



# **DON BOSCO**

## **HIGHER SECONDARY SCHOOL**

Maram Centre, Manipur-795105

COHSEM CODE NO: PHS/0039/2002

BOSEM CODE NO: 74893

UDISE+ Code: 14010513803

### **STUDENT'S HANDBOOK**

**202.....**

Name .....

Class..... Section ..... Roll No .....

House.....

ID Code/Adm. No.....

Council Regd. No.....

*This Handbook must be brought to School Daily.*



## **SCHOOL HOURS**

Nursery & KG      8:30 a.m. to 12:00 p.m.

I to XII              8:30 a.m. to 2:30 p.m.

## **OFFICE HOURS**

9:30 to 3:30 p.m.

Meeting Principal - 9:00 am – 12:00 pm

*NB: No school matters will be transacted on Sundays,  
holidays and outside school hours.*

All correspondence should be addressed to:

To,

The Principal,

Don Bosco Hr. Sec. School,

Maram Centre, Maram Bazaar P.O.

Senapati District,

Manipur – 795105

Mail id : [dbhssmaram@gmail.com](mailto:dbhssmaram@gmail.com)

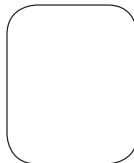
[dbhssmaramoffice@gmail.com](mailto:dbhssmaramoffice@gmail.com)

[www.donboscomaram.com](http://www.donboscomaram.com)



## IDENTITY PAGE

202..... Year



Name in full (Block): .....

Class.....Sec.: ..... Roll No.: .....

Adm. No.: ..... Aadhaar No.....

Date of Birth: ..... Gender: - male/female

Tribe/caste/community.....

Father's Name..... Occupation.....

Contact No.....

Mother's Name..... Occupation.....

Contact No.....

Local Guardian's Name:..... Contact No.....

Home Address (Postal) .....

.....

Name of brothers/sisters in the DBHSS Maram, if any:

1..... Name: .....CSR.....

2..... Name: .....CSR.....

3..... Name: .....CSR.....



Paste Father's/  
guardian's  
Passport Size  
Photo here

Paste Father's/  
guardian's  
Passport Size  
Photo here

I the parent/guardian of .....have read all the rules of the school as contained in the school Handbook and agree to abide by them and all the decisions of the school.

Pupil's Signature:..... Parent's Signature:.....

Specimen Signature Father : .....

Mother : .....

Date Local Guardian's: .....

#### Residential details

Tick what is applicable regarding your place of residence:

Student is staying: with parents ☐ in a rented house ☐

with cousins ☐ with relatives ☐ in a hostel ☐

1. Name of the hostel: .....

2. Hostel Address .....

3. Warden's Name & contact .....

4. Proprietor's Name & contact.....



## BMI ASSESSMENT CARD

NAME : .....

AGE : .....

GENDER : .....

DATE OF BIRTH : .....

MONTH	DATE OF ASSESSMENT	HEIGHT	WEIGHT	BMI	PERCENTILE	REMARKS
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						

- NORMAL WEIGHT: 18.5 TO 24.9 KG/M2
- UNDERWEIGHT: 16.0 TO 18.4 KG/M2
- SEVERELY UNDERWEIGHT: LESS THAN 16 KG/M2.
- OVERWEIGHT: 25.0 TO 29.9 KG/M2
- MODERATELY OBESE: 30.0 TO 34.9 KG/M2
- SEVERELY OBESE: 35.0 TO 39.9 KG/M2
- MORBIDLY OBESE: 40.0 KG/M2 OR HIGHER



## PRAYER BEFORE CLASS

**Our Father** / who art in heaven/hallowed be Thy name / Thy kingdom come / Thy will be done/on earth as it is in heaven. Give us this day our daily bread / forgive us our trespasses / as we forgive those who trespass against us / Lead us not into temptation / but deliver us from evil. Amen..

**O God**/the source of all truth/ and wisdom / bless our work and study /which we offer you today. Enlighten our minds/ strengthen our memories / and direct our wills/towards what is right. Enable us always / to seek the truth/and make us truly wise. Amen

**Lord** / teach me that / I may learn wisely / Help me to master the subjects / I study and / I shall never give in to discouragement / Give me wisdom / that I may treasure / knowledge / and realize / how fortunate I am / to be able to study /Amen

**O my God** / teach me to love / You with all my heart / Help me to overcome temptation and fear / and never displease/ You by any evil word or deed / Lord / I will think the right things / speak the right things / and do the right things / so that / I may be of help to others / and attract all to You / Amen.

Bless me / with knowledge and understanding / Bless my country / my parents / brothers / sisters / classmates and all / who do good to me / Grant that one day / we may all come safely home / to heaven to be with You / Amen.



## PRAYER AFTER CLASS

O God / the source of all knowledge / grant that we may remember / what we have learnt. / We offer you/our study and work / our failures and success / Forgive us our shortcomings / and give us the courage / to follow always / the path of truth.

## PLEDGE

INDIA is my country. /All Indians are my brothers and sisters. I love my country/and I am proud/of its rich/and varied heritage.

I shall always strive/to be worthy of it/I shall give my parents/ Teachers/and all elders/respect/and treat everyone with courtesy.

To my country/and my people/I pledge my devotion. In their well-being /and prosperity alone/lies my happiness.



## NATIONAL ANTHEM

Jana Gana mana adhinayaka Jaya he  
Bharata Bhagya vidhata,  
Punjab, Sindhu, Gujarata, Maratha,  
Dravida, Utkala, Banga,  
Vindhya Himachala, Yamuna,  
Ganga Uchchala jaladhi Taranga,  
Tava subha name jage,  
Tava subha ashisa mange,  
Gahe tava jaye gatha  
Jana Gana mangala dayaka jaya he  
Bharata Bhagya Vidhata  
Jaya he, jaya he, jaya he,  
Jaya, jaya, jaya, jaya he.







