



# SINDHI MODEL SCHOOL OF EXCELLENCE

(C B S E)

No. 146, Poonamallee High Road, Numbal,  
Thiruverkadu, Chennai - 600 077. Phone : 71811172  
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## A Unit of [Sindhi Educational Society (Madras)]

*Vision to Create  
independent, decisive,  
compassionate human beings.*

### **Mission**

The school aims to take in the raw potential of young mind and hearts, and nurture them into confident, conscientious, creative and compassionate human being, armed with the twin attributes of independent thought and decision making.

## HAND BOOK 2023-2024

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*Bring this Handbóok to School Daily*

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## School Prayer

गजाननं भूतगणादि सेवितं  
कपित्थ जम्बूफलसार भक्षितम्  
उमासुतं शोक विनाशकारणं  
नमामि विघ्नेश्वर पादपङ्कजम् ॥

या कुन्देन्दुतुषारहारधवला या शुभ्रवस्त्रावृता  
या वीणावरदण्डमण्डितकरा या श्वेतपद्मासना ।  
या ब्रह्माच्युतशंकरप्रभृतिभिर्देवैः सदा पूजिता  
सा मां पातु सरस्वति भगवती निःशेषजाड्यापहा ॥

त्वमेव माता च पिता त्वमेव ।  
त्वमेव बन्धुश्च सखा त्वमेव ।  
त्वमेव विद्या द्रविणम् त्वमेव ।  
त्वमेव सर्वम् मम देव देव ॥

## Transliteration

Gajānanam bhūtagaṇādi sevitaṃ  
Kapittha jambūphalasāra bhakṣhitam  
Umāsutaṃ shoka vināshakāraṇam  
Namāmi Vighneshwara pādapaṅkajam ||

Yā kundendutushārahārādhawalā yā  
shubhravastrāvṛtā

Yā vīṇāvaradaṇḍamaṇḍitakarā yā  
shwetapadmāsānā |

Yā brahmāchyutashankaraprabhṛtibhirdevai sadā  
pūjitā

Sā maṃ pātu Saraswati bhagavatī  
niḥsheshajāḍyāpahā ||

Tvameva Mātā cha Pitā Tvameva |  
Tvameva Bandhushcha Sakhā Tvameva |  
Tvameva Vidyā Draviṇam Tvameva |  
Tvameva Sarvaṃ mama Deva Deva ||

## Translation

(I Salute) Gajānana (who is Elephant-Faced),  
who is served by the Bhūta Gaṇā s  
(Celestial Attendants or Followers) and others.  
Who consumes essence of Kapittha (Wood Apple)  
and Jambū (Rose Apple) fruits,  
Who is the son of Devi Umā (Devi Pārvati)  
and the cause of destruction of sorrows,  
I prostrate at the Lotus-Feet of Vighneshwara  
(the God who removes obstacles).

(I salute Saraswati) who is as pure and white as the  
jasmine flower, the moon and a garland of pearls;  
She, who is adorned with white garments.  
Whose hands are adorned with a vīṇā  
and the boon-giving staff;  
Who is seated on a pure white lotus;  
Who is always adored by  
Lord Brahmā, Lord Achyuta (Lord Vishnu),  
Lord Shaṅkara and other Devas,  
O Goddess Saraswati, Please protect me and remove  
my ignorance completely.

You truly are my Mother and You are my Father.  
You truly are my Relative and You are my Friend.  
You truly are my Knowledge and my Wealth.  
You truly are my Everything, my God of Gods.

## National Pledge

India is my country. All Indians are my brothers  
and sisters. I love my country, and I am proud of  
its rich and varied heritage. I shall always strive to  
be worthy of it.

I shall give respect to my parents, teachers and  
all elders, 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 !

# National Anthem

जन गण मन अधिनायक जय हे, भारत भाग्य विधाता।  
पंजाब सिन्ध गुजरात मराठा, द्राविड उत्कल बंग।  
विंध्य हिमाचल यमुना गंगा, उच्छल जलधि तरंग।  
तव शुभ नामे जागे, तव शुभ आशिष मांगे।  
गाहे तव जयगाथा।  
जन गण मंगलदायक जय हे, भारत भाग्य विधाता।  
जय हे, जय हे, जय हे, जय जय जय जय हे॥

## Transliteration

Jana-gaṇa-mana-adhināyaka jaya he, Bhārata-  
bhāgya-vidhātā  
Panjāba-Sindha-Gujarāta-Marāthā Drāviḍa-Utkala-  
Banga  
Vindhya-Himāchala-Yamunā-Gangā uchchala-  
jaladhi-taranga  
Tava Shubha nāme jāge, tava shubha āshishā  
mānge  
Gāhe tava jaya-gāthā.  
Jana-gaṇa-mangala-dāyaka jaya he Bhārata-  
bhāgya-vidhātā.  
Jaya he, Jaya he, Jaya he, jaya jaya jaya jaya he.

## Translation

Thou art the ruler of the minds of all people,  
Dispenser of India's destiny.  
Thy name rouses the hearts of Punjab, Sind, Gujarat  
and Maratha,  
Of the Dravida states (South India), Orissa and  
Bengal;  
It echoes in the hills of the Vindhyas and Himalayas,  
Mingles in the music of the Yamuna and Ganga  
And is chanted by the waves of the Indian Sea.  
We pray for thy blessings and sing thy praise.  
The salvation of all people is in thy hand,  
Thou dispenser of India's destiny.  
Victory, victory, victory to thee.

