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Our School Prayer.

Dear God,

Thank you for the friendly people in our school
and the wonderful environment where we learn
and play.

We are sorry if we have not shown each other
respect or if we have not always been honest.
Please help us to keep safe and to try our best
in everything we do.
We love our school!!

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PRAYER

Dear God,

We open the doors wide of our school
and invite you in.

Please be in our lessons and help us to
concentrate and learn.

Fill us with happiness as we discover
more about the world.

Guide our creativity to express ourselves
in art, music and movement.

Help us to share, care for and love one another.
Watch over us and protect us as we run
and play outside.

Please come and be a part of everything
we do today.

Amen.

Subhashi
Hobby Stationery

Teacher's Signature : _____

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

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GAYATRI

MANTRA

ॐ

भूर्भुवः स्वः

तत् सवितुर्वरेण्यं

भर्गो देवस्य धीमहि

धियो यो नः प्रचोदयात्



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SARASWATI VANDANA

या कुन्देन्दुतुषारहारदावला यो सुमवस्त्रावृता
या वीणावरदण्डमण्डितक्या या द्यौतपद्मासना
या ब्रह्माच्युतशंकरप्रभातिमीदैर्वै : सदा वंदिता
सा मां पातु सरस्वती भगवती नि : शैवजाड्यापहा
शुक्लां ब्रह्माविचारसारपरमा माक्षां जगद्व्याज्जिन
वीणा - पुस्तक - द्यारिणीमभयदां जाड्यान्धकारापहाम
हस्तै स्फाटिकमालीकां विदद्यती पद्मासने संस्थिताम
वन्दे तां परमेधरीं भगवतीं बुद्धिपदां शारदां
या देवी सर्वभूतेशु मातृरूपेण संस्थिता
नमस्तस्यै नमस्तस्यै नमस्तस्यै नमो नम :

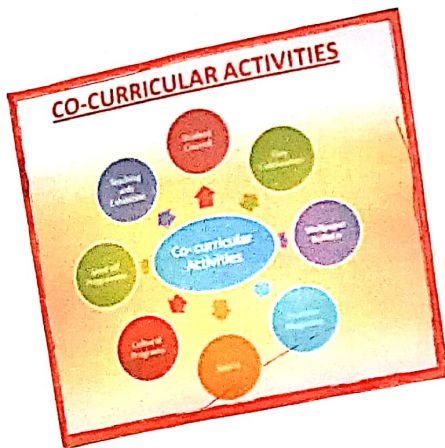
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RASHTRIYA

GAAN

Jana - Gan - Mana - Adhinayak, Jaya He
 Bharata - Bhagya - Vidhata
 Punjab - Sindhu - Gujarat - Maratha
 Dravida - Utkala - Banga
 Vindhya - Himachal - Yamuna - Ganga
 Uchchhala - Taladhra - Tamaranga
 Tava - Subha Name Taje
 Tava Subha Ashika Marge
 Gaye Tava Jaya Gatha
 Jana - Gana - Mangala Dayak, Jaya He
 Bharat - Bhagya - Vidhata
 Jaya He, Jaya He, Jaya He
 Jaya, Jaya, Jaya, Jaya He



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CO-CURRICULAR ACTIVITY

Co-curricular activities facilitate in the development of various domains of mind and personality such as intellectual development, emotional development, social development, moral development and aesthetic development. Creativity, enthusiasm and energetic, positive thinking are some of the facts of personality development.

Measures of Co-curricular activities

Co-curricular activities (CCAs) earlier known as Extra-curricular activities (ECA) are the components of non-academic curriculum helps to stay & develops various facts of the personality development of the child and students.

Definition of Co-curricular Activities

Co-curricular activities are defined as the activities that enable to supplement and complement the curriculum or main syllable activities. These are the very important part and parcel of educational institutions to develop the students personality as well as to strengthen the classroom learning.

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The activities are organized after the school hours, so known as extra-curricular activities.

Co-curricular activities have wide horizon to cater to the cultural, social, aesthetic development of the child.

