the children are recorded. Parents are required to sign the Report Cards and send it back to the Class teacher within two days of its receipt.

## SCHOOL LIBRARY

The school library has a large collection of books for all ages, several reference books and a large number of periodicals and newspapers. Every year more than 500 books are added to the collection. The library is fully computerized with a high emphasis on educational support. An online catalogue has been provided for students, teachers and even parents. This can be accessed in the School's automation software. Photocopying facility is also available in the library. In order to make the students aware of the importance of reading books and to improve their reading habits, we observe Library Week every year. In this connection a Library Quiz is also conducted.

## Library Rules

1. All the students and members of the staff are expected to use the School Library regularly.
2. Students are allowed to borrow only two books at a time and retain them for a period of two weeks. The Librarian may call for a book borrowed by any member even before the expiry of the normal period of two weeks.
3. Reference books may not be taken out of the Library.
4. If the borrowed books are not returned to the Library on the due date, a fine of Rs. 5/- per day will be imposed.
5. Borrowers are required to examine the books at the time of borrowing and report to the Librarian any damage, loss of pages, pictures etc., noticed.
6. Borrowers are not permitted to pass on the books to others.
7. Books borrowed shall be kept neatly. Avoid marking, underlining, or defacing the books.
8. If books are lost, damaged, or badly handled, their full cost with a fine will be levied on the borrower. The decision of the Principal in this matter shall be final and binding.
9. Library books will be issued from the 1st of June. All books borrowed should be returned to the Library by the end of February every year.
10. While in the library students are to maintain perfect silence. Students shall select and get the books issued by the librarian in a disciplined manner.

## School Uniform Rules

1. Students must wear their uniforms with pride and ensure that they look neat and presentable at all times.
2. As long as a student is on the School rolls she/he must always come to School in uniform, even during the practical and extra classes.
3. ID cards are part of the uniform and it is compulsory for students to wear it on all days. Failure to wear it is likely to invite punishment and attract heavy fine.

4. No student is allowed to attend any Open House; or any School function in or outside the School in any dress other than the School uniform. Photographs of students on forms that are to be attested by the Principal should be in school uniform only.
5. Students reporting to school in untidy/improper uniform will have to pay a heavy fine.
6. Students not in complete uniform can be debarred from boarding the bus/entering the School.
7. Girls are required to wear hair black bands, both inside the campus as well as when they go out to represent the School. Failure to follow the rule will result in a heavy fine being levied. No fancy clips are to be worn.
8. Hair colour and tattoos are not permitted for both boys and girls
9. Black shoes with lace and navy blue socks are to be worn by the boys. Girls are also required to wear black shoes and navy blue socks. The length of the skirt has to be 2" below the knee. Stitched petticoats of knee length are to be worn.
10. The length of shorts has to be 1" above the knee.
11. Low Waist Pants and Skirts are not permitted.
12. Boys should get their hair cut at regular intervals and ensure that it remains combed and tidy.

### **For Girls**

- Wearing of jewellery (except ordinary earrings for girls) is not allowed.
- Second studs and nose studs are not allowed
- Only black bands and clips are allowed
- Nails are to be clipped close
- Make up (eye-liners, nail polish etc. colouring of hair) is not permitted

### **For Boys**

- All boys should be well groomed with clean shaved faces.
- Bracelets, bangles, chains, friendship bands and flashy belts and smart watches are not permitted. Students may wear ordinary watches.

## **INSTRUCTIONS TO PARENTS**

1. Good education is the result of a joint effort of the School and the Parents. So full co-operation of the Parents is earnestly solicited. Children learn, not from the classroom alone, but from other sources, such as home, books, friends, library, T.V, Internet, cinema. Hence parents have a great responsibility to provide access to such sources but with great care. As children come to school from different backgrounds, capacities and interests, it is not advisable to compare one child with another. If the children complain about school matters, parents are requested to inform the Principal of such matters and withhold their judgment until proper investigation is made. A little care in such matters often prevents unhappy consequences.
2. Additional academic support is provided in the school outside the school hours for students who are identified by the Principal on the basis of suggestions received from the Teachers and Parents.
3. If your child has habits or traits which need special observation, the Principal/ Headmistress may be taken into confidence.
4. While sending letters or making remittance and enquiries, please note the name of the child as registered in the school, his admission number and the class and division in which he/ she is studying. No money or parcel should be sent in the name of the child but only in the name of the Principal and not "Care of". All letters to the students must be addressed care of the Principal.
5. Parents are expected to co-operate with the School authorities by ensuring punctuality and discipline, by ensuring that their children prepare their lessons, and by taking active and helpful interest in the activities of the School.
6. Parents are advised to attend the Parent-Teacher Meetings regularly and make use of the opportunity to discuss the development and progress of their wards.

