

KUNIL EDUCATIONAL INSTITUTE

CBSE Code 931124

**Badiadka, Peradala Post,
Kasaragod District, Kerala - 671 551
Tel. No. : (04998) 284535, 286689**

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THIS DIARY IS TO BE BROUGHT TO SCHOOL DAILY

If we want to reach real peace in this world, we should start educating children

- Mahatma Gandhi

**Documents to be forwarded to Regional Office CBSE with
request for Admission for Class IX and X**

1. Transfer Certificate of previous school duly counter signed by concerned education authority duly attested by the present school Principal.

2. Previous school progress report duly attested by the present school Principal.
3. Reason for change of school with documentary evidence obtained from the parent duly attested by the present school Principal.
4. Date of Admission in present school.
5. In case of admission of candidate from foreign board, equivalency certificate obtained from Association of Indian University, Delhi.
6. In case of CBSE transfer copy of class IX online registration number / Copy of registration card.

Refer CBSE / RO(M) / EXAM / DOC / 2014 Dated 11/09/2014

By Order CBSE

SCHOOL PRAYER

In the Name of God,
Most Gracious, Most Merciful

Praise be to God,
The Cherisher and Sustainer of the world;
Most Gracious Most Merciful;
Master of the day of judgement,
Thee do we worship
And Thine aid we seek;
Show us the straight Way
The Way of those on Whom
Thou hast bestowed Thy Grace.
Those who's (Portion)
Is not wrath,
And who go not astray - Ameen

PLEDGE

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

TARANA - E - HIND

** Saare Jahanse achcha Hindustan hamara - Hamara,
Saare Jahanse achcha
Hum bulbule hain iske, ye gulsithan hamara - hamara*

Repeat *

Parbat voh sabse ooncha, Humsaya aasmanka (2)

Voh Santhri hamara, Voh pasbaan hamara-hamara

Repeat *

Godi mein khelti hai iski hazaar nadiyan (2)

Gulshan hai jiske damse, Rashke jinan hamara-hamara

Repeat *

Mazhub nahin sikhatha Aapasme Bair rakhna (2)

Hindi hai hum Hindi hai hum Hindi hai hum vathan hai

Hindustan hamara-hamara

Repeat *

ABOUT THE SCHOOL

Kunil Educational Institute which is spread across 3 acres of land, not far away from the city yet within the city limits, provides fresh air and ample opportunities for the holistic development of the children to become accomplished individuals in many ways; happy and confident of leading their lot to a bright future.

The Kunil Educational Institute Badiadka is located in the birth place of the famous poet late Dr. Kayyara Kinhana Rai. The State Highway to Karnataka passes through the town. Badiadka is the land of sports, arts and literature.

In the year 2004, Kunil Educational Institute Badiadka with CBSE code 931124 came into existence. The vision of the school is to prepare dynamic and caring citizen of tomorrow to meet the challenges of global society while retaining their traditional values. It is our constant endeavour to provide a holistic education that prepares our students from kindergarten through primary and secondary school for challenges that lie ahead.

We strive to provide a learning environment that fires the imagination, inspires the mind and kindles creativity. We aim for an all-round development of children by providing them with an education that balances academics with cultural, emotional, physical and mental development.

AIMS AND OBJECTIVES

1. To impart sound education through the medium of English in an atmosphere of Islamic brotherhood, love and concern.

2. To promote emotional and national Integration.
3. To impart spiritual and moral values.
4. To inculcate values, attitudes, habits and skills which will help in the creation of a new social order based on human dignity, equality of opportunity and social, political and economic justice. In short, to be true to its Islamic heritage, the school attempts to relate its programs to the life, needs and aspirations of the individual, society and the Nation of the concerned authorities.
5. To provide holistic education in a stress free, supportive and safe environment.

CENTRAL BOARD OF SECONDARY EDUCATION (C.B.S.E.) CURRICULUM

The prime focus of the curriculum is to innovate teaching - learning methodologies by developing paradigms that are conducive for the students. The school provides a balanced educational programme within a safe and stimulating environment so that each child embarks on a physical, intellectual, emotional and social journey of curiosity and reasoning.

The aim of the school is to provide the essential skills that a child needs to cope with the changes in the world. While encouraging positive individual characteristics, it promotes a child's responsibility, co-operation, creativity, respect for individuality and equality. It enhances learning by establishing and maintaining a high level of academic and behavioural expectations. KEI thus has designed a curriculum to make learning enjoyable, activity-based and experimental, preparing every student for global expectations.

MAIN OBJECTIVES OF CBSE ARE

- ❖ To define appropriate approaches of academic activities to providing stress free, child centred and holistic education to all children without compromising on quality.