# Shanti Mantrās

असतोमा सद्गमय ।  
तमसोमा ज्योतिर् गमय ।  
मृत्योर्मा अमृतं गमय ॥  
ॐ शान्तिः शान्तिः शान्तिः ॥  
ॐ पूर्णमदः पूर्णमिदं पूर्णात्पूर्णमुदच्यते  
पूर्णस्य पूर्णमादाय पूर्णमेवावशिष्यते ॥  
ॐ शान्तिः शान्तिः शान्तिः ॥

## Transliteration

Asato mā sadgamaya  
Tamasomā jyotir gamaya  
Mr̥tyormā amṛtam gamaya  
Om̐ shāntiḥ shāntiḥ shāntiḥ ||  
Om̐ pūrṇamadaḥ pūrṇamidaṃ  
pūrṇātpūrṇamudachyate  
Pūrṇasya pūrṇamādāya pūrṇamevāvashishyate ||  
Om̐ shāntiḥ shāntiḥ shāntiḥ ||

## Translation

From ignorance, lead me to truth;  
From darkness, lead me to light;  
From death, lead me to immortality  
Om peace, peace, peace.  
Om, That (Outer World) is Purṇa  
(Full with Divine Consciousness);  
This (Inner World) is also Purṇa  
(Full with Divine Consciousness);  
From Purṇa comes Purṇa  
(From the Fullness of Divine Consciousness,  
the World is manifested) ,  
Taking Purna from Purna, Purna Indeed Remains  
(Because Divine Consciousness is Infinite,  
and nothing but That exists).  
Om Peace, Peace, Peace.

# Vande Mataram

वन्देमातरं  
सुजलां सुफलां मलयज शीतलां  
सस्य श्यामलां मातरम् ॥ वन्देमातरं ॥  
शुभ्रज्योत्स्ना पुलकितयामिनीं  
पुल्लकुसुमित द्रुमदल शोभिनीं  
सुहासिनीं सुमधुर भाषिणीं  
सुखदां वरदां मातरम् ॥  
वन्देमातरं वन्देमातरं ॥

## Transliteration

Vande Mātaram  
Sujalām suphalām malayaja shītalām  
Sasya shyāmalām mātaram || Vande Mātaram ||  
Shubhrajyotsnā phulakitayāminīm  
Pullakusumita drumadala shobhinīm  
Suhāsinīm sumadhura bhashiṇīm  
Sukhadām varadām mātaram ||  
Vande Mātaram Vande Mātaram ||

## Translation

Mother, I salute thee!  
Rich with thy hurrying streams,  
bright with orchard gleams,  
Cool with thy winds of delight,  
Green fields waving Mother of might,  
Mother free.  
Glory of moonlight dreams,  
Over thy branches and lordly streams,  
Clad in thy blossoming trees,  
Mother, giver of ease  
Laughing low and sweet!  
Mother I kiss thy feet,  
Speaker sweet and low!  
Mother, to thee I bow.

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## SCHOOL PLEDGE

### WE THE PUPILS OF SINDHI MODEL SCHOOL OF EXCELLENCE DO HEREBY TAKE THE PLEDGE

1. That we will always endeavour to keep aloft the flag of our Alma Mater by attaining excellence in the curricular and co-curricular activities of the school.
2. That we will at all times maintain our conduct, character and discipline, spotless and exemplary in and outside the school.
3. That we will treat our school Authorities and Teachers always as our Gurus and obey them unreservedly with the utmost reverence and respect, in the class rooms, in the school and outside.
4. That we will always treat and obey our parents as our Gods on earth.
5. That we will treat our fellow pupils in the class rooms and in the school as our brothers and sisters and will help them in every way at all times.
6. That we will at all times be true to our religion as a way of life and will consider it as dearest to our lives.

**SCHOOL MANAGEMENT COMMITTEE**

**Shri Nandlal Pokardas                      Chairman Emeritus**

**Shri J.C. Prakash                              Chairman**

**Shri Rajalal Nichani                         Secretary**

**Shri Omprakash                                Treasurer**

**Shri Rajesh Khanna                         Member**

**Smt. B. Sujatha                                 Principal**



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## MEMBERS OF THE STAFF 2023 – 2024

**Smt. B. Sujatha**, M.Com., M.Phil., M.A., M.Ed.,

### Principal

- |                                                |                                  |
|------------------------------------------------|----------------------------------|
| 1. Smt. Magleen Sundari, D.Pri.Ed.,            | Nursery Assistant                |
| 2. Smt. A. Shalini, M.Com., P.G.D-AM.,         | Primary Assistant                |
| 3. Smt. S. Rekha, B.Com., DECE.,               | Nursery Assistant                |
| 4. Shri. K. Seenuvasan, B.P.ES., M.P.Ed.,      | P.E.T                            |
| 5. Smt. E. Sasikala, M.A., M.Phil., M.Ed.,     | Tamil Assistant                  |
| 6. Smt. V. Vinutha, B.A., D.El.Ed.,            | Hindi Assistant                  |
| 7. Smt. N. Uma Maheswari, B.Sc., PGDMPTT       | Primary Assistant                |
| 8. Smt. R. Kowsalya, M.Sc., B.Ed.,             | Computer Assistant               |
| 9. Smt. A. Sumathy, B.A., B.Ed.,               | English Assistant                |
| 10. Smt. N. Saranya, M.Sc., B.Ed.,             | Maths Assistant                  |
| 11. Smt. N. Sangeetha, B.Lit., M.A., B.Ed.,    | Tamil Assistant                  |
| 12. Miss. S. Cynthiya, M.A., B.Ed.,            | English Assistant                |
| 13. Miss. K. Subhikssha, M.Sc., B.Ed.,         | Physics Assistant                |
| 14. Smt. Y. Chitra, B.Sc., M.L.I.S             | Librarian                        |
| 15. Smt. R. Tamilselvi, M.Sc., M.Phil., B.Ed., | Biology Assistant                |
| 16. Smt. B. Suchithra, M.Sc., M.Phil., B.Ed.,  | Computer Assistant               |
| 17. Smt. M. Yamuna Bai, M.Sc., M.A., B.Ed.,    | Social Science Assistant         |
| 18. Smt. R. Anirutha, M.Sc., B.Ed.,            | Chemistry Assistant              |
| 19. Smt. S. Vanmathi, B.A., B.P.Ed.,           | P.E.T.                           |
| 20. Smt. V. Kalpana, M.A., B.Ed.,              | Tamil Assistant                  |
| 21. Smt. Jayasree Parasuram                    | Part-Time Student Counsellor     |
| 22. Smt. S. Swathi B.A., D.El. Ed.,            | Nursery Assistant                |
| 23. Shri. P. Woodro Wilson                     | Part-Time Martial Arts Assistant |
| 24. Smt. A. Fahiza                             | Part-Time Art & Craft Assistant  |
| 25. Smt. N. Sivakami                           | Part-Time Music Assistant        |

### Office Staff:

- |                               |                    |
|-------------------------------|--------------------|
| 1. Selvi A. Hemalatha, B.Sc., | Clerical Assistant |
|-------------------------------|--------------------|

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The Sindhi Educational Society was started by the Sindhis of the city with an aim to contribute to society.