### **7. Parent Portal**

**A Parent Portal facility is provided in the school website - <https://stthomastvm.edu.in>.**

**All academic related information like examination results etc are available in this portal. Online fee payment facility is also available in this portal. Parents are requested to frequently visit this portal to view details pertaining to their wards and other notifications from school by logging into the website using the student's admission number and date of birth.**

8. Occasional reports from Teachers are made in the School Calendar. Parents are requested to sign these reports as proof that they have read them. Parents may also check the Parent Portal in the school website – <https://stthomastvm.edu.in> by logging in using the students admission number and date of birth.
9. Private tuitions are not encouraged. Private tutors may be engaged with the knowledge of the Principal only.
10. Parents and guardians are specially requested to notify the School of any change in their address.
11. To promote holistic health awareness, a comprehensive health education programme has been provided in the School.
12. Withdrawal of children from classes or the hostel for mere social functions is discouraged as it is likely to break the continuity of study which is essential for satisfactory progress.
13. Parents and guardians who wish to discuss the welfare and progress of their children should meet the Principal/Headmistress. Any discussion with the Class Teachers should be done only in the presence of Principal/Headmistress during off-periods. Meeting Teachers in the class is not permitted. However discussion with any Teacher can be arranged on request.
14. Parents can meet the Secretary by taking prior appointment or by sending a mail to [mtcestvm@gmail.com](mailto:mtcestvm@gmail.com)
15. In case of parents who stay abroad, all official correspondence from the School will be sent only to the Local Guardian in India.
16. The School is committed to protecting the environment and expects its students to be environment friendly in all their

actions. The use of poly bags (plastic bags) is, therefore, strictly prohibited in the School and students should consciously avoid their use for any purpose.

17. Students of Classes V to XII are not allowed to celebrate their birthdays in School by distributing sweets, chocolates or cakes and other eatables.

## DISCIPLINE PROCEDURE - STUDENTS

### 1. INTRODUCTION AND CONTEXT

- 1.1 The Student Disciplinary Procedure provides a clear guideline for dealing with student indiscipline.
- 1.2 The School is committed to the fair and equal treatment of all individuals regardless of religion, gender, age, difference in ability, socio-economic background etc.
- 1.3 As members of the St Thomas School Community, all students are expected to conduct themselves with due regard for its good name and reputation. They are required to comply with the current School Rules, Regulations, Policies, Procedures and Codes of Practice (as mentioned in the school diary) at all times.
- 1.4 This Disciplinary Procedure does not apply to decisions to withdraw students for reasons of academic failure.
- 1.5 The school shall normally consider giving advice and guidance to improve conduct and behaviour before initiating the Student Disciplinary Procedure.
- 1.6 Minor breaches of student discipline should, where appropriate, be dealt with by means of an informal oral warning issued by any member of staff of the School.

### 2. CODE OF STUDENT CONDUCT

The major principles that form the basis of acceptable student conduct are:

- 2.1 Students are expected to respect and observe the rules and regulations of the School.



2.1.1 Students should conduct themselves in an orderly manner in their academic and recreational activities while they attend the School, engage in any School activity.

2.1.2 Students should respect the rights and privacy of other members of the School at all times.

## 2.2 Categories of Misconduct

Misconduct is broadly divided into three categories and given below is an illustrative and not exhaustive list of acts of misbehavior:

- a) Minor Misconduct – examples would include persistent low level nuisance or disruptive behaviour in classes in a particular area dealt with by the nominated staff in the affected Faculty/ department, non adherence to the uniform code.
- b) Major Misconduct – including behaviour of an abusive or threatening nature or failure to comply with penalties issued for minor offences or intentional violation of written school rule.
- c) Gross Misconduct – this would encompass behaviour that may be physically threatening, a persistent refusal to comply with school regulations or with previous penalties applied under this procedure. Indulging in fights with others whether in school or outside and indulging in any activity that may jeopardize the reputation of the school.

## 2.3 Definition of Misconduct

2.3.1 The general definition of 'misconduct' under these Disciplinary Procedures is improper interference, in the broadest sense, with the proper functioning or activities of the School or those who work or study in the School; or action which otherwise damages the School and will involve breach of discipline and good conduct.

