

Where the winners begin their journey.....

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UNACCO SCHOOL

Excellence in Education

CBSE Affiliation No. 1230043

Khongman Zone-III (West), Imphal East, Manipur - 795001

website: www.unaccoschool.in

e-mail: info.khongman@unaccoschool.in

Phone No.: 0385-2446384, 8131070337



ALMANAC 2023-24

Name :

Std. : Section : Admission No. :

Roll No. : House :

This School Diary is to be brought daily during normal school days.

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Student's Copy

UNACCO SCHOOL

Excellence in Education

IDENTITY PAGE

Admission No.

Name :

.....

Date of Admission

Std. : Section : Roll No. :

Date of Birth :

Blood Group :

Day		Month		Year			

Paste one
Stamp Size
photo here

Group	Rh

Identification Mark:.....

.....

Father's Name :

Occupation :

Designation / Department/ Private firm :

.....

Mobile No. : Office Phone No.:

Mother's Name :

Occupation :

Designation / Department/ Private firm :

.....

Mobile No. : Office Phone No.:

Home Address :

.....

Pin Code : Phone No.:



Name of the brother (s) or sister (s) studying in the UNACCO School:

Name	Std.	Roll No.

House: Sapphire(Blue)/ Emerald (Green)/ Ruby(Red)/ Topaz(Yellow).

Staying with : Parents/ Guardian/ UNACCO School hostel

If not, staying with whom ?

Name :

Relationship :

Home Address :

.....

Pin Code : Mobile/Phone :

(Students, staying in the school hostel or with persons other than the parents, should have written permission of the Principal) Any sickness or illness, to be apprised of the school authorities of.....

.....

Specimen Signature

Father	
Mother	
Authorized Guardian	

Office Copy

UNACCO SCHOOL

Excellence in Education

IDENTITY PAGE

Admission No.

Name :

.....

Date of Admission

Std. : Section : Roll No. :

Date of Birth :

Blood Group :

Day	Month	Year

Group	Rh

Paste one
Stamp Size
photo here

Identification Mark:.....

Father's Name :

Occupation :

Designation / Department/ Private firm :

Mobile No. : Office Phone No.:

Mother's Name :

Occupation :

Designation / Department/ Private firm :

Mobile No. : Office Phone No.:

Home Address :

Pin Code : Phone No.:



Name of the brother (s) or sister (s) studying in the UNACCO School:

Name	Std.	Roll No.

House: Sapphire(Blue)/ Emerald (Green)/ Ruby(Red)/ Topaz(Yellow).

Staying with : Parents/ Guardian/ UNACCO School hostel

If not, staying with whom ?

Name :

Relationship :

Home Address :

.....

Pin Code : Mobile/Phone :

(Students, staying in the school hostel or with persons other than the parents, should have written permission of the Principal) Any sickness or illness, to be apprised of the school authorities of.....

.....

Specimen Signature

Father	
Mother	
Authorized Guardian	

SCHOOL TIMINGS

Std.	Days	Summer/Winter
Pre-Nur. to KG	Monday to Saturday	To be Notified Later
I to X	Monday to Saturday	
XI & XII	Monday to Saturday	

Summer : April - September
 Winter : October - March

Means of Communications

The following media are used for communication with the parents/guardians and the students:

- a) School website: www.unaccoschool.in
(for all the THREE schools)
- b) For **UNACCO SCHOOL, KHONGMAN**
Email ID : info.khongman@unaccoschool.in
Contact No : 0385 - 2446384
For **UNACCO SCHOOL, MEITRAM**
Email ID : infomeitram@unaccoschool.in
Contact No : 0385 - 2455055
- c) School Notice Board
- d) Printed circulars/Whatsapp
- e) Morning assembly : Important announcements are made during the morning assembly by the Principal/ Teachers.
- f) School Diary

NB : Please address all queries and complaints to the PRINCIPALS of the respective schools.

VALUES OF UNACCO

- *to be regular and punctual*
- *to shoulder responsibilities*
- *to show respect to elders and affection to younger*
- *to be always honest and truthful*
- *to take care of health & practice healthy habits*
- *to inculcate and seek to satisfy intellectual curiosity.*
- *to take part in co-curricular activities for holistic growth*
- *to set target in the field of academics*
- *to take care of school property*
- *to keep the surrounding neat and clean*

SCHOOL SONG

We are Here to Learn
To be the Best
Blessed are We Here at UNACCO School
We'll Grow to Bless

The Future is Coming
We promise for Excellence in Education.
Hand in Hand
We are One and United

We are the Future
Safe and Sound Sure.
We go with Promises,
We'll make everything Safe and Sound

We come to Learn at UNACCO School.
We'll lead one day
The world far and wide
To a better Future.

NATIONAL ANTHEM

Jana gana mana adhinayaka Jaya he,
Bharata bhagya vidhata,
Punjaba, Sindhu, Gujarata, Maratha
Dravida, Utkala, Banga,
Vindhya, Himachala, Yamuna Ganga
Uchhala Jaladhi Taranga
Tava subha name jage,
Tava subha ashisha mage.
Gahe tava jaya gatha.
Jana gana mangala dayaka Jaya hey,
Bharata bhagya vidhata,
Jaya he, Jaya he, Jaya he,
Jaya Jaya Jaya Jaya he.

KBMxg [\ldsg mKTKOE

FlxGvj g eoldwb fKqI KIAq awb[0 !
 ZKg syqk sQj yKg wggqgeg eolde!
 eli Kgj q aj IN-awli , KgEfldwKb wgggj l
 KggbolEq sj ge0 wAmlyq [pSOTe !

TKgE KgEFk wli cq ZAoEqgqKbeoldeg
 TFyrli qb sBrq, aZA mpe wli Fldw
 e\Flqb sBre, wli Fldvq ZAcq
 afgd mpq agKd [a [OToEqg\beolde !

WIZArq Wleq, SlZArq Sleq
 oGecj g wAqKg, \li KgEqg\beolde
 KgEfld wlj IM xlj Kb aj IN-awli wAqKb
 Tak-Twk Tvge-TeB FycEqg\beolde!



SCHOOL MORNING PRAYER

Dear God,

At the start of this school day
Help us to learn and help us to play
To concentrate on all we do
To understand and remember too.

ABOUT THE SCHOOL

Replacing the Academic excellence by the educational excellence for the present and future welfare of the humankind is the philosophy of UNACCO SCHOOL. Academic excellence only is not sufficient for an individual to face the ever changing challenges. Educational excellence, along with a combination of all excellent qualities of an individual, can be imparted to a child by providing a planned education system, which will benefit the child at the time of his/her coming out of the school.

UNACCO SCHOOL aims at creating the life-time learners having positive and peaceful thoughts in their mind, who can contribute effectively in making the future of humanity-strong, positive and peaceful. It, therefore, necessitates to build up unique infrastructures to render excellent education to its students. UNACCO SCHOOL is ready to provide responsible and meaningful education to all of its students.

UNACCO School is run by UNACCO SOCIAL DEVELOPMENT TRUST, to give quality education to the future responsible citizens of the society.

The school is being administered by its Governing Body consisting of a number of experienced and socially reputed persons with their strong backgrounds of education.

FROM THE DESK OF THE CHAIRMAN

Dear Parents,

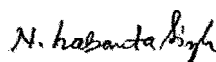
Greetings from UNACCO School!

We welcome you all to another exciting academic year 2023-24. The new students and parents who have joined and would be joining us this year in the UNACCO family will experience a plethora of activities. The School Almanac is an informative document to be read by both the parents and students together to understand the school policy and program so that the entire UNACCO community stands on the same platform.

Our programs are planned in such a way that students get equal opportunity to hone skills and develop competencies in academic and non-academic areas and feel proud of themselves in the memorable journey during his/ her formative years in UNACCO. As you are well aware that UNACCO has become synonymous with quality and quality education is a possibility. In today's world providing quality education at an affordable cost is challenging. But we are determined not to compromise with quality hence invite highly qualified staff and invest on the best educational aids to make teaching learning exciting and engaging.

I am pleased to see that teachers and staff even, in Pre-Primary and Primary level, are making great efforts to make learning enjoyable and at the same time navigate the mental health of our children. Our program for preparing students of class X to XII is exhaustive so that they would be able to excel in the CBSE Board Examinations. Our endeavour is to assure you that when your wards leave the portal of UNACCO he/ she will become a complete person with requisite knowledge and values of the 21st century.

I seek your support and cooperation throughout to make learning a life-long phenomenon in UNACCO.



(N. Irabanta Singh)
Chairman

WELCOME FROM THE DIRECTOR

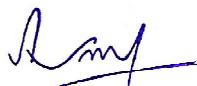
Dear students and parents,

We welcome you all in our campus. We all are looking forward to the Academic Session 2023-24.

We are happy to see that we could make-up learning losses to some extent. To bridge the gap, we have worked out an education program which was based on National Education Policy 2020 and the 21st century's inquiry- based teaching-learning. To make it happen, we have empowered our teachers, and plan to host a couple of students' and Parents' workshops for which your cooperation and active participation will be of paramount importance.

However, we will ensure more activities in KG and Primary School. As a school, we shall try our best to see that every child gets equal opportunity and justice to bloom into goodness.

We look forward to meeting you in person. Please drop me a line to director@unaccoschool.ac.in should you have any concern about your child's schooling at Unacco.



(Arup K Mukhopadhyay)
Director

FROM THE DESK OF THE PRINCIPAL

Dear Parents/Guardians,

Greetings from UNACCO SCHOOL, Excellence in Education!
Hope that you and all of your family members are keeping well.

Dr. APJ Abdul Kalam said that **"Let us sacrifice today so that our children can have a better tomorrow."**

We are unique in the adventure of learning. Our competent teams of teachers strive to focus on each and every child, monitor and mentor them, encourage them to overcome their shortcomings, appreciate their efforts and achievements not only in regular academic and co-curricular activities but also in in-house and out- of school events. After the introduction of NEP-2020, it has become more encompassing and more binding on the part teachers as well as parents to ensure that the child gets holistic education, holistic learning and all round development. No matter how long the students stay with us, UNACCO SCHOOL, Excellence in education will give a deep and long lasting effect in their future endeavour.

This school ALMANAC aims at establishing a valuable link between the school and parents. All the rules and regulations, CCA calendar, annual activities, information regarding uniforms, personal records, DO's and DON'Ts etc. are given to make the students aware and alert in every moment. In fact, the purpose of this dairy-ALMANAC is to make the students plan and regularize their works systematically. Bringing this dairy to the school is a must for all the students as it will serve the purpose of an essential tool to keep record of the instructions and home works given by the teachers..

