

School Code : 51030

Affiliation No.: 1031063



# GYAN SAGAR ACADEMY RESIDENTIAL SCHOOL

Gadarwara to Kareli Highway, Near Manakwara Railway Gate,  
Village Bamhori, Teh. Gadarwada (Dist.) Narshinghpur (M.P.)

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## HAND BOOK

Session 2024-25

Name .....

Class ..... Section .....

Date of Birth ..... House .....

Scholar No. .... SSSMID No. ....

Self/Bus ..... Bus No. .... Stop edge.....

Father's Name .....

Mother's Name .....

Occupation .....

Phone No. .... Mobile No. ....

Address .....

.....

*Note : Diary is to be brought to school everyday. Parents are requested to read the diary thoroughly & carefully.*

## Personal Record

Pupil's Name (In Block letters) : .....

Date of Birth : ..... Admission No. : .....

Class : ..... Section : ..... Roll No. : .....

Blood Group : ..... Weight: ..... Height .....

Father's Name : .....

Mobile No. : ..... E-mail ID : .....

Mother's Name : .....

Aadhar Card : ..... SSSM ID : .....

Family ID : ..... A/c No. : .....

A/c Holder Name : ..... Bank Name : .....

Branch Name & Code : ..... IFSC Code : .....

Residential Address : .....

.....

.....

Permanent Address : .....

.....

.....

Guardian's Name : .....

Mobile No. : ..... E-mail ID : .....

Address : .....

.....

Name of brother/sister studying in the school

(a) ..... Class ..... Section .....

(b) ..... Class ..... Section .....

I have read all the rules and regulations of the school will abide by them. I agree to follow the decisions taken by the school regarding my child.

.....

(Mother)

.....

(Father)

.....

(Guardian, if Applicable)

Welcome to Gyan Sagar Academy Residential School. We bring you a School that seeks to provide the best of academic standards.

Our distinctive character is to provide world class education. Accordingly, our endeavour is to ensure that a high quality learning environment is created that is innovative, challenging and enterprising. Literary and cultural facilities are blended with every student's academic life, while strong emphasis is also placed on discipline.

## **School Profile**

Gyan Sagar Academy Residential School is a co-education school and embraces students from all walks of life and a variety of different backgrounds. We work in close partnership with students to develop their full and individual potential for life and work.