2.3.1 The following constitute misconduct:

- a) Disruption of, or improper interference with, the academic, administrative, sporting, social or other

activities of the School, whether in School premises or elsewhere;

- b) Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the School.
- c) Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on School premises or engaging in any unauthorised activity, including using email from a School account or other account accessed via the School network;
- d) Action likely to cause injury or impair safety either on School premises or on any other sites associated with the School.
- e) Defacement of, or deliberate damage to, any property of the School, or any property of a member of the School misappropriating answer sheets, forging signatures;
- f) Acts of disturbances that threaten the rights and privacy of any member of the School, while on School premises or while engaging in School activity.
- g) Harassment of any kind, including sexual or racial harassment of any student, member of staff or other employee of the School.
- h) Acts of disturbance, negligence or breaches of health and safety measures which might threaten the safety, security or welfare of any member of the School.
- i) Possession of mobile phone, camera, smart watch or any electronic gadgets during school hours;
- j) Absenting oneself from class during class hours without proper permission.
- k) Indulging in cheating or plagiarism in academic course work or in examinations.
- l) Misuse or unauthorized use of School premises;
- m) Breach of provisions of any School rule, regulation,

policy, procedure or code of practice as given in the school diary;

- n) Any misconduct by the student anywhere in the campus even though outside the school such as in Boarding Home, Mess, Canteen, Playing areas, Transport vehicles etc will attract punishment.
- o) Using the Social Media (ie Whatsapp, Facebook, Youtube, Instagram etc) to threaten or harass fellow students, teachers and other staff can have direct consequences. It can lead to immediate suspension from the school pending enquiry and if found guilty expulsion from the school also.
- p) Where a student is deemed to be in a state of mind or health which is perceived to pose a threat, affect the welfare of staff and/or students, or is disruptive to the learning teaching process, the School reserves the right to refer the student for an occupational health assessment before any recommencement of study can be considered.

**In all such cases the larger good of the institution and the students studying in it, is of paramount importance. The school reserves the right to take any action that is in the interest of the school and the students studying in it.**

### **3. OUTLINE OF THE STUDENT DISCIPLINARY PROCESS**

- 3.1 In cases of minor misconduct the School will seek to resolve disciplinary matters informally, with disciplinary procedures operated in consultation with the Principal or Headmistress of the section concerned.
- 3.2 The procedure adopted is that, the student will be cautioned by the Class teacher/Discipline in charge in consultation with the Principal or the Headmistress. The parents too will be informed by the Class teacher and they may even be called for a discussion with the Principal/Headmistress so that they can work in tandem for the benefit of the student. A note will also be entered in the cumulative record of the student/ discipline file.

### **4. DISCIPLINARY CASES INVOLVING MAJOR/GROSS MISCONDUCT**

In all other cases of misconduct, on receiving credible information about the misconduct, the Principal or a person designated by him should record signed statements from the victim and from its alleged perpetrators if the misconduct has serious prima facie evidence about it. The Principal would consider the need and desirability of placing the student under suspension pending enquiry. An enquiry committee will be appointed. The enquiry will be completed within a stipulated time. Based on the enquiry report if the student is found guilty, a charge memo will be given to the student allegedly guilty of misconduct with a copy of the complaint and other statements if any and she/he will be asked to furnish his/her explanation why a specific punishment should not be awarded to him if the charges are established.

On consideration of his reply and evidence if any produced by him, the Principal as the disciplinary authority may issue a self contained order imposing one or more of the punishments mentioned below.

- 1. Issue a written warning to the student indicating the consequences of future misconduct, to be entered in the student's file or cumulative record.
  - i. Require the student to compensate for or make good any damage caused to School property;
  - ii. Impose a fine not exceeding Rs. 1000/- at a time payable to the School
  - iii. Require the student to vacate the school immediately
  - iv. Restrict access to any part of the Schools campuses, or to any services of the School, where this is deemed desirable for the welfare of other students, or staff, or where continued access may interfere with the smooth running of that building or service or otherwise compromise it. Any proposed period of suspension from the Academic Block or other managed premises or services will be

intimated to the relevant premises Manager, or service Manager.

- v. Suspend the student from School premises for a period or in appropriate cases dismissal from the school.

A student who is the subject of a complaint of misconduct and against whom a criminal charge is pending or who is the subject of police investigation may be suspended or expelled by the Principal pending the disciplinary hearing or inquiry.

## 5. CASES INVOLVING CRIMINAL ALLEGATIONS

The following procedures apply where the alleged misconduct would also constitute an offence under the Criminal Law if proved in a Court of Law:

- 5.1. A student who is the accused in a complaint of misconduct or criminal proceedings may be suspended by the Principal pending inquiry. Any such suspension shall be reported to the School Management immediately.
- 5.2 A student who is suspended may wholly or partly be prohibited from entering the School premises and from participating in School activities including exercising their functions or duties of any office or committee membership in the Prefect Council. Suspension may be subject to qualification, such as permission to take an examination. The terms of the suspension shall be notified in writing to the student. An order of suspension may include a requirement that the student shall have no contact with a named person or persons.
- 5.3 In cases deemed to be urgent, particularly if the safety of others is perceived to be at risk, a student may be suspended with immediate effect and before being given the opportunity for hearing.
6. Notwithstanding anything contained in the Rules, it will be open to the Principal to suspend any student who is alleged to have breached the rules of discipline and good conduct pending completion of the disciplinary proceedings contemplated under these Rules.

