



DE PAUL
E.M. HIGHER SECONDARY SCHOOL

(RUN BY VINCENTIAN FATHERS)

P. O. CHOONDAL - 6 8 0 5 0 2 , THRISSUR DIST - K E R A L A .

Phone No : 04885 - 236145, 239430 (Off), 236660 (Resi)

Website : www.depaulchoondal.com

E-mail : depaulchoondal@yahoo.com

Name

Std...... *Division*.....

Roll No......

SCHOOL ADMINISTRATION

Manager

Very. Rev. Dr. Paul Puthuva V.C.
Provincial Superior



Local Manager

Rev. Fr. Antony Thekkinieth V.C.



Education Councillor

Rev. Fr. Alex Chalangady



Principal

Rev. Fr. Paul Tharakan , V.C



Bursar

Rev. Fr. Shijo Mandaniyil, V.C.

Office Hours

9.00 a.m. - 4.30 p.m.
(Monday - Saturday)

STUDENT'S PERSONAL DATA

(To be filled in by the parent / Student)

Name:.....

Class:..... Div..... Adm.No.....

Date of Birth

Res.Address & Phone No with code :

.....

Phone No with Code

Father's Name

Office Address

.....

Mobile No.....

Mother's Name

Office Address

.....

Mobile No.....

Brothers/Sisters } 1.

in this School } 2.

(Name) (Class) (Division) (Phone)

Neighbour 1.

Student 2.

Bus Stop:

Signature of Parent/Guardian

Name of the Class Teacher:.....

Signature of the Class Teacher:.....

DECLARATION BY PARENT/GUARDIAN

I hereby agree to abide by the rules and regulations of De Paul Higher Secondary School. I also agree to make good any loss or damage caused to the School by my ward. I promise to oblige the disciplinary action taken by the School authorities, on any offence by my ward.

.....

Signature of Parent/Guardian

Place

Date.....

STUDENT'S PERSONAL DATA

(To be filled in by the parent / Student)

Name:.....

Class:..... Div.....Adm.No.....

Date of Birth

Res.Address :

.....

Phone No with Code

Father's Name

Office Address

.....

Mobile No.....

Mother's Name

OfficeAddress

.....

Mobile No.....

Brothers/Sisters } 1.

in this School } 2.

(Name) (Class) (Division) (Phone)

Neighbour } 1.

Student } 2.

Bus Stop:

Signature of Parent/Guardian

Name of the Class Teacher:.....

Signature of the Class Teacher:.....

MY TEACHERS			
Sl.No.	Subject	Name of the Teacher	Phone No.

PROSPECTUS

De Paul Higher Secondary School Choondal, founded in 1981, gives education to both boys and girls. The school is unaided, and recognised by the Government of Kerala. It is run by the Marymatha Province of Vincentian Congregation.

The Motto of the School is "For God and Country "

OBJECTIVES

Being a Christian minority school, it primarily aims at the education of catholic children.

Going beyond its community interests, it provides quality education to all the prospective students of the society at large.

The school offers efficient coaching according to the syllabus prescribed by the Board of Education, Govt. of Kerala. and the Ultimate goal of the school programme is the all round development of the student's personality.

We base our training deeply on the Fatherhood of God and the consequent brotherhood of all people.

ADMISSIONS

Admissions are open to LKG, Std V and Plus one. The admission to LKG is conducted in November and admission to Std V in May. Admission to plus one is conducted as per the norms and directions of the Directorate of Higher Secondary Education, published every year.

The age limit for LKG admission is four years as on 31st May of the year of admission. A certificate from competent authority, to prove the age, has to be forwarded along with the application for admission.

Pupils coming from states other than Kerala, for admission to Std V and above are to submit a T.C. countersigned by the D.E.O. concerned.

Students from outside India have to produce the T.C. countersigned by the concerned Embassy.

Guardians are asked to fill in the application form with accuracy. No subsequent changes in the filled application form will be permitted on any reason whatsoever.

WITHDRAWALS

In order to withdraw a student from the school, an application for T.C. has to be given to the Principal by the parent/guardian.

T.C. or any other certificate will not be issued until all dues are remitted.

Students who have failed in two years, no matter in the same class or in different classes, or whose conduct, attendance or progress is not satisfactory, will be asked to leave the school.

FEES

Tuition fees are charged for 12 months. Fees once paid will not refunded.

