

**Mount Carmel Residential School
(Senior Secondary)**
Kanjiramkulam, Thiruvananthapuram - 695 524
Affiliated to CBSE, No. 930589
An ISO 9001 - 2015 Certified Institution



ALMANAC
2025 - 2026

Name :

Grade : Section :

Tele : 0471 2260950, 2260951, 2261463
www.mountcarmel.edu.in

School Patron : Mr. N. Sakthan
 (Ex. Hon.Speaker, Kerala Legislative Assembly)
 Chairman : Mr. J. Vincent
 Manager : Mrs. S. Santha Kumari
 Senior Principal : Mrs. Likhitha Sukesh
 Principal : Mrs. Smitha Rajesh
 Vice Principal: Mrs. Jully
 Beena Fernandez
 Academic Co-Ordinators : Mrs. Remya. G. S
 Mrs. Sindu. M
 :Mrs. Renjusha U
 : Mrs .
G a y a t h r i P K
 Administrative Officer : Mrs. Sindu. I

PERSONAL RECORD

Name of Pupil:.....
 Grade:..... Section:
 Roll No:..... Admission No:
 Date of Birth:
 AADHAR NO:.....
 Pen no:..... Apaar id.....
 Details of siblings studying in the school, if any
 Name:..... Section:
 Father's Name:..... Specimen Sign:
 Resi:..... Mob:.....
 Mother's Name:..... Specimen Sign:.....
 Tele:..... Mob:
 Residential Address:

 Person to be contacted in case of emergency
 Address & Contact No./Mob:

 Bus route (Boarding point):.....
 Allergies if any:
 [Diary should be brought to school on all days]



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Name of Pupil:.....

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Resi:..... Mob:.....

Mother's Name:..... Specimen Sign:.....

Tele:..... Mob:

Residential Address:

.....

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Person to be contacted in case of emergency

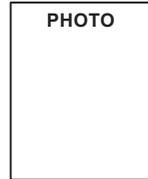
Address & Contact No./Mob:

.....

Bus route (Boarding point):.....

Allergies if any:

[Diary should be brought to school on all days]



School Profile

Mount Carmel Residential School, among the premier schools in Kerala, is a co-education institution located in Kanjiramkulam. MCRS is affiliated to the progressive Indian academic board- the Central Board of Secondary Education, Delhi. Established in 2002, by its founder Mr. Johannan Vincent, a native of Kanjiramkulam, Trivandrum and Director of Karthika Group of Companies, Dubai; MCRS, is managed by the Mount Carmel Educational society. Mount Carmel Residential School, Trivandrum, is a contemporary education intuition that inculcates the Indian values with an International perspective. We have adopted a holistic approach contributing to the overall development of the pupils. The curriculum comprises of multiple scholastic and co-scholastic disciplines. Our integrated approach to education ensures that students graduating from MCRS are not only educated but also humanitarian: possessing a strong character which embraces value systems. By nurturing their individuality, we prepare them for the journey of life and mold them into global citizens and future leaders. In addition to being a high-performing and value-adding institution MCRS is also a Happy School, where every single student is considered significant. An eco-friendly atmosphere marks our school as an exceptional school in Trivandrum.

Mount Carmel Junior School comprises of the Pre-Kindergarten (Pre-KG), Lower Kindergarten (LKG) and Upper kindergarten (UKG). Children can enrol for the Pre-KG at the age of 2.5 years and above, and for LKG when they are older than 3.5 years of age.

At Mount Carmel Junior School, we have a progressive and harmonious environment, complimented by a holistic approach, aimed t nurturing creativity, curiosity and talents of young children. Our approach is out-come oriented with a global outlook.

The Junior School is guided by the KG Headmistress. To complete the team, we have Montessori trained teachers and well-trained nannies. Thanks to the dedicated staff, our teaching methods, the well-designed learning environment, and the enriched co-curricular activities, as our students enjoys their early school life. They play learn and grow in a happy, inspiring and safe environment.