## HOSTEL FACILITY

Accommodation is provided in the Hostel for boys and girls maintained by the Marthoma Church Educational Society. The Hostel is under the supervision of the Boarding Superintendent and the resident members of the staff. Provision is made for supervised study and homework. The hostel rules are available with the Boarding Superintendent.

## Clubs

Clubs such as Social Service Club, Work Experience Club, Quiz Club, Literary and Dramatics Club, IT Club, Eco Club and Anti Narcotic Club are functioning actively. There is an N.C.C. (Air Wing) Unit in the School. A House System is followed for healthy competition among the students. Participation in one of the co-curricular activities is compulsory.

## Health Card System

For PP-1 students in the three schools, Health Cards are maintained on the basis of a comprehensive check-up by specialists. This will be extended to other classes also.

**Mentor System:** Every child studying in the school is under the care of a Teacher-Mentor who is also the class teacher and who looks after the overall development of the child.

**Summer Courses :** To provide a continuum for the students and encourage them to use the Summer holidays profitably, Summer Courses are organised in Enrich Yourself, Science Talent Search Examination, Speak in Style, Sports and Games, Creative Eye, Adventure Galore, Image Magix.

## Guidelines for Project Work

The purpose of project work is to develop the ability of the students to collect facts and information, analyse them and coordinate relevant data, interpret data and to suggest improvements in the form of a project.

1. The projects/assignments in each subject should involve about 5/8 hours of written work (including illustrations) during an academic year.

2. Assignments are to be done in class. Prior preparations for topics (if needed) are to be carried out at home.
3. Compilation and presentation of the work are to be done under the supervision of the subject teachers.
4. Students are advised not to mutilate/ misuse books/Magazines/ periodicals (photocopies of documents are to be used when required).
5. Assignments are to be hand-written. No typed material will be accepted.
6. The completed work should be presented in a simple folder /exercise book. Exhibition of expensive presentation is discouraged.

### Career Care Unit

The objective of the Unit is to assist our students in career building so as to enable them to live a fruitful life. This will subscribe to the holistic education which we are aiming at.

The teacher will identify the abilities and skills in the children by their interaction inside and outside the class rooms. In this task, the teachers will be given support by experts, full time/ part time. The teachers will also interact with the parents and they jointly become facilitators to develop the abilities and skills in children.

The centre will collect information regarding career options, career requirements and disseminate this information to teachers, students and parents. The Centre will also organize seminars/ workshops, tests and other periodic assessments to meet the objective.

### Value Education

Value education classes are conducted once a week. In addition to this, special lectures will be arranged once a month for different classes.

### Counselling

Every stage of growth in the entire life span of a person presents certain normal crises in terms of the growth issues that are important for that stage of life. In order to understand and appreciate what

the students are going through and to be available to help them in their concerns of growth and development, the school provides Counselling facilities. A full time Counsellor is available in the school for the purpose.

### Career Counselling

A Career Counsellor is available on a full time basis to guide students in the choice of a career and to make them aware of various competitive exams and various courses available in India and abroad for Higher Studies.

### Scholarship Schemes

- A few merit-cum-need scholarships in the form of fee concessions are available. Information can be obtained from the office. Applications should be submitted every year before the 30<sup>th</sup> of June.

- **Merit Scholarships**

The MTCES has introduced with effect from the academic year 2005-2006, a Merit Scholarship for the students in standards VI-X and XI. The basis for selection will be the marks obtained in the Annual Examination in the lower standard and excellent performance in co-curricular activities.

- Merit scholarships are also awarded to students based on their performance at the Class X Board examinations both in the General Category and the Marthomite Category in the Science and the Commerce Streams if they continue their education in Class XI in this school. These students are eligible for this scholarship in Class XII if they continue to perform well in academics in Class XI.

- **Scripture Contest Scholarship**

In order to promote awareness among the students of the great religions of the world a Scripture Contest is conducted by the St. Thomas Schools for students of classes V, VI, VII, VIII and IX. The test is **totally voluntary** and only interested students need participate in the Contest. Scholarship: Those who come out first in the test, in each category, will be given full tuition

fee concession for the current year. This is one of the richest scholarships offered in the School. The parents may wish to encourage their wards to participate in the contest.