FEES REMITTING DATES

<i>I Term</i>	<i>: 9th June</i>
<i>II Term</i>	<i>: 4th August</i>
<i>III Term</i>	<i>: 5th November</i>
<i>IV Term</i>	<i>: 6th January</i>

SCHOOL UNIFORM

The school uniform is compulsory on all working days. On Wednesdays and on important occasions, students are to wear special uniform. Students are advised to put on neat and modest dress. No student shall come to school wearing ornaments of gold and other precious metals.

LIBRARY RULES

Books will be issued to the pupils of std. V and above twice a month on days fixed for each class by the class teacher. Books must be returned within a fortnight.

Books lost should be replaced or paid for by the student concerned.

For the damage caused to the book, the student concerned, will be imposed a fine.

RULES AND REGULATIONS

- 1. Pupils are expected to reach school before 9.15 a.m.*
- 2. Pupils coming to school before the scheduled time are expected to remain in their class rooms and study in silence and nobody shall play, talk or loiter in the campus.*
- 3. School assembly is conducted at 9.25 a.m. on Monday, and Friday.*
- 4. Late comers should get the 'Late Note' signed by the Principal before they enter the class.*
- 5. Pupils shall not absent themselves from class. On unavoidable occasions, leave application printed in the hand book duly signed by parent or guardian, should be submitted. After 15 consecutive days of absence, their names will be removed from the roll.*
- 6. Every pupil must greet one another and the members of the staff when he/she first meets them.*
- 7. Strict silence is to be maintained in the class room, during working hours.*
- 8. Books and other articles should be well kept, and have a name or mark by which the owner can easily be identified. All stray and unclaimed articles should be brought to the office.*
- 9. Each pupil must take care of his/her belongings. The school is not responsible for the books and other articles that are lost.*
- 10. All pupils are expected to keep the walls, the floor, and furniture of the class room and school premises clean and tidy.*
- 11. Pupils are supposed to make good the damage done to the school building, furniture, sports goods, library books, lab apparatus and other articles of the school.*
- 12. It is compulsory that both the pupils and teachers should speak English in the school Campus.*

13. *At school and outside, every student should behave in a way that will bring honour to himself / herself family, school and society.*
14. *Catholic pupils should attend the Holy Mass celebrated in the school on First Friday and they are encouraged to receive Holy communion in that Mass. All Pupils in our school have to participate in the Prayer Day or Retreat conducted in the school.*
15. *Pupils shall neither use Chewing gum / intoxicant in any form nor do they bring sweets or Chocolats to the School.*
16. *All are encouraged to participate in the annual excursions.*
17. *The Principal's permission is required :*
 - a) *to collect money for any purpose whatsoever.*
 - b) *to give presents to teachers.*
 - c) *to take part in any competition or examination conducted by any external agency.*
 - d) *to form associations or to distribute literature of any kind.*
 - e) *to conduct celebrations and treat in the School.*
18. *No pupil of the school is allowed to take part in political activities, or join organizations sponsored by political parties.*
19. *At public meetings, and functions the pupils should maintain the honour of the school by their orderly behaviour. Loud shouting and howling are unbecoming.*
20. *No pupil is allowed to borrow money from other students.*
21. *No books, newspapers, periodicals, cassette or CD's or any other materials other than the prescribed ones, may be brought to school without the permission of the authorities.*
22. *Irregular attendance, habitual idleness, and unsatisfactory conduct in and outside the class room, justify the dismissal of a pupil from this school.*
23. *Except the indoor games at noon intervals, games in the class rooms, and corridors, and out of time play in the campus are strictly prohibited.*

24. *Students suffering from contagious and infectious disease will not be allowed to attend the class.*
25. *Termly and mid-termly examinations are regularly held and the top scores are awarded rolling medals. All the test results are taken into consideration while determining the eligibility for promotion.*
26. *Progress report is given to the parents after each examination. Parents are expected to assess the progress of their wards. They have to return the progress report with their signature within 3 days.*
27. *Failure to take the examinations will affect promotion.*
28. *Anyone found guilty of malpractices in the examinations will be debarred from the rest of the examinations. Strict disciplinary action will be taken against him/her.*
29. *Students are to get permission of the Principal to receive the visitors in the school.*
30. *No vehicles (except bicycles), mobile phones, camera, etc... are allowed.*

TO THE PARENTS

1. *Parents may visit the school often to enquire about the progress in study, and behaviour of their children.*
2. *The Principal can be consulted from 10.30 p.m. to 12.00 noon and 3 to 4.00 p.m. on school days or by special appointments on other days.*
3. *Parents are expected to do their part in enforcing regularity and discipline. They should make sure that their children devote at least two hours each in the morning and in the evening to study.*
4. *Parents are advised not to visit the teachers, or the students, at school, without the permission of the Principal. On any account parents and visitors shall not enter the class rooms.*
5. *Parents have to take note of the reports and communications sent through the children, and do the needful.*
6. *Parents / guardians are bound to make good any damage caused to the school property, by their wards.*

