



PROSPECTUS

**Affiliated to Council for the Indian School
Certificate Examination, New Delhi
(Affiliation No. MP032/2008)**

Established – 1969

Mahatma Gandhi Convent Higher Secondary School

**A.B. ROAD, SHAJAPUR - 465 001(M. P.)
Mobile : +91 9644563280**



VISION



*A Society in
which all
might have
life in its fullness*

MISSION



*To Provide
an education of
quality and
relevance to all*

MOTTO



*Knowledge
for
Service*

Emergency Contact Numbers

Ambulance	- 102/108
Fire	- 101
Civil Hospital	- 077364-227718
Police Station	- 07364-229976
M.G. Convent School	- +91 9644563280

List of Holidays :

Budh Purnima
Christmas Holidays (as per Church directives)
Dussehra Holidays (as per Govt. directives)
Deepawali Holidays (as per Govt. directives)
Dhulendi/Holi
Dr. Ambedkar Jayanti/Baisakhi
Gandhi Jayanti (Oct. 02)
Id-E-Milad
Id-UI-Fitar
Id-UI-Zuha
Independence Day (Aug. 15)
Janmashtami
Maha Shivratri
Mahavir Jayanti
Maundy Thursday & Good Friday (2 days)

Mohhram
Raksha Bandhan
Ram Navmi
Republic Day (Jan 26)
Sant Ravidas Jayanti
St. Thomas Day (July 3)
Valmiki Jayanti
Sundays & 2nd Saturdays
Any day declared by Govt. of
India/State/District/Tehsil/Church
Administration
There will not be further information on the
school notice board regarding
the above mentioned holidays



Introduction

- 1.1. Mahatma Gandhi Convent Higher Secondary School, (hereafter M.G. Convent School) Shajapur is a private unaided school under the general management of the Catholic Diocese of Ujjain, registered under the M.P. Society Registration Act 1973 (No.44 of 1973, Reg. No 3483). In particular it is run by St. Joseph's Catholic Church at Shajapur. The management enjoys minority rights as enshrined in the Constitution of India: Art 30.
- 1.1.1. The School is affiliated to Council for the Indian School Certificate Examinations, New Delhi and its affiliation number is MP 032/2008.
- 1.2. M.G. Convent School had its simple origin with its Kindergarten classes in the year 1969 in the Catholic Church campus, at Shajapur. The earnest desire of the parents and students of the town and surrounding villages was the motivating force to develop it into a co-educational higher secondary school. The School was provisionally affiliated to CISCE in 2008, and it received permanent affiliation to CISCE on 2011.
- 1.3. The Vision of the school is 'A society in which all might have life in its fullness' and the Mission of the school is "To provide an education of quality and relevance to all'.
- 1.4. The Motto of the School is 'knowledge for service'
- 1.5. The medium of instruction of the school is English.
- 1.6. The purpose of the school is to help in the formation of the children. The school aims at the harmonious development of the Physical, mental and moral powers of the students, so as to make them good patriotic citizens ever ready to serve the country in the various circumstances of their lives.
- 1.7. The school year is from April to March.

2. Time Schedule of the School

2.1. WORKING HOURS

Class III to Class XII 08.00 am to 02.10 pm

Nursery-class II 08.45 am to 01.30 pm

2nd Saturdays will be Holidays for the school.

Parents can contact the teachers on Second Saturdays from 10.00 am to 12.00 am. Teachers will be available in the school for seven working hours on class days and on Second Saturdays

The parents of weak students should seek remedial help from teachers through the principal.

2.2. THE SCHOOL OFFICE

The school office will remain closed on Sundays, and on Holidays. Office staff will not be available on these days.

2.3. VISITING HOURS

Manager : Mon. to Fri.: 11.00a.m. to 02.00 p.m.

Principal : Monday to Friday 10.00 a.m. to 12.00 noon and
2.00 p.m. to 3.00 p.m.

All other times, by appointment.

Visitors are not encouraged before 10.00 a.m. & after 4.00 p.m.