The Sindhi Educational Society currently runs the following institutions:

- ✓ Seth P.D. Hinduja Sindhi Model Senior Secondary School, Kellys started in 1975.
- ✓ Sindhi College - An Arts and Science College
- ✓ Sindhi Model Matriculation Higher Secondary School - Established in 2011.

## INFRASTRUCTURE

- ✓ 4 Acre Campus
- ✓ Architect designed 90000 + sq.ft. building
- ✓ Two entry / exits per class rooms
- ✓ Playground with 200 meter running track
- ✓ RO Treated drinking water, solar powered school
- ✓ Landscaped campus

## A REFRESHING CHANGE

- ✓ A welcoming, friendly environment where students are supported in developing their social and emotional skills to equip them for a successful transition into adult life.
- ✓ A student - centred approach where everyone can excel academically and develop essential life skills.

## STUDENTS AMENITIES

- ✓ Experienced and trained faculty.
- ✓ Smart board enabled classrooms.
- ✓ Separate play areas for KG, Primary and Secondary students
- ✓ Well-equipped library along with e-learning resources such as kindle e-reader.
- ✓ Best indoor and outdoor sports facilities.
- ✓ State of the art auditorium.
- ✓ Lift facility (can be used by differently abled students)

## THE CURRICULUM

“Curriculum embodies all the experiences, which are utilized by the school to attain the aims of education,” Our school follows a curriculum that is instructional and educative. It integrates: Cognitive, Affective and Psychomotor objectives and abilities.

Right from the beginning, the work of our school has been organized in consonance with the pattern of education formulated by the NCERT and adopted by the Government of India and CBSE, Delhi. The curriculum has been so devised as to give the children knowledge and develop in them the scientific method of inquiry and an abiding faith in moral and spiritual values. All classrooms from nursery to Std. X are equipped with latest touch screen smart board with digital display and instant access to global source of information.

### SUBJECTS OFFERED

**Classes I & II :** English, Tamil, Mathematics, EVS, GK Value Education & Hindi, Art, Music, Computer Science, Physical Education, Marital Arts.

**Classes III to V :** English, Tamil, Mathematics, General Science, Social Studies, GK, Value Education, Art , Music, Physical Education, IT Skills, Hindi, Marital Arts.

**Classes VI to VIII :** English, Tamil, Mathematics, General Science, Social Science, GK, Value Education, Work Experience, Art, Music, IT Skills, Physical Education, Martial Arts, Hindi, Financial Literacy (VI & VII).

**Class IX :** English, Tamil, Mathematics, General Science, Social Science, Information Technology, Life skills, Work experience, Art & Physical Education.

**Class X :** English, Hindi/Tamil (II Lang) Mathematics, General Science, Social Science, Information Technology, Life skills, Work experience, Art & Physical Education.

**EVALUATION PATTERN (A.Y. 2023-24)**  
**CLASSES I TO VIII**

- ◀ Evaluation / Assessment will be done both on scholastic and co-scholastic areas.
- ◀ No. of terms - 2 :
  - ◀ Term I : April to September '23
  - ◀ Term II : October to March '24

<b>TERM - I</b>		
<b>Exam Name</b>	<b>Month</b>	<b>Max. Marks</b>
Periodic Test - 1	3rd Week of June '23	25
Periodic Test - 2	1st Week of August '23	25
Term - I Examination	September '23	80

<b>TERM - II</b>		
<b>Exam Name</b>	<b>Month</b>	<b>Max. Marks</b>
Periodic Test - 3	2nd Week of December '23	25
Periodic Test - 4	2nd Week of February '23	25
Term - II Examination	March '24	80

**CLASSES IX & X**

<b>Exam Name</b>	<b>Month</b>	<b>Max. Marks</b>
Cyclic Test - 1	April	25
Periodic Test - 1	June	50
Cyclic Test - 2	August	25
Periodic Test - 2	September	80
Cyclic Test - 3	November	25
Periodic Test - 3	December	50
Revision Test - 1	January	80
Revision Test - 2	February	80

## **CULTURAL ACTIVITIES**

### **Cultural Programs :**

Arts, Craft, Sports and Home Science are creative expressions which help latent talent surface. The school provides a wide range of facilities to make the environment more conducive to learning. Skill Enhancement is given focus in order to ensure a holistic development for all our students.

### **Benefits of Extra-Curricular Activities**

Active student participation in extra-curricular activities allow the students to interact and act as a catalyst for social skills development.

Student participation in co-curricular activities promote students' social skills in order to enter any field for the future prospect to produce skilled human capital in terms of academics and character.

## **ADMISSIONS FEES**

### **REGISTRATION AND ADMISSION**

Registration for admission to classes Pre-KG to IX is under process from Feb.1, 2022 onwards. Registration is no guarantee for admission.

### **FEE REGULATIONS**

Fees once paid shall not be refunded or transferred on any account to the name of another child even if he/ she is from the same family. So parents should check with school office the exact amount of fee payable before making online payment.

If a child is to be admitted in the middle of the II or III term he/she has to pay Full year fee.

### **ISSUE OF MARK STATEMENT**

Marks/ Grades statement issued by the school with the endorsement of the Principal will be charged a fee of Rs. 100/- per statement.