Examples of Co-curricular Activities

Sports
Musical Activities
Debate
Model
Art
Music
Drama
Debate and discussion
Story writing competition
Essay writing competition
Fancy dress competition
Preparation of charts and models
Clay Modelling
Celebration of festivals.

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Bachchan

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Types of Co-curricular Activities

Co-curricular activities can be categorized into following headings

- Literary Activities
- Physical Development Activities
- Aesthetic And cultural Development Activities
- Civic Development Activities
- Social Welfare Activities
- Leisure Time Activities
- Pleasure trip Activities



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TYPES OF CO-CURRICULAR ACTIVITIES

Co-curricular activities are categorized under seven headings :

- 1) Literary Activities
- 2) Physical development activities
- 3) Aesthetic and cultural development activities
- 4) Civic development Activities
- 5) Social welfare activities
- 6) Leisure Time Activities
- 7) Excursion Activities.

Some Co-curricular Activities are as below :-

Debate and Discussion :-

Debate and discussion are two words that are often confused when it comes to understanding their meanings and usage.

Story Writing Competition :-

Story telling competition, the children were given the options of electing their own stories and were told to learn and recite in front of the audience at large.

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Preparation of Charts and Models :-

Different charts and models were prepared by the children on different topics. The students presented their work and their thoughts through the help of their models and chart papers.

School Decoration :-

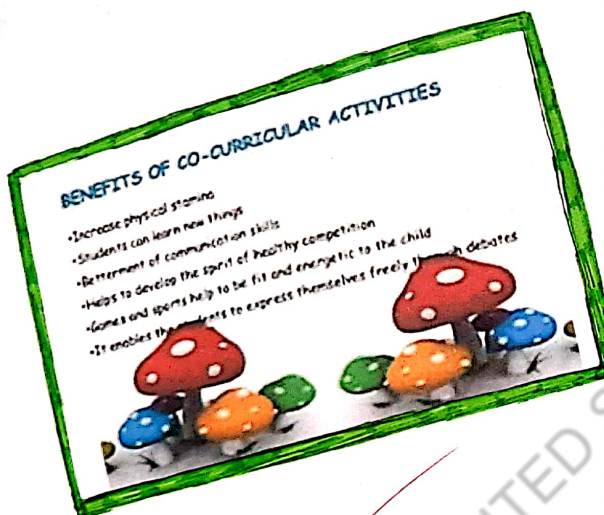
The school decoration refers to the creativity, cleanliness, discipline maintained in the school.

Fancy dress competition :-

The children were told to dress themselves in different characters and were there to speak and portray their work in front of the school.

ROLE OF CO-CURRICULAR ACTIVITIES IN STUDENTS LIFE

Co-curricular activities are the true and practical experiences received by students. To a greater extent, the theoretical knowledge gets strengthened when a relevant co-curricular activity is organised related to the content taught in the Classroom. Intellectual aspects of personality are slowly accomplished by Classroom, while authentic development (Character building, spiritual growth, physical growth, moral values, creativity, etc.) are supported by co-curricular activities. Fluency and Clarity in language and personality is supported by these activities.



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IMPORTANCE AND BENEFITS OF CO-CURRICULAR ACTIVITIES IN STUDENTS LIFE

- 1.) Co-curricular Activities stimulate playing, acting, singing, recitation, speaking and narrating in students.
- 2.) Activities like participation in game debate, music, drama etc; helps in achieving overall functioning of education.
- 3.) It enables the students to express themselves freely through debate.
- 4.) Games and sports helps to be fit and energetic to the child.
- 5.) Helps to develop the spirit of healthy competition.
- 6.) These activities guide students how to organize and present an activity, how to develop skills, how to co-operate and co-ordinate in different situations, all these helps in leadership qualities.
- 7.) It provides the awareness of socialisation, self-identification and self-assessment when the child come in contact with organizers,

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List of Outdoor Co-curricular Activities	List of Indoor Co-curricular Activities
Yoga	Dramatics
Athletics	Music and Dance
Gardening	Drawing & Painting
Cricket	Decorations
Football	Clay Modelling
Basketball	First Aid
Volleyball	Rangoli
Trips to place of geographical, historical, economical interest	Card Board work
Morning Assembly	Students self government
Social Service in neighbourhood	Art and Craft

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follow participants, teachers, people outside the school during cultural activities.