Parents are the first and continuing educators of their children and are children's learning models. It is my humble request to all the parents/guardians to compulsorily reserve some of their valuable time and energies for their children every day and interact with them in a positive way.

It is said that the journey of thousand miles starts with a step. The right step you have taken by putting your child in **UNACCO SCHOOL** is a **sine qua non** in imparting holistic quality education.

I gratefully acknowledge the constant encouragement and support given by the parents/ guardians who have shown much confidence on us in shaping the future of their children- the precious resources of the Nation.

With warm regards.



(P Surachandra Singh)
Principal

TENTATIVE YEAR PLANNER 2023-24

April '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	03/04/2023 (Mon)	Induction Programme for New Commers
2	3	4	5	6	7	8	06/04/2023 (Thur)	School Session Starts for Pre-Nur to KG
9	10	11	12	13	14	15	07/04/2023 (Fri)	Good Friday (Holiday)
16	17	18	19	20	21	22	10/04/2023 (Mon)	School Session Starts for Std. I to X&XII
23	24	25	26	27	28	29	14/04/2023 (Fri)	Cheiraoba (Holiday)
30							22/04/2023 (Sat)	Idul-Fitr (Holiday)
No. of working days = 18 No. of Teaching days Std. Pre-Nur to KG = 18 Std. I to X & XII = 16								

May '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	01/05/2023 (Mon)	May Day (Holiday)
	1	2	3	4	5	6	05/05/2023 (Fri)	Investiture Ceremony
7	8	9	10	11	12	13	& 06/05/2023 (Sat)	
14	15	16	17	18	19	20	10/05/2023 (Wed)	Drawing Competition (Std. I - V) Creative Writing Competition (Std.VI - XII)
21	22	23	24	25	26	27	22/05/2023 (Mon) to 31/05/2023 (Wed)	Periodic Test - I for Std. I to X Unit Test - I for Std. XII
28	29	30	31					
No. of working days = 26 No. of Teaching days = 26								

June '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	07/06/2023 (Wed)	Periodic Test - I (For Std. Pre-Nur to K.G.)
				1	2	3	to 16/06/2023 (Fri)	
4	5	6	7	8	9	10	17/06/2023 (Sat)	PTI (For Std. I to X & XII)
11	12	13	14	15	16	17	19/06/2023 (Mon)	Summer Break
18	19	20	21	22	23	24	to 08/07/2023 (Sat)	
25	26	27	28	29	30			
No. of working days = 15 No. of Teaching days Std. Pre-Nur to KG = 15 Std. I to X & XII = 14								

July '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	10/07/2023 (Mon)	School Re-Opens
						1		
2	3	4	5	6	7	8	15/07/2023 (Sat)	PTI (For Std. Pre-Nur to KG)
9	10	11	12	13	14	15	19/07/2023 (Wed)	Inter House Art&Craft Exhibition (Std. I-V)
16	17	18	19	20	21	22		Inter House Science Exhibition (Std.VI-XII)
23	24	25	26	27	28	29		
30	31						22/07/2023 (Sat)	Inter House Dance Competition (Std.V-XII)
No. of working days = 19 No. of Teaching days Std. Pre_Nur to KG = 18 Std. I to X & XII = 19								

August '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	05/08/2023 (Sat)	Inter House Patriotic Song Competition (Std. V-XII)
		1	2	3	4	5	15/08/2023 (Tue)	Independence Day (Holiday)
6	7	8	9	10	11	12	19/08/2023 (Sat)	Inter House Painting Competition (Pre-Nur to K.G.)
13	14	15	16	17	18	19		Inter house Debate Competition (Std. V-XII)
20	21	22	23	24	25	26		
27	28	29	30	31				
No. of working days = 26 No. of Teaching days = 26								

September '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	02/09/2023 (Sat)	Inter House Rhyme Competition (Pre-Nur to K.G.) Inter House Recitation Competition (Std. I to V)
					1	2	07/09/2023 (Thur)	Janma Asthami (Holiday)
3	4	5	6	7	8	9	08/09/2023 (Fri)	Study Leave for Term I/Half Yearly Exam
10	11	12	13	14	15	16	& 09/09/2023 (Sat)	
17	18	19	20	21	22	23	11/09/2023 (Mon)	Term I/Half Yearly Exam (For Pre-Nur to X & XII as per the direction of CBSE, Date may be rescheduled) Unit Test for Std. XI
24	25	26	27	28	29	30	to 27/09/2023 (Wed)	
No. of working days = 23 No. of Teaching days = 6							28/09/2023 (Thur)	Milad-un-Nabi (Holiday)
							30/09/2023 (Sat)	Jananeta Irawat Birth Day (Holiday)

October '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	02/10/2023 (Mon)	Gandhi Jayanti (Holiday)
1	2	3	4	5	6	7	03/10/2023 (Tue)	Inter House Swimming Competition (For Std. I to XII)
8	9	10	11	12	13	14	to 05/10/2023 (Thur)	
15	16	17	18	19	20	21	11/10/2023 (Wed)	Inter House Ex-Tempore Competition (Std. V-XII)
22	23	24	25	26	27	28	14/10/2023 (Sat)	PTI for Half Yearly (Pre-Nur to Std. XII)
29	30	31					18/10/2023 (Wed)	Durga Puja (Holiday)
No. of working days = 20 No. of Teaching days = 19							to 21/10/2023 (Sat)	
							25/10/2023 (Wed)	Inter House Quiz Competition (Std. V-XII)
							28/10/2023 (Sat)	Mera Houchongba (Holiday)

November '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	01/11/2023 (Wed)	Kut (Holiday)
			1	2	3	4	03/11/2023 (Fri)	Periodic Test - II (For Std. Pre-Nur to X & Unit Test - II for XII, Date may be rescheduled)
5	6	7	8	9	10	11	to 11/11/2023 (Sat)	
12	13	14	15	16	17	18	13/11/2023 (Mon)	Diwali (Holiday)
19	20	21	22	23	24	25	14/11/2023 (Tue)	Govardhon Puja (Holiday)
26	27	28	29	30			15/11/2023 (Wed)	Ningol Chakouba (Holiday)
No. of working days = 22 No. of Teaching days = 19							23/11/2023 (Thur)	School Annual Day
							to 25/11/2023 (Sat)	

December '23							DATE/DAY	EVENTS
S	M	T	W	T	F	S	02/12/2023 (Sat)	PTI (For Priodic Test-II & Unit Test-II)
					1	2	04/12/2023 (Mon) to 16/12/2023 (Sat)	Pre Board - I (For Std. X & XII) (Dates may be rescheduled)
3	4	5	6	7	8	9	12/12/2023 (Tue)	Nupi-Lal (Holiday)
10	11	12	13	14	15	16	18/12/2023 (Mon) to 22/12/2023 (Fri)	Sports Week
17	18	19	20	21	22	23	23/12/2023 (Sat) to 02/01/2024 (Tue)	Winter Break
24	25	26	27	28	29	30		
31								
No. of working days = 18 No. of Teaching days = 12								

January '24							DATE/DAY	EVENTS
S	M	T	W	T	F	S	03/01/2024 (Wed)	School Re-Opens
	1	2	3	4	5	6	06/01/2024 (Sat)	PTI for Std. X & XII
7	8	9	10	11	12	13	11/01/2024 (Thur) to 25/01/2024 (Thur)	Pre-Board - II (Std. X & XII) (Dates may be rescheduled)
14	15	16	17	18	19	20	26/01/2024 (Fri)	Republic Day (Holiday)
21	22	23	24	25	26	27		Imoinu Iratpa (Holiday)
28	29	30	31					Gaan Ngai (Holiday)
No. of working days = 22 No. of Teaching days Std. Pre-Nur to IX & XI = 22 Std. X & XII = 21								

February '24							DATE/DAY	EVENTS
S	M	T	W	T	F	S	15/02/2024 (Thur)	Lui-Ngai-Ni (Holiday)
				1	2	3	23/02/2024 (Fri) & 24/02/2024 (Sat)	Study Leave for Term II Annual Exam
4	5	6	7	8	9	10	26/02/2024 (Mon)	Term II / Annual Exam Phase - II Starts
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29				
No. of working days = 24 No. of Teaching days = 18								

March '24							DATE/DAY	EVENTS
S	M	T	W	T	F	S	March 2024	Continuation of Term II / Annual Exam
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30	Dates to be notified	Declaration of Results and Re-Admission
31								
No. of working days = 22								

NB: Above dates are tentative. They are subject to change without any prior information.

LIST OF HOLIDAYS SESSION, 2023-24

Sl.No.	HOLIDAYS	DATES	DAYS	NO. OF DAYS
1.	Good Friday	7 th April	Friday	1
2.	Cheiraoba	14 th April	Friday	1
3.	Idul-Fitr	22 nd April	Saturday	1
4.	May Day	1 st May	Monday	1
5.	Kang (Rathajatra)	20 th June	Tuesday	1
6.	Idul-Zuha	29 th June	Thursday	1
7.	Independence Day	15 th August	Tuesday	1
8.	Janmashtami	7 th September	Thursday	1
9.	Milad-un-Nabi	28 th September	Thursday	1
10.	Jananeta Hijam Irawat BirthDay	30 th September	Saturday	1
11.	Gandhi Jayanti	2 nd October	Monday	1
12.	Durga Ashtami	18 th October to 21 st October	Wed to Sat	4
13.	Mera Houchongba	28 th October	Saturday	1
14.	Kut	1 st Nov	Wednesday	1
15.	Diwali	13 th November	Monday	1
16.	Govardhon Puja	14 th November	Tuesday	1
17.	Ningol Chakkouba	15 th November	Wednesday	1
18.	Nupi-Lal	12 th December	Tuesday	1
19.	Christmas	25 th December	Monday	1
20.	New Years Day	1 st January	Monday	1
21.	Imoinu Iratpa	January, 2024	-	1
22.	Gaan-Ngai	January, 2024	-	1
23.	Republic Day	26 th January	Friday	1
24.	Lui-Ngai-Ni	15 th February	Thursday	1
25.	Yaoshang	March, 2024	-	5
Total No. of Days				32

VACATIONS AND BREAK SESSION, 2023-24

SL.NO	EVENTS	DATES/DAY		NO.OF DAYS	SCHOOL RE-OPEN
		From	To		
1.	Summer Vacation	19 th June, 2023 (Mon)	8 th July, 2023 (Sat)	18	10 th July, 2023 (Mon)
3.	Winter Vacation	23 rd Dec., 2023 (Sat)	2 nd Jan., 2024 (Tue)	8	3 rd Jan., 2024 (Wed)

Festivals & Celebrations Falling on Sunday 2023-24

SL.NO	EVENTS	DATES
1.	Khongjom Day	23 rd April
2.	June Uprising Day	18 th June
3.	Patriot's Day	13 th August
4.	Mera Chaoren Houba	15 th October
5.	Christmans Eve	24 th December

EXAMINATION SCHEDULE**SESSION 2023-2024**

Sl. No.	Test/Exam	Std.	Date	
			From	To
1.	Periodic Test-I/ Unit Test I	I to X & XII Pre-Nur to KG	22-05-2023	31-05-2023
			07-06-2023	16-06-2023
2.	Term-I/Half Yearly Exam Unit Test	Pre-Nur to XII XI	11-09-2023	27-09-2023
			For X & XII as per Exam Pattern of CBSE, date may be rescheduled	
3.	Periodic Test-II/ Unit Test II	Pre-Nur to X XII	03-11-2023	11-11-2023
			For X & XII date may be rescheduled as per the CBSE Exam Pattern	
4.	Pre-Board Exam - I	X & XII	04-12-2023	16-12-2023
			Date may be re-scheduled as per the CBSE Exam Pattern	
5.	Pre-Board Exam - II	X & XII	11-01-2024	25-01-2024
			Dates may be re-scheduled as per the CBSE Exam Pattern	
6.	Term-II/Annual Exam	Pre-Nur to IX & XI	26-02-2024	15-03-2024
			Dates may be re-scheduled as per the CBSE Exam Date Sheet	

NB : Above dates are tentative. They are subject to change without any prior information.