2.4 SCHOOL TIME TABLE

TIME SCHEDULE ON ORDINARY CLASS DAYS

08.00 A.M.	-	First bell	
08.05 A.M.	-	08.20 A.M.	: Prayer & Assembly
08.20 A.M.	-	09.00 A.M.	: Period One
09.00 A.M.	-	09.40 A.M.	: Period Two
09.40 A.M.	-	10.20 A.M.	: Period Three
10.20 A.M.	-	10.45 A.M.	: Lunch
10.45 A.M.	-	11.25 A.M.	: Period Four
11.25 A.M.	-	12.05 P.M.	: Period Five
12.05 P.M.	-	12.45 P.M.	: Period Six
12.45 P.M.	-	12.55 P.M.	: Short break
12.55 P.M.	-	01.30 P.M.	: Period Seven
01.30 P.M.	-	02.10 P.M.	: Period Eight

TIME SCHEDULE NURSERY-CLASS-II

08.45 A.M.	-	Prayer and Assembly	
09.00 A.M.	-	09.40 A.M.	: Period One
09.40 A.M.	-	10.20 A.M.	: Period Two
10.20 A.M.	-	10.45 A.M.	: Lunch
10.45 A.M.	-	11.25 A.M.	: Period Three
11.25 A.M.	-	12.05 P.M.	: Period Four
12.05 P.M.	-	12.45 P.M.	: Period Five
12.45 P.M.	-	12.55 P.M.	: Short break
12.55 P.M.	-	01.30 P.M.	: Period Six

3. ADMISSION

- 3.1. Generally children (Boys and Girls) are admitted to Nursery/Lower Kinder Garten (L.K.G). The minimum age of admission to Nursery is three years and LKG is four years on the basis of Random method. Birth certificate, issued by the Municipality or 'Panchayat' is the only valid document to prove the age. Christians must submit the Baptismal certificate also. In any circumstances request for a change in the date of birth will not be entertained.
- 3.2. The parents/guardians must submit the admission form duly filled in together with three passport-size photographs of the child to the principal. The principal admits the child, if only the parents promise in writing (by signing the code of conduct) their wholehearted cooperation in the formation of the child.
- 3.3. Admission to classes other than Nursery/LKG is given only when there is a vacancy and if only his/her parents submit the following, in time:
 - 3.3.1. The admission form of the school duly filled in along with the code of conduct agreed.
 - 3.3.2. The Transfer Certificate from the school last attended, duly countersigned by the eligible authority.
 - 3.3.3. Mark list of the last examination passed.
- 3.4. A student who passes class U.K.G. has to take the new admission form for class I. Similarly a student who passes Class X (Indian Council of Secondary Education) Examination has to take new admission for class XI
- 3.5. Admission to classes will be given to:
 - 3.5.1. Students who have good reputation and are responsive to corrections given by teachers and responsible people.
 - 3.5.2. Students who are God fearing, respectful to parents, teachers, and elders, and are ready to abide by the rules given by the school authorities.
 - 3.5.3. Students who have secured good marks in the previous examinations.





- 3.5.4. Students who have a satisfactory standard in English language.
- 3.6. Admissions to various streams in class XI will be decided on the basis of merit and availability of seats. Merit list will be prepared by taking the aggregate of Termly and Final examinations in the respective subjects and the report on the behavior of the student in the previous year.
- 3.6.1. There will be a/an counselling/ interview of the students escorted with their parents who seek admission to class XI.
- 3.6.2. Duly counter signed Transfer Certificate, Mark Sheet, Character Certificate, along with duly filled in admission form of this school are to be submitted by the students who come from other recognized schools.
- 3.7. There will not be direct admission to classes X and XII.
- 3.8. Admission to any class in the middle of a term/semester will be entertained only in inevitable circumstances. Formalities required for such admission by the Council for the Indian School Certificate Examinations, New Delhi has to be completed by the parents.
- 3.9. Every re-admission will be considered as a new admission and formalities have to be completed.
- 3.10. The subjects offered at ISC Level:
One shall study the below subjects :-
Science and Commerce streams :- English (Compulsory), Mathematics (Elective), Physics (Elective), Chemistry (Elective), Biology (Elective), Hindi(Elective) Computer(Elective), Commerce (Elective), Accounts(Elective), Economics(Elective).

