



# ST. MARY'S CONVENT

Senior Secondary School, Dhampur

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# Establishment

St. Mary's Convent Sr. Sec. School, Dhampur was established in 1978 by the Catholic Diocese of Meerut. The Institution is owned by The Catholic Diocese of Meerut (C.D.M.), a body registered under the Societies Registration Act 1960 and is named after Mary, the Mother of Lord Jesus. Presently it is being run by the Nav Jyoti Education Society, Meerut, a registered education department of C.D.M.

The medium of instruction is English and the pupils are prepared for the Central Board of Secondary Education Examination, conducted after the completion of the course of classes X and XII. Therefore, with regard to the syllabus the school will be guided by the policies and programmes of the C.B.S.E., New Delhi.

## Our Motto

**LET YOUR LIGHT SHINE**

## Our Mission

Our mission is to inculcate values in students such as honesty, sincerity, care for the environment, patriotism and humanity along with the importance of hard work and dignity of labour.



## Our Aim

It is our aim to assist the children entrusted to our care, to become good citizens of India. Therefore, we intend to:

- Make the students realize their dignity as children of God.
- Develop their physical, intellectual, creative and aesthetic faculties.
- Cultivate in them love and appreciation for their culture and traditions.
- Make them firm on principles and courageous in action.
- Foster in them social awareness.
- Prepare them for future career.
- Make them agents of needed social change in their country.
- Make them unselfish in the service of their fellow beings.

We seek the intelligent collaboration of the parents and active co-operation of the staff for the attainment of these ideals and objectives.

## The School Emblem

The Emblem of the School gives it a visual identity. It highlights the vision of our School and our ideals. The central figures within the circle represent the principles and values that the School stands for:

- The Cross symbolizes the love, sacrifice and victory of Jesus Christ who came to this world to redeem the humanity and whose values the School upholds while seeking His divine light on everyone who enters the portal of our Institution.
- 'M' stands for the Blessed Virgin Mary who is the Heavenly Patroness of our School. Inspired by her faith, simplicity and devotion the Marian family strives for integrity and excellence.
- Cultivate in them love and appreciation for their culture and traditions.
- The lamp with the burning flame beckons all Marian Family to radiate the divine light of God as they seek knowledge and wisdom.





## ***AIMS AND OBJECTIVES***

- The aim and objectives of this Institution are to bring up its pupils spiritually oriented, socially concerned nationally conscious, appreciative of our culture and tradition emotionally balanced and physically fit. The value education is obligatory for all students in order to include in them sense of values and foster in them social awareness.

## ***STUDENTS CODE OF CONDUCT***

“Discipline is the continual exercise of the will, lightened by the intellect, so that it is may act easily and habitually according to the right order and help to attain self-mastery.”

- Every student of St. Mary’s Convent Sr. Sec. School must possess the willingness to comply with the rules and regulations of the school. The students are expected to maintain the decorum of the school and should conduct themselves in a refined manner.
- English is strictly the medium of communication within the school campus. All conversation between teachers, students and among the students themselves should be in English except in the Hindi period.
- The school begins with Assembly and all are expected to be present for the same. Students must reach the school at least ten minutes before the Assembly bell. At the first bell they should all assemble in absolute silence.

- Latecomers will not be allowed to attend the sessions of the day unless they bring a note to the teacher from the principal. The school reserves the right of sending the latecomers back to their home.
- The school gate will be closed five minutes prior to the school assembly.
- All the students must be clean and tidy in their person, dress, hair and manners. Parents are requested to send their children to school neatly dressed without which they will be refused admission to the class. Boys are not allowed to keep long hair they should trim the hair.
- Every student brings the school Diary daily.
- Punctual and regular attendance, earnestness in home assignments and good behaviour in and outside the school are always insisted upon.
- In all these matters parent's full cooperation is expected at all times. They should check the School Dairy regularly and note the Teacher's remarks.
- The SMS service has been initiated by the school therefore the Parents are requested to check the SMS regularly, in case of any change in Contact Number the school authorities should be formed.
- The students should keep their books clean, neatly covered with their name written on them.
- Students not adhering to the school uniform code may call for disciplinary action, including being sent back home.





- No student should leave the School premises during the school hours without the written permission of the principal.
- Unknown persons, relatives or servants will be not being allowed to come and fetch their child from the school in case of an emergency or any unforeseen situation.
- Irregular attendance, unjustified or unexplained absence, habitual late coming, disobedience or objectionable behaviour of any kind may result in disciplinary action.
- Homework should be done regularly and submitted to the teachers. Students are awarded marks for homework regularly.
- No objectionable reading, video or audio material should be brought or exchanged in the school if students fail to adhere to it, they will be fined.
- Any kind of damage done to the school property including ink stains/scribbling, writing on the walls, damaging the furniture, misappropriation of the things belonging to others, etc. are serious faults. The damage must be compensated for at the expense of the offender.
- When a student is unable to attend the Class a leave application must be sent to the Principal giving the reason for his/her absence.
- If a student continues to be absent for a month without any intimation to the Principal, his/her name will be struck off from the college rolls.
- Students are expected to strictly refrain from the following. They are liable to be dismissed for the violation of any of these:
  - Habitual late coming.
  - Truancy from college assembly/class examinations/test.
  - Shortage of attendance
  - Lack of interest towards studies.
  - Rudeness/ insubordination ion towards college authority/teachers.
  - Causing injury to other students.
  - Failure to participate in the co-curricular programmes of the school, such as P.T., competitions, debates, quizzes, dramatics, etc.
  - Misuse of internet, uploading of damaging and objectionable material on the social websites.
  - Bringing a motorized vehicle to School campus.
  - Developing unhealthy friendship with a boy or a girl.
  - The meeting of friends who are outsiders in the school campus.
  - Stealing or helping other to do the same.
  - Spitting, writing on the walls, in the furniture, etc.
  - Vandalizing school property, throwing stones, colours, etc.
  - Bringing and bursting crackers and explosive on the school campus.
  - Smoking, drinking, chewing of addictive substances and bringing the same to the school.
  - Bringing mobile phones, I-pad, cameras, CD's etc. to the school. Once confiscated they will not be returned.
  - Bringing objectionable reading, video or audio material to the school.

## Admission Policy

1. The age of admission is 3 years for Nursery and 4 years for LKG.
2. Admission to St. Mary's Convent Sr. Sec. School is made by the School Management. The Management of the School reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate.
3. Any attempts to use friends or influential people in procuring recommendations for admission will lead to disqualification.

### Please Note:

1. Registration is no guarantee for admission.
2. Admission will depend on the availability of seats and merit.
3. The school does not accept any donation for admission.
4. Parents should be aware of third parties collecting money on behalf of the school making false claims of procuring admission.
5. Meeting with the Management for admissions will not be entertained.
6. Preliminary information regarding Admission can be taken from the registration.

### Every new pupil must bring:

1. The school needs the date of birth of students as per the Birth Certificate issued under RBD Act.1969, according to the direction of the Registrar General of India (Population) Ministry of Home Affairs, Government of India.
2. A candidate who has entered any recognized school cannot be admitted without a School Leaving Certificate from the school, he/she has last attended.
3. Date of birth and name once registered will not be altered.
4. Pupils applying for admission, are as a rule, subject to an entrance examination held at the beginning of the academic year. They will be tested in the standard below the one to which they seek admission.