### St. Thomas Pre School

As part of its diversification process, MTCES started the St. Thomas Pre School in 2004 at Pothujanam Lane, Kumarapuram. The objective is to nurture the little ones in a comfortable and informal ambience so as to develop the right mindset for formal school education.

### St. Thomas Training College

St. Thomas Training College, started in July 2005, strives to prepare teachers for teaching in the classrooms of tomorrow. The St. Thomas Training College has obtained necessary approval from the State Govt., National Council of Teacher Education and the University of Kerala and offers five optional subjects to the students viz.: English, Mathematics, Natural Science, Physical Science and Social Science. The total intake of the College is 100.

### St. Thomas Institute of Science and Technology

The St. Thomas Institute of Science and Technology which is situated at Mar Chrysostom Nagar at Kattaikonam, Kazhakootam, is about 3 kilometres from the Kerala University Campus, Karyavattom and Technopark. It prepares students for the B.Tech degree of the University of Kerala in 5 branches (Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering and Computer Science Engineering)

### St. Thomas Public School

The latest addition to the educational institutions started by the Society is the St. Thomas Public School situated at the Mar Chrysostom Nagar, Kattaikonam PO., Kazhakootam, Trivandrum. The campus is adjacent to the St. Thomas Institute of Science and Technology. It is situated on a 5 acre campus. The school is well equipped and staffed with experienced faculty and provides facilities such as spacious class rooms, play and recreational areas teaching aids, toys, books etc. Classes for play school, LKG, UKG, Std I to Std XI are functioning in the school. The main objective of the school is to groom the little ones into model citizens of tomorrow.

## MAY 2024

1	Wed	May Day
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	Retreat
27	Mon	FIP
28	Tue	FIP
29	Wed	FIP
30	Thu	
31	Fri	

## JUNE 2024

1	Sat		
2	Sun		
3	Mon		
4	Tue		
5	Wed		Environment Day
6	Thu		
7	Fri		Sports Selection I to X
8	Sat		World Oceans Day
9	Sun		
10	Mon		First Term Fees
11	Tue		
12	Wed		Anti-Child Labor Day
13	Thu		
14	Fri		Club Inauguration
15	Sat		PTA Meetings
16	Sun		
17	Mon		Bakrid
18	Tue		
19	Wed		Reading Day
20	Thu		
21	Fri		International Yoga Day
22	Sat		
23	Sun		
24	Mon		
25	Tue		
26	Wed		International Day Against Drug Abuse and Illicit Trafficking
27	Thu		Submission of First Mid Term question paper cum Worksheets
28	Fri		Investiture (photo session, all prefects)
29	Sat		Literary Competitions / Sports selection XI, XII
30	Sun		

## JULY 2024

1	Mon		National Doctor's Day / First Midterm
2	Tue		"
3	Wed		St. Thomas Day Holiday
4	Thu		"
5	Fri		"
6	Sat		Chart plans for Youth Festival
7	Sun		
8	Mon		CSSM /First Mid Term
9	Tue		CSSM
10	Wed		CSSM
11	Thu		CSSM / World Population Day
12	Fri		CSSM
13	Sat		
14	Sun		
15	Mon		
16	Tue		Muharam Holiday
17	Wed		
18	Thu		
19	Fri		Submission / Ecole-aide Entry First Mid Term /Publishing
20	Sat		PTA
21	Sun		
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		Worksheets
27	Sat		
28	Sun		
29	Mon		
30	Tue		Youth Festival / Inter House Drama
31	Wed		Youth Festival

## AUGUST 2024

1	Thu		
2	Fri		Scripture Contest
3	Sat		Club Activity
4	Sun		
5	Mon		Sports Day
6	Tue		Sports Day / Hiroshima Day
7	Wed		
8	Thu		
9	Fri		Quit India / Nagasakki Day
10	Sat		
11	Sun		
12	Mon		International Youth Day
13	Tue		
14	Wed		
15	Thu		Independence Day Holiday
16	Fri		
17	Sat		Club Activity
18	Sun		
19	Mon		
20	Tue		Sree Narayana Guru Jayanti Holiday
21	Wed		All Kerala Quiz – Secretary's Trophy
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon		SreeKrishna Jayanti
27	Tue		Worksheets
28	Wed		
29	Thu		
30	Fri		Sharing Ideas for YIP, / School Exhibition
31	Sat		

## SEPTEMBER 2024

1	Sun		
2	Mon		GK / Value Education Test ( 1 to 7)
3	Tue		
4	Wed		
5	Thu		Teachers' Day
6	Fri		
7	Sat		
8	Sun		
9	Mon		
10	Tue		Second Term Fees
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun		
16	Mon		Ozone Day
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		Sreenarayana Guru Samadhi
22	Sun		
23	Mon		
24	Tue		Annual Exhibition
25	Wed		
26	Thu		
27	Fri		Uploading Marks / Publishing
28	Sat		PTA (I – XII)
29	Sun		
30	Mon		Worksheets

\* Exam schedule, closing as per Academic calendar.