## **ISSUE OF TRANSFER CERTIFICATE**

1. An application for Transfer Certificate along with Rs.200/- as Transfer Certificate Fee should be made directly to the Principal in writing by the parent or guardian before the prescribed date, stating the reason for withdrawal of pupil.
2. The parent should procure a "Clearance Certificate" and contact the School Office for the collection of Transfer Certificate after five working days. Transfer Certificate will not be granted earlier in any case.
3. In the case of a child who discontinues studies due to any reason and applies for Transfer Certificate after prescribed date of the year:
  - (a) Even if the child has not attended the school on any day, full fees for the first term of the next academic year has to be paid before the application for Transfer Certificate is accepted.
  - (b) If the child applies for Transfer Certificate during the first term and has attended the class even for one day, the full fees for the first term and also for the second term has to be paid before the Transfer Certificate is issued.
  - (c) In case the application is received after the first term and a child leaves the school during second term or the subsequent term he/she shall pay the fees for all the remaining terms of the academic year.

## **PARENTS TO SOLICIT**

1. Education is a joint responsibility. The parents and teachers have to co-ordinate their efforts in order to groom children to build up their behaviour and maintain discipline. Parent's involvement is an important component for student achievement.

We are looking forward to a productive partnership with you to ensure our children achieve their highest potential.

2. Parents/ Guardians will kindly look into the pupil's Handbook every day and ensure that the lessons prescribed and the homework assigned are promptly done. The remarks made in the Handbook should be seen and signature affixed in the acknowledgement sheet. They will also ensure that the pupils make special efforts to study the subjects in which they are weak. Pupils should be encouraged to cultivate habits of neatness, self-help and systematic work.
3. Parents will kindly **note that private tuition is not allowed by the School Authorities**. But if under extraordinary circumstances a need for it is felt, it should be arranged only with the approval of the School Authorities in the best interest of the child.
4. Parents can meet the teachers in the school on all working days between 3.25 p.m. and 3.45 p.m. for classes I to X, to ascertain the progress of their children. No adverse comments should be passed in the presence of children. They may also meet the Principal between 3.00 p.m. and 3.30 p.m. only on working days on prior appointment.
5. In case parents need to meet their wards during school working hours, permission from Principal must be obtained.
6. Parents must send nutritious dry snacks and lunch with their children/ wards in the morning. Also send adequate drinking water.
7. Breakfast is the most important meal of the day as it **breaks the fast** of the long 8 to 10 hours of our long sleep time. Our body needs the energy to function. This energy comes from our food especially from

**BREAKFAST.** We request parents to ensure that your child has nutritious breakfast to remain focused in his/her work.

8. Drivers of Private Transport are not allowed to enter the school premises during school hours. However, parents/ guardians/ drivers belonging to classes Pre-KG to UKG can enter the premises as per scheduled timings, to pick up the students. We request parents to be very cautious and co-operative in this regard for the safety of the child.
9. Change of address or phone numbers of parents should be promptly intimated to the School in writing.
10. Parents who wish to take their children during working hours, must meet Principal in person and seek permission for the same. Children will not be sent home with brothers, sisters, relatives, or other even if they are known to the school authorities. **Students are not permitted to take half a day leave. Out pass will be issued only for genuine cases.**
11. Parents should not give money to children as this would tempt them to buy things from hawkers. Wearing of gold jewellery and other fancy accessories is not allowed. The school will not be responsible for any loss or other incidents that may happen in this respect.
12. Parents will kindly note that the Annual Promotions are decided after careful deliberations at the Annual Promotion Meeting. The results are final and cannot be altered under any circumstances.
13. **Parents are requested to make necessary arrangements to take their wards immediately after school hours. The School Authorities will not be responsible for their safety after the School Hours.**



## **RULES FOR ATTENDANCE**

### **(To be carefully noted by parents)**

1. No pupil shall absent himself/ herself without prior permission except in the case of unforeseen circumstances. In such cases application for leave shall be sent to the Class Teacher so as to reach the school office preferably by the afternoon or latest by next day.
2. Application for leave of absence shall be made on behalf of the pupil by his/her parent or guardian and addressed to the Class Teacher for a period not exceeding one day and to the Principal for more than a day.
3. Principal will grant leave only upto 3 days and as a special case for a further period of 3 days for unforeseen circumstances with a total maximum of 6 days.
4. On medical grounds, the Principal may grant leave subject to receiving intimation from parent immediately and on the production of a valid doctor's certificate when re-joining. In case the medical leave is required for more than 10 days the letter along with medical certificate should be addressed to the Principal.
5. In case of unauthorized absence fine must be paid as per the discretion of the authorities.
6. In case of unauthorized absence, beyond two weeks the name of the child will be removed from the rolls without any reference made to the parents.
7. If the children are absent at the time of re-opening after the summer vacation or term vacations, it will be viewed very seriously.
8. Every pupil shall attend school for not less than 85% of the working days in each year. Any breach of this

rule may disqualify a pupil from being promoted to the higher class. Long leave on account of marriages or any social functions will not be entertained.

9. No pupil **should absent himself/herself for any school function. The breach of this rule will be viewed very seriously.**
10. **LATE COMING** : School gates **will be closed at 9.00 a.m. and children coming late will not be allowed into school.** In case of late coming, parents are requested to take their wards immediately as the school authorities will not be responsible for their safety. A fine of Rs. 50/- will be charged in case of frequent late coming. The amount will go to charity.