## THE SCHOOL LOGO



**1. The Bible and the Cross:** Value based learning that is meant to transform society. The source for this is Jesus the Eternal Word, who speaks to us in the Bible.

**2. Don Bosco:** Our Father and Friend continuing to inspire youth through the preventive system, “Our Education Philosophy”

**3. Buffalo Head:** Education deeply rooted in the culture of the people, striving for glory and virtue through education.

**4. Star:** Striving unceasingly after excellence in everything that is good and noble

**5. Virtue and Knowledge:** Our school motto; pointing to the need for Virtuous Leaders, transparent and honest citizens who are the crying needs in this corrupt and unjust world.



## SCHOOL ANTHEM

### VIVA DBHSS Maram

*(Composer: Fr. K.C. James SDB)*

To this School we come; for Virtue and Knowledge  
To learn and lead; through teachers and friends  
Reading and writing, listening, and grasping.  
From this school must we go, formed and shaped,  
enriched and nobler, to make the world better.

DBHSS-Maram, May you ever shine bright.  
Virtue and knowledge, learning and excellence  
To students you impart and instill.  
Viva DBHSS-Maram, long live We salute  
Destiny calls us yonder, where the eagles soar.  
Destiny calls us yonder, where the eagles soar.



## A STUDENT'S PRAYER

LORD TEACH ME how to learn wisely and well,  
And never to give in to discouragement and laziness,  
Help me to remember how fortunate I am  
To be able to study and grow in knowledge.  
Give me wisdom, that I may treasure knowledge  
And never forget how little actually I know.  
HELP ME to be diligent, without undue ambition,  
And successful without worshipping success.  
Help me to master the subjects I study,  
To give each task its rightful place,  
And to use my talents to the best of my ability.  
MAKE ME strong against temptation,  
Resolute before distractions, humble before truth,  
And gracious towards the less gifted.  
GIVE ME a vision larger than my studies  
And greater than my individual success.  
Teach me to use my opportunities gratefully,  
Develop my talents responsibly,  
And place my learning At the service of truth and justice.  
May I keep learning all through my life,  
Knowing that however much I learn,  
There are always new worlds to discover.  
Make me wise and strong  
That I may learn from life itself,  
And never turn from the light of Your face. Amen



## PRAYER OF ST. FRANCIS

Lord make me an instrument of your peace.  
Where there is hatred, let me sow love;  
Where there is injury, pardon;  
Where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
Where there is sadness, joy.  
Divine Master,  
Grant that I may not so much seek  
To be consoled as to console;  
To be understood as to understand;  
To be loved as to love.  
For it is in giving that we receive,  
It is in pardoning that we are pardoned,  
It is in dying that we are born to eternal life. Amen

## ST. JOHN BOSCO'S TIPS TO HIS BOYS

- Don't lose time.
- Don't over-eat before studying.
- Don't offend God.
- Avoid bad companions as poisonous snakes.
- When it is time to play, get in there and play.
- Don't day dream! Keep your mind on your books when studying.
- Above all, PRAY!



## SUGGESTIONS FOR SELF STUDY

### To the parents/guardians:

To avoid a heavy load of work at the time of the examination for your ward you are required to:

1. Provide a convenient place for his/her study at home.
2. Make a study time table for him/her and see that he/she studies at least three hours daily.
3. Go through all his/her written works at least once a week.

### To the students:

1. Do the homework assigned to you at the proper time.
2. Keep your note books and text books neat and tidy.
3. Revise old portions in different subjects everyday by rotation.

### Study tips

- Have a dedicated study spot
- Be organised and use highlighters
- Change subjects every hour
- Keep your phone or other sources of distraction away from you during study hour.
- Set study goals and reward yourself
- Make flash cards or use study apps
- Review notes after every class and often



## MY DAILY STUDY TIME TABLE

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Time	Activity	M	T	W	T	F



## TARGET SETTING ARTS, COMMERCE & SCIENCE

Sl. No	Subjects	Full Marks	Pass Marks	FA-1	SA	Selection Exam	FA 2	Council Exam
1	Alternative English	100/50	35/20					
2	General English	100/50	35/20					
3	Sociology	100/50	35/20					
4	Economics	100/50	35/20					
5	Education	100/50	35/20					
6	Elective English	100/50	35/20					
7	History	100/50	35/20					
8	Political Science	100/50	35/20					
9	Accountancy	100/50	35/20					
10	Business Studies	100/50	35/20					
11	Mathematics	100/50	35/20					
12	Computer Science	100/50	35/20					
13	Biology	100/50	35/20					
14	Chemistry	100/50	35/20					
15	Physics	100/50	35/20					
4th Elective Paper								
Total Marks 500								
Percentage 100%								
Division I, II, III								



## JESUS CHRIST



Jesus was born of the Virgin Mary in Bethlehem in Judea, Palestine 2000 years ago. His birth marks the beginning of a new era of joy and hope for mankind.

He came from heaven to tell us that God is Our Dear Father who has created us and given us life in this world, and who after our good life and death gives Eternal life with Him in heaven.

In order to prove that Jesus came from God, He worked miracles: He changed water into wine, chased out demons from people, multiplied bread and fish for the hungry, walked





over water, healed the sick, raised the dead, and finally after His own death, rose from the tomb.

He loved people and cared for them especially if they were poor and weak. His teachings were beautiful: to trust God who cares for us more than He cares for the birds of the air; to love one another as He has loved us; that a cup of cold water given in His name would be rewarded; that we should forgive others their mistakes and sins if we are to be forgiven our mistakes and sins; that if we seek to do God's will in all things, God will take care of everything in our lives.