## OCTOBER 2024

1	Tue		
2	Wed		Gandhi Jayanthi
3	Thu		
4	Fri		
5	Sat		Field trip / Club Activity
6	Sun		
7	Mon		
8	Tue		
9	Wed		
10	Thu		National Post Day
11	Fri		
12	Sat		
13	Sun		
14	Mon		
15	Tue		World White Cane Day
16	Wed		World Food Day
17	Thu		
18	Fri		Inter House Debate
19	Sat		Food Festival
20	Sun		
21	Mon		
22	Tue		
23	Wed		
24	Thu		United Nations Day
25	Fri		A.V. Varghese Oratorical Contest
26	Sat		
27	Sun		
28	Mon		Submission of Qn. papers for Second Mid Term
29	Tue		Class Photos I - IX
30	Wed		Class Photos X - XII
31	Thu		Deepavali / National Unity Day / Worksheets

## NOVEMBER 2024

1	Fri		Kerala Piravi
2	Sat		
3	Sun		
4	Mon		Second Mid Term
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun		
11	Mon		Second Mid Term / National Educational Day
12	Tue		
13	Wed		
14	Thu		Children's Day
15	Fri		
16	Sat		
17	Sun		
18	Mon		Uploading of Marks / Publishing
19	Tue		National Integration Day
20	Wed		Universal Children's Day
21	Thu		World Television Day
22	Fri		Work Sheets / Value Education Test, VIII to XII
23	Sat		
24	Sun		
25	Mon		
26	Tue		National Constitution Day
27	Wed		
28	Thu		
29	Fri		
30	Sat		Annual Day



## DECEMBER 2024

1	Sun		
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		GK / Value Education Test 1-7
7	Sat		X'mas Celebration
8	Sun		
9	Mon		
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun		
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun		
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
29	Sun		
30	Mon		
31	Tue		

\*Exam, closing as per Academic calendar.

## JANUARY 2025

1	Wed		
2	Thu		Mannam Jayanthi
3	Fri		
4	Sat		World Braille Day / PTA , X, XI and XII
5	Sun		
6	Mon		Uploading of Marks
7	Tue		
8	Wed		Publishing of Marks
9	Thu		
10	Fri		Third Term Fees / World Hindi Day
11	Sat		
12	Sun		National Youth Day
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat		
19	Sun		
20	Mon		
21	Tue		
22	Wed		
23	Thu		
24	Fri		National Girl Child Day
25	Sat		
26	Sun		Republic Day
27	Mon		
28	Tue		
29	Wed		
30	Thu		Martyrs' Day
31	Fri		

## FEBRUARY 2025

1	Sat		
2	Sun		
3	Mon		
4	Tue		
5	Wed		Passing the Torch
6	Thu		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun		
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		International Mother Language Day
22	Sat		World Scouts Day
23	Sun		
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		National Science Day

## MARCH 2025

1	Sat		
2	Sun		
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		World Consumer Rights Day
16	Sun		
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		World Forestry Day
22	Sat		World Water Day
23	Sun		
24	Mon		
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun		
31	Mon		

## APRIL 2025

1	Tue		
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun		
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat		
13	Sun		
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun		
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat		
27	Sun		
28	Mon		
29	Tue		
30	Wed		

## MAY 2025

1	Thu		
2	Fri		
3	Sat		
4	Sun		
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun		
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		
31	Sat		

LESSON RECORDS

Date	Assignments

LESSON RECORDS

Date	Assignments

LESSON RECORDS

Date	Assignments

LESSON RECORDS

Date	Assignments

LESSON RECORDS

Date	Assignments

LESSON RECORDS

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Date	Assignments

LESSON RECORDS

Date	Assignments

LESSON RECORDS

Date	Assignments



LESSON RECORDS

Date	Assignments

LESSON RECORDS

Date	Assignments

## DETAILS OF CONTINUOUS EVALUATION

[illegible]

## DETAILS OF CONTINUOUS EVALUATION

[illegible]

## DETAILS OF CONTINUOUS EVALUATION

[illegible]

## EXAMINATION TIME TABLE

[illegible]

## EXAMINATION TIME TABLE

[illegible]

## EXAMINATION TIME TABLE

[illegible]

## TOPICS FOR EXAMINATION

[illegible]