4. SCHOOL UNIFORM

Students shall come to school in the specified uniform, except on one's birthday. Parents may take special care in sending their children to school in neat and tidy uniform. Parents may contact the school office for the details of school uniform.

5. FEES

- 5.1. Fee will be taken on scheduled days, (cf. fee card)
- 5.2. If payment of fee has been neglected for more than two months the students may not be allowed to attend classes and will be sent home.
- 5.3. All the prescribed fees have to be paid before the terminal and final examinations. Hall tickets will be issued to the students only after presenting the fee clearance certificate.
- 5.4. The rates of the school fees may change yearly due to the increasing cost of maintenance and other expenses.
- 5.5. The student who fails to remit the school fees in the scheduled time needs to pay late fee as the school stipulates from time to time.

6. LEAVE

- 6.1. Students will be granted leave of absence only for very serious reasons and on receipt of written request from their parents or guardians to the principal.



- 6.2. Leave of absence, for any reason other than illness is granted only on rare occasions provided previously applied for.
- 6.3. If a student is absent, on account of illness, the principal and the class teacher should be intimated in writing, immediately. If the absence has lasted over three days, a doctor's certificate should be submitted. The principal reserves the right to suggest/ appoint school's own medical officer to examine a sick student in a disputed occasion.
- 6.4. Once a student gets attendance in the class he/ she will not be eligible for any partial leave.
- 6.5. Absence of the students from class for merely family, social functions and wedding of relatives other than those of immediate relation in family is discouraged.
- 6.6. All the students are expected to attend class on the opening day after vacations. If a student is absent from the school more than 15 continuous working days without proper leave application, his/ her name will be removed from the attendance register. Re-admission if granted will be done, only after payment of fresh admission fee.
- 6.7. Anyone who is late or was absent on the previous day, will be admitted to the class only with the permission of the principal. The reason for absence must be explained on the 'Absence Record' page of the Hand Book and it must be signed by the parent or guardian.
- 6.8. Leave will not be granted on examination days.

7. DISCIPLINARY RULES

- 7.1. Time for the students of Class I to Class XII and Time for the K.G. Section Students are stipulated separately. Parents may refer to the timely circulars of the school for verification. The school gate will be opened for entry just fifteen minutes before the respective school hours. Students have their entry only through the main gate. Late coming students may not be allowed to enter the school campus. School will not have responsibility on students in the school campus before or after the school hours.
- 7.2. All the students must be in their respective classes at the stroke of the first bell. General assembly is compulsory for all. A passage from the Holy Scriptures will be read in the assembly. There will be P.T. and parade during the general assembly on Saturdays.
- 7.3. Students have entry to the school campus only in their school uniform. Students may be permitted to be in the school campus (except in the working hours of the school) for remedial classes/ additional classes, sports and games, or other co-curricular activities (other than which are mentioned in school time table) under the guidance of a staff member of the school.
- 7.4. Identity card is a must in the school campus.
- 7.5. Students must be punctual and regular in attendance.
- 7.6. Students must be attentive in the classes and they are expected to study the lessons taught and do the home work assigned regularly.
- 7.7. Students have to use English as a medium of conversation/ communication in the school campus.
- 7.8. All the students must bring their lunch with them. Nobody is allowed to leave the school campus for lunch.