## स्कूल नियमावली एवं पालक का स्वीकृति-पत्र

1. छात्र/छात्राओं को प्रथम दिन से उपस्थिति अनिवार्य होगी।
2. वर्ष भर की फीस संबंधी विवरण रजिस्ट्रेशन पत्र के साथ दिया हुआ है। रजिस्ट्रेशन फार्म जमा कराते समय आपको फीस बुक दी जायेगी जिसमें सम्पूर्ण वर्ष भर का शुल्क विवरण दिया रहेगा। उस आधार पर आपको स्कूल फीस जमा करनी होगी।
3. संस्था में उपस्थित होने के बाद छात्र/छात्राओं को आधे दिन की छुट्टी नहीं दी जायेगी विशेष परिस्थिति में पालक अपना स्वीकृति पत्र देकर गेट पास बनवाकर प्राचार्य से अनुमति लेकर ही अपने पुत्र-पुत्री को स्कूल से ले जा सकते हैं।
4. प्रतिदिन निर्धारित समयानुसार प्रार्थना में उपस्थित होना अनिवार्य है। विलम्ब से आने वाले छात्र/छात्राओं को कक्षा में प्रवेश नहीं दिया जायेगा।
5. पालकगण स्कूल के शिक्षकों को ट्यूशन हेतु न रखें।
6. नियत तिथि के दो किश्त बाद भी शुल्क जमा ना होने पर छात्र/छात्राओं का नाम काट दिया जायेगा एवं पुनः नाम लिखवाने हेतु पुनः पूर्व एडमिशन प्रक्रिया से गुजरना पड़ेगा।
7. हमारी संस्था में प्रत्येक परीक्षा की उत्तर पुस्तिकाओं का अवलोकन हेतु तथा वार्षिक परीक्षा प्रारंभ होने के पूर्व पालक एवं शिक्षकों की संगोष्ठी के माध्यम से शिकायत व सुझाव रखे जाते हैं।
8. विद्यालय के नियमानुसार विद्यार्थियों को सोमवार, मंगलवार, गुरुवार, शुक्रवार को स्कूल यूनिफार्म तथा बुधवार व शनिवार को हाउस यूनिफार्म पहनना अनिवार्य है।
9. सभी पालकों को सूचित किया जाता है कि विद्यालय परिसर में सोहाद्रपूर्ण वातावरण बनाये रखे। विद्यालय परिसर के किसी भी कर्मचारी/शिक्षकों एवं अन्य के साथ अभद्रतापूर्ण व्यवहार करने पर उस व्यक्ति के पुत्र/पुत्री को विद्यालय से निष्कासित किया जा सकता है।
10. पालकों से अनुरोध है कि बच्चों को घर पर एक संस्कारयुक्त माहौल उपलब्ध करायें। घर के लिए विद्यालय द्वारा दी गई दिनचर्या टाईम-टेबल के अनुसार अध्ययन करना अनिवार्य है।
11. बच्चों की घर से बाहर अच्छी संगति पर ध्यान दें।
12. बच्चों को प्रतिदिन स्कूल आना अनिवार्य है। घर पर नियमित गृहकार्य तथा विद्यालय में लिखाये गये कोर्स का पुनः अध्ययन करना अनिवार्य है।
13. छात्र/छात्राओं के अनुपस्थित होने की स्थिति में आवेदन भिजवाना अनिवार्य है। लगातार बिना सूचना के सात दिन अनुपस्थित होने पर छात्र/छात्राओं का नाम काट दिया जायेगा।
14. पालक विद्यालय को अपना सम्पर्क पता एवं फोन नं. बदले जाने पर तुरंत जानकारी देवें एवं होमवर्क डायरी को प्रतिदिन देखें।
15. सभी कक्षाओं के छात्र/छात्राओं की समग्र आई.डी. नम्बर, आधार कार्ड एवं पालकों की समग्र आई.डी. नम्बर, जाति प्रमाण-पत्र, आय प्रमाण-पत्र, अंकसूची की फोटोकापी व बैंक पासबुक की फोटोकापी छात्रवृत्ति हेतु अनिवार्य रूप से जमा करवायें।

## School Song



Where the mind is without fear and the head is held high

Where knowledge is free

Where the world has not been broken up into fragments by narrow domestic walls

Where words come out from the depth of truth

Where tireless striving stretches its arms towards perfection

Where the clear stream of reason has not lost its way into the dreary desert sand of dead habit

Where the mind is led forward by thee into ever widening thought and action into that heaven of freedom, my father, let my country awake.

## सरस्वती वंदना



या कुन्देन्दुतुषारहारधवला या शुभ्रवस्त्रांवृता।  
या वीणावरदण्डमण्डितकरा या श्वेतपद्मासना।  
या ब्रह्माच्युतशंकरप्रभृतिभिदेवैः सदावन्दिता।  
सा मां पातु सरस्वती भगवती निःशेषजाड्यांपहा।  
शुक्लां ब्रह्मविचार सार परमामाद्यां जगद्व्यापिनी  
वीणा-पुस्तक-धारिणीम्भयदां जाड्यान्धकारापहाम्।  
हस्ते स्फटिकमालिकां विवधतीं पद्मासने संस्थिताम्,  
वन्दे तां परमेश्वरी भगवती बुद्धिप्रदां शारदाम्॥

## जन्मदिन प्रार्थना



शुभजन्मदिनं तुभ्यम् ।  
शुभजन्मदिने तव हे ।  
सकलं मधुरं भूयात् ।  
शुभजन्मदिनं तुभ्यम् ।  
शुभजन्मदिने तव हे ।  
सकलं सफलं भूयात् ।  
सकलं च शुभं भूयात् ।



## Birthday Song

### Song - 1

Wishing you a very happy birthday  
A happy Special Birthday  
Is more and more sincere  
We wish you we wish you  
Happiness forever  
Happy birthday to you (2)  
Happy birthday to Dear Friend  
Happy birthday to you.



### Song - 2

Hum ha its happy day  
We wish you a happy Birthday  
Wish you a good and cheerful luck  
With cur heart so joy and day  
Hum ha it's a happy day  
We wish you a happy birthday.