He has taught us by example how to live this life without sin; how to bear patiently rejection and even cruelty of others knowing that God sees everything; to pray with all our heart for the good and happiness of others. He loved children and blessed them. He also said that they should develop their God given talents and gifts so that they could help others and make happy the people they meet.

The important feasts of Jesus celebrated are: Easter and Christmas. On Easter Sunday we rejoice at His rising from the tomb on the third day. This means he is more powerful than death. On Christmas Day, 25th December, we celebrate His birth. His birth announces peace and joy to all people of good will.



## MARY



William Wordsworth called her “The solitary boast of our tainted race”, that is, in spite of all the wickedness and corruption of the human race, we have one pure human being to boast of, Mary!

Mary was sinless. God filled her with His Spirit and protected her from sin so that She could be the mother of his Son, Jesus. She was a simple country girl, but She lived her simple life beautifully by believing in God, and not in herself, and by offering herself to God’s plans.

Even when She did not understand, She did not doubt, and



when She had to suffer, She did not complain. She always thought of others first. When She came to know that her cousin Elizabeth needed help, She hurried to her side; when at the Cana wedding She noticed the embarrassment of the family, She asked Jesus to help.

The Bible describes her as the woman clothed with the sun, with crown of stars and moon under her feet, as powerful as an army in array. Jesus gave her to us as his last gift-to be our Mother, who will teach us the ways of God.

She is called the Helper because of her power to assist us overcome temptation and teach us to live pure and sinless lives. She is called Seat of Wisdom, because She was filled with the Spirit of God.

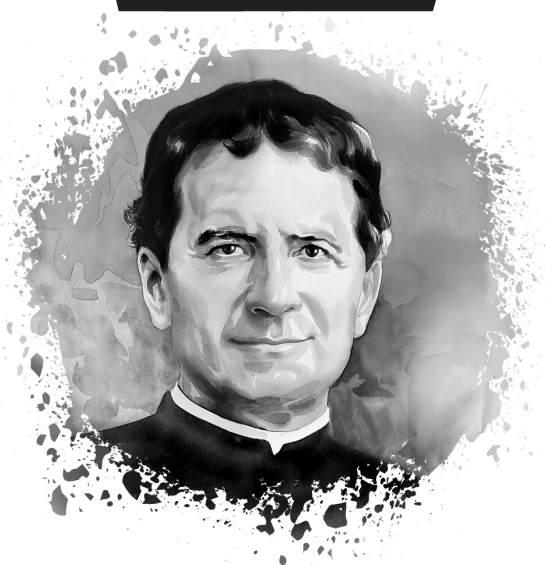
She has over the centuries appeared to people in different countries; in Lourdes, France; in Fatima, Portugal; in Guadalupe, Mexico; in Vallankani, Tamil Nadu and in many other places.

She will help us if we only ask her. We must pray to her to help us remain good and pure, to be loving and helpful to others, growing in knowledge and wisdom.

The important feasts of Mary that we celebrate are 8<sup>th</sup> December: her Immaculate Conception, i.e., her sinless birth; 15<sup>th</sup> August; her Assumption, i.e., her going to heaven in body and soul after her death; and 24<sup>th</sup> May: Mary Help of Christians, i.e., her role as a Motherly helper to all who call on her.



## DON BOSCO



St. John Bosco was born in Turin, Italy in 1815. When he was two years old, his Father died. Then, he was raised by his mother, Mama Margaret. John's future work was inspired by a dream he had at the age of nine. A man of majestic appearance told him: with meekness and charity You will conquer these, Your friends: and a Lady (Mother Mary) just as majestic added: Make Yourself humble, strong and robust.

John Bosco wanted to become a priest, especially to assist Youth. So he left home at a Young age to join the city school. Being bigger than his classmates, he was often the object of much ridicule. After school, he worked as a tailor, a cobbler or a writer, often studying by candle light late into the night.



John Bosco was ordained a priest at the age of twenty-six. He was now called Don(father) Bosco. He immediately began to work with orphans. He not only fed the homeless boys whom he took in but also provided them with opportunities for livelihood skills. He spent long hours teaching them to read and write: he also taught them tailoring and shoe making and quickly set up a printing press. Above all, he created a family atmosphere of trust and caring.

“First tell the devil no rest, and then I’ll rest too”. Don Bosco used to say to those who urged him to let up in his activity. He was a tireless confessor, a popular preacher and never refused an invitation to preach a mission or a retreat.

Don Bosco had an educational system of his own, which he called ‘THE PREVENTIVE SYSTEM’ its foundation is reason and religion. In other words, a sense of understanding between teacher and pupil, and an interest that is felt: and secondly, a sense of religion fostered by the sacraments of confession and Holy Communion.

More than a century after the death of Don Bosco, thousands of people have dedicated themselves to the continuation of his apostolic love for Young people all over the world. Their mission is to be ‘signs and bearers of God’s love to the Young’. He was in ‘constant union with God’ and he had unlimited confidence in Mary the mother of God, who he considered to be the inspiration and support of his whole work.

The ‘Salesians of Don Bosco’ is an international society founded by Don Bosco, Catholic priests and brothers who are members of the society work for the development



and education of the Young, especially those most at risk. Through schools, colleges, Technical Schools and Youth Centres in 125 countries, the Salesians of Don Bosco serve all Young people, irrespective of religious differences or social inequalities.