- ❖ To analyze and monitor the quality of academic activities by collecting the feedback from different stakeholders.
- ❖ To develop norms for implementation of various academic activities including quality issues; to control and coordinate the implementation of various academic and training programmes of the Board; to organize academic activities and to supervise other agencies involved in the process.
- ❖ To adapt and innovate methods to achieve academic excellence in conformity with psychological, pedagogical and social principles.
- ❖ To encourage schools to document the progress of students in a teacher and student friendly way
- ❖ To propose plans to achieve quality benchmarks in school education consistent with the National goals.
- ❖ To organize various capacity building and empowerment programmes to update the professional competency of teachers.
- ❖ To prescribe conditions of examinations and conduct public examination at the end of Class
- ❖ To grant qualifying certificates to successful candidates of the affiliated schools.
- ❖ To fulfill the educational requirements of those students whose parents were employed in transferable jobs.
- ❖ To prescribe and update the course of instructions of examinations.
- ❖ To affiliate institutions for the purpose of examination and raise the academic standards of the country.

The prime focus of the Board is on:

- ❖ Innovations in teaching-learning methodologies by devising students friendly and students centered paradigms.

- ❖ Reforms in examinations and evaluation practices.
- ❖ Skill learning by adding job-oriented and job-linked inputs.
- ❖ Regularly updating the pedagogical skills of the teachers and administrators by conducting in-service training programmes, workshops etc.

ACADEMIC YEAR

The academic year begins in June. It is divided into 3 terms.

Ist Term	-	June to August
IInd Term	-	September to December
IIIrd Term	-	January to March

SCHOOL TIMINGS

Morning Session	9.30 a.m.	-	11.00 a.m.
Forenoon Session	11.10 a.m.	-	1.00 p.m.
Afternoon Session	1.40 p.m.	-	3.45 p.m.

SCHOOL MOTTO

"THERE IS NO EXCELLENCE WITHOUT LABOUR"

Nothing has ever been achieved in this world without the sweat of hard work. Mere dreaming never creates successful people. People excel in their respective fields as a result of their labour. Excellence is the reward of labour. Our school's motto **THERE IS NO EXCELLENCE WITHOUT LABOUR**, inspires the young citizens to excel as a result of their optimistic thoughts and hard work.

THE RULES AND REGULATIONS TO THE ADMISSION :

1. The candidate must have completed five & half years of age on first of June to be eligible for Class I.
2. Applications for admission should be made in the prescribed form which can be obtained from the school office, along with the Birth Certificate or the Transfer Certificate, whichever is applicable. Every pupil on admission shall pay the prescribed fees.
3. The application form for admission must be legibly and properly signed by the candidate's father or mother or in their absence by a Guardian who has been authorized by the parents to do so. This letter of authorization duly signed along with affixing the left thumb's impression, must be enclosed along with the admission form.
4. No alteration in the Date of Birth or name will be allowed without age approval of the government or concerned authorities.

FEE STRUCTURE

1. The academic tuition fee has to be remitted as indicated below :

	<u>DUE DATE</u>	<u>WITH FINE</u>
Ist Installment :	01-06-2020	31-07-2020
2nd Installment :	01-09-2020	31-10-2020
3rd Installment :	01-12-2020	31-12-2020

2. The fees above quoted are revisable by the Management.
3. Fees once paid are not refundable.
4. Provision to make lumpsum payment of the whole academic year during the first quarter is allowed. For details in this regard, the school's office may be contacted.
5. The pupil may be allowed to appear for examinations only if he / she has 'No Due' to the school.
6. The Parents / Guardians must keep all receipts issued to them safely to be produced at the office if needed.

SCHOOL UNIFORM

The uniform should be of reasonable length and comfort to enable the pupil to do any physical activity. For girls the uniform skirt should be of knee length. Every student must attend school in the prescribed uniform.

BOYS: Yellow coloured half - sleeve shirt, blue shorts or pants, white socks, black shoes. School belt & School tie.

GIRLS: Yellow coloured half sleeve shirt, blue pinafore, white socks, black shoes & school tie. Girl students of Muslim community shall wear only black headscarf.

