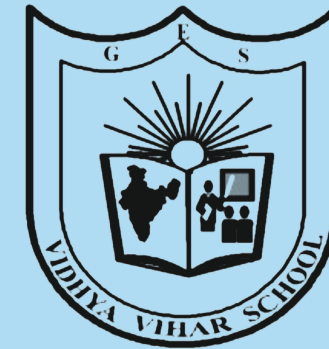




SAT	FRI	THU	WED	TUE	MON	TIME	PERIOD	CLASS TIME TABLE
						8.00 to 8.40	I	
						8.40 to 9.20	II	
						9.20 to 10.00	III	
						10.00 to 10.40	IV	
L A V R E T N I								
						10.55 to 11.35	V	
						11.35 to 12.15	VI	
						12.15 to 12.55	VII	
						12.55 to 1.35	VIII	

VIDHYA VIHAR HIGH SCHOOL
CORTALIM - GOA

SCHOOL INDEX NO: 04.34



Changing lives through education

CALENDAR 2024 - 2025

Name: _____

Class: _____ Div _____ Roll No. _____

VIDHYA VIHAR HIGH SCHOOL

HANDBOOK

2024 - 2025

*This calendar must be brought to school
everyday and followed in detail.*

*Students who, do not bring their Calendar to school,
will not be allowed to attend class for that day.*

*Daily lessons, reports, and homework
should be taken down.*

*Parents should regularly see their children's calendar,
note and sign their reports. This promotes the tone
of students and discipline in students.*

*Every 4th Saturday from 12.30 p.m. onwards,
Parents can meet the teachers.*

PUPIL INFORMATION

Name: _____

G. R. No. _____ Std: _____ Div: _____ Roll No. _____

Gender: _____ Blood Group: _____ House Colour: _____

Aadhar No. _____ Date of Birth: _____

Address: _____

Contact No. _____

Email ID: _____

Father's Details Name: _____

Occupation : _____ Aadhar No. _____

Office Address: _____

Contact No. _____

Email ID: _____

Mother's Details : Name: _____

Occupation : _____ Aadhar No. _____

Office Address: _____

Contact No. _____

Email ID: _____

Emergency Contact No. (Excluding Parent): _____

Any Health Problem/Allergies: _____

Details of Siblings:

Name

Class/Div or Workplace

Father's Signature

Mother's Signature

VISION

Our vision is to empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world and practice the core values of life 'respect, tolerance, inclusion and excellence.

MISSION

The Mission of the school is to provide an environment that lays emphasis on intellectual and emotional growth in which every student discovers and realizes his/her full potential and highest academic standards are achieved; Where emphasis is laid on integrity, ethics, moral courage, hard work, responsibility and self-discipline; Where activities focus on developing visionary, articulate and confident individuals with sensitivity and concern for the less fortunate, the environment, diversity and communal harmony, human rights and democratic values.

SCHOOL HOURS

7:50 a.m. to 1:35 p.m.

E-mail: vidhyavihar.sch@gmail.com
Phone No: +91 895 6565 215
Visit us at www.vidhyavihargoa.com

The Headmistress is available in the Office
on all School Days from
8:30 am to 9:30 am
or by prior appointment.

School Office Hours:

7:45 a.m. to 2:30 p.m.
During Vacations: 9:00 a.m. to 12:00 noon
No interaction with teachers during school hours, strictly

THE SCHOOL AND ITS OBJECTIVES

Vidhya Vihar Primary School was conceived by Ms. Antonieta Socorrinha Coutinho in the year 1995. Having strong beliefs that education holds the key to progress, prosperity, moral integrity, communal harmony leading to self development, she set about the task of forming the Goodwill Educational Society which manages the affairs of the school.

Vidhya Vihar strives to draw out the full potential of our students, fostering in them rich values of social and cultural heritage so that they are urged to respond to life's challenges with courage and commitment to serve society as responsible citizens.

The dedicated effort of the Management and teachers as well as the growing strength of the school has seen the institute grow to High School status from the academic year 2008-09. Over the years, the school has achieved its objectives in strength and academic excellence. Since the first year of std. X in 2014, the school has been achieving 100% results year after year till date — a record never seen before in the history of Cortalim.

MORNING PRAYER

Loving Father,
I thank and praise you
For this new day you have given me!

I pray that this day
May bring me new joy
And make me closer
To You and my neighbour

Give me ability to study hard this day
And the heart to serve
My brothers and sisters
Protect me from all evil.