SCHEDULE FOR FORTNIGHT TEST

SESSION 2023-24

CLASSES DATE	I	II
-----------------	---	----

Fortnight Test-I

29/04/2023	Maths	EVS
13/05/2023	EVS	Manipuri
16/06/2023	English	Maths
15/07/2023	Hindi	English
29/07/2023	Manipuri	Hindi

Fortnight Test-II

26/08/2023	Maths	Science/EVS
07/10/2023	EVS	Manipuri
16/12/2023	English	Maths
13/01/2024	Hindi	English
27/01/2024	Manipuri	Hindi

CLASSES DATE	III	IV	V	VI	VII	VIII
Fortnight Test-I						
29/04/2023	Social Studies	Maths	English	Science	Hindi	Maths
13/05/2023	English	Hindi	Science	Maths	Social Sc.	Science
16/06/2023	Manipuri	Social Studies	Manipuri	English	Maths	Hindi
15/07/2023	Hindi	English	Maths	Social Sc.	Science	English
29/07/2023	Maths	Science	Hindi	Manipuri	Manipuri	Social Sc.
12/08/2023	Science	Manipuri	Social Studies	Hindi	English	Manipuri

Fortnight Test-II

26/08/2023	Social Studies	Maths	English	Science	Hindi	Maths
07/10/2023	English	Hindi	Science	Maths	Social Sc.	Science
16/12/2023	Manipuri	Social Studies	Manipuri	English	Maths	Hindi
13/01/2024	Hindi	English	Maths	Social Sc.	Science	English
27/01/2024	Maths	Science	Hindi	Manipuri	Manipuri	Social Sc.
10/02/2024	Science	Manipuri	Social Studies	Hindi	English	Manipuri

SCHEDULE FOR FORTNIGHT TEST**SESSION 2023-24**

CLASSES DATE	IX
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Fortnight Test-I

29/04/2023	Maths
13/05/2023	Science
16/06/2023	English
15/07/2023	Social Sc.
29/07/2023	Hindi/ Manipuri
12/08/2023	PAT/IT

Fortnight Test-II

26/08/2023	Maths
07/10/2023	Science
16/12/2023	English
13/01/2024	Social Sc.
27/01/2024	Hindi/ Manipuri
10/02/2024	PAT/IT

CLASSES DATE	X
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Fortnight Test

29/04/2023	Science
13/05/2023	Manipuri/ Hindi
16/06/2023	Maths
15/07/2023	PAT/IT
29/07/2023	English
12/08/2023	Social Sc.

22/05/2023 to 31/05/2023	Periodic Test - I
11/09/2023 to 27/09/2023	Half Yearly
03/11/2023 to 11/11/2023	Periodic Test - II
04/12/2023 to 16/12/2023	Pre-Board - I
11/01/2024 to 25/01/2024	Pre-Board - II

CLASS DATE	XI
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Fortnight Test-I

15/07/2023	English
29/07/2023	Physics
12/08/2023	Biology
26/08/2023	Maths
02/09/2023	PE/Painting
07/10/2023	Chemistry
27/10/2023	H.Sc./IP/MM/Hindi

Fortnight Test-II

18/11/2023	Physics
01/12/2023	Biology
16/12/2023	English
05/01/2024	PE/Painting
20/01/2024	Maths
03/02/2024	Chemistry
17/02/2024	H.Sc./IP/MM/Hindi

CLASS DATE	XII
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Fortnight Test

29/04/2023	Physics
13/05/2023	Biology
16/06/2023	English
15/07/2023	PE/Painting
29/07/2023	Maths
12/08/2023	Chemistry
26/08/2023	H.Sc./IP/MM/Hindi

22/05/2023 to 31/05/2023	Unit Test - I
11/09/2023 to 27/09/2023	Half Yearly
03/11/2023 to 11/11/2023	Unit Test - II
04/12/2023 to 16/12/2023	Pre-Board - I
11/01/2024 to 25/01/2024	Pre-Board - II

GRADING SCALE

Std. I-V (Scholastic)

Mark Range		Grade	Point
90 - 100	45 - 50	A+ - Outstanding	5
75 - 89	37.5 - 44.5	A - Excellent	4
56 - 74	28 - 37	B - Very Good	3
33 - 55	17.5 - 27.5	C - Good	2
00 - 32	00 - 17	D - Scope for improvement	1

CO-SCHOLASTIC AREAS

Std. I-VIII

(Grading on 3 points scale)

SCHOLASTIC AREAS
(Grading on 9 points scale)

Std. VI - XII

Mark Range		Grade Pts	Grade	
			VI - VIII	IX - XII
91 - 100	45.5 - 50	10	A1	A1
81 - 90	40.5 - 45	9	A2	A2
71 - 80	35.5 - 40	8	B1	B1
61 - 70	30.5 - 35	7	B2	B2
51 - 60	25.5 - 30	6	C1	C1
41 - 50	20.5 - 25	5	C2	C2
33 - 40	16.5 - 20	4	D	D
32 & below	16 & below	3 & below	E (Needs improvement)	E (Essential Repeat)

Std. IX & X

(Grading on 5 points scale)

TENTATIVE YEAR PLANNER 2023-24 (SCHOOL ACTIVITIES)

Sl.No.	DATE	DAY	EVENTS/ACTIVITIES
01.	05/05/2023 & 06/05/2023	Friday Saturday	Investiture Ceremony
02.	10/05/2023	Wednesday	Drawing Competition (Std. I - V) Creative Writing Competition (Std. VI - XII)
03.	17/06/2023	Saturday	PTI for Std. I to X (Periodic Test - I) & XII (Unit Test - I)
04.	15/07/2023	Saturday	PTI for Std. Pre-Nur to KG (Periodic Test - I)
05	19/07/2023	Wednesday	Inter House Art & Craft Exhibition (Std. I - V) Inter House Science Exhibition (Std. VI - XII)
06.	22/07/2023	Saturday	Inter House Dance Competition (Std. V - XII)
07.	05/08/2023	Saturday	Inter House Patriotic Song Competition (Std. V - XII)
08.	19/08/2023	Saturday	Painting Competition (Pre-Nur to K.G.) Inter House Debate Competition (Std. V - XII)
09.	02/09/2023	Saturday	Rhyme Competition (Pre-Nur to K.G.) Recitation Competition (Std. I to V)
10.	03/10/2023 to 05/10/2023	Tuesday to Thursday	Inter House Swimming Competition for (Std. I - XII)
11.	11/10/2023	Wednesday	Inter House Ex-Tempore Competition (Std. V - XII)
12.	14/10/2023	Saturday	PTI for Half Yearly (Pre-Nur to Std. - XII)
13.	25/10/2023	Wednesday	Inter House Quiz Competition (Std. V - XII)
14.	23/11/2023 to 25/11/2023	Thursday to Saturday	School Annual Day
15.	18/12/2023 to 22/12/2023	Monday to Friday	SPORTS WEEK
16.	06/01/2023	Saturday	PTI for Periodic Test - II (Std. - X & XII)

* PTI - Parents Teacher Interaction.

NB : Above dates are tentative. They are subject to change without any prior information.

LIST OF ACTIVITIES & DIFFERENT STUDENT'S CLUB

SESSION 2023-2024

(Only for Physical Classes)

PRE-NURSERY TO KG:

- | | | |
|---|------------------------|-------------------|
| 1) Sports | 2) Music | 3) Clay Modelling |
| 4) Dance/Aerobics | 5) Wall Hanging | 6) Show & Tell |
| 7) Paper Folding Activity/Origami | 8) Rakhi Making | |
| 9) Fun with Match Sticks | 10) Dipawali Craft | |
| 11) Mask making | 12) Grand Parent's Day | |
| 13) Tearing & Pasting, Colouring in Fruits & Vegetables | | |

I-V (CO-SCHOLASTIC AREAS):

- | | | |
|------------------------|---------------------|----------|
| 1) Drawing & Colouring | 2) Creative Writing | 3) Games |
| 4) Clay Modelling | 5) Taekwondo | 6) Quiz |
| 7) Best Out of Waste | 8) Music | 9) Dance |

VI - X (CO-SCHOLASTIC AREAS):

A) *Literary and creative skills*

- | | | |
|-----------|------------------|---------------------|
| 1) Debate | 2) Poster Making | 3) Creative Writing |
| 4) Speech | 5) Drama | |

B) *Scientific skills*

- | | |
|----------------------------------|----------------------------|
| 1) Recycling (Best out of Waste) | 2) Soap Making |
| 3) Making Solar Oven | 4) Making Cell Phone Stand |
| 5) Web Page Designing | 6) Mathopedia |
| 7) Pottery | |

C) *Aesthetic Development*

- | | |
|-----------------------------------|----------------------------|
| 1) Classroom Decoration | 2) Painting Competition |
| 3) Thanks Giving Day | 4) Photography Competition |
| 5) UNACCO Idol (Song Competition) | |

D) *Organisation and Leadership Skills*

- | | | |
|----------------------|---------------------------|-------------------------|
| 1) Cook without fire | 2) Quiz Competition | 3) Field Trip/Excursion |
| 4) Plantation | 5) Short Film/Short Video | |

E) *Physical and Health Education*

- | | | |
|-------------|-----------------|--------------|
| 1) Yoga | 2) Swimming | 3) Gardening |
| 4) Cricket | 5) Table Tennis | 6) Badminton |
| 7) Football | | |

F) *Clubs*

- | | | |
|-----------------|------------------|------------------|
| 1) Science Club | 2) Maths Club | 3) Music Club |
| 4) Dance Club | 5) Painting Club | 6) Heritage Club |

ONLINE CLASSES

(During PANDEMIC/OTHER NATIONAL EMERGENCY PERIODS)

The school is always mindful of the concerns of its students, best possible methods are always found out to do all what can be done to minimize the disruption in their education. To keep the students engaged and to help them to continue learning, during the pandemic, the school has started "**ONLINE VIRTUAL INTERACTIVE CLASSES**", through "**MICROSOFT TEAMS**" platform for which parents/guardians are required to download the "**MICROSOFT TEAMS**" App . The "**USER ID**" & "**PASSWORD**" will be forwarded to you by your ward(s) **CLASS TEACHER** well in advance. Parents are requested to follow the **PROTOCOLS** listed below to prepare their ward(s) for his/her classes.