The Primary School is from Grade I to Grade V. Well trained and dedicated Primary Teachers (PRT), and the remarkable infrastructure and facilities of the Primary School, embrace the demands of the modern curriculum.

Middle school comprises of classes from Grade VI to Grade VIII. Trained Graduate Teachers (TGT) guides the students, Excellent teaching practices, state of art facilities, co-curricular activities all together style the Middle school.

Our Secondary School comprises of classes IX and X. Well trained graduate teachers (TGT), excellent teaching practices, tailor made learning environment equipped with appropriate resources, all lead to Excellence in scholastic and co-scholastic areas of the students.

The Senior Secondary School comprises of Classes XI and XII. Well trained Post Graduate Teachers (PGT) impart knowledge to the students. Various subject combinations are available to students in the Science and Commerce Stream.

Working days and Time Schedule

- ❑ The school administration Office works from Monday to Saturday, from 8.30 am to 4.30 pm.
- ❑ On days such as X'mas, Onam, Good Friday the school Administration Office will not function.
- ❑ The classes are held on all weekdays from Monday to Friday, from 8.40 am to 3.00pm

- ❑ Supervisory classes are conducted on working days intimated for the senior classes from 3.00 pm to 5.00 pm
- ❑ The summer vacation for the students will begin on the first of April and ends on the last of May unless otherwise specified
- ❑ Normally 10 days are given as holidays for Onam and X'mas.
- ❑ The school will work on Patriotic days so as to celebrate these days.
- ❑ School will remain closed for the students on the days the teachers have teachers training programmes.
- ❑ The time schedule may vary on the days of functions or competitions.

Curriculum

Mount Carmel Residential School follows the progressive Indian academic board-the Central Board of Secondary Education. This has plenteous advantages, the primary one being the fact that major All India competitive examinations are mapped to the CBSE syllabus and that CBSE is recognized by Universities world-wide.

At MCRS we have adopted a holistic and advanced approach that contributes to the overall development of our students. The curriculum is a blend practice in national teaching standards and exposes students to a variety of scholastic and co-scholastic disciplines. This holistic approach fosters an all-round development and prepares each child for life by nurturing individuality, Leadership, including a passion for learning and fostering sense of curiosity and creativity that grooms being thinker, learner and doer.

The 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.

School Anthem

Thank you God for all your blessings
You've showered upon us all
And for the Mount Carmel Residential School
A boon of your great grace and love

Thank you God for all your blessings
You've showered upon us all
Now bless us more to grow up well
In wisdom, joy, truth and love

Thank you God for all your blessings
You've showered upon us all
Help us Lord to excel as Carmel's
Children of great name and fame

Prayer song

There shall be showers of blessing:
This is the promise of love;
There shall be seasons refreshing,
Sent from the Savior above.

Showers of blessing,
Showers of blessing we need;

Mercy-drops round us are falling,
But for the showers we plead.

2
There shall be showers of blessing—
Precious reviving again;
Over the hills and the valleys,
Sound of abundance of rain

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he
Bharata-bhagya-vidhata
Panjaba-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
uchchala-jaladhi-taranga
Tava Subha name jage, tave subha asisa
mage,
gahe tava jaya-gatha.
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he, Jaya he, Jaya he,
jaya jaya jaya jaya he

Prayer before class

"O, God. All knowledge is in Thee

Our hands we fold
Our heads we bow
Bless our studies
Enlighten our minds
Strengthen our memories
And direct our wills
Towards what is right
Help us to seek the truth always

And make us truly wise.”

The Lord’s Prayer

Our Father in heaven, / holy be your name, / your kingdom come, / your will be done / on earth as in heaven.

Give us today / our daily bread, / Forgive us our sins / as we forgive / those who sin against us. /

Do not bring us to the test, / but deliver us from evil. For the kingdom, / the power, / and the glory are yours, / now and for ever. Amen.

Academic Year

The academic year is of 12 months duration from April to March. It is divided into two semesters. The first semester commences in May and ends in October. And the Second semester is from November to April.