THANKSGIVING PRAYER

Loving Father,
I thank you heartily
For all the gifts you have given me;
The gift of life,
My parents, brothers and sisters,
My friends, teachers and others,
The people who help me in various ways
The gift of my body, the home I have,
And the precious gift of knowledge

Loving Father,
Accept my heartfelt thanks
For all these precious gifts!!
May your name be praised forever!!

NATIONAL ANTHEM - HINDI

जन गण मन अधिनायक जय हे,
भारत भाग्य विधाता।
पंजाब सिन्धु गुजरात मराठा,
द्राविड उत्कल बंग
विंध्य हिमाचल यमुना गंगा,
उच्छल जलधि तरंग
तब शुभ नामे जागे,
तब शुभ आशिष मांगे
गाहे तब जय गाथा।
जन गण मंगलदायक जय हे,
भारत भाग्य विधाता।
जय हे, जय हे, जय हे, जय जय
जय जय हे॥

NATIONAL ANTHEM - ENGLISH

Jana - gana - mana- adhinayaka- Jaya he
Bharatha - Bhagya - Vidhatha! Punjaba -
Sindhu - Gujaratha - Maratha - Dravid -
Utkala - Vanga Vindhya - Himachala -
Jamuna Ganga
Uchala - Jaladhi Taranga !
Tava Shudha name Jage!
Tava Shubha ashisha mage,
Gahe tava jaya gatha.
Jana gana managala dayaka Jaya he
Bharatha Bhagya Vidhata.
Jaya he! Jaya he ! Jaya he !
Jaya Jaya Jaya Jaya he!

SARE JAHAN SE ACHCHHA

SARE JAHAN SE ACHCHHA HINDOSTAN HAMARA
HAM BULBULEN HAIN ISKI, YE GULSITAN HAMARA
PARBAT WO SABSE OONCHA HAMSAYAASMANKA
WO SANTARI HAMARA WO PASBAN HAMARA
GODI MEIN KHETI HAI ISKI HAZARON NADIYAN
GULSHAN HAI JINKI DAM SE RASHKE JINAN HAMARA
MAZHAB NAHEEN SIKHATAAPAS MEIN BAIR RAKHANA
HINDI HAIN HAM, WATAN HAI HINDOSTAN HAMARA

FORM OF 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.

प्रतिज्ञा

भारत मेरा देश है |

सब भारतवासी मेरे भाई-बहन हैं |

मैं अपने देश से प्रेम करता हूँ |

इसकी समृद्ध एवं विविध संस्कृति पर मुझे गर्व है |

मैं सदा इसका सुयोग्य अधिकारी बनने का प्रयत्न करता रहूँगा |

मैं अपने माता-पिता, शिक्षक एवं गुरुजनों का सम्मान करूँगा और प्रत्येक के साथ विनीत रहूँगा |

मैं अपने देश और देशवासियों के प्रति सत्यनिष्ठा की प्रतिज्ञा करता हूँ |

इनके कल्याण एवं समृद्धि में ही मेरा सुख निहित है |

GENERAL SCHOOL REGULATIONS

I. ADMISSION AND WITHDRAWAL

1. Every candidate for admission must be introduced in person to the Headmistress by the Parent / Guardian who will be responsible for the child.
2. At the time of admission the following documents will be required.
 - (a) A transfer certificate if s/he comes from a recognized school. If the school is outside Goa, the T.C. must be countersigned by the Education Inspector of the state from which she / he comes.
 - (b) An official Birth Certificate, if s/he joins school fresh from home.
3. All requests for the Leaving certificate should be made in writing. Parents and guardians wishing to withdraw their children or wards from school must give a notice of at least one month.
4. If a student leaves the school during the academic year she will be charged fees up to the month she has attended the school. In case no notice is given, one month's extra fees will be charged.
5. The first Leaving Certificate, if applied for, within 2 years of leaving school, will be issued free of charge. Copies of the first Leaving Certificate or any other kind of certificate will bear an office charge of Rs. 20/-

II. SCHOOL UNIFORM

1. The students should be clean and tidy in their person and dress. Each student should have at least 2 sets of school uniform.
2. Hair, if long, shall be in 2 plaits tied with black ribbons. If short, it should be above the collar of the blouse. And if medium, should be tied in 2 pig tails. Students are not allowed to colour their hair.
3.
 - a) Nails must be kept short. Nailpolish and Mehndhi is not permitted.
 - b) Chains, rings and other accessories are not allowed.
 - c) Ear-rings should be small and only one pair is allowed.
 - d) Only black rubber bands, bob pins and hair bands are allowed.
4. During the rainy season the students may use black rubber sandals, only. Blue socks and black shoes, from November onwards everyday.
5. Each student must have her own calendar and bring it to school daily. A student who loses Calendar will have to buy a new calendar for Rs. 70/-