1. There should be good **INTERNET CONNECTION**.
2. The detailed procedure on how the students can "**sign up**" & "**access**" to the **ONLINE** classes are informed to all the students well in advance.
3. The **TIME TABLE** of the **ONLINE CLASSES** are forwarded by the respective **CLASS TEACHERS** to the students well in advance. As per the **TIME** given in the **TIME TABLE**, as soon as the student **LOG-ON** to his/her **MICROSOFT TEAMS** account, he/ she will see the **CLASS(s)** where he/she has been added as a member.
4. **CLICKING** on the respective **CLASS** of your ward(s), an option **General** shall be available. Clicking on the **General** option, the **Join Meeting** option will be found. Clicking on the **Join Meeting** option will take the student inside the **CLASS**, where he/she can participate with the other students and the **TEACHERS** online.

5. Parents must make sure that their ward's mic. is in **MUTE** mode during the classes to facilitate noise free environment and **UNMUTE** only if it is necessary/ wants to ask question(s) or clear doubts.
6. While engaging with the class, the student must avoid opening other applications and tabs in the browser because this will use bandwidth and will hamper the ongoing session.
7. Parents must ensure that their ward(s) has kept writing material ready for noting down the given references.
8. There will be daily **DIGITAL ATTENDANCE** before the class begins which means the students must be there 5 minutes early for the class.
9. Regular attendance in the class is expected and parents must be aware that leaving a class in between is not counted as good etiquette.
10. To gain the most advantage of the net speed, the student needs to **SWITCH OFF** his/her **VIDEO STREAMING** and switch it ON only if it is necessary or instructed. It is expected that the students will be in neat, tidy and appropriate clothing, preferably the school uniforms while attending the online classes.

ASSESSMENT DURING PANDEMIC

PERIODIC/UNIT TESTS, HALF YEARLY & ANNUAL EXAMINATIONS are conducted as per the TENTATIVE YEAR PLANNER

GUIDELINES FOR STUDENTS TO APPEAR IN ONLINE EXAMINATIONS

1. There should be **GOOD INTERNET** connection.
2. The online examination will be held through the **MICROSOFT TEAMS** App as per the date sheet.
3. The question papers for the examination will be of **MCQ (Multiple Choice Questions)** types only.
4. All students shall get ready with the **USER ID** (provided by the School only, not any other) and **PASSWORD**.
5. After login to the Microsoft Teams, the streaming **VIDEOS** of every student must be in the **SWITCH ON** mode, but the microphone in the **MUTE** mode during the entire examination time.
6. A link for the question paper will be given on each examination day for each subject. The link, on **CLICKING ON** it, will be opened only with the given **USER ID** and **PASSWORD** during the given examination time.
7. The Students have to choose the correct answer(s) from the given options of every question in the question paper and click on it.
8. After choosing and clicking on the correct ones for all the questions, students have to submit their answers by clicking on the **SUBMIT** button finally. The moment your ward clicks on the **SUBMIT** button, it will be treated as final Submission.

9. Before clicking on the **SUBMIT** button, students have to check their answers thoroughly and carefully. Once the answers are submitted, it will not be displayed and cannot be edited anymore on the screen for correction.
10. The link will automatically be closed at the end of the given examination timing.
11. For **MANIPURI** Subject, a **SMARTPHONE** must be used to avoid the problems arised due to the font of **MEITEI MAYEK** letters.
12. No student is allowed to talk to any of their classmate and look sideways during the examination. The invigilating teachers will guide the children during the course of Examination. But, for any clarification on the question papers, if any, they can ask to the invigilating teachers by putting the mic. **ON** or in **UNMUTE** mode.

Parents can give technical support to their children in the Examination, but not in giving the correct answers of the questions. The sincerity of the parents/guardians in this regard will be of good help in moulding the future academic career of our students in a positive way. Also, the true success of the online examination will depend on the academic integrity of our students and we are sure that our students will appear in the examinations in all honesty as the true strength of the school lies in the strong character of our students.

GENERAL RULES OF CONDUCT AND DISCIPLINE FOR STUDENTS

(For information and co-operation of all staff and parents)

The school requires its students to conform to certain formative regulations, aims at the growth of the entire school, and more so, of the individual student. All students are governed by this code of conduct from the time they join the school till they finally leave. All students should adhere to this code faithfully at all times to maintain a very high standard of behavior and conduct in this school.

1. Students are required to be present on the opening day of the school after the end of each term/long holiday (more than a week).
2. All students should be smartly dressed in accordance with the school regulations, be neat and should take pride in their personal appearance.
3. All students should be considerate, polite and courteous to other students particularly to the juniors.
4. The School Prefects and all members of the faculty are responsible for maintenance of discipline in the school and strict compliance with all rules.
5. No child is permitted to leave the school premises without the permission of the Principal/Headmistress of UNACCO SCHOOL.
6. Parents/guardians are not permitted to see their children or meet educators during school hours without prior appointment except in unavoidable circumstances.
7. Parents are requested to write the full name of the child, the standard & the section when they communicate with the school regarding their child/children.

8. Students who come to school escorted by their parents/guardians/attendants, should arrive at the school in time. They should never leave before their attendants/guardians/escorts arrive. In case of any delay, it should be reported to the school office. For security & safety reasons, private vehicles are strictly prohibited from entering the school premises. However, the escorts should leave only after the students have entered the school premises.
9. Parents/Guardians, who, on request, want to take their wards in their vehicle, must procure the gate pass from the school office and inform the class educator before leaving.
10. If a student is unwell at home, he/she should not be sent to the school. In case of a student feeling unwell in the school he/she should report the matter to the respective class educator in the study Centre, who will take him/her to the Sick Bay.
11. Parents/Guardians are requested to notify the school of any change of their addresses and telephone/mobile numbers or e-mail IDs.
12. Parents/Guardians are requested to sign the answer sheet for weekly tests/monthly tests, unit tests and progress reports that should be sent back to the class educator on the next working day.
13. The School does not encourage students to take private tuitions as it creates a lot of confusion. However, after prior consultation with the class educator, the Principal is required to decide if the need for extra help is genuine or not.
14. Every student should carry the school almanac and school identity card with him/her every day.
15. It is mandatory for all students to participate in all functions/events of the school.

16. Students, who give requisition for materials, must collect them during the allotted period. Things will not be issued before or after the allotted period.
17. The Principal has the right to suspend or ask for withdrawal of any student without giving any reason, if felt necessary in the interest of the school. It is also hereby notified that 2 suspensions will automatically lead to an expulsion of a student.
18. Parents need to visit school other than the allotted days when they are asked by the Principal/School Authority to discuss the issues relating to their children.
19. Enrolment in the school implies, on the part of the pupils and parents, their willingness to comply with the rules and regulations of the school. The students should behave in a refined manner wherever they go; they should always remember that the school is bound by their conduct. Any misconduct outside the school premises, which is reported to the school authorities, will be treated as an offence and a disciplinary action will be taken as per the school rules and regulations.
20. **"All lasting education first begins at home".**

Parents are requested to check the school almanac regularly and use it as a medium of communication to ensure transparency and to see that the instructions are properly followed by their children.
21. **"Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished."**

THE PREFECT BODY:

The Prefect Body consists of the Captains, Boys and Girls, the Vice-Captains, Boys and Girls who are appointed by the Principal, after consultation with the educators. It also consists of the House Captains and Prefects of the four Houses, who are elected by the student members of such houses.

HOUSE SYSTEM:

There are four houses i.e. *Sapphire, Emerald, Ruby, Topaz* each with its House-in charge, House Captain and House Prefect. Every student becomes a member of the House when he/she is admitted to the school. Inter-house competitions in studies, games, debating and other extra and co-curricular activity, are keenly fostered. The students should confide in their House Captains and House-in Charges regarding their difficulties and problems. They can approach the Principal/Headmistress at any time for any serious personal problems. A close and trusting relationship, based on mutual respect, is to be always encouraged by the educators and relied upon by the students.

School Songs and prayer : All students must learn the complete school song and school prayer within one month of their joining the school. The tune for this is taught by the school's music instructor.

Study centres : Study centres must be kept tidy. Display boards in the study centres must be informative and well-presented that should be changed every fortnight. Dustbins should be used to dispose litter. Text books and exercise copies should be covered and must not be defaced in any way. Desks, lockers, computers and any other items of furniture must not be defaced and removed from the Study Center. Lights and fans must be turned off when study centre is vacated. If fans and lights in any study center are found on during any break or at the end of the day, the students of the entire study centre will be penalized and a fine of Rs.100.00 (Rupees one hundred) only will be imposed. Bags and books should be neatly arranged. Tables and benches should be properly aligned. There should not be any noise in the study centre. All breakage must be reported immediately to the study centre educator. Willful destruction of property will be penalized by

imposing fines. Every study centre is expected to look attractive with appropriate displays. The class educator and students are jointly responsible for this.

Litter

The cleanliness of the school campus is the responsibility of every person who uses it – student, staff or visitor. Litterbins are provided for use. There is no indignity in picking up litter and putting it into the bin. Students should ensure that paper and litter are kept off the floor and desk tops are properly cleaned up prior to the final bell.