Admission

Students are admitted to the school at the commencing of the new academic year. New admissions are made on the basis of the performance of the candidates in the entrance test conducted. For the candidates from other schools seeking admission, the same is granted considering their performance in the previous school studies and the entrance test. Admissions to all grades may be given in accordance with the seat availability.

Promotion

A student is granted promotion based on the results of the assessments and also his or her general progress. Each assessment is given credence for deciding the final result. A minimum attendance of 75% of the total working days of the academic year is mandatory for promotion. Results declared at the end of the year are final and will not be reconsidered.

Rules regarding leave and absence

Regular attendance is expected of every student. Leave of absence is not granted except on prior written application from parent / guardian except in case of unforeseen circumstances. In the latter case, an application for leave (in due form) from the Parent / guardian should be sent to the Principal in the first day of absence. Absence owing to illness should be covered by a medical certificate. Sick leave more than two days should be covered by a medical certificate. Students suffering any contagious or infectious disease will be allowed to re-attend school only after producing a certificate from a medical practitioner that he / she is free from infection.

No leave of absence will be granted during examinations or assessments. Absence from test papers and examinations will be considered a serious breach of school discipline. In case of illness, a medical certificate should be sent in.

Attendance is compulsory for all school functions and special events. Cases of sickness must be supported by a medical certificate

All students are expected to attend class on the re-opening day after each vacation. Cases of sickness must be supported by a medical certificate.

Normally no leave is granted just before the commencement of vacation.

No student will be sent home, even in urgent need, unless a duly authorized person comes to take him/her home.

Absence without leave or unexplained absence for more than 15 days renders the student liable to removal from the rolls of the school.

Key features of the school

v The school library

MCRS possess well-stocked library with numerous books and periodicals which includes encyclopedias, dictionaries, standard reference books and many more.

We have separate library for the junior school, with well-trained library staff to render any help to the little ones.

An efficient and qualified librarian manages the library.

Students are allowed to borrow only one book at a time and shall retain it only for a period of one week.

The librarian may call for the return of a particular book even before the expiry of the due date. Books such as encyclopedia, periodicals, reference books etc., should not be taken out of the library. A borrower failing to return the book by the due date will be allowed a grace period of one week. In case he fails to return the book even after the grace period, he will be liable to paying a fine of Rs. 20/- per week. Borrowers should report any damage, loss of pages, pictures etc. to the librarian before they accept the books. Books borrowed are non-transferable. The borrowers are accountable for the books borrowed by them. If any book is lost damaged or badly handled, the actual cost of replacement of the book will have to be paid by the borrower. Every book borrowed should be returned by the end of February every year, to obtain the "Dues Cleared Certificate". The actual cost of replacement will be released from defaulters. Strict silence should be maintained inside the library.

v Laboratories

+ Science Laboratories

Well-equipped laboratories for Physics, Chemistry and Biology play a prominent role in inducing scientific temper in our students. These laboratories are fully furnished with apparatuses as per the requirements of the syllabus. The laboratories are built with safety measures and they are user-friendly.

+ Mathematics Lab

The students understand Mathematics from the practical point of view from the Mathematics lab. Mathematics TGT and PGT guide the students in the Mathematics lab.

+ Computer Lab

The Computer lab under the Computer Department has systems for the students in the ratio 1:1. This is available for instructional and training purposes.

+ English Lab

The English department has an English lab that has all the necessary resources for the language lab. English TGT and PGT guide the students in the English lab.

+ AI Lab

v Transportation Facility

+ School Bus

School bus rides are joyful and memorable moments of the school days

The school provides transportation facilities to students.

Buses are operated in all important routes. We have well-experienced and trained drivers and bus attendants to take care of the children.

v Smart Class

An advanced facility in the school is the smart class. The topics in all subjects for all classes from Junior School to Senior Secondary School are presented before the students in visual screens by means of network which connects the digital class rooms and the knowledge centre. The topics are presented in animated forms accompanied by audio in the digital classes. These visuals of the topic impart a better understanding to the students, making teaching and learning much easier.

v Audio Visual Room

The school has a well-equipped audio-visual room with computer, LCD projector and audio systems.

v The Student Council

The Student Council of MCR is an association of the representative of the students. Guided by the Student Council Supervisor, the School Leader heads the Student Council. The Head Girl and Head Boy of the school, assists the School Leader. The Secretaries of all the Students Clubs, the House Captains and the Vice Captains together form the members of the Student Council.