### Song - 3

Its your Birthday (2)  
We all sing (2)  
Happy Birthday wishes (2)  
May god bless you (2)

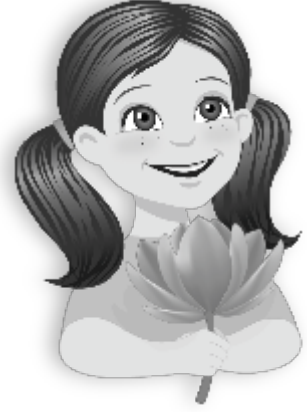


### Song - 4

Happy Birthday to you (2)  
Happy Birthday Dear (Name)  
Happy Birthday to you.  
From good friends and true,  
From old friends and new,  
May good luck go with you  
And happiness too.

## शांति पाठ

ॐ द्यौः शांतिरन्तरिक्ष शांतिः, पृथ्वीः शांतिः रापः शांतिः  
रोषधयः शांतिः। वनस्पतयः शान्तिः, विश्वेदेवाः शांतिः  
ब्रह्म शांतिः, सर्व शांतिः।  
शांतिरेव शांतिः, सा मा शांतिरेधि॥  
ॐ शांतिः, शांतिः शांतिः।



## गायत्री मंत्र

ॐ भूर्भुवः स्वः तत्सवेवतुर्वरण्यं  
भर्गो देवस्य धीमहि धियो यो नः प्रचोदयात्॥

## भोजन मंत्र

1. हरिर्दाता हरिर्भोक्ता, हरिरन्नं प्रजापतिः।  
हरिर्विप्रः शरीरस्तु, भुक्ते भोजयते हरिः।
2. ॐ सहनाववतु, सहनौ भुनक्तु, सहवीर्यं करवावहै।  
तेजस्वीनावधिमस्तु, माँ विद्विषावहै।  
ॐ शांतिः, शांतिः शांतिः।



## राष्ट्रभाव प्रतिज्ञा

सर्वशक्तिमान परमेश्वर, अपने पूर्वजों और अपने गौरवशाली अस्तित्व को साक्षी मानकर मैं संकल्प करता हूँ/करती हूँ कि अपने राष्ट्र की स्वाधीनता का संरक्षण करते हुए राष्ट्र को परम वैभव के शिखर पर पहुँचाने के लिए अपने तन-मन-धन और बुद्धि से पूरी तरह समर्पित रहूँगा/रहूँगी तथा आजीवन इस संकल्प का पालन करूँगा/करूँगी।

## प्रातःकाल मंत्र



कराग्रे वसते लक्ष्मीः करमध्येः सरस्वती।  
करमूले तू गोविन्दः प्रभाते करदर्शनम्।  
समुद्रवसने देवि! पर्वतस्तनमण्डले।  
विष्णुपत्नि! नमस्तुभ्यम् पादस्पर्श क्षमस्व मे।  
हरि ॐ तत्सत श्री नारायण तू पुरुषोत्तम गुरु तू  
सिद्ध बुद्ध तू, स्कंद विनायक सविता पावक तू  
ब्रह्म मज्जद तू, यहव शक्ति तू, ईशा पिता प्रभु तू  
रुद्र, विष्णु तू, रामकृष्ण तू, रहिम ताओ तू  
वासुदेव गौ, विश्वरूप तू, चिदानंद हरि तू  
अद्वितीय तू, अकल निर्भय तू, आत्मलिंग शिव तू  
हरि ॐ तत्सत श्री नारायण तू पुरुषोत्तम गुरु तू  
सिद्ध बुद्ध तू, स्कंद विनायक सविता पावक तू  
सविता पावक तू, सविता पावक तू



## भोजन मंत्र

अहं वैश्वानरो भूत्या प्राणिनां देहमाश्रितः प्राणापान् समायुक्तः पचाम्यन्नं चतुर्विधम्।  
ॐ सहनाववतु सहनौभुनक्तु सहवीर्यं करवावहै। तेजस्विना वधीतमस्तु मा विद्विषावहै।  
ॐ शांतिः शांतिः शांतिः।

अन्नपूर्णे सदापूर्णे शंकर प्राणवल्लभे। ज्ञानवैराग्य सिद्धयर्थ भिक्षां देहि च पार्वति॥  
ब्रह्मार्पणं ब्रह्म-हविः ब्राह्मिणौ ब्रह्माणुतम्। ब्रह्मैव तेन गंतव्यं ब्रह्मकर्म समाधिना॥