SCHOOL UNIFORM

The prescribed school uniform is as follows:
(Std. Pre-Nur to KG)

Days	Std.	Summer	Winter
Monday-Friday	Pre-Nur to KG	Casual Dresses	Sweater along with Casual Dress
* Saturday	Nur to KG	House Dress for both Boys & Girls	Sweater along with House Shirt & Full Pant or Tracksuit

Std: (I to VII)

GIRLS :

- Pinafore in White and Red checks in blue shades
- White Shirts (Half Shirt is also allowed in Summer)
- Maroon with white striped neck tie
- Blue Belt
- White Socks with three blue stripes
- Black & White Shoes
- House T-Shirts & white pants
- Blue, Green, Red and Yellow House Ribbons
- Track Suits

(Std. VIII onwards)**GIRLS**

- Blue Phanek
- White shirt with 3/4 arm having check boarder and check scarf
- Black & White Shoes
- White Socks with three blue stripes
- House T-Shirts
- Blue, Green, Red and Yellow House Ribbons
- Track Suits

Uniform sweaters-V-neck blue with two white stripes with the school monogram.

Std. VI onwards:

- **Blazer** (Electric Blue)

Students with long hair must come wearing two plait to school. White Ribbons are compulsory with standard uniform. The length of the pinafores to be worn by the girls should touch the knee. The length of the phanek should be 6 inches above the ankle.

BOYS: (I to VII)

- | | | |
|-----------------|---|--|
| Pant | : | Blue (Half Pant is also allowed in Summer) |
| Shirts | : | White and Red checks in blue shades
(Half Shirt is allowed in Summer) |
| Neck Tie | : | Maroon with white stripes |
| Belt | : | Blue |
| Socks | : | White with three blue stripes |
| Shoes | : | Black shoes and white shoes(Tennis) |
| House T-Shirts: | | Blue, Red, Green and Yellow |
| House Pants | : | White |
| Track Suits | : | Blue |
| Blazer | : | Electric Blue (Std. VI onwards) |

BOYS: (VIII onwards)

- | | | |
|-----------------|---|-------------------------------------|
| Pant | : | Blue |
| Shirts | : | White and Red checks in blue shades |
| Neck Tie | : | Maroon with white stripes |
| Belt | : | Blue |
| Socks | : | White with three blue stripes |
| Shoes | : | Black shoes and white shoes(Tennis) |
| House T-Shirts: | | Blue, Red, Green and Yellow |
| House Pants | : | White |
| Track Suits | : | Blue |
| Blazer | : | Electric Blue |

Uniform sweaters-V-neck blue with two white stripes with the school monogram. Boys (Pre. Nur. –VI) must come to school with a proper crew cut. At no time must the hair fall over the shirt collar. Track suits are compulsory for both boys and girls during the school sports week.

Dress Codes :

Days	Summer	Winter
I. Monday & Thursday	School Uniforms as prescribed	School Uniforms as prescribed with Sweater/Blazer (Blazer is compulsory for students of Std. VI onwards)
II. Tuesday & Friday	School Uniforms as prescribed	Track Suits
III. Wednesday & Saturday	House Dress	House Dress with Sweater/Blazer (Blazer is compulsory for students of Std. VI onwards)

A student should adhere to the following points in regard to the dress code

1. The school tie has to be worn with the standard uniform in all school working days. The house T-shirt should be tucked inside the trouser.
2. Students should avoid wearing faded, dirty & torn school uniforms/shoes & should remain smartly & neatly dressed throughout the day.
3. For girls, hair below shoulder length should be neatly plaited. Boys should sport well-cropped hair.
4. Nails should be short and neatly cut.
5. Only simple black hair bands/rubber bands or clips may be worn by the girls.
6. No jewellery except a single pair of small ear studs may be worn by the girls.

7. Girls' skirts should be upto the knee, cycling shorts to be worn an inch shorter than the skirt & socks be calf-length. The length of the phanek for girls of Std. VIII onwards should be 6 inches above the ankles.
8. Low waist trousers/shirts should not be worn.
9. Hair colour, mehendi, make-up or nail polish should not be used by the students.
10. Students should be habitually clean and neatly dressed.
11. Use of stylised gels is strictly prohibited. Spikes/middle parting for boys are not allowed. Hair should be neatly combed and trimmed or arranged. This pertains to sideburns too.
12. A student, who is slovenly dressed/in the wrong uniform habitually, will be given a warning in black & white and if he/she continues to do so, he/she will be sent home.

ATTENDANCE AND LEAVE:

1. Regular attendance at school is required for all students to inculcate discipline and regularity in a student.
2. Study centre educators must notify the parents when a child has missed classes for three days and they may be reminded again after five days.
3. Students who are absent for more than five days in one term (April - Sept, and October – March), must meet the Principal with their parents to determine the extenuating circumstances and the consequences of chronic absenteeism. If the student fails the meeting, or the administration does not find reasonable justification for his absence, the student will be placed on academic probation and won't be allowed to participate in extracurricular activities.
4. Pending work of students, who are absent for more than 5 days, without a valid reason, may not be corrected. Students, who do not make up their work on time, will not receive full credit for that work.

5. If a student is absent, he/she must bring a leave note mentioning the date and the reason of absence written by the parent/guardian in the page of the school diary on the day of joining, otherwise the student may be sent back home.
6. In case of absence without prior permission, the student on returning to school, must produce the leave application, duly signed by the parent/guardian. A student, returning to school after recovering from a contagious or infectious disease, should also produce a doctor's certificate of fitness permitting him/her to do so. If a student fails to produce such a certificate, the school authorities are entitled to send her/him back.
7. In case a student does not attend classes for a month continuously without informing the Principal, his/her name will be struck off the rolls. Readmission charge of Rs.2000/- will be levied.
8. Students will not be allowed to leave school before it gets over, except in case of an emergency, with permission from the Principal/HMs. For security reasons, no student will be allowed to go home under any circumstances without his/her parent comes for pick-up. A gate pass will be subsequently issued.
9. In case of bereavement in the students' immediate family, the Principal/Headmistress will grant leave to them.

Note: There will be no retest under any circumstances if a student is absent during the exam day.

Edible Foods and Drinks :

The following edible foods and drinks may be included to the tiffin of the children and the items should be cooked and prepared healthily:-

1. Energy drinks (non-aerated drinks)
2. Chocolates
- 3..Biscuits and cookies .
- 4.Candies (not chewing gum)
5. Bakery items (non-deep fry)
6. Egg items
7. Sweets (dessert)
8. Falooda
9. Milk base items
10. Mouth freshners (non-tobacco based)
11. Fruits (dry and fresh)
12. Indigenous Salad
13. Kangou Bora
14. Instant Noodles other than Mimi and Mama
15. Paratha/Chapatti
16. Chow Mein
17. Momo
18. Rice/ Pulao/ fried rice
19. Halwa
20. Sandwich/ Burger
21. Seasonal and nutritious food items will be added from time to time.

DISCIPLINE:

1. All students must converse in English in the school & it is appreciable, if a certain amount of regular reading and conversation in English, is encouraged at home.
2. During recess, students are expected to leave the study centre, except in case of completion of pending work, with prior permission of the subject educator.
3. The Principal/HMs and educators have the right to confiscate the pupils books, newspapers, periodicals and other items which are considered objectionable.
4. No collection of money, for any purpose whatsoever, is to be made and no meeting, demonstration, party or picnic be held without the prior permission of the Principal.
5. Presentation of gifts to the members of the staff or any gathering in their honors without the approval of the Principal is not encouraged.
6. All students must take part in games. Any student desiring to be exempted from P.T. or games must produce a doctor's certificate to the effect that he/she is physically unfit to take part in them.
7. Students are not permitted to attend parties, see movies or go to friends' house in the school uniform or on their way back home from school.
8. Students will not be called to answer any phone calls during school hours.
9. Students should not leave books and other personal property lying around the campus.
10. Proper care should be taken on the school property. Any damage done will be restored to its original state by the one who has done it. Defacing/writing on walls, cupboards, desks will attract a fine, equivalent to the cost price of the item so damaged and other punishments as may be deemed appropriate. Damaged or defaced property of the school should be reported to the class-educator immediately.

11. Running, playing, shouting and whistling inside the academic block are not permitted.
12. Students should label their books, bags, blazers, shoes, etc. Items, such as, Transistors, Cassette players, Walkmans, Discmans, Portable DVDs, costly watches, camera, mobile phone, I-pods, magazine, photographs, etc. are not permitted at school. The school is not responsible for the loss or theft of any such items, if brought by the students to the school and it will confiscate any or all such items if found with the students. This will be notified to the parents/guardian that they can collect the items if found with the students on payment of fine fixed from time to time. If the same is not claimed by the parent within a week, it will be donated to a charity. If the item has been specifically permitted for purposes of organized hobbies/clubs by the study center educator the same will be kept in the possession of the educator in charge.
13. The possession of supari, gutka, tobacco, narcotics, aerated drinks, hard drinks, any other edible addictive, is strictly prohibited. Any student found guilty will be firmly dealt with as per the rules of the school and a fine of Rs.500/- will be levied.
14. Possession of a mobile phone by any student is strictly prohibited. If a student is found to have a mobile in his or her possession in the school, the matter has to be reported to the class educator immediately.
15. No student is allowed to wear any kind of precious jewellery in the school. In case of loss or theft of the same, the school will not be held responsible.
16. Students should not loiter in the corridor. If any student is not in his/her assigned room he/she must have good reason and a 'Corridor Pass'. Change of rooms between periods must be done in silence & in an orderly manner.

DISCIPLINARY MEASURES:

The following disciplinary measures will be adopted in order to maintain discipline in the school:

1. Oral warning & counselling by the educators.
2. Written warning by class educators and parents to be informed.
3. Imposition of Fine.
4. Issue of blue card by the Principal after consulting the class educator.
5. Issue of yellow card by the Principal after consulting the class educator.
6. Issue of orange card by the Principal after consulting the class educator.
7. Detention during breaks & games by the class educator.
8. Exclusion from school activities by the Principal/ Headmistress after consulting the class educator.
9. Suspension for minimum three working days and maximum five working days by the Principal after consulting the class educator.

However, the Principal retains the right to suspend or expel a student outright if the offence is of a very serious nature.

QUICK REFERENCE / GUIDE TO THE DISCIPLINE LEVEL SYSTEM LEVEL -I OFFENCE

1. Violating dress code or grooming standards.
2. Teasing, Insulting, calling names, put-downs.
3. Violating extracurricular standards & safety rules.
4. Spitting, whistling, shouting, running in the academic block. Loitering in the corridor or an unauthorized area without the pass.
5. Consistently irregular in school or in submitting assignments.
6. Regularly late to school or in attending classes.
7. Shouting in the school Bus or Van/misbehaving/disrespecting the school authority.
8. Not bringing the books/ instruments/sports kit to school.
9. Bringing the leave notes/remarks/test copies/report card to school, without parents' signature.
10. Not bringing the school diary/ ID-card to school.
11. Failing to attend the assembly.
12. Littering the campus.
13. Not conversing in English.
14. Leaving books & other personal property lying around the campus.
15. Playing with water in the shower room.
16. Making noise in the knowledge Hub/Library and failing to return the books on time.
17. Skipping breakfast/lunch/snacks without informing.
18. Not showing circulars or notes from educators to the parents.
19. Refusing to obey staff directives.
20. Voluntarily not participating in school functions or house activities.