- 7.9. Damage done to the properties of the school, or of any student or of self will be fined. Any damage done will have to be repaired or restored at the expense of the student.
- 7.10. Students must be responsible for the safe custody of their books and other belongings. Each article must be marked with their names. The school does not owe responsibility for the loss of books, pens, money, ornaments etc. Students shall not wear costly ornaments in the school; or may not bring money and other valuable articles to the school.
- 7.11. Irregular attendance, habitual idleness, disobedience, disrespect to any rule of the school written in the prospectus/ diary or issued by responsible persons of the school from time to time, disrespect to any staff member, disrespect to any of the parents of the students in the school campus, writing or speaking bad words, injury to the good reputation of the school are sufficient reasons for dismissal of a student.
- 7.12. 80% attendance is necessary for a student for the promotion to the next class.
- 7.13. Running, playing or shouting inside the school building is strictly prohibited.
- 7.14. Students must enter or leave the class rooms silently; students are strictly prohibited to use things like 'pan-parag', 'supari', chewing gum etc. which are injurious to health.
- 7.15. Students shall stay in the class rooms during games and recess only with prior permission from principal.
- 7.16. Students shall give special attention to personal cleanliness. They shall wear clean, neatly pressed dress, and well-polished shoes. Their finger nails must be pared and hair shall be combed.
- 7.17. Students should keep their class rooms and school premises clean and tidy.
- 7.18. Any article found in the school premises whose owner is not known should be handed over to the principal.
- 7.19. The student who fails twice in the same class will not be permitted to continue studies in the school.
- 7.20. In view of own and other's safety, students/ parents are not allowed to drive vehicles in the school campus.
- 7.21. Students shall drive vehicles if, they own a valid driving license.
- 7.22. On their way to or from the school, students shall behave, well remembering that the school is judged by their conduct. They shall greet their teachers and staff of the school even when they meet them outside the school. Students shall give special attention to politeness and courtesy.
- 7.23. Any Book other than textbooks or library books is to be brought to the school if the principal permits.
- 7.24. Mobile Phones are strictly prohibited in the school campus.
- 7.25. Electronic items (Camera, CD player, ipod, Walkman, palmtops, other mini computers.) are to be brought to the school if principal permits.
- 7.26. Holidays will be declared according to the directives of the authorities.
- 7.27. Students directly or through their parents shall not seek the help in the form of tuition or in the form of extra coaching from the staff members of this school, by paying an extra amount of fees.
- 7.28. Students are not supposed to give gifts to teachers.
- 7.29. Students are not allowed to collect money, sell tickets, and distribute notices in the school campus.





- 7.30. Any campus politics, election, student union, is strictly prohibited inside the school campus. The school leaders and office bearers will be appointed by the principal based on the merit.
- 7.31. Long tours or picnics for students are not entertained by the school. One day picnic (12 hours) may be arranged, if the students are ready to meet the expenses. Principal may condone this time limit and may grant another 12 more hours (maximum) when he/she finds that a particular batch of students are exceptionally good in their studies and in their discipline.
- 7.32. Parents/Guardians also are requested to express reverence to the staff members and respect to the rules and regulations suggested by the school, so that their children may be inspired to emulate their parents' behavior.
- 7.33. The following acts by students will constitute a major offence against discipline:
 - 7.33.1. Giving false information or production of false certificate.
 - 7.33.2. Bringing explosives and weapons to the school compound.
 - 7.33.3. Bringing undesirable outsiders to the school compound.
 - 7.33.4. Planning or organizing any kind of strikes, hartal, picketing or commotion.
 - 7.33.5. Taking part in unconstitutional political activities.
 - 7.33.6. Violating the religious integrity of the institution.
 - 7.33.7. Quarreling and inflicting serious injuries to other students.
 - 7.33.8. Smocking or use of drugs or any intoxicant.
 - 7.33.9. Stealing of any valuable articles of the institution, teachers or of other students.
 - 7.33.10. Misbehavior in word or deed of the parents/guardians or along with any other persons with school authorities and staff.
 - 7.33.11. Any act that is an offence punishable under the Indian Penal Code or punishable under any Special law.
 - 7.33.12. Acts against public sanitation or any act of unhygienic habits.
 - 7.33.13. Bringing in an outsider and presenting him as one's parent and thus deceiving the Principal of the school.
 - 7.33.14. Acts calculated to cause public nuisance, public disturbance, communal troubles or breach of public peace.
 - 7.33.15. Holding any meeting of a political nature in the school premises and exhibition of any political party emblem, installation of any religious symbols, and statues in the school campus.
 - 7.33.16. Any act that comes under the title of Cyber Crime.
 - 7.33.17. Any violation of the existing Examination rules of the school.
- 7.34. All previous rules issued by the school and all agreements between the school and the parents of the students contrary (if any) to the present rules are hereby remain cancelled.