## TOPICS FOR EXAMINATION

[illegible]

## TOPICS FOR EXAMINATION

[illegible]

## TOPICS FOR EXAMINATION

[illegible]

## TOPICS FOR EXAMINATION

[illegible]

## HOME WORK NOT DONE

[illegible]

# HOME WORK NOT DONE

[illegible]

## HOME WORK NOT DONE

[illegible]



TEACHER'S REMARKS

Date	Remarks	Signature	
		Teacher	Parent

TEACHER'S REMARKS

Date	Remarks	Signature	
		Teacher	Parent

PRINCIPAL'S REMARKS

Date	Remarks	Signature	
		Principal	Parent

PRINCIPAL'S REMARKS

Date	Remarks	Signature	
		Principal	Parent

**PARENT'S REMARKS**

Date	Remarks	Signature

**PARENT'S REMARKS**

Date	Remarks	Signature

## LEAVE RECORD

(To be entered briefly in ink)

Name of Student .....Class .....Div.....

Specimen Signature of Parent/Guardian .....

Date	No: of days	Reason	Signature of Parent	Signature of Class Teacher/Principal

## LEAVE RECORD

(To be entered briefly in ink)

Name of Student .....Class .....Div.....

Specimen Signature of Parent/Guardian .....

Date	No: of days	Reason	Signature of Parent	Signature of Class Teacher/Principal

## LEAVE RECORD

(To be entered briefly in ink)

Name of Student ..... Class ..... Div. ....  
 Specimen Signature of Parent/Guardian .....

Date	No: of days	Reason	Signature of Parent	Signature of Class Teacher/Principal

## RECORD OF COMPLETE UNIFORM

Date	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1										
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29										
30										
31										
Total										

## RECORD OF COMPLETE UNIFORM

[illegible]

## THE BOOKS I HAVE READ THIS YEAR

Author	Title	Description	Remarks

## THE BOOKS I HAVE READ THIS YEAR

Author	Title	Description	Remarks

Names of Subject, Teachers, Class.....Div .....Name of Class Teacher.....

Sl.No.	SUBJECT	NAME OF TEACHER	TELEPHONE No.
1	English		
2	Mathematics		
3	Physics/G. Science		
4	Chemistry		
5	Biology / Botany / Zoology		
6	History/Social Studies		
7	Geography		
8	Accountancy		
9	Economics		
10	Computer Science		
11	Business Studies		
12	Second Language		
13	Third Language		
14	Physical Education		
15	Art /CCA		
16	General Knowledge		
17	Music		
18	Commerce		
19	Computer Application		

### PARENT TEACHER MEETING

Date	Attended/ Not Attended	Reasons for not attending the meeting	Signature of Parent	Remarks	Signature of Class Teacher

### PARENT TEACHER MEETING

Date	Attended/ Not Attended	Reasons for not attending the meeting	Signature of Parent	Remarks	Signature of Class Teacher



## SPECIAL CHORES 2024-25

School Assembly and School Choir	: Mrs. Binitha L Rajan
Primary	: Mrs. Lisa Mathew, Mrs. Sangeetha
General Discipline	: Mr. Jayasankar S., Mr. Muraly K., Class teachers, Subject Teachers
Discipline Committee	: Principal, Mr. Shiji Das Mrs. Lekha S. Mr. Jayasankar S, Mr. Murali K, Mrs. Anitha John Mrs. Lisa Mathew
Academic Calendar	: Admins, Headmistress
Photographs	: Mrs. Priya A.P, Mr. Harikumar
All Kerala Quiz	: Mrs. Grace J. Mathew Shri. S. Sivaprasad Technical help Mrs. Saritha
Youth Festival	: Mrs. Binitha L Rajan (Coordinator)
Literary & Art	: HSS - Mrs. Sherin Francis
(Selection of Students & Conduct of Events)	: HS – Mrs. Shalani Sasi V. UP – Mrs. Sushama D.

### Celebrations

Onam Celebrations	: Blue House Teachers (Convenor Mr. Arun A.K.)
Kerala Piravi	: Green House (Convenor Salini S.S.)
Childrens' Day	: Red House (Convenor, Mrs. Sushama D.)
Christmas Celebration	: Yellow House (Convenor, Mrs. Manju Elizabeth George)
Investiture Ceremony	: Class teachers 10 and above