8) Inculcate the values to respect other's views and feelings

9) It makes you perfect in decision making.

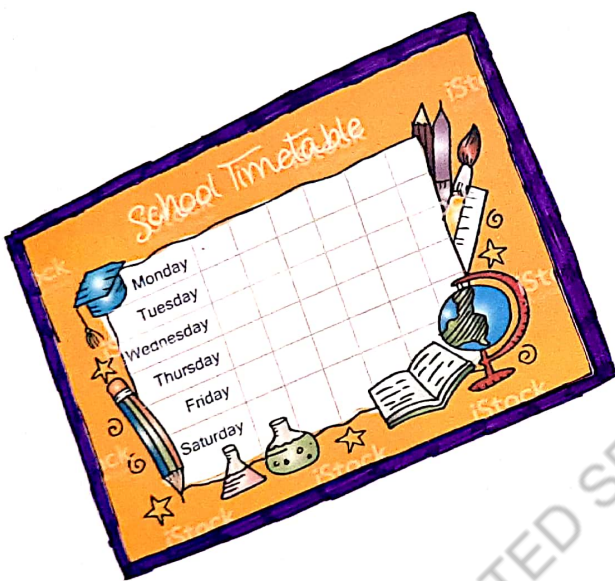
10) It develop a sense of belongingness.

ROLE OF A TEACHER :

- 1) The teacher must be a good planner, so that the different activities could be carried out systematically throughout the year.
2. It should be the duty of the teacher to give more and more opportunity to the child while performing co-curricular activities.
- 3) The teacher should act as innovator by introducing some innovative programmes.
- 4) The teacher must be a good organizer so that the students experience maximum of it.
- 5) He should do it like a director, recorder, evaluator, manager, decision maker, adviser.

Subhashi
Writer of the book

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SCHOOL TIME - TABLE

A time-table is a plan of the times when particular events are to take place. In a school or college, a timetable is a list that shows the times in the week at which particular subjects are taught. You can also refer to the range of subjects or that a student learns on the classes that a teacher teaches as their timetable.

A School timetable is a table for co-ordinating these four elements:

- * Students
- * Teachers
- * Rooms
- * Time slots (also called periods)

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TYPES OF TIME - TABLE

There are seven broad types of a time - table :

(a) THE CONSOLIDATED TIME - TABLE :

It is a combined time-table of all the classes in a school. A copy of it should be kept in the principle's office as well as staff-room.

(b) CLASS - WISE TIME - TABLE :

A copy of this should be kept in the concerned class, while the second and third copies should be with the class teacher and the principle's office. In some schools, class-wise time-table is put up on a board near the main notice board also where it can be seen by everyone.

(c) TEACHER - WISE TIME - TABLE :-

This is useful for teachers as it indicates where he/she will be going and to

teach which subject. Each teacher should be given a copy of his/her time-table. A consolidated version of all the teacher's time table should be available in the staff-room as well as the principal's office. Teacher's time-table should also indicate a schedule of their non-academic duties.

(d) TEACHER'S FREE PERIOD TIME-TABLE :-

A copy of this should be with the principal so that he/she can use this to arrange for a proxy / substitution when one of the teachers is absent.

(e) GAMES TIME TABLE :

This indicates the games which each class will be involved with at a particular time. This time-table provides for better utilization of the school play-ground and games or sports equipment.

(f) CO-CURRICULAR ACTIVITIES TIME-TABLE :

It shows various activities undertaken by each class at a specified time, the name of the teacher-in-charge and the venue. This avoids

duplication of efforts and wastage of time and energy. It helps students to select appropriate activities of their choice.

(g) HOME - WORK - TIME - TABLE :

This indicates the amount of time students will devote on each subject every week. These days, this type of time table has become more important because with already heavy syllabi and unco-ordinated manner of giving home-work, students have become over-burdened inducing stress and anxiety in them.