It is considered as an honor by the students to be a member of the Student Council. Every academic year witnesses the selection of a new Student Council, the Student Council is formed in the very first month of every academic year and formally inaugurated in the same month. The formal introduction of Student Council Members is done at the inaugural function followed by their badging and Oath taking ceremony.

The student council members are honored for their deeds on the Annual day. On the Annual Day, 'Student Council Member of the Year' is awarded to that student Council Member who scores the highest point in performing his/her duties and responsibilities.

V Competitions

MCRS hosts several competitions for fostering the talents and skills of students. The main competitions are as follows:

+ Literary Fest

To develop the literary skills of students the Literary Fest is conducted every academic year. Competitions such as essay writing, debates, group discussions, elocutions and many more are conducted during the Literary Fest. competitions are conducted for juniors and seniors house wise. 'Literary Genius Award' goes to the participant who has scored the top marks. Best House-Literary'- Rolling trophy presented to the house that scores the highest point in Literary Fest.

+ Arts Fest

Students get an opportunity to bring out the artist in them. Competitions are held on various art forms, such as dance items, music, mime, fancy dress etc. Competitions are all conducted house wise. The 'Kalathilakam' and 'Kalaprabha' awards are presented to the girl and boy participant respectively, who scores the top points for the Arts Fest. 'Best House – Arts t' – Rolling trophy is presented to the house that scores the highest point in Arts Fest.

+ Sports & Games

The Annual Athletic Meet provides a forum for our budding sports persons. Category wise competitions are held for many items 'Sports Champions' are the girl and boy participant who

scores the highest points for the Annual Athletic Meet. 'Best House-Sports'- Rolling trophy presented to the house that scores the highest point in Annual Athletic Meet. 'Best House-Sports'- Rolling trophy presented to the house that scores the highest point in Annual Athletic Meet for the current academic year. Competitions and fun games are also in place for parent and the teaching and non-teaching staff. Separate sports day is designed for the children of the Junior School.

Outdoor games such as Cricket, Football, Basketball, Throw ball and others are conducted house wise for boys and girls. Indoor games such as Caroms, chess are also conducted which add to the house points.

+ Kids Fest

Kids Fest is conducted for the Junior School Children as a platform to nurture the talents of our little ones. Competitions are all house wise.

V Swimming Pools

The school campus has two swimming pools. A major pool and a deep one for students from Grade I to XII and a minor pool, shallow one meant for the Junior School Children. Separate changing rooms with toilets are provided for boys and girls in the pool area. Well trained and qualified swimming coaches train the students. Swimming classes are mandatory for all students from Grade I to V and optional to students from Grade VI onwards. Students will have swimming lessons for one or two periods per week. There will be no swimming classes during Examinations.

For swimming classes students should bring to school their swimming kit which consists of their swimming gear (which includes of the swimming suit, goggles, and swimming cap), sandals a medium sized towel and extra under garments, Students should well behave in the swimming pool and the

adjacent pool area. Strict disciplinary actions will be taken against pupils who misbehave. Food and drinks are not allowed in the pool area. Students should be cautious that they do not litter the pool area.

- + Kids Pool
- + Major Swimming Pool

v School band troupe

The school has a band troupe which adds colour to the public functions held at the school. Students who have the right attitude and talent for the same can be members of the band on obtaining permission from their parents and the Principal. The band troupe is guided by a well experienced band instructor.

Other Extra – Curricular Activities

- ◆ Yoga
- ◆ Karate
- ◆ Dance
- ◆ Music
- ◆ Roller Skating
- ◆ Kalaripayattu
- ◆ Horse riding
- ◆ Chenda
- ◆ Jass

v CLUB ACTIVITIES

Various club activity like Eco club, Arts club, Literary club, Charity club, Social club, IT club and Mathematics and Science club are provided to the students on a rotation basis.

v School Magazines

+ Annual Magazines

The school publishes its annual magazine for an academic year in the beginning of the next academic year.