8. Examination

- 8.1. Hall tickets are essential for all examinations.
- 8.2. Hall tickets will be issued only after getting the NOC from laboratory, library, games and school fee/ account section.
- 8.3. 80% of attendance is compulsory for appearing in the final Examinations. Students who fail to have the minimum percentage of attendance will not be recommended for Board Examinations.
- 8.4. All written answer scripts and other work done by the students of the school during examinations or as a part of examination and the copy right there in are property of the school. Every application to admit a student to the school/agreement signed with the school by parents/guardians in the beginning of each academic session will be deemed to constitute an agreement by each parent/ guardian of the student-admitted to the school with the school to assign such copy right to the school.
- 8.4.1. Annual examination papers will not be shown to parents/ guardians. Terminal examination papers may be shown to the parents/ guardians who desire and submit application for the same.
- 8.5. Marks of internal subject(s) also will be added to the total for deciding ranks. Students who fail in any subject may not be given grade in examination.
- 8.6. Any malpractice detected during or subsequent to an examination, changing marks in progress report will lead to cancellation/ disqualification and punishment. Use of religious, political, social symbols or slogans on the examination paper is strictly forbidden.
- 8.7. Special arrangements for examinations (including oral examinations) will not be made for pupils who for any reasons are absent from any of the test or examinations.
- 8.8. Absence /leave in an examination will be treated as having received no (zero) marks in it.
- 8.9. Re-totaling of the marks in the annual examination is permitted at a written request from the parent/ guardian with a fees.
- 8.10. Revaluation of the annual examination paper is not generally permitted.

9. PROMOTION

- 9.1. The students are promoted to higher classes on the basis of their final result. Final result will be based on the total performance of each student in the I and II Semester examination and their internal assessment comprising of unit test. Project work regularity in home work, class work, discipline, punctuality and cleanliness. Promotion will be denied to a student if he/she does not secure minimum marks in internal subjects too.
- 9.2. Promotion once refused will not be considered again.
- 9.3. The school follows the following criteria for the promotion of students to a higher class:
 - 9.3.1. **Nursery to class U.K.G. - Universal promotion.** Assessment will be carried out by teacher on the students' day to day work. Progress of the child will be informed to the parents through progress report.
 - 9.3.2. **Class 1 to Class 4**
Students should reach a satisfactory standard in English, Hindi, Mathematics, Science, Social Science, and Environmental Science. Continuous and Comprehensive Evaluation of students' work throughout the year will form the basis of assessment.
 - 9.3.3. **Class 5 to Class 8**
Students should reach a satisfactory standard in English, Hindi, Mathematics, Science, Environmental Science, Sanskrit, Social Science and in other prescribed subjects by the school. Continuous and Comprehensive Evaluation of students' work throughout the year will form the basis of assessment.

9.3.4. Class 9 & 11

Promotion criteria as suggested by the C.I.S.C.E., New Delhi.

Weightage to Periodical Assessments

Unit Tests : 20% Examinations : 80%

Class IX : 33% Score would entitle a student for promotion.

Class XI : 35% Score would entitle a student for promotion.

Provision for Supplementary Examination :

IX : Two main Subjects (Excluding English)

XI : One main Subject (Excluding English)

10. WITHDRAWAL

The school revises promotion criteria as it gets directives from the C.I.S.C.E., New Delhi. If the parents/guardians wish to withdraw a child from the school they must apply for the same in writing on the printed form which is available in the school office after paying all the fees including that of the current month. The Transfer Certificate will be issued once it is counter-signed by the Council to which the school is affiliated. The Transfer Certificate will be issued to the parents.