#### **DISCIPLINARY RULES**

1. Pupils should come to School well in time for the morning assembly by 8.40 a.m. at the latest every day. They should not be at school earlier than 8.00 a.m.
2. Their person and clothes should be clean. Pupils found with uncombed and long hair, dirty finger nails, etc. will not be admitted into the school.
3. They will not be admitted if they are found having any communicable diseases or having suffered from one and not free from infection.
4. The class room and the school premises in general should be kept neat and tidy. Scribbling on the walls, damaging furniture and fixtures, etc., are strictly forbidden. If pupils tamper with or break any furniture/ fitting in the school they will have to make good the loss sustained by the school.
5. If a student is found in possession of **Video Games, Calculators, Cell phones, etc., it will be confiscated and given back at the end of the year. Disciplinary action will also be taken against such pupils.**

6. Perfect discipline must prevail during assembly and at all school functions.
7. No pupil shall enter or leave the class without permission when the lessons or other work is in progress. Those found contravening this rule will be dealt with severely.
- 8. The pupil should always move in an orderly manner and proceed in single line, maintaining silence.**
9. When a call goes to the parent or guardian in connection with his/her ward's work or conduct in the school through the pupil he/she will respond to it immediately in the interest of the pupil.
10. No pupil shall enroll himself at any Tutorial Institution to appear for any examination or competition conducted by other agencies without the written permission of the Principal.
11. No pupil of this school shall be a member of any outside organization or take part in any activity not connected with the school. Similarly no pupil of the school shall conduct funds or pay or buy tickets, etc., for external organizations or any function. Such pupils are likely to be expelled from the School.
12. The school reserves the right to expel a pupil on grounds of serious irregularity of attendance, disobedience, malpractice at examination or any other act of indiscipline or misconduct in the school in order to maintain the fair name of the school. Decision of the school authorities in this regard will be final.
- 13. In the common academic interest of the students, the parents are requested to follow all the rules and regulations of the school.**



# SINDHI MODEL SCHOOL OF EXCELLENCE

(C B S E)

No. 146, Poonamallee High Road, Numbal, Chennai - 77.

## PUPIL'S PERSONAL RECORD 2023-2024

Affix  
Stamp Size  
Photo

Name ..... Sex : .....

Class ..... Section ..... Mother Tongue .....

Second Language ..... Third Language .....

Date of Birth ..... Height ..... Weight .....

Date of Admission ..... Admission No. ....

Student Aadhar No. ....

Medical History : Mention health issue (if any)

.....

### Father

### Mother

Name .....

Educational  
Qualification .....

Occupation\* .....

Office Address .....

Ph(Off) .....

Annual Income .....

### Brothers / Sisters in this School :

Name ..... Class ..... Section .....

Name ..... Class ..... Section .....

Mode of Transport .....

Residential Address .....

.....

Ph(Res) ..... (Off) .....

(Mob. for SMS Service) .....

Email ID .....

.....

Class Teacher's Signature

Signature of the Parent

\* Please be clear and specific about occupation and business. Avoid vague terms like 'business', 'Service' etc.



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Student Aadhar No. ....

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### Father

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Educational  
Qualification .....

Occupation\* .....

Office Address .....

Ph(Off) .....

Annual Income .....

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Name ..... Class ..... Section .....

Name ..... Class ..... Section .....

Mode of Transport .....

Residential Address .....

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Ph(Res) ..... (Off) .....

(Mob. for SMS Service) .....

Email ID .....

.....

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# SINDHI MODEL SCHOOL OF EXCELLENCE

(C B S E)

No. 146, Poonamallee High Road, Numbal, Chennai - 77.

## PUPIL'S PERSONAL RECORD 2023-2024



Name ..... Sex : .....

Class ..... Section ..... Mother Tongue .....

Second Language ..... Third Language .....

Date of Birth ..... Height ..... Weight .....

Date of Admission ..... Admission No. ....

Student Aadhar No. ....

Medical History : Mention health issue (if any)

.....

### Father

### Mother

Name .....

Educational Qualification .....

Occupation\* .....

Office Address .....

Ph(Off) .....

Annual Income .....

### Brothers / Sisters in this School :

Name ..... Class ..... Section .....

Name ..... Class ..... Section .....

Mode of Transport .....

Residential Address .....

.....

Ph(Res) ..... (Off) .....

(Mob. for SMS Service) .....

Email ID .....

.....

Class Teacher's Signature

Signature of the Parent

\* Please be clear and specific about occupation and business. Avoid vague terms like 'business', 'Service' etc.



# SINDHI MODEL SCHOOL OF EXCELLENCE

(C B S E)

No. 146, Poonamallee High Road, Numbal,  
Thiruverkadu, Chennai - 600 077. Phone : 71811172

Mobile : 9176890057

Email : smsexcellence2019@gmail.com

Website : www.smse.school

## DECLARATION : 2023 - 2024

To  
The Principal  
Sindhi Model School of Excellence  
Chennai - 600 077.

Sir,

I have read the contents of the school Hand Book. I agree to abide  
by the rules and regulations enlisted in it.

Yours faithfully,

\_\_\_\_\_  
Signature of the Parent / Guardian

Name of the Student : \_\_\_\_\_

Class : \_\_\_\_\_ Section : \_\_\_\_\_



# SINDHI MODEL SCHOOL OF EXCELLENCE

(C B S E)

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## **DECLARATION : 2023 - 2024**

To  
The Principal  
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Sir,

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by the rules and regulations enlisted in it.

Yours faithfully,

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Signature of the Parent / Guardian

Name of the Student : \_\_\_\_\_

Class : \_\_\_\_\_ Section : \_\_\_\_\_



# SINDHI MODEL SCHOOL OF EXCELLENCE

(C B S E)

[A unit of Sindhi Educational Society (Madras)]

No. 146, Poonamallee High Road, Numbal,  
Thiruverkadu, Chennai - 600 077. Phone : 71811172

Mobile : 9176890057

Email : [smsexcellence2019@gmail.com](mailto:smsexcellence2019@gmail.com)

Website : [www.smse.school](http://www.smse.school)

## WORKING HOURS

### MONDAY - FRIDAY

<b>PRE-KG</b>	<b>9.00 am</b>	<b>- 12.30 p.m.</b>
<b>LKG &amp; UKG</b>	<b>8.40 am</b>	<b>- 1.50 p.m.</b>
<b>Classes I to X</b>	<b>8.40 a.m.</b>	<b>- 3.25 p.m.</b>
<b>Lunch Break</b>	<b>11.50 a.m.</b>	<b>- 12.20 p.m.</b>