SCHOOL DIARY

1. Every pupil must possess a copy of the school diary which must be brought to school everyday. The name and other personal data of the pupil must be entered and signed by the parents/ guardian.
2. School diary is to be preserved carefully and no page from it should be torn and separated.
3. **The parents are expected to check their children's school diary everyday and sign whenever it is required.**
4. If a pupil loses the diary, he / she will be subject to disciplinary action. **A fine of Rs. 50/- will be levied and a new diary will have to be purchased by paying the prescribed fees.**

ATTENDANCE / ABSENCE

1. The application for leave should be entered on the pages allotted for this purpose in the school diary.
2. The pupil should produce a medical certificate in case of absence from school for 3 days and more due to illness and health issues.
3. Explanatory note from the parent / guardian ought to be produced by the pupil if he / she arrives late to school.
4. In case of late arrival to school on a particular day or absence from school, the pupil will have to seek the principal's permission to attend class. All explanatory notes for absence / late arrival must be handed over to the class teacher.
5. Prior permission must be sought from the Principal for availing planned leave.
6. The pupil will be allowed to leave the school compound only at the end of school hours. Should he / she would want to leave before the school hours end on any

particular day, the parents/ guardians ought to produce a written note stating the reasons to this effect, to the office.

7. A student requiring leave for any part of a day on account of sudden illness or such unavoidable circumstances, should obtain the permission of the principal before leaving the school for the day. 'Absence Record' signed by parent/ guardian should be submitted on the next working day itself, to the respective class teachers.
8. In case a pupil is healed from infectious diseases, the parents of the pupil is required to submit a medical certificate to the effect that the child is fit to attend school and that there is no danger and risk to his fellow pupils and teachers from developing such disease.
9. Attendance on the first day of the school after vacation is essential.
10. Continuous absence of 15 days or more from school without permission will lead to the removal of the pupil's name from the school's register. In such cases, re-admission will be allowed only upon payment of Rs. 200/-, which is subject to the discretion of the school authority.
11. The school may declare unscheduled holiday without prior intimation to parents / guardians.

EXAMINATION AND PROMOTION

1. Regular periodical class tests will be conducted in addition to the August and December Pre/Post Mid Term and terminal examinations in October and March in a given academic year. Promotion to the next class depends on these tests and examinations.
2. There is no provision for re-examination.
3. Results declared at the end of the academic year are final and will not be reconsidered.
4. The pupil should have at least 85% of attendance in a given academic year, to his / her credit, to be eligible for the final written and oral examination.

PRACTISE DURING EXAMINATIONS

1. No special sign or mark in the Answer Book, Question Papers, Supplementary Answer Book, Graph Paper, Map etc., should be made while, in the examination hall.
2. Pages should not be torn or detached from the Answer Book. No blank pages should be left in the Answer Book. No supplementary answer book(s) should be asked for unless the present answer book / previous supplementary answer book as the case may be, is finished.
3. Answers are to be numbered correctly corresponding to the number of the question given in the Question Paper.
4. The Answer Book should be tagged securely with the Supplementary Answer Book(s), graph paper, map etc., if used.
5. For rough calculation etc., a new margin on the right-hand side of the page may be drawn. The rough calculations, etc., should be scored-off prior to submitting the Answer Book.
6. Only after handing over the Answer Books to the Assistant Superintendent-in-charge, should the pupil leave the examination hall.
7. If during the course of examination, if the pupil is found indulged in any of the following activities, he / she shall be deemed to have used Unfair Means at the examinations. Consequently, his / her result shall not be declared but shall be marked as Unfair Means (U.F.M.) on the report card:
 - a. Having in possession papers, books, notes or any other materials or information other than what the pupil is allowed to keep possession of with him / her in the examination hall and if such papers, books, notes or any other materials or information whether directly or indirectly contains answers or is related to the topics covered in the portions for such examination / tests, in coded or encrypted or plain language.
 - b. Giving or receiving assistance directly or indirectly of any kind or attempting to do so, to or from fellow examinee or any other person who is present in the examination hall or near the open windows, doors, etc so as to provide assistance so sought.
 - c. Writing questions / answers on any material other than the answer book provided by the Centre Superintendent for writing answers.

- d. Contacting or communicating or trying to do so with any person, other than the Examination staff during the Examination in the Examination Hall.
- e. Taking the answer book out of the examination hall.
- f. Using / attempting to use any other undesirable method or means in violation of the general rules regarding practises during examination.
- g. Smuggling out Question Papers or its part, or smuggling out answer book / supplementary answer sheet or part thereof during the Examination.
- h. Threatening any of the officials connected with the conduct of the examinations or threatening any of the candidates.

CO-CURRICULAR ACTIVITIES

A robust co-curricular program is implemented to enhance the theoretical knowledge of classrooms. With the motive to enhance confidence, self-esteem, leadership, creativity, team spirit, patriotism, sympathy, empathy in a child, various activities and competitions are organized regularly under the guidance and supervision of able hands in the areas of literature, art, music, dance and technology to name a few.