III. ATTENDENCE

1. No students will be allowed to appear for the annual examination unless she/he has put the minimum attendance of 75% of the total working days in each term of the school, during the academic year.
2. Irregular attendance and repeated absence, renders a student liable to dismissal.
3. Parents should not ordinarily ask for leave for their children on school days.
4. For genuine reasons, leave of absence will be granted on previously written application, from parents or guardians.
5. For unforeseen reasons when leave cannot be obtained previously, parents or guardians should send a note of explanation in the pages reserved, for the purpose, in the school calendar. Failure to produce this note may oblige the school authorities to send the students home, even during school hours.
6. In case of illness a medical certificate is required for an absence of a week.
7. Should a pupil be absent without leave, for 30 consecutive days, her name can be struck off the rolls.
8. Non availability of reservation will not be accepted as a reason for coming late after holidays.
9. Any student rejoining school late after Ganesh, Diwali or Christmas Holidays without prior leave will be liable to disciplinary action.
10. No pupil is allowed to leave the school premises during school hours. Letters from Parents in this regard will not be entertained.

IV. EXAMINATIONS

GENERAL INSTRUCTIONS

1. The academic year will have two semesters. Semester I will be tentatively from June to October and Semester II will be tentatively from November to April of the following year.
2. There will be two types of subject areas: Scholastic and Co-Scholastic.
3. Scholastic will be further divided into academic and non-academic and Co-Scholastic will be divided into areas of Activities.
4. In all classes, assessment will be based purely on pen paper tests, activities and performance.
5. In other classes for scholastic academic subjects there will be one Summative and monthly/bi-monthly/quarterly Assessments in each semester.
6. The total maximum marks for both the semesters will be 200 (100 for the first semester and 100 for the second semester.)
7. Both the Summative tests will be pen/pencil and paper tests at the end of each Semester.
8. The assessments in each Semester will be pen/pencil and paper test / worksheets and will also comprise of activities including projects, assignment, group work, class-work, home-work, competitions, orals, quiz, dictation, recitation, dialogue, role play, debate, etc.
9. Formative tests should be generally based on the core competencies and minimum levels of learning so that every child in a particular class acquires the minimum required competencies for promotion to the next class. Formative tests and re- tests (anytime and for any number of students at a time) can be conducted by the subject teacher for purposes of remediation and improvement.
10. Reporting should be done only by allotting Grades on a five – Point scale for Class I to VIII and on a ten – point scale for Class IX.

ASSESSMENT

I. Scholastic:-

A. Academic Areas : Subject areas under scholastic will be as follows:

- | | | |
|---------------|----------------|----------------------------|
| 1. Language I | 2) Language II | 3) Language III |
| 4. Math | 5) Science | 6) Soc. Sci I and II / EVS |

B. Non-academic areas :

Subject areas under scholastic non-academic will be as follows:

STD I-IV

1. Craft Edn.
2. Art Edn.
3. Physical Edn.
4. Value Edn.
5. General Knowledge
6. Computer Edn.

STD V-VII

1. Value Edn.
2. Work Edn.
3. Physical Edn.
4. Art Edn.
5. ICT
6. G.K
7. Scouts & Guides

STD VIII- X

1. Art Edn.
2. Work Edn./Theatre
3. Physical Edn.
4. Env. Edu.
5. Value Edn.
6. ICT
7. Music
8. Scouts & Guides
9. G.K

II. Co-Scholastic

A. Areas:

1. Life skills:

- a) Thinking skills: Self Awareness, Problems solving,
- b) Decisions- Making, Critical and Creative thinking.
- c) Social Skills: Interpersonal Relationships,
- d) Effective communication, Empathy,
- e) Emotional skills: Managing Emotions and Dealing with stress.

2. Personal skills:

- (i) Attitudes: Towards Teachers, School-mates, School Programs, Environment and Value System.
- (ii) Values
- (iii) Habits

B. Activities :

1. Participation and achievement in creative and other activities:
 - (i) Literary & Creative Skills: Debate, Declamation, Creative Writing, Recitation, Essay Writing, Poster – making, Slogan writing, etc.
 - (ii) Scientific and ICT skills: Science Club, Projects, Math Club, Science Quiz, Science Exhibition, Olympiads, etc.
 - (iii) Visual & Performing Arts: Music (Vocal, Instrumental), Dance, Drama Painting, Sculpture, Puppetry, Folk Art forms etc.
 - (iv) Organization & Clubs: Eco Club, Health & Wellness club, Disaster Management club, AEP and other clubs, Leadership skills.
 - (v) Any other relevant and suitable activity

2. Participation and achievement in Health and Physical activities :
 - 1) Sports/Indigenous sports (kho-kho etc)
 - 2) Guiding 3) Swimming 4) Gymnastics 5) Yoga
 - 6) Gardening/ social service.