+ Manuscript Magazines

Every classes produced a hand-written class magazine every academic year whereby the various articles, drawings, paintings etc are published under the guidance of the class teacher. Selected items from these magazines may appear in the school magazine.

v Play Area

A purposefully built play area for the junior school with modern toys makes the young ones very energetic and their school life very joyful.

Distinct play areas with playing equipment are also there for the others students. Vast play ground that encourages sports and games is also a part of the school campus.

v School Tours

Study Tours, field trips and excursions are conducted separately, for the students of the Junior School, Primary, Middle school, Secondary and Senior Secondary during the academic year, for which attendance is mandatory. These tours provide the pupils with opportunity from visiting places of historical or geographical or national importance or even subject importance. These educational tours encourage them to pick up values of social interaction. It is a part of training on social values. The school also organizes every academic year a tour for our staff to provide them a day of fun and joy.

v Canteen

The school canteen provides break-fast, lunch and snacks and tea for the staff, students and the visitors. These are homely food with no artificial food preservatives. The canteen also sells readymade items such as snacks. Over the counter cash payment system is applied in the canteen.

Requests to parent/ Guardians

1. Parents are requested to co-operate with the school authorities in enforcing regularity and discipline.
2. Parents must make sure that their wards follow all the regulations of the school especially their adhering to proper discipline and wearing proper uniform.
3. Parents are requested to attend the PTA meeting and interact with teachers a regular basis.
4. Please inform the school when there is change in address / contact number etc.
5. Parents are requested to supervise the studies of the pupils at home and to see their cleanliness, punctuality and good.
6. Parents are requested not to send toffees, cake or sweets to school for birthday celebrations. You are requested a book or a sapling to school to inculcate good habits in children.

Instruction to Students

- Obedience to teachers, respect for others, honesty, punctuality, politeness and good manners are expected from every student.
- Students are requested to reach school 8.40 am with all their learning materials.
- Late coming, early leaving and using Mobile phone and other

electronic devices will not be permitted.

- Books, magazine, CD irrelevant to the study of lessons should not be brought to the school.

- ❑ After entering the school, no student is allowed to leave the campus with the written permission from the Principal.
 - ❑ In case of damage done to the school property the entire cost for replacing will be levied. Correspondence to students sent in the school address.
 - ❑ Students of one class are not allowed to enter another class room without the permission of the teacher.
 - ❑ All students must speak English in the school premises.
 - ❑ The school administration has the right to inspect every correspondence to the students sent in the school address.
 - ❑ Students should not wear gold or silver ornaments and should not bring costly things to school.
- *Big ear rings, anklets, rings, bangles and chains are not allowed inside the school premises.
- ❑ All litter must be put in the waste bin.

How to Study

- ❑ Set goals
- ❑ Study regularly
- ❑ Have desire to become great
- ❑ Fix the hours of study
- ❑ Give the best hours to the hardest subject
- ❑ Refresh the mind by variety instead of total rest and inactivity
- ❑ Study intelligently and not by rote, try to understand the ideas and train one's thoughts not on words alone.
- ❑ Resolve to achieve success.
- ❑ Be through in your work, What's worth doing is worth doing well.
- ❑ Above all, respect and please your parents and elders to gain their blessing.