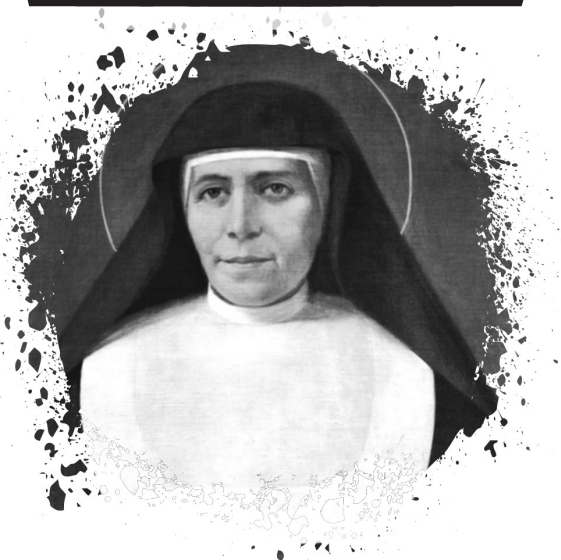
In India, Don Bosco Educational institutions are spread all over the country and are in great demand. The style of education consists in engaging Young people, their parents or guardians and the educators in a family atmosphere. The method adopted is one that was lived and handed down by Don Bosco himself: - ‘The preventive System’ based on Reason, Faith in God and Loving Kindness.

In Maram we are fortunate to have a Don Bosco Higher Secondary school, college, parish and convent. The Salesians here meet the educational and spiritual needs of the people in Maram. With coming of Salesians in Maram the people of Maram have made great progress especially in the field of education.

Millions are now the past pupils of Don Bosco, all over the world. Many who occupy places or responsibility in different countries are among them. They are proud of their education. The work of this humble priest has grown into a mighty tree. The Salesian Society of the fathers and Brothers have over 17,000 members working in over 125 countries through 2,000 institutions. In India alone there are 2200 Salesians serving the educational needs of our children through over 250 institutions scattered throughout the country.



## ST. MARY MAZZARELLO



Maria Domenica Mazzarello, co-Foundress with Don Bosco of the Institute of the Daughters of Mary Help of Christians, was born on 9 May, 1837 in a little village called Mornese, among the hills of Monferrato, Italy.

The simple Christian environment in which She grew up and her life of work and sacrifice from the earliest childhood moulded her frank and energetic character. She became inflamed with divine love for her childhood and felt drawn to make a total consecration to God by a spontaneous vow of virginity.



She first met Don Bosco in October 1864 when he arrived in Mornese with his troop of boys usually referred to as ‘urchins’ on one of the famous autumn outings. “Don Bosco is a saint, and I feel it”, was Mary’s immediate and confident intuition on seeing him.

Don Bosco discovered and admired in Mary Mazzarello the simple and beautiful reproduction of the Virgin Help of Christians and of Don Bosco’s mother, Mamma Margaret. She was to be a humble and valuable collaborator in his educative work for the welfare of Young girls.

She was a tender mother to her spiritual daughters. She followed them with the eye of a vigilant and expert educator. She accomplished real educative miracles by conquering difficult characters without using the slightest pressure and transforming them into real examples for Youth.

She died on May 14<sup>th</sup> 1888 at the age of 44. Grace helped from an unknown peasant girl into a saint of world-wide renown and influence.

From those, who in Youth are passionately in love with God are upright and sincere, great things can be expected. Girls interested in offering their lives in an exciting time of love, God and education of Young girls, should contact the sisters at Auxilium, Maram.





## ST. JOAQUINA DE VEDRUNA



Foundress of Carmelite sisters of Charity, Vedruna] St. Joaquina De Vedruna was born on 16<sup>th</sup> April 1783 in Vic, Barcelona, Spain. Her parents were Lorenzo de Vedruna and Theresa De Vidal. She was the 5<sup>th</sup> child among her 8 siblings. She was baptized on the same day in the church of Del Pino. She was named after the name of St. Joaquin, the father of Virgin Mary. Her father was a lawyer and had good reputation. She was a devoted and holy girl since from her childhood. When she used to do gardening she would say ‘Lord, up root the sins from my heart as I uproot the weeds’.



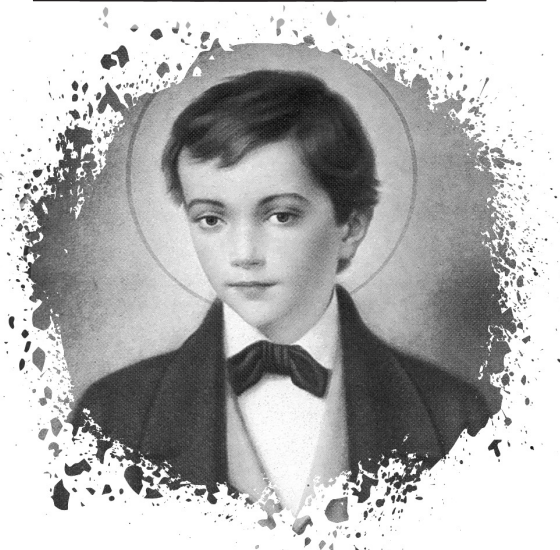
As she sew the clothes she would feel the pain our Lord had gone through as the thorns and nails pierced in his head and hands. She wanted to join the convent of cloister sisters so at the age of 12, she approached the convent but due to her small age she was asked to return later. But obedience to her parents She got married to Teodoro a colleague cum friend of his father.

JOAQUINA DE VEDRUNA had 9 children. She became widow at the age of 36. At that time she heard a voice from the crucifix, 'I took you as my spouse.' She started doing works of charity and mercy. Fr. Estaban De Olot, her spiritual director encouraged her to start a congregation. She started her religious congregation on 26<sup>th</sup> February 1854 with nine Young girls, who had burning desire to work for God and good of humanity. She opened 23 houses in different parts of Barcelona; most of them were for the poor, sick, wounded and education of girls. She died at the age of 72 on 28<sup>th</sup> August. Her mortal remains are in the first house 'Manso Escorial'. We the sisters of Vedruna carry the fire ignited by our mother Foundress St Joaquina the Vedruna.