11. REMOVAL

- 11.1 The names of those students who absent themselves from classes for more than fifteen consecutive days without proper leave application may be removed from the register.
- 11.2 Students failing twice in the same class up to class VIII, will be asked to leave the institution.
- 11.3 Students contracting any incurable contagious disease will be asked to leave the institution. If one gets cured he/she will be re-admitted after his /her submitting a medical certificate.

12. DISMISSAL

- 12.1. A student maybe dismissed from school for serious violation of school discipline.
- 12.2. Any student through or by whom external disturbance is caused may be dismissed.
- 12.3. School dismisses a student, when the Principal concludes that the various sorts of corrections and continuous reinforcements failed to bring forth the expected response from the student and dismissal of him/her would bring about only 'good' for him, for students' community and thus for the institution.
- 12.4. When a particular student becomes a scandal for students' community even after many corrections, the school expels (dismisses) that pupil from the school to transfer the student from that dangerous situation and to avoid further scandal for the students' community.
- 12.5. The decision of the school will be immediately reported to the Secretary of the Board, if the student-expelled is enrolled for Board Examinations, and will be posted in the enrollment register of the school.
- 12.6. The School Leaving Certificate (Transfer Certificate) will not be issued to a student who is expelled from the school for misconduct. On request, the Principal will state in writing, his/her reason for refusal of School Leaving Certificate (Transfer Certificate), to the applicant.

13. REINFORCEMENT

The school advocates Reinforcement method in 'teaching-learning process' and even in correcting and reproving the erring students. It strictly prohibits all sorts of corporal punishments and strongly discourages other punitive measures. The school in certain occasions suggests positive and in other, negative reinforcements, since they all are formative. The principal of the school is competent to decide the kind of reinforcement to be deployed on a particular student in a particular situation. S/he executes it with utmost care and love as a doctor treats a patient.



- 13.1. Positive Reinforcements
 - 13.1.1. Public appreciations & Recognitions.
 - 13.1.2. Grades & Ranks.
 - 13.1.3. Appointments to various responsibilities of the class.
 - 13.1.4. Appointments to various responsibilities of the school.
 - 13.1.5. Medals.
 - 13.1.6. Certificates.
 - 13.1.7. Awards & Prizes.
 - 13.1.8. Scholarships.
- 13.2. Negative Reinforcements
 - 13.2.1. Warning.
 - 13.2.2. Detention after school hours with or without task.
 - 13.2.3. Additional home works.
 - 13.2.4. Fine not exceeding rupees one hundred.
 - 13.2.5. Suspension/ Rustication from the school for a period not exceeding twenty days.
 - 13.2.6. Rustication for a period not exceeding two months (the school reports to C.I.S.C.E., New Delhi).
 - 13.2.7. Dismissal from the school (the school reports to C.I.S.C.E., New Delhi).
 - 13.2.8. Cancellation of Fee concessions if any.
- 13.3. The objectives of the Negative Reinforcements deployed by the school
 - 13.3.1. To prompt reverence towards law and order.
 - 13.3.2. To preclude the offender from being given to contempt of law.
 - 13.3.3. To prevent the erring from being given to dissoluteness of life.
 - 13.3.4. To maintain the discipline of the school.

13.4. CHILD PROTECTION POLICY OF THE SCHOOL

Mahatma Gandhi Convent Hr. Sec. School believes in the sacredness and the value of human life and the inalienable right to life as humans reflect the image and likeness of God. It declares that human life is sacred and it possesses dignity, which leads to human rights. Hence, M.G. Convent School in all its efforts, respects human life, irrespective of religion/ culture/ caste/ age/ gender. So, It strives to protect the dignity of children in its space and in its dealings. This child friendly institution guarantees the rights and protection of children and ensures zero tolerance to any form of abuse since abuse disfigures the image of God. That is the reason why school stands for the protection of the right of all, especially of children, as they are a vulnerable group in the society.





Established – 1969

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Mobile : +91 9644563280



MY LIFE IS MY MESSAGE

- MAHATMA GANDHI