## IMPORTANT DAYS TO REMEMBER

Date	Day	Event
22.04.2023	SATURDAY	WORLD EARTH DAY
05.06.2023	MONDAY	WORLD ENVIRONMENT DAY
21.06.2023	WEDNESDAY	INTERNATIONAL DAY OF YOGA
01.07.2023	SATURDAY	VANAMAHOBSAV DAY
15.07.2023	SATURDAY	KAMARAJAR BIRTHDAY
29.07.2023	SATURDAY	INTERNATIONAL TIGER DAY
10.08.2023	THURSDAY	WORLD BIO-FUEL DAY
05.09.2023	TUESDAY	TEACHER'S DAY
08.09.2023	FRIDAY	WORLD LITERACY DAY
02.10.2023	MONDAY	GANDHI JAYANTHI (International Day of Non-Violence)
10.10.2023	TUESDAY	WORLD MENTAL HEALTH DAY
14.11.2023	TUESDAY	CHILDREN'S DAY
17.11.2023	FRIDAY	INTERNATIONAL STUDENTS DAY
03.12.2023	SUNDAY	WORLD CONSERVATION DAY
10.12.2023	SUNDAY	HUMAN RIGHTS DAY
04.02.2024	SUNDAY	WORLD CANCER DAY
28.02.2024	TUESDAY	NATIONAL SCIENCE DAY
08.03.2024	FRIDAY	INTERNATIONAL WOMEN'S DAY
20.03.2024	WEDNESDAY	WORLD SPARROW DAY



## LIST OF GOVT. HOLIDAYS

S.No	Date	Day	Particulars
1	04.04.2023	TUESDAY	MAHAVEER JAYANTI
2	07.04.2023	FRIDAY	GOOD FRIDAY
3	14.04.2023	FRIDAY	TAMIL NEW YEAR'S DAY & Dr. B.R. AMBEDKARS BIRTHDAY
4	22.04.2023	SATURDAY	RAMZAN
5	01.05.2023	MONDAY	MAY DAY
6	29.06.2023	THURSDAY	BAKRID
7	29.07.2023	SATURDAY	MUHARRAM
8	15.08.2023	TUESDAY	INDEPENDENCE DAY
9	06.09.2023	WEDNESDAY	KRISHNA JAYANTI
10	17.09.2023	SUNDAY	GANESH CHATURTHI
11	28.09.2023	THURSDAY	MILAD-UN-NABI
12	02.10.2023	MONDAY	GANDHI JAYANTHI
13	23.10.2023	MONDAY	AYUDHA POOJA
14	24.10.2023	TUESDAY	VIJAYA DASHAMI
15	12.11.2023	SUNDAY	DIWALI
16	25.12.2023	MONDAY	CHRISTMAS
17	01.01.2024	MONDAY	NEW YEAR'S DAY
18	15.01.2024	MONDAY	PONGAL
19	16.01.2024	TUESDAY	THIRUVALLUVAR DAY
20	17.01.2024	WEDNESDAY	UZHAVAR THIRUNAAL
21	26.01.2024	FRIDAY	REPUBLIC DAY
22	29.03.2024	FRIDAY	GOOD FRIDAY

## APRIL 2023

Date	Day	Particulars	No. of Working Days
1	Sat		-
2	Sun		-
3	Mon	School Re-opens A.Y. 2023-2024 (Classes UKG - X)	1
4	Tue	Mahavir Jayanthi - Holiday	-
5	Wed	School Re-opens A.Y. 2023-2024(Classes PRE KG & LKG)	2
6	Thu		3
7	Fri	Good Friday	-
8	Sat	1st Saturday - Holiday	-
9	Sun	Holiday	-
10	Mon		4
11	Tue		5
12	Wed		6
13	Thu		7
14	Fri	Tamil New Year - Holiday	-
15	Sat		8
16	Sun	Holiday	-
17	Mon		9
18	Tue		10
19	Wed		11
20	Thu	World Earth Day (1 to 5)	12
21	Fri	Cyclic Test - 1 (IX & X) Begins	13
22	Sat	Ramzan - Holiday	-
23	Sun	Holiday	-
24	Mon		14
25	Tue		15
26	Wed		16
27	Thu	CT Ends	17
28	Fri	Staff Meeting	-
29	Sat		-
30	Sun	Holiday	-

**No. of Working Days : 17 + 0 = 17**

## JUNE 2023

Date	Day	Particulars	No. of Working Days	
1	Thu			
2	Fri			
3	Sat			
4	Sun			
		Holiday		
5	Mon			
6	Tue			
7	Wed			
8	Thu			
9	Fri			
10	Sat			
11	Sun			
		School re-opens after Summer Holidays	1	
		World Environment Day Celebration (1-10)	2	
		Second Saturday - Holiday	3	
		Holiday	-	
12	Mon		4	
13	Tue		5	
14	Wed		6	
15	Thu		7	
16	Fri		8	
17	Sat		9	
18	Sun		-	
			Tamil & Hindi Handwriting Comp (1-5)	
		Red Blossom Day - KG		
		Holiday		
19	Mon		10	
20	Tue		11	
21	Wed		12	
22	Thu		13	
23	Fri		14	
24	Sat		-	
25	Sun		-	
			Periodic Test - 1 (Classes I to X) Begins / International Yoga Day	
			4th Saturday - Holiday	
			Holiday	
26	Mon		15	
27	Tue		16	
28	Wed		17	
29	Thu		-	
30	Fri		18	
			P.T. Ends	
		Sensory Day - KG		
		Bakrid - Holiday		
		Staff Meeting		