CHARISM: Education of girls, Care of the Sick and Pastoral work



## ST. DOMINIC SAVIO



During the Marian year of 1954, Pope Pius XII canonized a 15-year-old School boy, giving to the whole world, Saint Dominic Savio.

Born in small town called Riva, near Turin in northern Italy on the 2<sup>nd</sup> April 1842, Dominic took things seriously from his very early years and understood that he had to keep close to Jesus if he wanted to be happy. This explains his deep love for the Holy Mass. When he made his first communion at the age of seven, he took as his motto “DEATH RATHER THAN



SIN” because he understood quite clearly that the only thing that could separate him from Jesus was sin, and no threat or treat was going to make him commit one.

Dominic also understood very early in his life that the person closest to Jesus is His mother. So we see him very attached to Mother Mary. This is the reason why Pope Pius XII said of him “Dominic Savio is a little giant of sanctity and a real model for Youth of our time”.

A person’s death reflects his life. Those who keep close to Jesus in life, find Him by their side at the point of death, which is but the door to everlasting union with Him. When Dominic was dying on March 9, 1857, he turned to those who were at his bedside and with a joyful smile, exclaimed: “O what beautiful things I see”. Jesus whom he loved with all his heart was already rewarding him for his loyalty.

In an age when we see so many Young people chasing pleasures, even those forbidden by God’s law, in a mad search for happiness, it does us good to read the life of one who found this happiness, seeking God.



## BL. LAURA VICUNA



Laura Vicuna familiarly known as the Lily of the Andes was born at Santiago, Chile, in 1891. Her mother, left on her own, took her two daughters to Argentina for safety. In 1890 Laura became a boarder at the school of Daughters of Mary help of Christians. The following year she made her first Holy Communion and like Dominic Savio, made the resolutions to love God with her whole being, to mortify herself and to die rather than offend God.

When she came to realize that her mother was living in an immoral situation, she offered herself to the Lord for her



mother's conversion. During the short holidays that she had to spend in the house of Mr. Manual Mora, She courageously preserved her virtue, in spite of the insidious advances of that wicked man.

Exhausted by sickness and sacrifices, She revealed to her mother on the last evening of her life. "Mamma, I am dying. A long time ago I asked Jesus to bring you back to God, and I offered my life for that intention. Mamma, before I die, please give me the joy of seeing you reconciled to God". She experienced this joy before dying on 22<sup>nd</sup> January 1904.

Laura a pearl of purity, filial love and sacrifice, was beatified by John Paul II on 3<sup>rd</sup> September, 1988 on the hill of the Youthful beatitudes, near Castel nuovo Don Bosco Asti, Italy. "To Laura I would give two palms:" said the servant of God Don Filippo Rinaldi, "the palm of purity and that of love ... I think that very soon Laura will be one of the greatest glories of Young people gathered in our Salesian Houses".



## BEATIFICATION OF 1 SALESIAN AND 5 STUDENTS

On Sunday 13<sup>th</sup> June 1999 a remarkable beatification ceremony took place in Poland. Pope John Paul II beatified a total of 108 martyrs from the Second World War, most of whom died in the prison camps of Auschwitz and Dachau. These martyrs include a Salesian priest from Cracow, Fr. Joseph Kowalski, who was killed at Auschwitz on July 3<sup>rd</sup> 1942. Just one month later, at another prison camp, five young members of the Salesian oratory of Poznan were guillotined, after a long period of trial and suffering for their faith. The oldest of the five was only 23, the Youngest 20.

Each of the new “blessed” has left a brief but telling written phrase for the world to ponder. Fr. Joseph had written his, long before he was called to live it to the point of death: “I will never say that’s (suffering for faith) enough”. Each of the five boys was given an opportunity to write something just before being beheaded. What was written reflects the joyful depth of faith each had achieved: “Do not cry-we are happy”. “I thank God I was born in Catholic faith’ it gives me strength to overcome everything”. “Dear Mom and Dad do not be sad. In heaven I shall be your intercessor in God’s presence”. “God has given us the cross, and also the strength to carry it”.

20<sup>th</sup> century has seen the most atrocious killing of innocent human lives in all of human history. But holiness never fails to astonish us, even in the midst of such evil – and especially when it is such youthful holiness.



## FR. N.V. JOSE MEMORIAL AWARD

A Cash award will be given annually to the student who is in the top list in Higher Secondary Examinations. They should claim the award within one month after the declaration of result. If they do not claim, award is cancelled.

### *HIGHER SECONDARY TOPPERS who received Fr. N. V. Jose memorial award*

1996	Ruth Kolo Gilbert
1997	Lily Rose Jajo
1998	Veronica Khangchian
1999	Raymond Ronamai
2000	Elizabeth Adaho
2001	H. Karaiba Mark
2002	Zhiippiio Peter Mao D.
2014	Kolo Hriiziia
2015	Linluguiliu Lucy Phaomei
2016	Ashmita Chhetri
2017	Sriram Rimal
2018	A. Shudzuni
2019	Mateivi
2020	Kekhuzhozo Tetso
2022	Chandni Thapa [4 <sup>th</sup> Rank in the State]-12 Commerce
2023	K. Chinga





## SONGS

### 1. LET US SING OF OUR FATHER

Let us sing of our father the glory  
With our hearts full of love and devotion,  
Let us tell the magnificent story  
Of his life and his wonderful deeds.  
All his children his altar surrounding  
Lift their hearts to their guide and their Father  
And that strain is a hymn never ending  
That resounds thro' the lands and the seas:

**Oh! Don Bosco, thy name is a vision,  
Oh! Don Bosco, thy cry is a slogan,  
Oh! Don Bosco, thy sons are a legion  
And thou art their example and light.**

On the fag of this glorious battalion,  
Stands the virgin on us sweetly smiling  
And the motto so pressing and shining:  
'Give me souls take away all the rest'.  
It's cry that invites to the conquest,  
It's call that drew legions of Youngsters  
To the heart of the kindest of masters,  
To the feet of the greatest of kings.