Visual and Performing Arts

Arts are conducted to express feelings, emotions, opinions or taste through visual means such as painting, drawing or performances of music, dance, theatre and public speaking.

Thematic Assemblies

Assemblies are conducted on various themes at regular intervals to instil values in the students and create social awareness about various issues through dance, drama, music. It also promotes development of key social, emotional, cognitive and academic life skills.

Hobby Clubs (Cultural, Sports, Literary, Arts & Maths Club)

Hobby Clubs are conducted every week to give a break to the students from the routine of the classrooms. These clubs ranging from Speech and Drama, Ballet, Taekwondo, Cookery, Astronomy etc., aims at a holistic development of the child.

Yoga

Yoga classes are conducted regularly to promote the physical and emotional well-being of the students through planned curriculum.

Stay Back Coaching Programme

Stay back classes by specialized coaching programme in various sports are organized for interested students after school hours.

External Examination

The school conducts various external examinations like Olympiads, Spelling Bee, NSTSE, Cambridge Exams, All India G.K. Exams etc., to prepare and be assessed as per international standards.

Sports & Cultural Competition

The school conducts inter-house games, athletic meet and cultural competitions every year. Students have to participate in at least two items as per the general instructions given by the school authorities.

Sports:

1. CBSE Zonal/District events – In group events the pupils will be accompanied by school teachers and transport facility will be provided to and from the venue to school.
2. For matches other than the ones above mentioned, the parents shall be fully responsible in complying with the matches' requirements, commutation, etc.
3. Any event which is attended by just one pupil, the parents of that pupil will have to accompany the him / her to the venue.

GENERAL DISCIPLINE

1. The pupil must attend classes regularly.
2. Parents / pupils (individually or collectively) are forbidden to give gifts to teachers. Neither birthday parties nor presentations by students or parents on birthdays of students are allowed. A token gift of flowers or sweets may be allowed.
3. Collection of funds is forbidden without prior permission of the Principal.
4. Pupils are instructed to behave politely and to avoid use of abusive language in school and also outside school to upkeep the discipline and reputation of the school. Any such behaviour indicative of hurting caste or community of a pupil or pupils, will attract serious disciplinary action.

5. Violation of the rules, regulation and the discipline of the school disciplinary actions.
6. In the absence of the teacher from the classroom, the pupil is required to be silent and obey the monitor of the class.
7. Parents / friends / ex-students willing to visit the school must get prior permission from the Principal.
8. Progress Record will be issued after the Monthly Test/ Unit test & Terminal Examinations. The parents should meet the respective class teacher of their ward on the Parents' – Teachers' meeting day, to get first-hand information regarding their ward's conduct, behaviour, studies and progress.
9. The pupil must bring money only to meet his / her daily expense. No excess money should be kept in the custody of the pupil.
10. The pupil is not allowed to go out for lunch. The pupil staying close by to the school, must have his / her lunch within the school campus, only.
11. The pupil should wear the prescribed school uniform with ID cards on all days. Students who are not in proper uniform are liable to be sent home or debarred from attending class with prior warning.
12. Students must attend all the functions of the school in proper school uniform.
13. Any changes in residence / office address & telephone no., of the parents / guardians must be given in writing to the office in time.
14. Safety of the pupil is the prime concern of the school. The parents are required to co-operate with the school's staff in this regard.
15. English being the medium of instruction in the school, the pupil must converse only in English while in school.

PERSONAL BELONGINGS

The pupil should not bring valuables or excess money to school. He / she is also not allowed to bring magazines, mobile phones, video games, cameras, pictures or books, C.D. / cassettes other than prescribed text books except when asked by teachers.

Possessing, reading, viewing any material of indecent nature is banned. Violation will attract disciplinary action.

Crackers, explosives, harmful instruments and other dangerous materials are forbidden to be brought to school.

The pupil should take care of his / her personal belongings. School authorities are not responsible for the loss of such belongings.

The name and class of the pupil should be marked on his / her personal belongings to facilitate recovery, when lost in the school premises.

CLEANLINESS

1. The pupil must come to school in neat and clean school uniform.
2. It is the duty of the pupil to keep his / her classrooms and other places in and around the school clean and in order. School dustbins should be used as and when needed.
3. The pupil is not allowed to write on the black board unless asked to do so by the teachers.
4. Before leaving the classroom, the pupil must pick up the waste papers and unwanted material on the floor and deposit it in the waste paper basket, has to arrange the desks and benches properly and ensure that the lights and fans are switched off and the windows are closed.