PARENT'S DUTIES AND RESPONSIBILITIES, TO ENSURE

1. That your child comes to school in complete school uniform. It should be neat and clean.
2. That your child wears the Identity Card before leaving the house.
3. That your child carries his school calendar and books daily to class.
4. That your child had a proper haircut as indicated in the school calendar. After initial warning, if the child does not cut his hair then he will be sent for a haircut
5. That your child has a healthy and good breakfast before coming to school. Give your child healthy food and avoid junk food.
6. That you make time every day to check his/her books and

school calendar. In case of doubt, you are free to come on Saturdays after school or on open house days and clarify with the subject teacher.

7. That you check his/her bag daily so that your child does not carry anything that is prohibited to school.
8. That leave notes are written on time. Remarks in the calendar and note books, are signed.

PARENTS MAY NOTE THE FOLLOWING:

I. PTA GENERAL BODY MEETING

The General Body Meeting of the Parents-Teachers Association is usually conducted in the month of July to discuss issues pertaining to teaching-learning at the school, discipline, activities for the year, proposed expenditure by PTA, assistance to financially weak students, etc. It is desirable that all parents attend the General Body meeting and participate in the preceding.

II. MEETING TEACHERS

The school strictly discourages parents from meeting teachers either in the staff room, in the corridors or outside the classroom when the teacher is engaged in a class. If parents need to meet either the class teacher or any specific subject teacher, they may contact the office to find out during which period the teacher is free, and meet the teacher at that time.

III. COPIES OF ANSWER SHEETS

Usually answer sheets of all examinations except the final examination are shown to the students in the class before the results are prepared. Parents also get to see the answer sheets during the Open House.

IV. DISCIPLINE

Parents are requested to contact the school periodically to keep informed about the schedule for remedial classes, extra classes, computer education classes, science practical, audio-visual classes etc. so that they remain aware of the time the student spend at the school.

V. GENERAL RULES OF DISCIPLINE

1. Punctuality is essential at all times and students who do not observe this rule without a valid reason will be penalized.
2. The school hours are from 7.50 a.m. - 1.35 p.m. The students must be in their classroom at least five minutes before the first bell, which rings at 7.50 a.m. The school assembly is conducted at the second bell.
3. Students who come after the second bell should meet the Headmistress.
4. Once the student comes to school, she/he should not leave the classroom without the permission of the teacher, and the school premises, without the permission of the headmistress.
5. Books, stationery, umbrellas and raincoats should bear the name of the owner.
6. Inattention to school work, obscenity in word or act serious infractions of any of the school rules, disobedience, or defiance of authority, dishonesty or any behaviour injurious to the tone of the school, are sufficient reasons for severe penalty or even dismissal of the offender.
7. Books, other than school books, periodicals and newspaper and scrap books, electronic gadgets, CD's/DVD's Calculators, Digital Watches, toys etc brought to the school are not approved by the Headmistress, will be confiscated. Letters addressed to the pupils are subject to scrutiny by the school authorities.
8. Pupils will be required to stay after school, to take part in games and other school activities.
9. Attendance at school functions are compulsory.
10. Staying away from class will be seriously dealt with.
11. Coming out of the class after the teacher leaves the class and before the arrival of the next teacher is strictly prohibited. No student will be allowed to walk about in the corridors during class time.
12. All applications for certificates must be made in writing. These will only be issued 48 hours after receipt of the application.

13. No pupil is exempted from Games, Yoga and Physical Training without a medical certificate.
14. Students are not allowed to receive visitors in the school. Only under urgent circumstances pupils will be allowed to make a phone call.
15. The Headmistress has the right to refuse continuation of the studies to a student, whose conduct or influence is unsatisfactory.
16. The use of Mobile phones is not permitted in the school premises. If any student is found with a mobile phone, it will be confiscated.