### 2. DBHSS SCHOOL: A Home Away from Home

1. Our school is a home where we make family  
where we share joys and sorrows  
Where we laugh and cry together where one can  
find the love of God, but in Our DBHSS



*Let's join our hands today  
To make this school a home,  
There are no boundaries  
in the story of the human race  
We are one family of God  
Marching to our goal.*

2. The love is in us, we can't find it in the air  
If we search and look around  
If we seek and try to get it.  
Where can one grow in love and peace  
but in our DBHSS.
3. We walk down the street, to reach our destiny  
From the moment of our birth  
To the last breath, that we breathe  
To gain the wisdom of God,  
but in Our Don Bosco Maram  
Oh lu la lalalalalala,  
Oh Don Bosco is a school of love (2)

### **3. RAISE YOUR VOICES**

Raise your voices and sing the praises  
Of the father of all Youth  
How he loved them and ever sought them Turn'd their  
hearts towards their God.  
Mother Mary exalt thy servant  
How he loved Thee and praised Thy name  
Hearken to our humble voices  
And share with him thy glory.  
Don Bosco be with us, Don Bosco watch o'er us Don  
Bosco forever our model be (2)



#### **4. WE THANK YOU FOR DON BOSCO**

**We thank You O Lord, for Don Bosco  
In him we see the wonders of your love  
You filled him with gifts of nature and of grace.  
To lead young people to their home above.**

1. He was a man profoundly human  
Open to the signs of the times,  
And yet he was a man, he was a man of God.
2. Enable us to be his double,  
Faithful in the service of Youth,  
Overcoming hardships with firmness,  
With hearts filled with Your love.

#### **5. BORN AGAIN (In honour of the late Fr. N. V. Jose)**

Tell me how the wind blows,  
Tell me where the wind goes,  
You hear it singing through the skies.  
You can't see what you feel  
But you know that it's real,  
Like the Spirit in Your heart that softly sighs:  
Born again: You can be born again,  
You can live in the Father's love.  
And when this life is gone, like flowers that fade away  
Your life will still go on through eternal day.  
Born again: You must be born again.  
Let the Son take Your darkness away.  
For all the light and all the life of Jesus shines within  
When You've been born again. (2)



## 6. MAKE ME A BLESSING

1. Out in the highways and byways of life  
Many are weary and sad  
Carry the sunshine where darkness is life  
Making the sorrowing glad.

**Make me a blessing (2)**

**Out of my life may Jesus shine,  
Make me a blessing Oh Saviour I pray  
I pray Thee my Saviour  
Make me a blessing to someone today.**

2. Tell the sweet story of Christ and His love  
Tell of his pow'r to forgive  
Others will trust Him if only you prove  
Through every moment you live.
3. Give-twice as-given to-you in need  
Love as the Master loved you  
Be to the helpless a helper indeed  
Unto your mission be true.

## 7. HEAVEN

1. Heaven is the place where everybody's happy  
Heaven is the place where we will live forever more  
Heaven is the place where there's no pain or sorrow  
Heaven is the place of peace and love and not a place for war

**CH: I really hope to see you there,  
It's wonderful to know that's where  
Happiness will never end for you and for me.  
It's a place not far away, it's getting closer everyday  
I hope you will be in heaven too...  
I am going to heaven, I am going to.**



2. Heaven is the place where we will fly like angels,  
Heaven is the place where we will see our family  
Heaven is the place with plenty of good people  
Heaven is the place prepared for us  
With rooms for you and me.
3. Heaven is the place where we will be like Jesus  
Heaven is the place where we'll do things we've wanted to  
Heaven is the place where anything can happen  
Heaven is the place where all your dreams  
Will finally come true.

## **8. YOUR PRESENCE**

**I can feel Your presence in my life (2)**

**I know You are always near (2)**

**You understand me more than I can ever know**

**I can feel Your presence in my life.**

1. You go before me yet You always lead me on,  
You guide me with Your gentle hand  
You know my movements  
When I sit and when I stand,  
I know You are always near.
2. Were I to journey to the highest mountain top  
Sail to the limit of the sea.  
I'll never escape Your presence and Your love  
I know You are always near.
3. You knew my being when I was not yet conceived  
You formed me in my mother's womb.  
And I thank You for the love You gave to me,  
I know You are always near.



## 9. SHINE JESUS

1. Lord, the light of Your love is shining,  
In the midst of the darkness shining,  
Jesus, Light of the world shine upon us,  
Set us free by the truth You now bring us,  
Shine on me! Shine on me!

**Shine Jesus Shine!**

**Fill this land with the Father's glory;  
Blaze spirit! Blaze! Set our hearts on fire;  
Flow river, flow:  
Flood the nations with grace and mercy,  
Send forth Your word,  
Lord - And let there be light!**

2. Lord, I come to Your awesome presence,  
From the shadows into Your radiance,  
By the blood I may enter Your brightness,  
Search me, try me, consume all my darkness  
Shine on me! Shine on me!
3. As we gaze on Your kingly brightness,  
So our faces display Your likeness,  
Ever changing from glory to glory,  
Mirrored here may our lives tell Your story,  
Shine on me! Shine on me!

## 10. WELCOME

Wel, wel, wel, wel welcome wel  
Now we sing a happy song;  
May You have a happy stay  
May Your worries fly away;  
See the twinkle in our eyes  
It will soothen all Your sighs;  
Tra la lala(2)



## 11. WALK A MILE

1. Sometimes good, sometimes bad, sometimes happy,  
sometimes sad, everybody sometimes falls and needs  
a friend. Sometimes strong and sometimes weak,  
Everybody sometimes falls and needs a friend.