Day	1	2	3	4	5	6	7	8
Monday	Math	Hindi	EVS	ICT	English	PE	Telugu	Math
Tuesday	Math	Hindi	EVS	ICT	English	Swimming	Telugu	Natural Art
Wednesday	Math	Hindi	EVS	PE	English	Music	Urdu	Samvaad
Thursday	Math	Hindi	EVS	Dance	Common	PE	English	EVS
Friday	Math	Hindi	EVS	Art	English	Lib	English	EVS
Saturday	Math	Hindi	EVS	Art	English	Lib		

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IMPORTANCE OF TIME TABLE

The importance of a school time table. School timetables are extremely important for variety of reasons. They ensure that no teacher is scheduled for too many back-to-back classes or for two classes at the same time. The time table allows students to know exactly when a specific subject is scheduled. Importance of the school time table is very important for managing every school. Every school needs effective time table for students. It is extremely important even though not many people seem to notice its importance to the school and to them.

The following is the importance of a school time table :-

1.) It ensures that all subjects are equally studied

Each student has the subject which he or she likes more than the other subjects. This makes some students to want to learn only that particular subject most of the time.

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1. If this was allowed to happen, then such students would pass only the subjects which they love and fail all the other subjects. However, the school time-table ensures that all subjects are equally studied. This is because the school time-table has given all subjects almost an equal amount of time for studying for that particular subject. The students caught studying for any other subject other than the one which is supposed to be studied at that particular time according to the time table are usually punished for doing so.

2. It ensures that all teachers are doing their work :-

In many schools in Kenya, the prefects are usually given a list where they are supposed to write down what happened during each lesson beside the name of the teacher who was supposed to teach the classroom during that particular lesson according to the school time table. For example, if the teacher did not make an appearance during his or her lesson, the prefect is expected to write the words "not taught" and if the teacher was there, the prefect is expected to write the word "taught" on this list. This ensures

that all the teachers usually work for what they are paid to do since the list finally goes to the school principal.

3.) It reduces time wastage

The school time-table always tell the students to read on a particular subject during normal learning hour except for a while / few minutes during break and lunch time. This ensures that there is no idling around during learning hours - this allows the students to study more effectively.

4.) It creates order in the school

The school time table is usually made in such a way that each class has only one teacher during normal learning hours. This ensures that two or more teachers do not end up teaching more than one subject at the same time in the same classroom thus creating order in the school.

Not every person at school respects the school time-table. However, timetables are very essential and important when it comes to effective learning. It is very

important to respect and to follow the timetable. If a school ever wishes to move forward academically.

UNITED SECULAR SOCIETY



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SCHOOL LIBRARY

A School library is a library within a school where students, staff, and often, parents of a public or private school have access to a variety of resources. The goal of the school library media center is to ensure that all members of the school community have equitable access "to books and reading, to information, and to information technology." A school library uses all types of media... is automated, and utilizes the internet (as well as books) for information gathering.

School libraries are distinct from public libraries because they serve as learner-oriented laboratories which support, extend and individualize the school's curriculum. A school library serves as the center and co-ordinating agency for all material used in the school.

Researchers have demonstrated that school libraries have a positive impact on student achievement through

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more than 60 studies that have been conducted in the 19 U.S states and one Canadian province. The major finding of these studies was that students with access to a well-supported school library media program with a qualified school library media specialist scored higher on reading assessments regardless of their socio-economic statuses. In addition, a study conducted in Ohio revealed that 99.4% of students surveyed believed that their school librarians and school library media programs help them succeed in school. A report that reported similar conclusion was compiled by Michele Lonsdale in Australia in 2013.

SIGNIFICANCE OF SCHOOL LIBRARY

The school library exists to provide a range of learning opportunities for both large and small groups as well as individuals with a focus on intellectual content, information literacy and the learner. In addition to

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Classroom visits with collaborating teachers, the school library also serves as a learning space for students to do independent work, use computers, equipment and research materials, to host special events such as author visits and book clubs, and for tutoring and testing.

School libraries function as a central location for all of the information available, and a school librarian functions as the literary map to the resources and materials found within the library.