VI RECOMMENDATION TO PARENTS

Parents are earnestly requested to co-operate with the school authorities by keeping to the following regulations:

- a) The Headmistress will be available between 8.30a.m. to 9.30 a.m. on school days. At other times only by prior appointment.
- b) Do not ring up to the office except in urgent cases. The students and staff members will not normally be called to the phone.
- c) When communicating with the Headmistress, parents are requested to mention in their letter the standard and division of the pupil. This should be done neatly.
- d) Parents are requested not to remain within the school premises during class hours especially Primary and Pre-Primary Section.
- e) The engagement of private tutors is discouraged as very often they prove injurious to real progress.
- f) Parents are expected to make good any damage done, to furniture, library books etc. The school does not hold itself responsible for loss of books, money etc.
- g) Parents should bring complaints, if any, to the Headmistress and not to the teachers.
- h) Games, Yoga, work Experience and Drawing are

compulsory subjects. Parents are reminded to provide their children with the required material for their work.

- i) **You, the parents/guardians, are the real educators of your children.** The School is the helper and plays a complimentary role in the matter. You should, therefore involve yourselves in your children's work, be interested in their homework and study, and give us a helping hand in educating your child's efficiency.
- j) Parent/guardian is expected to do their part in inculcating regular work habits and discipline. They should see that their children prepare their lessons, which ought to be noted by them in their calendar. They should make sure that their daughters/wards, especially in the higher classes, devote at least **three hours** of study daily.
- k) However, nobody can be expected to study profitably without proper relaxation, recreation and games. Hence parents/guardians should encourage their **wards** to participate in numerous co-curricular activities organized in the school.
- l) Youth today have to face problems and difficulties different from those 10 years ago. Therefore encourage your **wards** to confide in you with their confidence to enable them to talk things over freely with you. Give them your time.
- m) Please check the home - work of your child at least once a week. You are expected to sign the remarks in their calendars or books and their progress reports issued after every examination. You are requested to sign them as a proof that you have noted them.
- n) Failure to do so may put your ward to great inconvenience and render him/her liable to be sent home even school hours.
- o) On their birthdays, the children should come to school in Uniform. They will refrain from distributing sweets and gifts in school.
- p) You are requested to come to school whenever called, either by the school authorities or the teachers. You should especially make it a point to come to collect your wards report when called.

- q) If you require your ward to return home before school closes, ask for leave in writing in her calendar and **come personally** to take the child.
- r) Parents/guardians and others may not meet the students or the teachers during school hours without the permission of the Principal. You may meet the teachers only when they have a free period. An appointment should be made with them in advance.
- s) We have a Parent - Teacher Association in the school. It aims at fostering cordial and friendly relations between the members of the staff and the parents, so that there is a better understanding and co-operation between them and the school. The PTA is a requirement demanded by the Directorate of Education and hence all parents are expected to become its members. Moreover, they are expected to actively participate in the activities of the association. This is very essential today because the proper education of the children can only be looked after if there is a close co-operation between school and home.
- t) The Declaration Form should be filled in by the parents and submitted to the office by the end of June.

MAINTAIN CLEANLINESS IN THE SCHOOL CAMPUS PROHIBITED IN SCHOOL

1. Birthday celebrations of students in class.
2. Chewing Gum
3. Lays / Chips Packets / Fast Food
4. Soft Drinks / Plastic Bottles

Parents are requested to kindly prepare a small meal or provide some snacks when your child remains back after school due to extra classes / activity or practices.

PERSONAL HYGIENE

1. Have a decent haircut, no other fashionable haircut is allowed in school. Comb your hair neatly before coming to school.
2. Trim your nails regularly.
3. Uniforms should always be neat and clean. Shirts should always be tucked in, respect your uniform.
4. During the second term wash your socks at least once in three days.

INSTRUCTIONS FOR STUDENTS

1. In your dress and behavior keep a sense of self-respect. You owe it to your parents and to your school. Correct behavior is the expression of a fine character.
2. Manners and behavior reveal your family and speech your education. Avoid using indecent language, circulating bad literature and watching indecent programmes on TV or on Internet.
3. In all your dealings with others be polite and obliging. Always try to be good to companions, to help others and hurt nobody. Keep company with good friends and help others to be good too. Always protect smaller and weaker students in school.
4. Do not roam about the streets wasting time or stand at street corners. It is a sign of bad upbringing. Go home when you have nothing to do and be home by 6:00 pm and study.
5. Develop a hobby for your free time. Develop a hobby of reading story books, newspapers and books on general knowledge. Visit the library as often as possible.
6. Learn to persevere and work hard in whatever you do. This is very often the key to success in life.
7. Be clean and tidy. Wash yourself properly. Have a regular bath, comb your hair, clean your fingers nails and cut your hair regularly. See that your shirt is always tucked in when you are in school. Tidiness and cleanliness in your exterior appearance will help you to keep order in your whole life and avoid anything which is low.
8. Always respect your school uniform from the time you wear it at home till the time you reach back home. When you are with school uniform your behavior should always be the best. Respect shown to your school uniform is respect shown to your school.
9. If you have to attend public functions, lectures, concerts etc. pay special attention to tidiness in your dress and in your person. Never disturb a speech or performance by talking, whistling, hooting or thumping the desk. Do not fight or run for the best seat.
10. In games be honest and fair. Never show disappointment

if you lose, and never be proud if you win. Accept the decision of the referee with grace. Develop a good sporting spirit.