**Walk a mile, walk a mile in his shoes**

**Don't put down, criticize or accuse**

**Take the time to feel the things You're going through**

**See just how it feels to walk a mile in his shoes**

2. Words can bless, words can curse, Make things  
better, make things worse, Every time You throw  
some dirt, You lose some ground. Words can save,  
words can damn, Take a walk and walk one mile,  
When You help someone up, You gain some ground.

## 12. AS I FACE THE STORM OF LIFE

1. As I face the storm of life in this world of toil and trials  
Precious Lord, keep Your mighty hand on me;  
On these bended knees I pray, help me Lord not to  
stray Precious Lord keep Your mighty hand on me.

**The road of life is weary, sometimes so hard to bear**

**But when I think of Calvary, I leave my burdens there**

**Satan tempts me day by day, as I walk this narrow way,**

**Precious Lord, keep Your mighty hand on me.**

2. As I pass to meet the storm, in this world of trials and war  
Precious Lord, keep Your mighty hand on me  
Lord I give my life to You, use me as You wish to do  
Precious Lord, keep Your mighty hand on me.



### 13. DEAR LITTLE SAINT

1. Dear little saint, we claim you as our own  
Your life was upright, pure and brave.  
For Jesus was your friend and Mary too,  
Assist us now our Youthful souls to save (2)

**Dominic Savio, Mary's little flower  
Be You our leader in our fighting hour,  
Under the Host Your rose and lily grew,  
We cherish most to be like You, like You.**

2. Dear little Saint, fair virtue's Youthful bloom,  
To sin swift death You did prefer, Oh,  
teach us hate the dreadful plague of sin,  
And from temptation fly with speedy care. (2)

### 14. ALL THINGS BRIGHT

**All things bright and beautiful,  
All creatures great and small  
All things wise and wonderful,  
The good God made them all.**

1. Each little flower that opens,  
Each little bird that sings,  
He made their glowing colours  
He made their tiny wings.
2. The purple headed mountains,  
The river running by  
The sunset and the morning  
That brightens up the sky.
4. He gave us eyes to see them  
And lips that we might tell  
How great is God Almighty  
Who has made all things well.





## **15. JUST LIKE A CHILD**

1. Just like a child who trusts his father dear  
And who delights to feel his presence near  
Just like a child whose mind has not a doubt  
And whose heart is never proud.

**Here I come, O Lord,  
Here I come just like a child (2)**

2. Just like a child so weak he cannot stand  
But who holds firm and tight his mother's hand  
Just like a child who sings in bright daylight  
Fearing not the long dark night.
3. Just like a child that guilty deeds oppress  
With mind and heart in trouble and distress  
Who throws himself into his mother's arms  
Sure She'll free him from his qualms.

## **16. THE WORLD STANDS IN NEED OF LIBERATION**

**The world stands in need of liberation, my Lord,  
It still has to feel Your power.  
The blind and the deaf, the dumb and the maimed,  
All need to feel Your healing touch.  
The world stands in need of liberation, my Lord.  
It still has to learn to love.**

1. There are those who have eyes but refuse to see  
The in humanity that's done.  
There are those who have ears but refuse to hear  
The cries of those in agony.



2. There are those who have mouths but refuse to speak  
Against injustice done to some.  
There are those who have hands but refuse to reach  
Them out in love and charity.
3. There are those who have talents they do not use  
To build a true community.  
And we know that we all have the talent to love  
But leave it buried in ourselves.

## 17. OH THE WORD OF MY LORD

**Oh the word of my Lord, deep within my being,  
Oh the word of my Lord, you have filled my mind!**

1. Before I formed you in the womb  
I knew you through and through  
I chose you to be Mine  
Before you left your mother's side  
I called to you, My child, to be my sign.
2. I know that you are very Young,  
But I will make you strong,  
I'll fill you with My word,  
And you will travel through the land,  
Fulfilling My command, which you have heard.
3. And everywhere you are to go  
My hand will follow you,  
You will not be alone,  
In all the danger that you fear  
You'll find Me very near, your words My own.



## 18. LIKE A SUNFLOWER

**Like a sunflower that follows every movement of the sun,  
So I turn towards You, to follow You, my God.**

1. In simplicity, charity, I follow (2)
2. In simplicity, honesty, I follow (2)
3. In simplicity, fidelity, I follow (2)

## 19. FAIREST LORD JESUS

1. Fairest Lord Jesus, ruler of all nature,  
O Thou of God and man the Son  
Thee will I cherish Thee will I honour  
Thou my soul's glory, joy and crown,
2. Fair are the meadows, fairer still the woodlands,  
Robed in the blooming garb of spring:  
Jesus is fairer, Jesus is purer,  
Who makes the woeful heart to sing.
3. Fair is the sunshine, fairer still the moonlight  
And all the twinkling starry host;  
Jesus shines fairer, Jesus shines purer  
Than all the angels heav'n can host.

## 20. INTEGRATION

**From towns and villages we come  
We love to hear Don Bosco's name  
Our hearts refresh together here  
'Integration' the time we long.**

1. Young boys and girls let us unite  
In peace and joy let us abide  
Rid of all pride and selfishness  
Stretch out Your hand and give Your best.



2. No creed no culture, language will bar  
Our unity from near and far  
In love we dwell and thus we'll lead  
A family of hearts indeed.
3. We laugh and play new skills we learn  
Our life to live we now discern  
In honesty our fame we earn  
For good of all is our concern.

## **21. BLESSED ARE YOU**

1. Blessed are you the poor who trust  
The Father with your life  
For within your heart is born  
The kingdom of the Lord  
Blessed are you the sorrowing  
Who know your Father's Wise  
For within your heart is born  
The kingdom of the Lord.