## संध्याकाल समय मंत्र



शुभम् करोति कल्याणाम् आरोग्य धनसंपदा।  
दुष्ट बुद्धि विनाशाय दीपः ज्योति नमोस्तुते॥

## शांति मंत्र

सर्वे भवन्तु सुखिनः सर्वे सन्तु निरामयाः।  
सर्वे भद्राणि पश्यन्तु मा कश्चित् दुःखभाग्भवेत्॥





## CBSE CURRICULUM

CBSE Syllabus contains the list of topics and subtopics to be covered in the course of study during an academic year. For the new academic session 2024-25, CBSE has released the latest revised syllabus for classes 9 to 12 on its official website. The syllabus is divided into two parts, and the Term 1 and Term 2 exam will be conducted based on the CBSE Syllabus. The syllabus includes a summary and list of chapters to be studied during the teaching and learning process in a particular class. Most of the national entrance exams ask questions based on CBSE Syllabus. Every year CBSE issues the syllabus for classes 1 to 12. Right from the basic information to a detailed one, the syllabus contains all the information needed by a student and the teacher.

**CBSE Syllabus Latest Update:** *CBSE Board Exam 2024-25 will be held in 2 parts on the original details syllabus. to know the complete details on the Special Scheme of Assessment for Classes 10 and 12 for the academic year 2024-25.*

Here, we have provided the CBSE curriculum for class 1 to class 12 in a detailed manner for all the subjects. NCERT releases the books which are purely based on the CBSE Syllabus. Students are strictly recommended to study from NCERT Books. To every student, it's important to know the syllabus at the beginning of the academic session. This will help them in understanding what they have to study in the entire year. Also, they can plan their studies in advance.

### Term - I (50% of Syllabus)

PT - I	NB	SE	Term - I	Total
10	05	05	80	100

### Term - II (50% of Syllabus)

PT - II	NB	SE	Term - II	Total
10	05	05	80	100

## School Programme

Gyan Sagar Academy Residential School is affiliated to the CBSE Board **with English as the medium of instruction.**

## Nurturing Values

The focus in the School is to instill a strong sense of values and self-discipline in children. Accordingly, Gyan Sagar Academy Residential School emphasizes on certain values strongly while nurturing and enfolded the others during the school life of each child:

- Patriotism
- Community concern
- Civic responsibility
- Respect and tolerance for all religions
- Self respect and acceptance
- Respect for elders
- Dignity of labour
- Simplicity in attitude and demeanour
- Quest for knowledge
- Taste for reading
- Good study habits and skills of learning
- Self-discipline and moderation
- Physical culture and grace
- Politeness and courtesy

## School Timings

Monday to Saturday – 8.40 a.m. – 2.30 p.m. (Nursery to 12<sup>th</sup>)

## **A Note to Parents**

- The school expects full co-operation of the parents and guardians in all matters concerning the education of their child.
- Parents are to read the school diary every evening and see to it that the lessons and homework assigned for the next day are done.
- It is important that you make note of the remarks made in the diary by the Principal or the teacher and sign.
- Please encourage the child to dress neatly to school, keep their personal belongings carefully, polish shoes, make their own bed and take pride in their work.
- Please ensure that you follow the school calendar and avoid taking the child out for social functions and other gatherings during school days
- Any form of criticism of the teacher or the school in front of the student is to be strictly avoided. If done the students lose the respect for his/her teacher and fails to learn from the teacher or the school. If there is a genuine problem, it is advisable to contact the Principal.

## **School Code**

- Students are expected to be on time to School every day. Regular attendance and punctuality to School is emphasised.
- Students are expected to come in their school uniform, neatly pressed and clean.
- Wearing bindis, jewellery, mehendi and other accessories to school is not permitted. This is done so as to ensure simplicity and uniformity amongst all students. A pair of simple earrings, preferably studs, may be worn to school every day.