**No. of Working Days : 18 + 17 = 35**

## JULY 2023

Date	Day	Particulars	No. of Working Days
1	Sat	Vana Mahotsav Day - Art/Craft Competition [IX-X]	1
2	Sun	Holiday	-
3	Mon		2
4	Tue	Awareness Rally (Classes 3 to 10)	3
5	Wed	Green Blossom Day - KG	4
6	Thu		5
7	Fri	Plant hangings (Class 1 & 2)	6
8	Sat	2nd Saturday - Holiday	-
9	Sun	Holiday	-
10	Mon		7
11	Tue	Art/Craft Competition (1 & IV)	8
12	Wed		9
13	Thu		10
14	Fri	Art / Craft Competition (V-VIII)	11
15	Sat	Kalvi Valarchi Naal - Kamarajar Birthday	12
16	Sun	Holiday	-
17	Mon		13
18	Tue	Thirukkural Recitation (Classes III-VIII)	14
19	Wed		15
20	Thu		16
21	Fri	Fruit Salad Day - KG	17
22	Sat	4th Saturday - Holiday	-
23	Sun	Holiday	-
24	Mon	FA1 Begins for KG	18
25	Tue		19
26	Wed		20
27	Thu	Fourth Annual Day	21
28	Fri	Staff Meeting / FA1 Ends for KG	-
29	Sat	Moharram - Holiday	-
30	Sun	Holiday	-
31	Mon		22

**No. of Working Days : 22 + 35 = 57**

## AUGUST 2023

Date	Day	Particulars	No. of Working Days
1	Tue		1
2	Wed		2
3	Thu	Periodic Test - 2 (Classes I to VIII) C.T2 IX & X	3
4	Fri		4
5	Sat		5
6	Sun		Holiday
7	Mon		6
8	Tue	PT-2 / CT-2 EndS	7
9	Wed	I - VIII	8
10	Thu	World Bio-fuel Day (Poster Competition 6-10)	9
11	Fri	Hygiene Day (bunch & bites) (Classes 1 & 2)	10
12	Sat	2nd Saturday - Holiday	-
13	Sun	Holiday	-
14	Mon		11
15	Tue	Independence Day Celebration - Holiday	-
16	Wed		12
17	Thu		13
18	Fri	Poem Recitation (3-5) Elocution (6-10) English	14
19	Sat		15
20	Sun	Holiday	-
21	Mon		16
22	Tue	Madras Day (Classes 1 & 2)	17
23	Wed	Yellow Blossom Day - KG	18
24	Thu		19
25	Fri	Staff Meeting	20
26	Sat	4th Saturday - Holiday	-
27	Sun	Holiday	-
28	Mon		21
29	Tue		22
30	Wed	Raksha Bandan Celebration - KG	23
31	Thu	Onam	24

**No. of Working Days : 24 + 57 = 81**

## SEPTEMBER 2023

Date	Day	Particulars	No. of Working Days
1	Fri		1
2	Sat		2
3	Sun	Holiday	-
4	Mon		3
5	Tue	Teacher's Day	4
6	Wed	Gokulashtami - Holiday	-
7	Thu		5
8	Fri	Grand Parents Day - KG	6
9	Sat	2nd Saturday - Holiday	-
10	Sun	Holiday	-
11	Mon		7
12	Tue		8
13	Wed		9
14	Thu		10
15	Fri	Blue Blossom Day - KG	11
16	Sat		12
17	Sun	Holiday	-
18	Mon	Vinayagar Chathurthi - Holiday	-
19	Tue	Term - I Exam (I to VIII) [PT2(IX & X)] / SA1 BEGINS FOR KG	13
20	Wed		14
21	Thu		15
22	Fri	SA1 Ends for KG	16
23	Sat	T-1/PT-2 Ends	17
24	Sun	I Term Holiday Begin	-
25	Mon		-
26	Tue		-
27	Wed		-
28	Thu	Miladi Nabi - Holiday	-
29	Fri		-
30	Sat	Fifth Saturday - Holiday	-

**No. of Working Days : 17 + 81 = 98**

## OCTOBER 2023

Date	Day	Particulars	No. of Working Days	
1	Sun	Holiday	-	
2	Mon	Gandhi Jayanthi - Holiday	-	
3	Tue	Schools Re-opens after I term Holiday	1	
4	Wed		2	
5	Thu		3	
6	Fri		English Expo (Classes 1-9)	4
7	Sat		5	
8	Sun	Holiday	-	
9	Mon		6	
10	Tue		7	
11	Wed		8	
12	Thu		Speech Competition (1 - 8) Tamil & Hindi	9
13	Fri		Show & Tell Contest - KG	10
14	Sat		2nd Saturday - Holiday	-
15	Sun		Holiday	-
16	Mon		Navratri Begins	11
17	Tue	12		
18	Wed	13		
19	Thu	14		
20	Fri	Orange Blossom Day - KG		15
21	Sat	16		
22	Sun	Holiday		-
23	Mon	Saraswathi Pooja - Holiday	-	
24	Tue	Vijayadasami - Holiday	-	
25	Wed		17	
26	Thu		18	
27	Fri		Staff Meeting	19
28	Sat		4th Saturday - Holiday	-
29	Sun		Holiday	-
30	Mon		20	
31	Tue		21	

**No. of Working Days : 21 + 98 = 119**

## NOVEMBER 2023

Date	Day	Particulars	No of Working Days
1	Wed	Action Song Competition - KG	1
2	Thu	Once upon a time (Classes 1 & 2)	2
3	Fri		3
4	Sat	Holiday	4
5	Sun		-
6	Mon	Essay Writing Competition (6-10) Tamil & Hindi	5
7	Tue		6
8	Wed		7
9	Thu	Essay Writing Competition (3-10) English	8
10	Fri		9
11	Sat	2nd Saturday	-
12	Sun	Diwali - Holiday	-
13	Mon	Diwali Holiday	-
14	Tue	Children's Day } National Library Week	10
15	Wed		11
16	Thu		12
17	Fri		13
18	Sat		CT-3 IX & X
19	Sun	Holiday	-
20	Mon	Staff Meeting CT 3 Ends 4th Saturday - Holiday Holiday	15
21	Tue		16
22	Wed		17
23	Thu		18
24	Fri		19
25	Sat		-
26	Sun		-
27	Mon		20
28	Tue		21
29	Wed		22
30	Thu		23