Passing the Torch	: Class Teachers 11 and 12
Annual Day	: Mrs. Susan Philip, Mrs. Feba Susan Joy
Staff Secretary	: Mrs. Manjula Devi
PTA staff representatives	: Mrs. Letha Rajeev Mr. Shiji Das
Alumni	: Mrs. Shalani Sasi V.
School Timetable	: Mrs. Lekha S. Mrs. Sasikala K., Mr. Muraly K., Mrs. Letha Rajeev, Mr. Jayasankar
Ecolaeide	: Mrs. Achu Sunitha (Classes 1 to 6)
(Follow up with Mr. Prajith generation of marksheets)	: Mr. Muraly K. ( 7 to 10 ) : Mrs. Sneha George ( 11 and 12)

### School Exams

Coordinators	: Mr. Jayasankar, Mr. Murali K.
Result analysis	: Mrs. Sneha George Mr. Muraly K., Mrs. Achu Sunita (Class 10 <sup>th</sup> & 12 <sup>th</sup> improvement exam, corrections thereafter to be taken care of)
Sugama Hindi Examination	: Mr. Arun A.K.
Teachers Test Correction	: Mrs. Grace J. Mathew, Mrs. Shilpa A. Chandran
Scripture contest	: Mr. Justin Rajan, Mrs. Anila Mathew
School Magazine	: Mrs. Shilpa Chandran, Mrs. Salini S.S.
Collection of articles and photos	
Hardcopies / Soft copies	: Class teachers
Sports (Articles)	: Mrs. Sindhu S.
Youth festival & Art	: Mrs. Binitha L Rajan
Cover design & Colour code	: Mrs. Priya A P

Proof reading & visits to Press	: Student Editors and In Charge teachers
Excursions & Field trip	: All class teachers
Inter house Debate	: English teachers
Inter house Drama	: English & Malayalam teachers

### Bulletin Board

School Beautification	: Mr. Hari Kumar C, Mrs. Hannah M. Kakkassery
Minutes recording	: New English Teacher (Guidance by Mrs. Grace J. Mathew) : Mrs. Salini S.S. (Malayalam)
Exhibitions In Charge	: All class teachers (5 to 10)

### Competitions

Inter school & Intra School Art	: Mrs. Priya A P
Music	: Mrs. Binitha L Rajan
Science	: Mrs. Sasikala K
Literary & Oratorical	: English & Malayalam teachers
IT Co-ordinator	: Mr. Muraly K.

### Projects 5 to 10

Languages	: Language Teachers
Science	: Science Teachers
Maths	: Maths Teachers
Prefect Selection In Charge	: Mr. Shiji Das, Mr. S. Sivaprasad
Selection Team	: Principal Class 10, 11 and 12 teachers Mrs. Sindhu S

Food Festival	: Staff Secretary, Staff representatives
Staff representatives	: Mrs. Lisa Mathew, Mrs. Shubha Nair Mrs. Sherin Francis Mrs. Mini Abraham, Mrs. Sneha George
Sports and Games	: Mrs. Sindhu S
Website Updation	: IT Coordinator and Demonstrator
Transport	: Mr. Jayasankar
Group SMS	: Mr. Subin Kurien, Mrs. Sunimol, Admins
Annual Report, Assimilating data	: Mrs. Shilpa A. Chandran Mrs. Binitha L. Rajan (Achievements), Mrs. Sindhu S (Sports)
Presentation	: Mrs. Sneha George

### CLUBS

1. Social Service Club : Ms. Riya Mariam Paul
2. Work Experience : Mrs. Priya A.P, Mrs. Sindhu S.
3. Quiz Club : Mr. Justin Rajan, Mrs Shuba Nair
4. Literary and Dramatics : English and Malayalam Teachers
5. I T club : Mrs. Sneha George, Mr. Muraly K.
6. Eco Club : Mrs. Mini Abraham, Mr. Harikumar
7. Anti Narcotic Club : Mrs. Shiji Das, Mr. Justin Rajan
8. Maths Club : Mrs. Shalani Sasi V.  
Mr. Collins Abraham Thomas

## SUBJECT CO-ORDINATORS

English	: Ms. Feba Susan Joy
Malayalam	: Mr. Harikumar C.
Hindi	: Mr. Arun A.K.
Social Science	: Mrs. Subha Nair C.R.
Science	: Mrs. Susan Philip
Mathematics	: Mrs. Sherin Francis
Computer Science & IT	: Mrs. Sneha George
Commerce	: Mr. Shiji Das D.
Economics	: Ms. Riya Mariam Paul

## HOUSE WARDENS 2024-25

### BLUE HOUSE

Mr. Collins Abraham  
Mrs. Anila Mathew

### RED HOUSE

Mr. Letha Rajeev  
Mr. S. Siva Prasad

### GREEN HOUSE

Mr. Justin Rajan N.  
Mrs. Salini S.S.

### YELLOW HOUSE

Mr. Harikumar  
Mrs. Sherin Francis