School Uniform Details

JUNIOR SCHOOL (PRE-KG, LKG, UKG)		
DAYS	GIRLS	BOYS
MONDAY, WEDNESDAY, FRIDAY (Regular Uniform)	Frock: White and red striped half-sleeve frock with maroon piping on sleeves. Cross-bow tie: Maroon socks: Maroon with white lines Shoes: Black formal Hair bun: Maroon Hair band: Maroon	Shirt: White and red striped half-sleeve shirt With maroon piping on sleeves and pocket. Shorts: Maroon with 1.5" belt loops Bow-tie: Maroon Socks: Maroon with white lines Shoes: Black formal Belt: Maroon and white tape with school logo on the buckle
TUESDAY, (Activity Uniform)	Tracks shorts: Maroon Super-poly with white piping on sides T-shirt: White Super-poly with maroon collar and sleeve border Socks: Maroon with white lines Shoes: White sports shoes Hair bun: Maroon Hair band: Maroon	Tracks shorts: Maroon super-poly with white piping on sides T-shirt: White Super-poly with maroon collar and sleeve border Socks: Maroon with white lines Shoes: White sports shoes
THURSDAY, (Activity Uniform)	Tracks shorts: Maroon Super-poly with white piping on sides T-shirt: House colour Socks: Maroon with white lines Shoes: White sports shoes Hair bun: Maroon Hair band: maroon	Tracks shorts: Maroon super-poly with white piping on sides T-shirt: House colour Socks: Maroon with white lines Shoes: White sports shoes

Saturday: White & White (Khadi) kurtha for boys and girls

School Uniform Details

PRIMARY SCHOOL (GRADE I-GRADE V)		
DAYS	GIRLS	BOYS
<p>MONDAY, WEDNESDAY, FRIDAY (Regular Uniform)</p>	<p>Shirt: White half-sleeve shirt with maroon piping on sleeves and maroon inner collar (no pocket). Skirt: Maroon front left pleated; with 1.5" belt loops Cross-bow tie: Maroon socks: Maroon with white lines Shoes: Black formal Hair bun: Maroon Hair band: Maroon Belt: Maroon and white tape with school logo on the buckle</p>	<p>Shirt: White half-sleeve shirt with maroon piping on sleeves and pocket and maroon inner collar. Shorts: Maroon with 1.5" belt loops Tie: Maroon ready Knot Tie Socks: Maroon with white lines Shoes: Black formal Belt: Maroon and white tape with school logo on the buckle</p>
<p>TUESDAY, (Activity Uniform)</p>	<p>Tracks Pants: Maroon Super-poly with white piping on sides T-shirt: White super-poly with maroon collar and sleeve border Socks: Maroon with white lines Shoes: White sports shoes Hair bun: Maroon Hair band: maroon</p>	<p>Tracks Pants: Maroon Super-poly with white piping on sides T-shirt: White super-poly with maroon collar and sleeve border Socks: Maroon with white lines Shoes: White sports shoes</p>
<p>THURSDAY, (Activity Uniform)</p>	<p>Tracks Pants: Maroon Super-poly with white piping on sides T-shirt: House colour Socks: Maroon with white lines Shoes: White sports shoes Hair bun: Maroon Hair band: maroon</p>	<p>Tracks Pants: Maroon Super-poly with white piping on sides T-shirt: House colour Socks: Maroon with white lines Shoes: White sports shoes</p>

Saturday: White Khadi uniform.

School Uniform Details

MIDDLE SCHOOL SECONDARY SCHOOL, SENIOR SECONDARY SCHOOL (GRADE VI - XII)		
DAYS	GIRLS	BOYS
MONDAY (Official Uniform)	Blazer: Maroon Shirt: White half-sleeve shirt With maroon piping on sleeves and maroon inner collar (No pocket). Trousers: Maroon Cross-bow tie: Maroon socks: Maroon with white lines Shoes: Black formal Hair bun: Maroon Hair band: Maroon	Blazer: Maroon Shirt: White half-sleeve shirt With maroon piping on sleeves and pocket and maroon inner collar. Trousers: Maroon with 1.5" belt loops Tie: Maroon long tie Socks: Maroon with white lines Shoes: Black formal Belt: Maroon and white tape with school logo on the buckle
WEDNESDAY, FRIDAY (Regular Uniform)	Waist-coat : Maroon Shirt: White half-sleeve shirt With maroon piping on sleeves and maroon inner collar (No pocket). Trousers: Maroon Cross-bow tie: Maroon socks: Maroon with white lines Shoes: Black formal Hair bun: Maroon Hair band: Maroon	Shirt: White half-sleeve shirt With maroon piping on sleeves and pocket and maroon inner collar. Trousers: Maroon with 1.5" belt loops Tie: Maroon long tie Socks: Maroon with white lines Shoes: Black formal Belt: Maroon and white tape with school logo on the buckle.
TUESDAY, (Activity Uniform)	Tracks pants: Maroon Super-poly with white piping on sides T-shirt: White Super-poly with maroon collar and sleeve border	Tracks pants: Maroon Super-poly with white piping on sides T-shirt: White Super-poly with maroon collar and sleeve border