SCHOOL PROPERTY

1. **Damage to school property will be the liability of the Parents / Guardian.** The damage so caused shall be immediately repaired by the school authority in a time bound manner. If an accident occurs as a result of such damage causing injury to pupil / pupils, the school authority will provide immediate medical treatment to the injured pupil / pupils. Subsequently, the actual expenses incurred for repairing such damage and the money spent on medical treatment will be claimed from the parents of the pupil / pupils who is / are responsible for such damage and accident.
2. The pupil shall co-operate with the library, computer and laboratory staff, in maintaining order and discipline. The pupil shall take care of the materials, fixtures and equipment installed in the school.

LIBRARY

1. The pupil is a member of the school library.
2. Silence must be observed in the library.
3. Books will be issued to students from std. V and upwards during the library period mentioned in the time table.
4. The pupil is expected to take care of the library books. Writing or any marking on a book is strictly forbidden.
5. Any book lost must be replaced or duly compensated for. Fine will be levied for damage of borrowed books.
6. Reference books and other books like the Dictionary and Encyclopaedia etc., cannot be taken home. They are to be read only within the library.
7. Books should be returned on or before the due date as indicated without fail. Failure to return the books on the assigned day will attract fine.
8. No book, magazine or newspaper should be taken out without the permission of the librarian.

LABORATORY & COMPUTER ROOM

1. Silence should be observed during experiments in the laboratory & while working in the computer room.
2. The instructions given by the teacher must be followed.
3. The pupil will be responsible for any breakage or loss of the apparatus which is used in the experiment. Breakage or loss should be reported to the teacher immediately.
4. The pupil shall bring proper record books and observations to laboratory immediately after the experiments are performed.
5. The pupil should hand over the chemicals and apparatus taken for experiments to the teacher when the experiment is over. Movement of chemical or apparatus into or outside the laboratory is allowed only with permission from the concerned teacher.
6. The pupil should strictly adhere to the safety rules and regulations while in laboratory.

TO PARENTS / GUARDIANS :

1. The calendar serves as a bridge between teachers, students and parents. Parents are requested to sign the remarks written by the teachers in the school calendar.
2. Parents can use the calendar to communicate with the teachers regarding their child's academics or behaviour. All other matters should be addressed to the Principal.
3. The school insists on strict punctuality, regular school attendance, regulation regarding uniform, cleanliness in dress, good grooming and fidelity to study and work assignments. Absence of pupil from school, merely to attend social functions is discouraged.
4. As the medium of instruction in the school is English, parents should provide ample opportunities to the pupil to converse in English at home.
5. The parents need to check that their ward does not carry a mobile phone to school. The mobile phone will be confiscated by the school and fine of Rs.200/- will be levied on the pupil. The confiscated mobile phone will be returned only at the end of the academic year. In case of emergencies the school's land line connection can be used by the pupil to communicate with the parents.
6. Parents are requested to encourage their wards to balance their interest in academics, co-curricular activities and sports.
7. The co-operation and goodwill of the parents is an essential component of an effective parent-teacher relationship in order to provide maximum educational opportunities to children. The school needs the involvement of parents in many of its activities.
8. Parents and guardians should co-operate with the school by adhering to the rules and regulations as amended from time to time.
9. Parents are encouraged to give positive suggestions for the improvement of academic standards. Legitimate complaints should be brought to the notice of the principal without delay. Anonymous letters are not appreciated.
10. Parents should not attempt to meet the teachers when a class is in progress.
11. Ensure that the wards do their homework regularly, develop good hand writing & learn all lessons properly.

12. Ensure that the wards are provided with all the prescribed books, uniforms & other requisites.
13. The minimum percentage of marks (35%) has to be obtained in all subjects.
14. Students should come neatly dressed to school. Boys must cut their hair short. Girls with long hair should plait the hair into two and tie them with black ribbons.

Parents Signature

WITHDRAWAL / DISMISSAL

1. One month's notice has to be served to the school, to withdraw the pupil from the school.
2. All dues to the school has to be cleared.
3. TC applications will be processed within a maximum period of 7 days.

THE TRANSPORT DEPARTMENT

The school provides school bus services to the pupil who opt for such service by filling the related form in this regard. The school bus will stop only at the given bus stop and the list of such bus-stops may be obtained from the Administrator, at the time of admission. Bus stops cannot be changed under the whims and fancies of the parents / pupil. Should there be a change in the location of the residence of the pupil, a form to this effect has to be filled so that the pupil may be allotted to the bus that caters to his / her locality. The pupil will be given the pick-up time and is expected to be at the pick-up spot when the bus arrives.

The Administrator, who is in charge of the Transport Department, may be contacted, to share your feedback or grievances if any in relation to the transport service.

Tell me and I forget. Teach me and I may remember. Involve me and I learn.

- **Benjamin Franklin**