11. Your future depends on the present. Concentrate on your studies and character.
12. Last and the most-pray every day. Begin and end your day with a prayer. Ask God to guide you to become good and protect you from danger and bad company.

**Someone who cares is a phone call away
Dial 1098**



- ü When you see a child ill and alone.
- ü When you see a child in need of shelter.
- ü When you see a child abandoned and lost.
- ü When you see a child being beaten or abused.
- ü When you see a child working child being denied his/her wage.
- ü When you see a child Bullied on the streets.
- ü If you want to volunteer your services to CHILDLINE.

CHILDLINE is national 24 hours free phone emergency outreach service for children in need of care and protection. It is a project of the Ministry of Women and Child Development (GOI) in partnership with Sate Government, NGOs academic institutions, UNICEF and the corporate sector.

STAFF COMMITTEES

SUBJECT CO-ORDINATORS

English: Khushnaz Khan/ Maria Godinho

Hindi: Priya Pednekar / Mehulkumar Saglani

Konkani: Priya Pednekar / Vandana Jalmi

Math: Premlata Chavan / Sangeeta Thomas

Science: Rima Fadte / Neelam Prabhudesai

History: Risha Texeira

Geography: Maria Godinho

Physical Edn: Deepak Venktappa

ICT / Coding & Robotics: Sarvadnya Sambari

Laboratory Assistant:

Librarian: Santosh Velip

Counselor: Rabiya Khan

Music & Theatre Art Teachers are deputed by Department of Art & Culture, Govt. of Goa.

SECTION HEAD

Pre-Primary: Nasida Souza

Primary: Supriya Faldessai

Secondary: Priya Pednekar

ADMINISTRATIVE STAFF / MULTI TASKING & SUPPORT STAFF

Paul Rebello Geetika Narvekar

Filipe Fernandes Livramenta Vaz Helena Moura

Savita Mane Tara Dungdung

OTHER COMMITTEES

Discipline: Supriya Faldessai, Rima Fadte

Cleanliness: Priya Pednekar, Lorraine D'Costa

Examination & Results: Neelam Prabhudesai, Bharati Kumar
Internal Complaints Committee: Sarvadnya Sambari, Bharati Kumar
School Transport Committee: Priya Pednekar, Supriya Faldessai
Waste Management Committee: Jyoti Velip, Mithila Bhagat
Fire Safety Committee: Deepak Venktappa, Lorraine D' Costa
PTA Secretary: Sarvadnya Sambari, Theresa D'Souza
Staff Secretary: Mehulkumar Saglani, Aparna Naik
Daily Assembly: Premalata Chavan, Deepak Venktappa
Mid-Day Meal: Risha Teixeira, Theresa D'Souza
Health Check Ups: Risha Teixeira, Monali Phadte
Student's Council: Deepak Venktappa, Khushnaz Khan, Theresa D'Souza
Annual Magazine: Risha Teixeira, Theresa D'Souza
Picnic / Field Trips: Gayle Carvalho, Monali Phadte
Prashikshan Yatra (Tour): Vandana Jalmi, Mehulkumar Saglani
School Website: Sarvadnya Sambari
Scholarships: Risha Teixeira, Bharati Kumar

CLASS TEACHERS (PRIMARY)

I A – Supriya Faldesai	I B – Bharati Kumar
II A – Monali Phadte	II B – Mithila Bhagat
III A – Aparna Naik	III B – Lorraine D'Costa
IV A – Tara Naik	IV B – Theresa D'Souza

CLASS TEACHERS (SECONDARY)

V A – Flossy Rodrigues	V B – Mehulkumar Saglani
VI A – Neelam Prabhudesai	VI B – Jyoti Velip
VII A – Rima Fadte	
VIII A – Sangeeta Thomas	VIII B – Khushnaz Khan
IX A – Risha Teixeira	IX B – Vandana Jalmi
X A – Maria Godinho	