Level I offence will be handled by the class educator/subject educator.

Consequences of Level I offence

- 1. Counseling/ Oral warning/ Written warning.**
- 2. Detention during games/breaks.**
- 3. Assignment of school duties other than study centre tasks.**
- 4. Exclusions from extracurricular activities.**
- 5. Change of seat.**
- 6. Demerit points.**

LEVEL II OFFENCE

- 1. Scholastic dishonesty.**
- 2. Misuse or falsification of school certificates/school diary/ report card.**
- 3. Leaving school premises without permission.**
- 4. Using slangs, bullying, fighting, passing derogatory remarks/ vulgar language or gestures.**
- 5. Making ethnic, racial, or religious slurs.**
- 6. Disrupting the school program/inciting violence.**
- 7. Defacing or damaging school property. (Damaging, scribbling/ tearing pages from the library book, text book or copies.)**
- 8. Possessing supari, gutka, chewing gum, aerated drinks and any other tobacco products.**
- 9. Stealing school property.**
- 10. Possessing electronic devices.**
- 11. Disobeying school rules in the school Bus/ Van.**
- 12. Inappropriate use of the school computer.**
- 13. Bunking classes.**
- 14. Lying as a witness.**
- 15. Failing to disclose information, hiding or covering up evidence.**

16. Misbehaving outside the school campus that leads to bad impression of the school.
17. Wasting food, water/ electricity.
18. Collecting money/demonstration/ picnic without permission.
19. Presenting to members of the staff.

Level II offences must be reported to the principal/ Headmistress by the class educator / subject educator.

Consequences of level II offence

1. Suspension, minimum 3 days and maximum 5 days.

LEVEL III OFFENCE (ZERO TOLERANCE OFFENCE)

1. Possessing fire arms/ weapons of destruction.
2. Possessing drugs, alcohol, nicotine, inhalants or any other harmful additives.
3. Gang activity.
4. Repeated or significant bullying behavior.
5. Engaging in inappropriate physical contact.
6. Sexual harassment/ sexual abuse,
7. Possessing obscene picture or videos.
8. Possessing volatile chemicals.
9. Repeating wastage of food.
10. Repeating scholastic dishonesty.
11. Regular uniform defaulting.
12. Verbally/ physically abusing educators.
13. Any other behavior threatening the student community at large.

Consequence of level III offence

EXPULSION

Issue of two orange cards also leads to an expulsion.

ASSESSMENTS & PROMOTION

- 1) Academic year of std. Pre-Nur to V is divided into two terms i.e. April to Sept. and October to March.
- 2) For Std. VI onwards as per CBSE guidelines.

NOTE :-

1. Students absent from an examination/test for any reason are not re-examined, and those absent from an examination without valid, grave and genuine reason will be considered as having failed. In case of illness, a doctor's certificate will have to be produced.
2. No candidate will be admitted to any of the examinations unless all school dues have been paid in full and the library books returned.
3. All students must appear for school examinations. Students will carry their admit cards to the exam hall daily failing which a fresh admit card will be issued against payment. No student will be permitted to leave the examination room while the examination is in progress. If one has to go to the washroom he/she gets a maximum of 3 minutes.

In the event of an examination having been postponed, owing to unavoidable circumstances, it will be conducted after the last examination for which parents will be intimated through sms/written notice beforehand. Examinees caught cheating will be given ZERO IN THE EXAM AND SENT OUT OF THE EXAM ROOM/HALL.

4. The use of unfair means in any examination will delay the announcement of the result. If it occurs during the final examination, promotion will be denied. If the offence is repeated in a subsequent examination, parents will be requested to withdraw their son/daughter from the school, failing which the child will be expelled.

5. Applications for the verification of marks may be considered in special cases at the discretion of the Principal.
6. Results declared at the end of the year are final in all cases and will not be reconsidered.
7. Parents are required to sign the progress report cards of their wards each time they come for the parent educators meet and send the report card & file the next working day to the school.

HOME ASSIGNMENTS:

1. Handwriting, spellings, reading, learning multiplication tables, remembering mathematical formulae are mandatory for a child to inculcate the values of self-study and should not be treated as home assignment.
2. Home assignment (written or oral) for std. I-VI during the weekdays will be intimated through the school diary.
3. Students should submit their home assignments the next day after it is given for timely corrections. Late submissions will not be entertained.

FEES :

School fees have to be paid quarterly in advance

- 1) From Std. Pre-Nur. to X - by the 10th of the first month of the quarter
- 2) For Std. XI & XII - before the date mentioned in the fee book. should take care that their cheque does not bounce. In case the cheque gets dishonoured, the following charges will be levied.
 - (A). 1st dishonor : Rs.200/- will be charged.
 - (B). 2nd dishonor : Rs.500/- will be charged.
 - (C). 3rd dishonor : Readmission has to be done by paying Rs.1000/-

School fee is subject to revision every year. Minimum increase of fee will be on a part with the inflation rate prevalent during the year.

KNOWLEDGE HUB – THE SCHOOL LIBRARY

The Knowledge Hub is to be neat & clean at all times. Silence is to be observed in the Knowledge Hub. Books issued are to be properly looked after and returned on the due date.

1. All students of the school are members of the Library and a membership card will be issued to all the students of Std. V onwards. In case of loss of the card it has to be reported to the Librarian immediately and duplicate card can be had on payment of Rs. 50/-.
2. A student can borrow only one book at a time.
3. A student may ordinarily draw a book for a week, and may get it reissued for another week. No book that is in great demand shall be lent for more than four days.
4. Books will be issued to the students during the library periods mentioned in the time tables. No book will be issued or received back during the teaching hours.
5. Reference books will not be issued. Every member will be allowed to consult a reference book during the school hour only.
6. The librarian may call back for a book any time even if the normal period of loan has not expired.
7. If the date of issue/return of books happen to fall on a holiday, the issue/return of books shall stand postponed to the corresponding day of the following week.
8. If the book is not returned at the expiry of the period of loan, or after the Librarian has called for it even within the period of loan, a fine of Rs. 2/- per day will be charged. Fine shall be collected by the Librarian and the fact notified in the defaulter's card/school record book.
9. Until such a fine is collected from the defaulter, no book shall be issued to him/her.

10. Absence is no excuse for the delay in returning of the book after the expiry of the period of loan.
11. In case a book is misused, wrongly handled, damaged or lost, the person concerned will have to pay the full price of the book.
12. All markings, underlinings, annotations, or defacing of books by any means are strictly forbidden. Fine shall be levied for violating this rule.
13. Members shall carefully examine the book as soon as it is issued to them. Any mark (Soil, damage, etc.) must be reported forthwith to the Librarian.
14. Members shall not, on any account, pass on books to any other members.
15. Strict order and silence shall be maintained in the library room.
16. Issue of books shall be stopped by 1st February and return of books shall be completed by 15th February every year. This helps annual stock taking and checking.
17. A student will not be allowed to bring her/his personal books or bags in the library. Only note-books will be allowed with the permission of the Librarian.
18. No magazines or periodicals will be issued to the students except during the school hours.

A student will not bring any other book/magazine to the school other than what is issued to the student by the school Librarian.

RULES & REGULATIONS FOR GAMES

1. Equipments for Games must be handled with care.
2. During a match the decision of the sports coach is final.
3. Every student should be in their activity dress, anyone not in the correct uniform/costume will not be allowed to take part in games but he/she must be present in the games venue.
4. Students should reach the sports arena on time.
5. Students will have one month's time to decide which their major and minor game is. They will not be allowed to change their games after this.
6. Students shall converse in English only during games.
7. Slangs should not be used at all.
8. Students should follow and obey the instructions of the sports coaches.
9. Sports kits are to be placed in correct places.
10. After games students should go back to the study centers on time.
11. All equipments must bear the name of the student to whom it belongs.

RULES FOR AWARDS AND REWARDS

Act of Kindness Citation

An act of kindness citation is given to a child to instill in the child the feeling of kindness, helpful attitude, empathy towards others resulting in making the community a better place.

This citation is given by an educator to a student keeping into account the following:

1. The Act of kindness can be at school campus or off the campus.
2. The act can be towards a friend, support staff, a pet or an animal, a needy person, leading to making the community a better place to live in.
3. The act has to be without any selfish interest on the part of the student.

THANK YOU CERTIFICATE

The "Thank You certificate" is to acknowledge any kind of help given by the students for any school work making the job easier for the entire family. The help can be in any activity of the school, or in regular helping the faculty in day-to-day responsibility, in maintaining discipline in the Study Centre etc.

1. The "Thank You certificate" is given when a student has made the day very easy for the educator with his/her contribution.
2. To acknowledge the child's contribution in activities of the school, etc.

TRANSPORTATION RULES

1. Bus/Van timings are tentative and will depend on the traffic flow in the city. The School Authority will not be responsible for late arrival of the bus/van at the stoppage. The drivers may be contacted to find the exact location of the bus/van.
2. Every student should show respect to the drivers and other personnel.
3. Students should not get down from the vehicle until it stops.
4. An escort must be present at the stoppage at the time of boarding and alighting from the vehicle for each student.
5. Students are to be on time. The vehicle cannot wait for those who are tardy. It will be wise if the parent is at the stoppage at least 5 minute before the schedule time.
6. Students must never stand in the roadway while waiting for the vehicle.
7. Students must not at any time extend arms or hands out of bus/ van windows.
8. Students must not stand or walk up the aisles of the bus/van or try to get on or off the vehicle while the vehicle is in motion.
9. Arguments, bullying, fights and use of slangs must be avoided at all cost.
10. Students should not push each other while boarding and alighting from the bus/van.

11. Students should be seated immediately after they board the bus/van.
12. Students should not sleep or eat in the bus/van.
13. Students must not throw waste paper/water or other rubbish on the floor or out of the windows of the vehicle.
14. In the bus/van students should converse only in English.
15. Students should not damage the seats.
16. Students coming in improper uniform to school will not be picked up and they have to come to school on their own in the correct school uniform.
17. Parents will not misbehave with the driver of the vehicle for any reason. However for any serious lapse on their part, parents may lodge a written complaint with the school authority.
18. On reaching school after alighting from the vehicle, students should move in a line towards the academic block.
19. Students, who go by the bus/van and by any chance go along with their parents/guardians, must procure the Gate Pass from the front desk and report to the class educator before they leave.
20. Parents shall inform the school office in writing if they change their residence to make the transportation of their wards convenient.
21. After the school gets over, the students should line up according to their route numbers, to adhere to the vehicle schedule.