**No. of Working Days : 23 + 119 = 142**



## DECEMBER 2023

Date	Day	Particulars	No. of Working Days
1	Fri		1
2	Sat	Art / Craft Competition (IX-X)	2
3	Sun	Holiday	-
4	Mon		3
5	Tue	Art / Craft Competition (I-IV)	4
6	Wed	Shapes Day - KG	5
7	Thu		6
8	Fri	Art / Craft Competition (V-VI)	7
9	Sat	Holiday - Second Saturday	-
10	Sun	Holiday	-
11	Mon		8
12	Tue		9
13	Wed		10
14	Thu		11
15	Fri	Art / Craft Competition (VII - VIII)	12
16	Sat		13
17	Sun	Holiday	-
18	Mon	FA2 / Periodic Test 3 (Classes I to VIII) Begins	14
19	Tue		15
20	Wed		16
21	Thu		17
22	Fri	PT Ends / FA2 Ends for KG / Math Expo (1-8)	18
23	Sat	Christmas & New Year Holiday Begins	-
24	Sun	Holiday	-
25	Mon	Christmas - Holiday	-
26	Tue		-
27	Wed		-
28	Thu		-
29	Fri		-
30	Sat		-
31	Sun	Holiday	-

**No. of Working Days : 18 + 142 = 160**

## JANUARY 2024

Date	Day	Particulars	No. of Working Days	
1	Mon		-	
2	Tue	School re-open after Christmas Holiday	1	
3	Wed		2	
4	Thu		3	
5	Fri		4	
6	Sat		5	
7	Sun		Holiday	-
8	Mon			6
9	Tue		7	
10	Wed		8	
11	Thu		9	
12	Fri	Pongal Celebration	10	
13	Sat	2nd Saturday - Holiday	-	
14	Sun	Bogi - Holiday	-	
15	Mon	Pongal	-	
16	Tue	Thiruvalluvar Dhinam	-	
17	Wed	Ulavar Thirunal	-	
18	Thu		11	
19	Fri		12	
20	Sat		13	
21	Sun	Holiday	-	
22	Mon		14	
23	Tue		15	
24	Wed		16	
25	Thu	Staff Meeting	17	
26	Fri	Republic Day - Holiday	-	
27	Sat	4th Saturday - Holiday	-	
28	Sun	Holiday	-	
29	Mon	Revision Exam I (IX & X) Begins.	18	
30	Tue		19	
31	Wed		20	

**No. of Working Days : 20 + 160 = 180**

## FEBRUARY 2024

Date	Day	Particulars	No. of Working Days
1	Thu		1
2	Fri		2
3	Sat		3
4	Sun	Holiday	-
5	Mon		4
6	Tue		5
7	Wed		6
8	Thu		7
9	Fri		8
10	Sat	2nd Saturday - Holiday	-
11	Sun	Holiday	-
12	Mon	Periodic Test - 4 (Classes I to VIII)	9
13	Tue		10
14	Wed	All Colours Day - KG	11
15	Thu		12
16	Fri	PT Ends	13
17	Sat		14
18	Sun	Holiday	-
19	Mon	Revision Exam - 2 (IX & X)	15
20	Tue		16
21	Wed		17
22	Thu		18
23	Fri		19
24	Sat	4th Saturday - Holiday	-
25	Sun	Holiday	-
26	Mon		20
27	Tue		21
28	Wed	National Science Day / Science Expo (1-8) / 1 & 2 Space Explorer	22
29	Thu		23

**No. of Working Days : 23 + 180 = 203**

## MARCH 2024

Date	Day	Particulars	No. of Working Days
1	Fri		1
2	Sat		2
3	Sun	Holiday	-
4	Mon		3
5	Tue		4
6	Wed		5
7	Thu		6
8	Fri		7
9	Sat	2nd Saturday - Holiday	-
10	Sun	Holiday	-
11	Mon	SA2 Begins for KG	8
12	Tue		9
13	Wed	Annual Exam Class - IX Begins	10
14	Thu		11
15	Fri	SA2 Ends for KG	12
16	Sat		13
17	Sun	Holiday	-
18	Mon	Term II Exam (Classes I to VIII) Begins	14
19	Tue		15
20	Wed		16
21	Thu		17
22	Fri	Annual Exam Ends for Class IX / Term II Exam ends (I-VIII)	18
23	Sat	4th Saturday - Holiday	-
24	Sun	Holiday	-
25	Mon		-
26	Tue		-
27	Wed		-
28	Thu		-
29	Fri	Staff Meeting - Announcement of Result 2023-2024	-
30	Sat		-
31	Sun	Holiday	-

**No. of Working Days : 18 + 203 = 221**

## APRIL 2024

Date	Day	Particulars	No. of Working Days
1	Mon	School open for Academic Year 2024-2025	-
2	Tue		-
3	Wed		-
4	Thu		1
5	Fri		2
6	Sat		3
7	Sun		Holiday
8	Mon	2nd Saturday - Holiday Holiday	4
9	Tue		5
10	Wed		6
11	Thu		7
12	Fri		8
13	Sat		-
14	Sun		-
15	Mon	Holiday	9
16	Tue		10
17	Wed		11
18	Thu		12
19	Fri		13
20	Sat		14
21	Sun		-
22	Mon	School Closes for Summer Vacation Staff Meeting 4th Saturday - Holiday Holiday	15
23	Tue		16
24	Wed		17
25	Thu		18
26	Fri		-
27	Sat		-
28	Sun		-
29	Mon		-
30	Tue	-	
31	Wed	-	

**No. of Working Days : 18**

# SCHOOL TIME - TABLE

DAY	8.45 9.00	9.00 9.40 I	9.40 10.20 II	10.20 10.30	10.30 11.10 III	11.10 11.50 IV	11.50 12.20	12.20 12.55 V	12.55 1.30 VI	1.30 2.05 VII	2.05 2.15	2.15 2.50 VIII	2.50 3.25 IX
<b>MON</b>	PRAYER												
<b>TUE</b>				RECESS							BREAK		
<b>WED</b>							LUNCH						
<b>THU</b>													
<b>FRI</b>													
<b>SAT</b>													