TERMS

1st Term – 04th June 2024 to 26th October 2024

2nd Term – 18th November 2024 to 30th April 2025

VACATIONS & BREAKS

a. Ganesh Chaturthi Festival Break

06th September 2024 (Friday) to 11th September 2024 (Wednesday)

b. Diwali Vacation

28th October 2024 (Monday) to 16th November 2024 (Saturday)

c. Christmas Festival Break

24th December 2024 (Tuesday) to 02nd January 2025 (Thursday)

d. Summer Vacation

01st May 2025 (Thursday) to 03rd June 2025 (Tuesday)

EXAMINATIONS & ASSESSMENT

i. Mid Term Assessment

26th July 2024 (Friday) to 31st July 2024 (Wednesday)

ii. Semester Assessment I

15th October 2024 (Tuesday) to 22nd October 2024 (Tuesday)

iii. Mid Term Assessment

22nd January 2025 (Wednesday) to 27th January 2025 (Monday)

iv. Semester Assessment II

21st March 2025 (Friday) to 28th March 2025 (Friday)

***Note: Assessments other than Mid Term / Semester Assessments will be held in school by respective subject teacher and the schedule will be informed to the students.**

NOTES

SCHOOL PRIZES

Passing in all subjects, regular attendance, good conduct and application throughout the year in dispensable condition for being awarded any prize.

Withdrawal from the school disqualifies a student for any prize.

TRANSPORT FACILITY

NameRoll
No.....Std.....Div.....

Month	Date	Signature
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		

Name Roll No..... Std..... Div.....

LIBRARY READING RECORD

Name of Book	Date of Issue	Sign.	Date of Return	

Name Roll No..... Std..... Div.....

PRINCIPAL'S REMARKS

Date	Remarks	Parent's Signature

Name Roll No..... Std..... Div.....

ABSENCE & LEAVE RECORD

Date	Reasons for Absence & Leave	Parent's Signature	Principal	Class Teacher

Name Roll No..... Std..... Div.....

TEACHER'S REMARKS

Date	Remarks	Parent's Signature

Name Roll No..... Std..... Div.....

PARENT'S REMARKS

Date	Remarks	Parent's Signature

HEALTH RECORD

A. Primary Immunization (Kindly Tick)

Sr. No.	Type of Dose / Vaccine	YES	NO	Date
1	BCG			
2	D.P.T. Triple Vaccine			
3	Measles Vaccine			
4	Cholera Vaccine			
5	Typhoid Vaccine			
6	Booster 1 st at 2 years			
7	Booster 2 nd at 5 - 6 years			
8	Booster 3 rd 11 – 12 years			
9	Covid Vaccine			

B. Is s/he suffering from

1. Asthma () Yes () No
2. Convulsive disorders () Yes () No
3. Allergies () Yes () No
4. Tuberculosis () Yes () No
5. Liver / Kidney disorder () Yes () No
6. Cardiac Defects () Yes () No
7. Bleeding disorders () Yes () No
8. Any Other _____

Blood Group _____ **Height** _____ **Weight** _____

Name of your Physician and Address:

RECORD SHEET 2024 - 2025

JUNE	JULY	AUG	SEP	OCT	NOV
1	1	1	1 S	1	1
2 S	2	2	2	2	2
3	3	3	3	3	3 S
4	4	4 S	4	4	4
5	5	5	5	5	5
6	6	6	6	6 S	6
7	7 S	7	7	7	7
8	8	8	8 S	8	8
9 S	9	9	9	9	9
10	10	10	10	10	10 S
11	11	11 S	11	11	11
12	12	12	12	12	12
13	13	13	13	13 S	13
14	14 S	14	14	14	14
15	15	15	15 S	15	15
16 S	16	16	16	16	16
17	17	17	17	17	17 S
18	18	18 S	18	18	18
19	19	19	19	19	19
20	20	20	20	20 S	20
21	21 S	21	21	21	21
22	22	22	22 S	22	22
23 S	23	23	23	23	23
24	24	24	24	24	24 S
25	25	25 S	25	25	25
26	26	26	26	26	26
27	27	27	27	27 S	27
28	28 S	28	28	28	28
29	29	29	29 S	29	29
30 S	30	30	30	30	30
	31	31		31	

“H” to the right of the date indicates that the homework was not done,
 “U” to the left of the date indicates that the student was not wearing uniform