LOST & FOUND

Every child is expected to look after his/her belonging and to help himself/herself, he/she has to label all the goods. If by any chance a child misplaces his/her belonging he/she has to report the same to the Study Centre educator and look for it in the "lost & found cupboard".

ABOUT OUR HOSTEL

AIM

To provide holistic education and to build up Global Citizens with an environment of learning discipline and orderly behaviour, patience, tolerance and harmonious living in "**Home away Home**" atmosphere to attain our motto "Excellence in Education".

OBJECTIVE

In-corporation of responsibility, Global Harmony, Religious tolerance, Social Equality, Justice and Peace and to maintain high moral values.

• HOSTEL CAMPUS:

UNACCO SCHOOL Hostel, the ideal choice for parents who strive to give their children right successful future in this ever changing world. It is located at Khongman Zone-III in greater Imphal inside the fortified school campus, surrounded by eco-friendly environment, free from pollution with natural breeze and scenic beauty of evergreen school garden.

FACILITIES FOR BOARDERS

LIVING : BOYS & GIRLS

A separate study and living dorm for boys and girls with China furniture and Indian style bed. Each dorm wings fitted with a T.V. for the group.

DIET AND DINING:

Balanced diet of pure veg and non-veg food is served under the supervision of experienced mess manager on separate days in the dining hall.

MEDICAL HELP:

Medical help under the supervision of trained and experienced nurse/attendant along with 24 hours stand-by vehicle for emergency if necessitated. There is a doctor on call and tie up with renowned hospitals/nursing homes in Imphal.

REGULAR COACHING CLASSES:

To give impetus to improve their subject matters in which the boarder students are in need. Regular special coaching classes are held after school hours in the evening.

GAMES & SPORTS:

"A sound mind in a sound body"

We sincerely follow the above statement, to encourage games and sports for boarder along with regular morning PT exercise. Outdoor Games for students participates in football, basketball, volleyball etc. At indoor games we encourage chess, carrom, badminton, Table Tennis, Chinese checker etc.

CO-CURRICULAR ACTIVITIES:

Debate, discussion, Ex-tempore speech, recitation are arranged with day scholar in accordance, which enhance the communication skill and other behavioural aspect of the students in hostel. The exposure to such activity will encourage the student learner to be self confident and to be skillful in various inter personal and social relations.

PARTICIPATION IN EVENTS (BOYS & GIRLS):

Hostel students have participated in

- 1) Trekking and hiking at Lamdan CCPUR
- 2) National Trekking Expedition at Goa.
- 3) State and National level academic related competitions.

Such type of events will be participated by our children from time to time.

SWIMMING POOL:

A well designed swimming pool is facilitated for both boys and girls inside our campus. We consider swimming as total exercise/master exercise.

TAEKWONDO & YOGA:

Special class on Taekwondo and Yoga for hostellers are held on regular basis to make our students mentally and physically healthy.

HOSTEL MANAGEMENT STAFF :

Separate highly qualified and motivated warden-cum-teacher for boys and girls under supervision of an experienced Hostel Superintendent managing the hostel affairs for both; who is supervising under the direction of school authority/management.

SHORT TERM HOSTEL :-

The school has a short term hostel facility for the convenience of those students whose parents have to go out of station frequently. The hostel facility will be provided, depending upon the availability of beds in the dormitory. Minimum charge will be Rs.2000/-(Rupees two thousand) per week irrespective of the number of days a child stays in a week.

HOSTEL RULES AND REGULATIONS

1. The admission to the Hostel will be finalized after the interview/interaction with the parents.
2. A boarder shall pay the boarding fees according to the fee payment structure fixed by the authority (yearly/ half-yearly/ quarterly/bi-monthly/monthly within 10th of each aforementioned frequency, failing which attract fine as per rule.
3. Boarders should report to the hostel one day before the school reopens. Otherwise serious action will be taken.
4. No hosteller shall be permitted to go home for various ceremonies and rituals etc. except on serious cases or school holidays as decided by the management. In every case the decision of the Principal is the final. Whenever a boarder joins or leaves the hostel, he/she should be accompanied by his/her parents or guardians.

5. No parents are allowed to meet their wards for any reason except on the visiting day, i.e. 2nd Saturday of every month between *3:00pm to 5:00p.m., or on special cases.
6. Two(2) passport size photographs are required to be submitted if a person desires to get a visiting card. Visiting card will be issued only in presence of the parents. Any parent or visitor who comes without the visiting card shall not be allowed to meet their wards.
7. No costly jewellery or any electronic gadgets are allowed to be kept by the boarders. If apprehended it, could attract monetary penalty.
8. Severe action shall be taken against any student/boarder who is found guilty of using any kind of intoxicants in the hostel/school campus or is found defying the rules of the school.
9. If the boarders violate any of the rules and regulations of the hostel including going home/ running away from the hostel, he/she shall be immediately expelled.
10. If the boarders are found weak in a particular subject/subjects, remedial special classes may be arranged on payment of the fees decided by the management.
11. Any refundable items (Security deposit, Impress money and caution money etc.) are to be assessed accordingly and will be paid after the completion of the academic year.
12. Four (4) passport size photographs in complete uniform must be submitted by the hostellers at the time of reporting to the warden.
13. Use of fanciful cosmetics items including coloured lip gloss, hair gel and cream etc. are strictly prohibited and parents are advised not to encourage in these affairs.
14. Any kind of junk/cooked food is not allowed in the hostel. However, food supplements are allowed.
15. Parents can handover pocket money for their wards to the school cash counter only.
16. Essential items like water bottles, bed-sheets, pillow covers are to be provided by the parents.

*** Timings given above are subjected to change as per the situations.**

17. If the hosteller become sick, first aid will be given by the school authority. If the situation becomes serious, parents will be informed to take care of their ward(s).
18. Medium of communication inside the hostel or school is strictly one and only "English"
19. In the case of any serious offence committed by the hostellers, the school management decision is the final and the parents may be asked to withdraw the hosteller from the hostel.
20. No hosteller is allowed to celebrate his/her birthday in the hostel. Parents cannot bring any items for celebration in the hostel. However, toffees may be distributed.
21. Whenever a hosteller goes on leave or holiday or vacation, he/she should go and come back in school uniform only.
22. No students are allowed to be sent on leave/vacation without paying updated fees.
23. If any damage or breaking of Hostel or School properties is done by the hostellers, damage recovery shall be done from the Pocket Money/Caution Money/Security Deposit.

Hosteller Day Out/Night Out & Phone Calls

1. All the hostellers are entitled 90 minutes talk time from the hostel for a month to make outgoing call to talk with their parents/guardians.
2. No incoming call is allowed for hostellers in any case.
3. Parents/Guardians shall communicate only with the wardens.
4. There will be one "Night out" on every 2nd Saturday and one "Day Out" on every 3rd Sunday for hostellers.
5. Parents/Guardians wishing to take their wards for an outing must give a minimum of two clear working days' notice to the Principal.
6. For "Night Out" the parent should pick up their ward between 9:00 AM to 12:00 Noon on 2nd Saturday and return their ward before 5:00PM in Summer and 4:00PM in Winter of the following day i.e. on Sunday.

7. "Day Out" time is 9:00AM-5:00PM in Summer and 4:00PM in Winter. However , parents coming to take their ward for the outing must pick him/her up latest by 10:30AM.
8. Parents/Guardians coming to return the students from any outing to the School are not allowed to enter the school premises and the students must be left at the entry gate ensuring the registration of their ward's entry with the security.
9. However, if parents/guardians wish to visit/meet the housemaster/warden, they can do so the time the student is picked up and preferable by prior appointment.
10. Students are not allowed to carry bag going out from the campus and returning from outings.
11. No outing is allowed in case it falls prior to an exam.
12. Students returning late from any outing for whatsoever reasons will not be given the next due outing.

FOR DAY BOARDER

01. Health drinks and snacks are provided after normal class.
02. Beds are also made available for taking rest after school.
03. Day boarders can stay at School upto 4:30 p.m. only.

RULES & REGULATIONS FOR SPECIAL ACTIVITIES

1. Every child must bring their own stationeries including copies for the classes.
2. Students must attend their classes on time.
3. Students should follow and obey the instructions of the educators.

THESE RULES SUPERSEDE THOSE THAT WERE IN PLACE EARLIER AND THE MANAGEMENT OF THE SCHOOL, RESERVES THE RIGHT TO AMEND, ALTER OR CHANGE THE SAME AS AND WHEN IT IS NECESSARY & NEEDED.

RECOMMENDATION TO PARENTS & GUARDIANS

In order to secure all that is best in the education of your daughter or son, the maximum co-operation between parents/guardians and school authorities is necessary. We earnestly recommend that parents or guardians should look into their children's School Record Book every day and see that the lessons & home assignments for the next day is done. Remarks made in the School Record Book should be seen and countersigned regularly.

When you feel that your children do not make the desired progress, the Principal should be contacted.

Criticism of a child's educator in his/her presence should be strictly avoided, because it causes the child to lose respect for the educator, with the consequent failure to learn from him/her. Should you, have a legitimate complaint, please see the Principal/H.Ms.

As children advance in age, please guide them to become self-dependent, resourceful and responsible members of the family and society. Encourage them to do their work themselves like keeping their rooms tidy, making their beds, polishing their shoes and carrying their bags etc. The formation of such habits early in life inculcates in them the idea of dignity of work, a fundamental personal virtue necessary for a successful career in life.

A student, who is ill, should not be sent to school to attend class (Except in special cases). Cases of illness are settled on the basis of term's work in consultation with his/her educators and his/her previous records.

Absence of your son/daughter from Study Centres, for mere social functions, is not recommended because it retards the progress in school and minimizes respect for regular hard work with consequent failure to progress in studies.

As the medium of instruction in this school is English, boys and girls should be helped to follow their classes easily and intelligently by a certain amount of regular conversation in English at home.