- All children are expected to wear the school badge every day.
- Care should be taken of the school property. Students are liable to make good all the damages they cause to school property.
- The school diary should be brought to school every day.
- Books must be brought to school according to the daily schedule.
- Bags, cardigans, shoes and other articles brought to school should have the name of the student and his/her name and class marked on them. Any property found on the premises may be handed over to the reception counter. Students should take good care of their belongings. The school will not be responsible for money or articles or any other valuables lost or stolen in the school premises. Pupils are held responsible for their belongings.
- Mobile phones are strictly prohibited in the school for students. Students found using mobile phones will be accountable for the consequences and the phone will be confiscated.
- Students are prohibited from bringing cameras, CDs, Ipods, slam books, picture magazines, comics, video games, audio tapes, change of clothes or shoes without specific permission from the Class teacher.
- Student are not allowed to meet visitors in school. They are not allowed make or take phone calls, unless the school deems it necessary.

### **Leave Policy**

- Students are expected to put in a minimum of 90% of the attendance.
- Any leave of absence from School needs to be requested to the Principal in writing indicating the section of the child and the reason for the leave of absence.
- The student must also present a leave note from parents when s/he returns to the School. Medical certificates must always be produced for illnesses exceeding one week.

- Students will not be exempted from PE or Games unless and until a valid doctor's certificate accompanied by the parent appeal is submitted to and approved by the Principal.
- During school hours if a student needs to leave the school compound, s/he must get a written note from the Principal and the Class teacher. No student is allowed to leave the School premises unless accompanied by their parent/guardian.
- Students should abide by the holidays as granted by the School and not prolong vacations and holidays without urgent need. Attendance on the opening day and closing day of every term is compulsory.
- A student's name will be struck off the rolls and re-admission will be required for any unaccounted absence from school.
- Leave applications for serious sicknesses or other crucial needs must reach the school office prior to the opening day.
- Late fees are charged for defaulters and are at the discretion of the Management.
- Students are not allowed to receive visitors in School. They are not allowed to make or attend to phone calls unless the School deems it necessary.
- Students suffering from an infectious disease must produce a medical certificate from a registered medical practitioner so that s/he may attend school without their risk of conveying infection.
- Students are discouraged from offering presents to their teachers except those sanctioned by the Principal.
- Any correspondence with the school should be addressed to the Principal. The full name of the child along with the class and section should be included.
- Parents and guardians are to make prior appointments to meet the Class teachers and Coordinators.

## **Students are expected to**

- Be polite to fellow students
- Obey school leaders
- Use decent language
- Adhere to school regulations
- Stay away from harming other students
- Take prior permission for any absence
- Get parent's signatures wherever required
- Respect school property and library books
- Eat only during the short break and lunch time
- Keep the class and school premises clean
- Come without fancy watches, accessories like nail polish, lipstick, lip gloss, glitter or colour in their hair
- Help their juniors and peers in the bus



## Health and Safety

The fundamental principle of safety is to be aware of one's surroundings and to act quickly and rationally in the case of an adverse eventuality.

### **Do's:**

- Know your building evacuation plan displayed in each classroom and on the notice boards.
- Turn off your computers in case of any power fluctuation and inform your teacher immediately.
- Report any accidental spill or breakage to your lab in-charge in the Chemistry lab.
- In case of a fall, report to your class teacher immediately.
- Move to the emergency assembly area in case of fire or natural calamities like earthquakes etc..

### **Don'ts:**

- Do not get physical with your classmates/friends in case of any disagreements. Bring it to the notice of your Class teacher/ Principal.
- Do not eat food or chew gum in the classroom/labs.
- Do not run while climbing up or down the staircase.

## Behavior outside School Hours

Although parents are responsible for the behavior of their children outside school hours, the school will take necessary action when such behavior is reported to be immoral or violent.

## House System

Students as school belong to one of the each following houses colour according are-

- |               |   |        |
|---------------|---|--------|
| • Satpura     | - | Red    |
| • Aravali     | - | Green  |
| • Himalaya    | - | Blue   |
| • Vindhyachal | - | Yellow |

## Rules for School Uniform

- Wear clean pressed uniform everyday
- Shirts need to be tucked in neatly
- Bloomers/shorts are to be worn
- Nails to be pared and clean
- Shoes must be clean and shining
- Socks must be clean and white
- Hair must be neatly combed
- Only simple hair bands or clips are permitted

## Library and Computer Lab

- Library and Computer Lab are two significant and integral assets of the school. Huge financial investments are made to make them most modern and up to date. Students are expected to use them with great diligence and care.
- Students shall co-operate with the library and computer staff in maintaining order and discipline. Students shall take care not to



lose, damage or deface any of the materials, fixtures and equipment that are provided. Any loss or damage will have to be replaced or made good by the student concerned.