MORNING ASSEMBLY

1. *Song*
2. *Prayer*
3. *Newspaper reading*
4. *Short speech*
5. *Principal's remark*
6. *Pledge*
7. *National Anthem*

PRAYER

*Spirit of Joy Exceeding all Joy
Fill every heart
Through all creation spread your delight
God's own joy on earth (spirit)
Joy Joy unspeakable joy
Joy god's own bliss
Joy of creation
God's own joy on earth (spirit)*

SONG

- A. *“Lead kindly light,
Amid the encircling gloom
Lead Thou me on
The night is dark
and I am far from home
Lead thou me on
Keep thou my feet,
I do not ask to see
the distant scene
One step enough for me”
- Cardinal Newman*
- B. *Oh, Source of Wisdom
Oh, Eternal Wisdom
Fill thy Wisdom of Righteousness
Awake us from the darkness of Life
Oh, Source of Life
Oh, Eternal Life
Fill thy life of Truthfulness
Awake us from the darkness of Life
Oh, Source of Lights
Oh, Eternal Light
Fill thy Light of Brightness
Awake us from the darkness of Life.*

C. LET ME LIVE

*Let me live in your house O Lord,
Let me dwell in your courts of praise.
Let me live in your love, rejoice in your light,
And give you thanks to-day.*

1. *Praise the Lord of Lords, Praise the King of Kings,
Praise him for his mercy and love
Praise the Lord of Lords, praise the King of kings,
Praise him in the house of the Lord.*
2. *Praise him for his kindness and truth*
3. *Praise him for his glory power.*

D. BIND US TOGETHER

*Bind us together Lord,
Bind us together with
Cords that cannot be broken
Bind us together Lord (2)
Bind us together in love*

*There is only one God,
There is only one King
There is only one body
That is why we sing (Bind us)*

E. I HAVE COME TO THEE

*I have come to thee to take thy touch
Before I begin my day
Let thy I rest upon my eye for a while (I have)
Let me take to my work the assurance,
Of thy comradeship my friend
Fill my mind with thy music
To last through the desert of noise
Let thy loves sun shine
Kiss the peaks of my thoughts and linker
In my life's valley where the harvest ripens*

F. വന്ദനമാതരം

വന്ദനമാതരം (വന്ദനമാതരം)
സുജലാം, സുഫലാം മലയജ ശീതളാം
സസ്യശ്യാമളാം, മാതരം (വന്ദനമാതരം)

ശുഭ്രജ്യോൽസനാ പുളകിതയാമിനീം
ഹുല്ലുകുസുമിത ദ്രുമദളശോഭിനീം.
സുഹാസിനീം സുമധുരഭാഷിണീം
സുഖദാം വരദാം മാതരം (വന്ദനമാതരം)

(അമ്മേ ഞാൻ നമിക്കുന്നു. ജലസമൃദ്ധമായ ഫലധനമായ അമ്മേ, തെക്കൻ കാറ്റിന്റെ കുളിർമയും, വിളകളുടെ ഇരുളിമയുമുള്ള അമ്മേ, ചന്ദ്രികയിൽ അവിടത്തെ രാത്രികൾ ഉല്ലസിക്കുന്നു. പുഷ്പാഭരണങ്ങളണിഞ്ഞ് അവിടത്തെ മണ്ണിൽ മരങ്ങൾ മനോഹരിത നേടുന്നു. മധുരഹാസിനീ, മധുരഭാഷിണീ, വരദായനീ, അമ്മേ)

PRAYER

Oh, God, Eternal Truth, Divine Light, Source of all Knowledge, I adore you. Bless my studies, bless my school, bless my teachers, bless my parents, bless my country and its leaders. Bless me to be helpful, obedient, respectful to my parents and to my teachers.

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 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.

JAI HIND !

പ്രതിജ്ഞ

ഇന്ത്യ എന്റെ രാജ്യമാണ്. എല്ലാ ഇന്ത്യക്കാരും എന്റെ സഹോദരീ സഹോദരന്മാരാണ്.