PROCEDURE FOR WITHDRAWAL OF A STUDENT

- (a) Students can be withdrawn from the school by submitting a T.C. application form available in the school office.
- (b) For withdrawal during the session, fees for next three months will have to be paid, from the month of informing the school. Eg. For an application of withdrawal of a student in June, fee for July, August and September has to be deposited.
- (c) For withdrawal of a student at the end of the session, the application should be submitted within 7 days after the result is out and TC charge of Rs.100/- should be deposited along with it.
- (d) Security fee must be withdrawn within THREE MONTHS after leaving the school, failing which money will be transferred to the development fund of the school.
- (e) No refund of security fee will be made unless the original receipt is surrendered thereof.
- (f) Transfer certificate will be given only to those students who have settled all their dues. Application for transfer certificate should be made in the format available in the school office only. A fee of Rs.100/- is charged for issuing a transfer certificate or the date of birth or for any extract from the school general register.
- (g) The TC for withdrawals at the end of the session will be given along with the report card.
- (h) The TC for withdrawals in mid-session will be issued within seven days of applying for the TC, only on working days.

APPLICATION FORM FOR TRANSFER CERTIFICATE (TC)

To

The Principal
UNACCO School
Excellence in Education
Khongman

Date.....

Dear Madam/Sir,

Please furnish me a Transfer Certificate of my ward
whose particulars are given below:-

Name (in full).....

Present study centre..... Admission no.....

Reason for leaving school.....

Name and address of parents (in full).....

.....

Signature of parent

For office use

Remarks: Fee due..... Library books due.....

Progress..... Conduct.....

Promoted of study centre/Detained in study
centre.....

Principal's signature

IMPORTANT:

1. Three months notice is to be given before the withdrawal of a pupil or full fees will be charged if the transfer certificate has been taken during the school terms.
2. If the name of an absent pupil for want of notice has been entered in the attendance register for the current month, fee for that month will be charged even if absence continues.
3. No transfer certificate will be given until all dues payable to the school have been paid in full.

Note: Transfer certificate will be issued after a period of 7 days of the submission of the application.

CONSENT FOR EXCURSION

To

The Principal
UNACCO School
Excellence in Education
Khongman

Date.....

Dear Madam/Sir,

We,and.....
the parents of of study
centre Roll No.....of your school, have no
objection to his/her going on the school excursion to
..... from (date)..... to

We agree to pay the excursion amount of our child/
children as billed by the school. We are fully aware that the school
authorities will leave no stone unturned for the well-being of our
son/daughter. Keeping in mind the above fact, we will claim no
liability on the school should any unforeseen incident happen
during the excursion.

We are fully aware of the risks involved in sending our
son/daughter for an excursion out of Imphal.

Yours faithfully,

Signature of Mother

Signature of Father

Emergency contact nos.....

LIST OF PENALTIES

<u>FINE</u>	<u>REASON</u>
Rs.20/- per day	A student remain absent from the classes without prior information and unsanctioned leaves
Rs.50/- per day	A student not joining school on the first day after the end of each term/long holiday (more than a week)
Rs.1000/-	A student not attending classes continuously for a week after a term break.
Rs.500/-	A student caught possessing aerated drinks, supari and other tobacco products.
Rs.200/-	School fees paid by cheque in favour of UNACCO School having been dishonored for the 1 st time.
Rs.500/-	School fees paid by cheque in favour of UNACCO School dishonored for the 2 nd time.
Rs.1000/-	School fees paid by cheque in favour of UNACCO School having been dishonored for the 3 rd time.

Rs.2/- per day	Books borrowed from the school library which is not returned by the student after the expiry of loan period i.e 2 week from date of issue.
Rs. 50/-	For re-issue of new membership library card.
Rs. 100/-	Re-issue of new admit card.
Rs. 100/ day	If Fans and Lights of a classroom are not switched off during any break or end of day, entire class will be penalized and the fine amount shared.
Rs.1000/-	If any student is caught with a mobile phone or other electronic items, the same will also be confiscated and handed over to parents on payment of the fine.

FEE PAYMENT RECORD

Fee Payment at Bank/School/SBI I-collect

No. of Installment	Months	Amount Paid		Date of Receipt	Payment at Bank/School/Online	Sig. of Class Teacher	Sig. of Parent
		Fees	Fine				
1st	April						
	May						
	June						
2nd	July						
	Aug.						
	Sept.						
3rd	Oct.						
	Nov.						
	Dec.						
4th	Jan.						
	Feb.						
	Mar.						

N.B.:

1. The parents should submit Fee-Pay-in-Slip to the Class Teacher along with Diary on the next working day after payment of fee.
2. Late fine @Rs 10/- per day after the due date of fee payment

MONTHLY ATTENDANCE RECORD

(To be filled by the Class Teacher)

Name Class & Sec..... Roll No.

Months	Total Class days	Attendance	Signature of Class Teacher	Signature of Parent/ Guardian
April				
May				
June				
July				
August				
Sept.				
October				
Nov.				
Dec.				
Janurary				
Feb.				
March				

1. Parents are requested to follow up this record and see to the regular attendance of their child.
2. **At least 75% attendance is compulsory for promotion as per CBSE Rule.**

ABSENCE FROM SCHOOL

Name Std. & Sec..... Roll No.....

[illegible]

ABSENCE FROM SCHOOL

Name Std. & Sec..... Roll No.....

[illegible]

LATE ARRIVAL

Name Std. & Sec..... Roll No.....

[illegible]

HOME TASK NOT DONE

Name Std. & Sec..... Roll No.....

[illegible]

LACK OF TEXT BOOKS

Name Std. & Sec..... Roll No.....

[illegible]

TEACHER'S REPORT

Name Std. & Sec..... Roll No.....

[illegible]

[illegible][illegible]

NOTES FROM PARENTS/GUARDIANS

Name Std. & Sec..... Roll No.....

[illegible]

NOTES FROM PARENTS/GUARDIANS

Name Std. & Sec..... Roll No.....

[illegible]

LIBRARY RECORD

Name Std. & Sec..... Roll No.....

[illegible]

NOTES

Date:		Day:
Word:	Meaning:	
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RECORD OF EXAM. MARKS

Subject	Term -1				Term -2			
	FT-1	PT- 1	IA	HY	FT-2	PT-2	IA	AE

1 ST TERM				2 ND TERM			
Class Teacher's Sign.		Parent / Guardian's Sign.		Class Teacher's Sign.		Parent / Guardian's Sign.	

RECORD OF EXAM. MARKS**Std. XI & XII**

Subject	Term -1				Term - 2			
	FT-1	UT- 1	IA	T1	FT-2	UT-2	IA	T2

1 ST TERM		2 ND TERM	
Class Teacher's Sign.		Class Teacher's Sign.	
Parent / Guardian's Sign.		Parent / Guardian's Sign.	

TEXT BOOK & NOTE BOOK SCHEDULE

Day → ↓ Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
English						
Maths						
Science						
Social Sc.						
Manipuri						
Hindi						
Computer Sc.						
Fine Arts						
G.K.						
IT/PAT						

TEXT BOOK & NOTE BOOK SCHEDULE

Day → ↓ Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
English						
Maths						
Science						
Social Sc.						
Manipuri						
Hindi						
Computer Sc.						
Fine Arts						
G.K.						
IT/PAT						

HOME WORK SCHEDULE

DAY	SUBJECTS	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

HOME WORK SCHEDULE

DAY	SUBJECTS	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

DAILY TIME TABLE **Write with Pencil**

<u>Period</u> <u>Days</u>	1st	2nd	3rd	4th	5th	6th	7th	8th
Mon								
Tue								
Wed								
Thus								
Fri								
Sat								

DAILY TIME TABLE

Write with Pencil

Period Days	1st	2nd	3rd	4th	5th	6th	7th	8th
Mon								
Tue								
Wed								
Thus								
Fri								
Sat								

Name of the examination

[illegible]

EXAMINATION TIME TABLE

Name of the examination

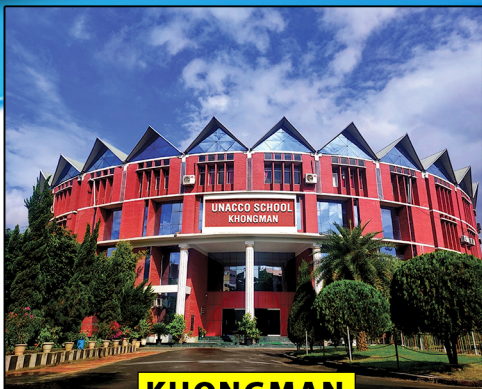
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Means of Communications

The following media are used for communication with the parents/guardians and the students:

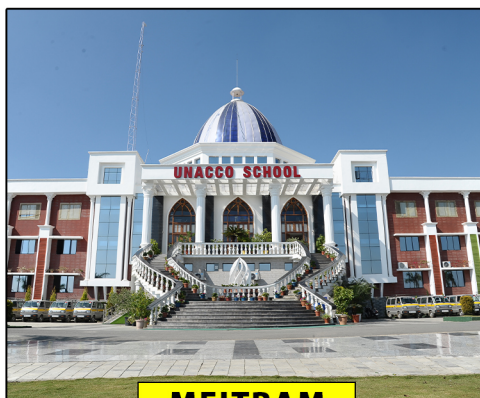
- a) School website: www.unaccoschool.in
(for all the THREE schools)
- b) For **UNACCO SCHOOL, KHONGMAN**
Email ID : info.khongman@unaccoschool.in
Contact No : 0385 - 2446384
For **UNACCO SCHOOL, MEITRAM**
Email ID : infomeitram@unaccoschool.in
Contact No : 0385 - 2455055
- c) School Notice Board
- d) Printed circulars/Whatsapp
- e) Morning assembly : Important announcements are made during the morning assembly by the Principal/ Teachers.
- f) School Diary

NB : Please address all queries and complaints to the PRINCIPALS of the respective schools.



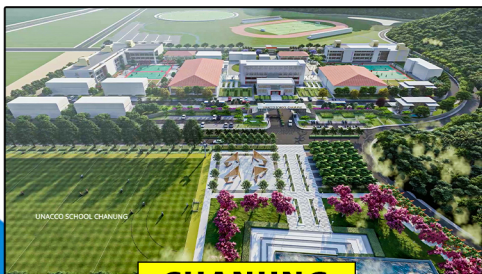
KHONGMAN

**Khongman Zone-III (West),
Imphal East, Manipur - 795001
CBSE Affiliation No.: 1230043
(From Pre-Nursery to XII)**



MEITRAM

**Meitram, Imphal West,
Manipur - 795140
CBSE Affiliation No.: 1230101
(From Pre-Nursery to X)
To be upgraded upto Class - XII**



CHANUNG

**Chanung, Sawombung Sub-Division
Imphal East, Manipur - 795114
To be Affiliation to CBSE, New Delhi
(From IV to VIII)**

**Co-Ed. Day cum Residential School
website: www.unaccoschool.in**