### **School Office Timings**

School office will remain open between 9.00 am and 3.00 pm from Monday to Saturday and the school office will be closed on the last working day of the month and on public holidays.

### **Transfer Certificates**

- All applications for TCs will have to be sent as a written request addressed to the Principal on or before the notice date.
- The office will take 7 days to prepare the TCs. TC is issued on payment of Rs. 100 only if it is notified on or before the notified date.
- Once the Transfer Certificate has been prepared and issued by the school and the students seek re-admission, it will be treated as a new admission. This will involve full payment of the admission fee based on the existing rates at that time. However, if the Transfer Certificate has not been prepared, timely application for re-admission will be granted on the old Admission number.
- The Transfer Certificate is issued on clearance of all school dues. School dues at the time of withdrawal will be accepted in cash/draft only.
- Fee is charged for the whole month irrespective of the date of Student's application for Transfer Certificate (E.g.: 2<sup>nd</sup>, 3<sup>rd</sup> or 17<sup>th</sup> of the month).

## Fee Payment Process

S.No.	Quarter	Period	Due Dates
1	First	1 <sup>st</sup> April to 30 <sup>th</sup> June	1 <sup>st</sup> April to 10 April
2	Second	1 <sup>st</sup> July to 30 <sup>th</sup> Sept.	1 July to 10 <sup>th</sup> July
3	Third	1 <sup>st</sup> Oct to 31 <sup>st</sup> Dec.	1 Oct. to 10 Oct.
4	Fourth	1 <sup>st</sup> Jan. to 31 <sup>st</sup> March	1 <sup>st</sup> Jan. to 10 Jan.

### Payment Delay Charges :

1 <sup>st</sup> to 10 <sup>th</sup>	Nil
11 <sup>th</sup> to 30 <sup>th</sup>	Rs. 300
Next Month	Rs. 600

The Name will be cancelled after 60 days of determined date of payment there after admission fee has to be paid again

If fee is paid via NEFT/RTGS/UPI, please send details like Scholar Number, name & Class of Student and scanned copy of RTGS/NEFT transaction slip to our Email: [gsis.sohagpur@gmail.com](mailto:gsis.sohagpur@gmail.com)

## Transport Fee

- A written application must be made to the Headmistress/Principal for permission for a child to use bus facilities.
- Bus fee is to be paid for 10 months— April to March.

## Split Up syllabus

[illegible]

## Details of Attendance Record

<b>MONTH</b>	<b>No. of Working days</b>	<b>No. of days Presents</b>	<b>No. of days absent</b>	<b>Signature of class teacher</b>	<b>Signature of Parents</b>
<b>April</b>					
<b>June</b>					
<b>July</b>					
<b>August</b>					
<b>September</b>					
<b>October</b>					
<b>November</b>					
<b>December</b>					
<b>January</b>					
<b>February</b>					
<b>March</b>					

## HOME WORK

[illegible]

## HOME WORK

[illegible]

## HOME WORK

[illegible]

## HOME WORK

[illegible]



## HOME WORK

[illegible]

## HOME WORK

[illegible]

## HOME WORK

[illegible]

<b>Parents Teacher Communication</b>
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**(Parent/Teacher shall sign each communication/response with date)**

[illegible]

<b>Parents Teacher Communication</b>
--------------------------------------

**(Parent/Teacher shall sign each communication/response with date)**

[illegible]

### Parents Message to Teachers

[illegible]

### Parents Message to Teachers

[illegible]

### Principal Message to Parents

[illegible]



### Principal Message to Parents

[illegible]

## Medical Card of the Child

[To be filled up by the Parent/Guardian (in Capitals)]

1. Name : .....
2. Class : ..... Age : .....
3. Illness suffered from in the past : .....  
.....
4. Surgery undergone in the past; if any, specify : .....  
.....
5. Allergies, if any : .....  
.....
6. Immunizations :
  - (i) Polio : Yes/No
  - (ii) DPT : Yes/No
  - (iii) Measles : Yes/No
  - (iv) Tetanus : Yes/No
  - (v) Hepatitis-B : Yes/No
  - (vi) Any other : (Hepatitis-A, Chickenpox)
7. Any other disease for which the child is on regular medication : .  
.....

.....  
**Parent's Signature**