	Socks: Maroon with white lines Shoes: White sports shoes Hair bun: Maroon Hair band: Maroon	Socks: Maroon with white lines Shoes: White sports shoes
THURSDAY, (House Uniform)	Tracks pants: Maroon Super-poly with white piping on sides T-shirt: House colour Socks: Maroon with white lines Shoes: White sports shoes Hair bun: Maroon Hair band: Maroon	Tracks pants: Maroon Super-poly with white piping on sides T-shirt: House colour Socks: Maroon with white lines Shoes: White sports shoes

Saturday: White & White (Khadi) kurtha for boys and girls.

Administration Office

The day to day office transaction like issuing certificates, forms, financial transactions, maintenance of office records, and all other normal administrative work are carried out by the Administration Department headed by the Administration Officer in the Administration Office which is adjacent to the Principal's room. The Administration office working hours are from 8:00am to 4:00pm.

Fees

The school collects fee for the whole academic year. The fee remittance can be made in a single instalment as annual fees, or in four instalments as term fees.

The tuition fee and bus fee must be paid in the office in advance of every month.

The total tuition fees for the whole academic year can be remitted as one time instalment in April, by availing a discount of 5%.

Monthly Fees:

The fees can also be remitted on monthly basis. It should be remitted on or before 5th of every month and with a fine of Rs. 25/- by the 10th of consecutive month.

Bus Fees:

For those students availing the school bus transportation facility, the bus fees shall be remitted in a single instalment along with the Annual fees or in three instalments along with the term fees or on a monthly basis. If the bus fee is not paid in advance the bus will not pick the child. No excuse can be accepted for that month.

The Parent-Teacher Association

The Parent-Teacher Association or PTA of Mount Carmel Residential School is constituted of the parents of our students, the teaching staff of the school and may also the registered Well – Wishers of the school. They function with the aim of assisting the management in the efficient and effective running of the school and in planning and executing school improvement plans to achieve the goals of our school and to attain our vision. A membership fee of Rs.100/- shall be paid by the parents at the time of admission of their student and an annual fee of Rs.100/ - towards the PTA fund. The PTA is headed by the PTA President. In the beginning of every academic year PTA President and other representatives are elected. PTA meetings are conducted every term.

PTA Executive Committee

The PTA executive committee comprises of the PTA President, Vice President, Parent Representative for each Grade, Staff Secretary and selected Teachers. The PTA executive meetings are conducted as per planned schedule and on emergency.

NAME OF TEACHERS

Class..... Div Class Teacher.....

<i>Sl</i>	<i>Subject</i>	<i>Name of Teacher</i>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Leave Record
(To be filled by the Class Teacher)

<i>Date of Application</i>	<i>No. of Days</i>	<i>Reasons of Absence</i>	<i>Remarks and Signature by the Class Teacher</i>

- Q Leave letter should be given to the class teacher signed by the parent/guardian.
- Q Leave letter should be countersigned by the Principal if it is more than 2 days.

27											
28											
29											
30											
31											
Total											

RECORD OF INCOMPLETE UNIFORM

<i>Date</i>	<i>Jun</i>	<i>July</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
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21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
Total											

Monthly Report by Class Teachers to Parents	
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>

Monthly Report by Class Teachers to Parents	
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>

Monthly Report by Class Teachers to Parents	
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>

Monthly Report by Class Teachers to Parents	
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>
Attendance	
Punctuality	
Uniform	
<i>General Remarks</i>	
<i>Signature</i>	<i>Teacher:..... Parent:.....</i>

Month	Annual Fees	PTA	Tuition Fees	Bus Fees	AI Fees
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					