A school library functions as an opportunity for educators to work with librarians in support of a resource center for the students to be able to safely access the internet for both school work and interacting with each other. In her article, "Tag! You're It!" Playing on the digital playground De las Casas discusses how today's youth is much more comfortable with technology than ever before, and believes that "we need to advocate for regulations and laws that support education

of young people, rather than simply limiting their access to the web."

The school library media center program is a collaborative venture in which school library media specialists, teachers and administrators work together to provide opportunities for the social, cultural and educational growth of students. Activities that are part of the school library program can take place in the school library media center, the laboratory classroom, through the school and via the school library's online resources.



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MID-DAY MEAL

The roots of the Mid-day Meal Scheme can be traced back to the pre-independence era, when a mid-day meal programme was introduced in 1925 in Madras (Co-operation by the British administration). A mid-day meal programme was introduced in the union territory of Pondicherry by the French administration in 1930.

The Mid-day Meal Scheme is a school meal programme of the government of India designed to improve the nutritional status of school-age children nationwide. The programme supplies free lunches on working days for children in primary and upper primary classes in government, government aided, local body, Education guarantee scheme, and alternative innovative education centres, Madaras and Maqtabs supported under Sarva Shiksha Abhiyan, and National Child Labour Project schools run by the ministry of labour. Serving 120,000,000 children in over 1,265,000 schools and education guarantee scheme.

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Centres, it is the largest such programme in the world.

The Mid day meal scheme is covered by the national food security Act, 2013. The legal backing to the Indian School meal programme is similar to the legal backing provided in the U.S. through the "National School Lunch Act".

Despite the success of the program, child hunger as a problem persists in India. According to current statistics, 42.5% of the children under 5 are underweight. Some simple health measures such as using iodised salt and getting vaccinations are uncommon in India. India is home to the world's largest food insecure population with more than 500 million people who are hungry. India state hunger index (SHI) said. Many children don't get enough to eat, which has far-reaching implications for the performance of the country as a whole. "The rate of child malnutrition is higher than most countries in sub-Saharan Africa".

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The 2009 global Hunger index ranked India at 65 out of 84 countries. More than 200 million went hungry in India that year, more than any other country in the world. The report stated that "improving child nutrition is of utmost urgency in most Indian states."

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TEACHER'S ATTENDANCE REGISTER

The teacher's attendance and roll book forms are designed for keeping classroom attendance record on a monthly basis. The printable attendance sheet is to be used in professional or academic environment by managers or principal to track attendance of employees or students on a weekly basis.

When the teacher enters the class he/she puts a sign in front of his/her name and also mentions the time at which she/he arrived. The principal should check the register so as to know, how many teachers were present in the school or whether they are on time or not.

In attendance register of teacher, there is a place to write about the holidays and the leaves taken by the teacher.

STUDENTS ATTENDANCE REGISTER

Student's attendance register is very important for the school. "P" is marked for the students who are present "L" is written for the students who are on leave and "A" for those who are absent.

75% attendance is mandatory for the students. In attendance register of students details of their presence, leaves, total number of working day, total number of holidays, total strength of the class are mentioned. Each student attendance detail is mentioned here.

PROGRESS REPORT CARD

Report card is a written report containing an evaluation of a pupil's scholarship and behaviour sent periodically in the pupils parents or guardians usually on a card containing marks and comments together with a record of attendance.

Progress report are sent to pupil's parent's term-to-term. Progress report card tell the overall development of the pupil's performance both in academic and co-curricular activities.

* Subject teachers are responsible for generating individual comments but they are always look out for the most appropriate comments.

* A teacher could not put harsh comments on the reports even for ill behaved students.

HOME - WORK

Home work or a home work assignment is a set of tasks assigned to students by their teachers to be completed outside the class. Home-work set prior to a lesson can aid understanding later in class. Homework also provides opportunities for reinforcement of work learned during school time and for children to develop their research skills.

At the beginning of the school year ask about the school's homework policy. You need to know what kind of homework will be set, the guidelines for the time to be spent and the school's expectations of your input.