ഞാൻ എന്റെ രാജ്യത്തെ സ്നേഹിക്കുന്നു. സമ്പൂർണ്ണവും വൈവിധ്യ പൂർണ്ണവുമായ അതിന്റെ പാരമ്പര്യത്തിൽ ഞാൻ അഭിമാനം കൊള്ളുന്നു.

ഞാൻ എന്റെ മാതാപിതാക്കളെയും ഗുരുക്കന്മാരെയും മുതിർന്നവരെയും ബഹുമാനിക്കും

ഞാൻ എന്റെ രാജ്യത്തിന്റെയും എന്റെ നാട്ടുകാരുടെയും ക്ഷേമത്തിനും ഐശ്വര്യത്തിനും വേണ്ടി പ്രയത്നിക്കും.

NATIONAL ANTHEM

*Jana gana - mana- adhinayaka-jaya hae
Bharatha - bhagya - vidhata
Punjabu - Sindhu - Gujarata - Marata
Dravida - Utkala - vanga
Vindya-Himachala- Jamuna-ganga
Utkala - Jaladhi - ta ranga
Tava Subha Namae Jagae;
tava subha asisha magae
Gahe tava jaya Gatha
Jana- gana- mangala- dayaka- jaya hae
Bharatha - bhagya - vidhata
Jaya hae, Jaya hae, jaya hae,
Jaya,Jaya, Jaya, Jaya hae.*

PRAYER BEFORE CLASS

“ We offer Thee, Oh, God, our studies and skills,enlighten our minds, Strengthen our memories and direct our wills towards what is right. Grant us to see Truth always and make us truly Wise”.

EVENING PRAYER

“Oh God/ we are going home. We thank you for your gifts. We promise you to be dutiful at home as we are at school. Bless us to be good / clever and obedient children. Forgive us our short comings/ and give us the courage / to follow always / the path of truth”.

EVENING PRAYER

*‘ Oh God, give me the strength
To do the duties everyday
Thank you Lord, for your gifts
which enlighten me today.
Thank you God, the path of truth
Bless us to be good today. (Oh God.....)*

*Bless my parents, bless my teachers
Bless my country and leaders today. (Oh God)*

DAYS TO BE REMEMBERED

January

- 12th : National Youth Day
- 15th : Army Day
- 26th : Republic Day
- 30th : Martyr's Day

February

- 20th : World Harmony Day
- 21th : World Mothers Language Day
- 28th : National Science Day

March

- 8th : International Women's Day
- : International Literacy Day
- : United Nations Day for Women's Rights and International Peace
- 15th : World Disabled Day
- 22nd : World Water Day
- 23rd : World Metrological Day

April

- 7th : World Health Day
- 18th : World Heritage Day
- 22nd : World Earth Day
- 23rd : World Book Day

May

- 1st : World Labour Day (May Day)

8th : World Red Cross Day
11th : National Technology Day
15th : World Family Day
21st : Anti-Terrorism Day
22nd : International Biodiversity Day
23rd : Communication Day
24th : Common Wealth Day
31st : World No Tobacco Day

June

5th : World Environment Day
26th : International Day Against
Drug Abuse
3rd Sunday: Father's Day

July

11th : World Population Day
28th : World Nature Conservation Day

August

3rd : International Friendship Day
6th : Hiroshima Day (World Peace Day)
9th : Quit India Day
12th : International Youth Day
15th : Independence Day
29th : National Sports Day

September

5th : Teacher's Day
8th : Girl Child Day &
International Literacy Day

16th	:	International Day for the preservation of the Ozone Layer & World Ozone Day
21st	:	International Day of Peace and Non Violence UN
27th	:	Patron's Day World Tourism Day
October		
1st	:	Blood Donation Day & International Day of Older Persons
8th	:	Indian Air Force Day
9th	:	World Postal Day
11th	:	International Day for Natural Disaster Reduction
16th	:	World Food Day
17th	:	International Poverty Eradication Day
24th	:	United Nations Day
November		
10th	:	International Science Day
14th	:	Children's Day
16th	:	International Day of Tolerance
December		
1st	:	World Aids Day
2nd	:	National Pollution Day
4th	:	Navy Day
10th	:	Human Right Day
14th	:	National Energy Conservation Day
23rd	:	Farmer's Day

APPLICATION FOR LEAVE					
Date of Application	Leave on	No. of Days	Reason	Signature of the Guardian	Signature of the CLT/Principal

APPLICATION FOR LEAVE					
Date of Application	Leave on	No. of Days	Reason	Signature of the Guardian	Signature of the CLT/Principal

LATE NOTE

Date	Reason	Signature of CLT/Principal	Signature of the Guardian