RECORD SHEET 2024 - 2025

DEC	JAN	FEB	MAR	APR	
1 S	1	1	1	1	
2	2	2 S	2 S	2	
3	3	3	3	3	
4	4	4	4	4	
5	5 S	5	5	5	
6	6	6	6	6 S	
7	7	7	7	7	
8 S	8	8	8	8	
9	9	9 S	9 S	9	
10	10	10	10	10	
11	11	11	11	11	
12	12 S	12	12	12	
13	13	13	13	13 S	
14	14	14	14	14	
15 S	15	15	15	15	
16	16	16 S	16 S	16	
17	17	17	17	17	
18	18	18	18	18	
19	19 S	19	19	19	
20	20	20	20	20 S	
21	21	21	21	21	
22 S	22	22	22	22	
23	23	23 S	23 S	23	
24	24	24	24	24	
25	25	25	25	25	
26	26 S	26	26	26	
27	27	27	27	27 S	
28	28	28	28	28	
29 S	29		29	29	
30	30		30 S	30	
31	31		31		

A circle round the date indicates that the student did not have a valid reason for being late.
 A line under the date indicates that the student could not avoid being late.

APPLICATION FOR LEAVE

From: _____

Date: _____

To,
The Headmistress
Vidhya Vihar High School
Cortalim Goa

Sub: Application for Leave

Dear Madam,

My son, _____
studying in Class ____ Div ____, Roll No. _____.

I request you to grant him/her leave of absence from
_____ to _____ (____ no of days) as
_____ (reason).

I shall be much obliged if you consider the same.

Thanking You

Yours sincerely

(_____)

Parents Name and Surname with Signature

APPLICATION FOR BONAFIDE CERTIFICATE

From: _____

Contact No: _____

Date: _____

To,
The Headmistress
Vidhya Vihar Primary/High School
Thana — Cortalim



Subject: Application for Bonafide Certificate

Dear Madam,
Kindly issue me a bonafide certificate for my son/daughter. The details are:

Students Name: _____

Date of Birth: _____ G.R. No. _____

Father's Name: _____

Mother's Name: _____

Present Address: _____

Permanant Address: _____

Studied in Vidhya Vihar from _____(Class _____) to
_____ (Class _____).He/She is presently studying in Class _____.

Left School after completing Class _____examination in the year _____.

Purpose for which certificate is required: _____

Kindly do the needful.

Thanking you,

Yours faithfully,

(_____)
Parent's Name & Surname with signature

APPLICATION FOR LEAVING CERTIFICATE

From: _____

Contact No: _____

Date: _____

To,
The Headmistress
Vidhya Vihar Primary/High School
Thana — Cortalim

Subject: Application for Leaving Certificate

Dear Madam,
Kindly issue me a leaving certificate for my son/daughter

Details are given below:

Reason for Leaving: _____

Presently studying in class: _____

Date of Birth: _____

Kindly do the needful.

Thanking you,

Yours faithfully,

(_____)

**Parent's Name & Surname
with signature**

For Office Use:

GR. No. _____

Attendance _____

Progress _____

Conduct _____

**VIDHYA VIHAR HIGH SCHOOL
PARENT -TEACHER ASSOCIATION**

APPLICATION FORM FOR MEMBERSHIP

To,
The Manager,
Vidhya Vihar High School,
Thana, Cortalim —
Goa.

Dear Madam,

I/We request you to enroll me/us as Members of the Vidhya Vihar High School Parent - Teacher Association . I/We hereby agree to all the conditions of membership laid down in the constitution of the Association.

I/We enclose Rs. 200/- (two hundred only) as the annual membership fee.

Yours Sincerely,

1. _____

2. _____

Father's / Guardian's Name : _____

Occupation : _____

Mother's Name _____

Occupation : _____

Residential Address : _____

Tel No. _____

Father's /Mother's Office Address : _____

Tel. No. _____

Date: _____

Place: _____

DECLARATION BY PARENTS / GUARDIAN

(To be filled in and returned to the school by 30th June)

Pupil Name: _____

G. R. No. _____ Std: _____ Div: _____ Roll No. _____

Gender: _____ Blood Group: _____ House Colour: _____

Aadhar No. _____ Date of Birth: _____

Address: _____

Contact No. _____

Email ID: _____

Father's Details Name: _____

Occupation : _____ Aadhar No. _____

Office Address: _____

Contact No. _____

Email ID: _____

Mother's Details : Name: _____

Occupation : _____ Aadhar No. _____

Office Address: _____

Contact No. _____

Email ID: _____

Emergency Contact No.(Excluding Parent): _____

Any Health Problem/Allergies : _____

I have read the rules and regulations of the School and I promise to abide by them and see that my child also conforms to the standard required of him/her in conduct, studies and other areas

Date : _____

Specimen Signature : Father's _____

Mother's _____

Guardian's Name & Signature _____