**Let your light shine for all the world to see,  
The brightness of your life within  
The peace that sets you free.  
Let your light shine to fill you night and day  
Men will see the deeds you do  
And give your Father praise.**

2. Blessed are you the loving ones  
Who know your need to share  
For within your heart is born;  
The kingdom of the Lord  
Blessed are you the searching souls



Who draw men to God's care  
For within your heart is born;  
The kingdom of the Lord".

3. Blessed are you who work for peace  
Among the Father's sons  
For within your heart is born The kingdom of the  
Lord Blessed are You who suffer aches For better  
days to come For within your heart is born The  
kingdom of the Lord.

## **22. IN SHADY GREEN PASTURES**

1. In shady green pastures so rich and so sweet,  
God leads His dear children along;  
Sometimes in the valley, in darkest of night  
God leads His dear children along.

**Some through the waters, some through the flood,  
Some through the fire, but all through the blood;  
Some through great sorrow, but God gives a song,  
In the night season, and all the day long.**

2. Sometimes on the mount where the sun shines so bright,  
God leads His children along;  
Sometimes in the valley in darkest of night,  
God leads His dear children along.

## **23. GOD WILL TAKE CARE OF YOU**

God will take care of you, be not afraid  
He is your safeguard through sunshine and shade,  
Tenderly watching and keeping his own,  
He will not leave you to wander alone.



**God will take care of you still to the end  
Oh what a Father, Redeemer and Friend  
Jesus will answer whenever you call;  
He will take care of You, trust Him for all.**

God will take care of you through all the day  
Shielding your footsteps, directing your way;  
He is Your Shepherd; Protector and Guide,  
Leading his children where still waters glide.

#### **24. SMILING FACES (Welcome)**

1. Smiling faces round you gather  
To welcome You in our midst dear  
Oh see us your children gather here;  
To welcome You today.

**With longing hearts**

**We waited for this great and glorious day  
Greetings, greetings, greetings here  
We welcome you today; The sound of music fills the air;  
For you are here with us  
May angels bear to God our please; For you on our behalf**

- 2 Our welcome bells are sweetly ringing  
Our hearts are filled with joy and glee  
Oh see us your children gather here,  
To show our love for you.



## 25. O GIVE THANKS

**O give thanks to the Lord, for he is good (3)  
Yes, eternal is his love.**

1. I will sing to my God never ceasing  
All my life, I will tell of His wonders;  
He's the maker of all earth and heaven,  
Of the ocean, the seas and all they hold.
2. The Almighty is faithful forever;  
He is just to the poor and the outraged;  
It is He who gives bread to the hungry,  
Who delivers the captives from their chains.
3. He gives sight to the blind in his mercy;  
And He raises the lowly, the humble  
It is He who gives Shelter to strangers;  
Every orphan and widow He defends.

## 26. MARY MOTHER

Mary mother, You will surely help me.  
Bless me with favours, that I ask of thee.

I'll e'er be faithful, never fail to be true.  
Mary Mother, keep me close to You.

When days are heavy and the world is gloomy,  
Keep near to me then, lest the world drown me.

Bless me with graces for my soul and body.  
When blows the tempest, comfort be to me.



## 27. TO OUR LADY OF THE WAY

1. No one can live as an island,  
Journeying through life alone.  
Since we're most loved by a mother,  
Jesus gave us his own.

**Be with us, Mary, along the way.  
Guide every step we take.  
Lead us to Jesus, Your loving Son.  
Come with us, Mary, come.**

2. When Jesus met with rejection,  
Mary stood by the cross.  
How can a mother desert her son?  
She'll also stand by us.
3. Help us, O star of the ocean,  
Be with us in our strife,  
When we are faced with temptation  
Tossed by the storms of life.
4. Often enough in life's banquet,  
We shall run short of wine.  
Then, as at Cana, request Your Son  
To make our lives divine.





## **28. LORD HAVE MERCY AND GLORIA:**

Lord have mercy, Lord have mercy.  
Christ have mercy, Christ have mercy  
Lord have mercy, Lord have mercy

### **Glory to God in the highest And peace to his people on earth.**

Lord God heavenly king almighty God and Father,  
We worship You, we give You thanks,  
We praise You for Your glory.  
Lord Jesus Christ only son of the Father,  
Lord God Lamb of God You take away the sins of the  
world, have mercy on us  
You are seated at the right hand of the father  
Receive our prayer.  
For You alone are the holy one,  
You alone are the Lord.  
You alone are the most high Jesus Christ  
With the Holy Spirit in the glory of God  
The Father Amen.

### **Holy, holy, holy Lord**

Holy, holy, holy Lord, God of power and might  
Heaven, heaven and earth are full of Your glory.  
Sing hosanna, (sing hosanna), sing hosanna,  
(sing hosanna) sing hosanna (sing hosanna)  
sing alleluia.

Blessed, blessed is he who comes in the name of the Lord.  
Sing hosanna, (sing hosanna), sing hosanna,  
(sing hosanna) sing hosanna (sing hosanna) sin



## PROSPECTUS

Don Bosco Higher Secondary School, Maram Centre was established in the year 1983. Don Bosco is a Catholic educational Institution run by the Salesians of Don Bosco. It is a co-educational, English medium, private school recognized by BOSEM and COHSEM offering a wide choice of subjects in Science, Commerce and Arts.

### **Vision & Mission**

Don Bosco Hr. Sec School Maram educates the Don Bosco way. Our only priority is the integral development of every child that steps into the portals of Don Bosco. Ours is an education that values and nurtures the religious, spiritual, intellectual, moral, aesthetic, social and physical growth of each student. We foster “student-student” and “teacher-student” relationships as the most appropriate model to empower every one of them to develop a sense of purpose and respect for self, others and the environment.

We endeavour to meet the individual needs of students and welcome the contributions they make in using their special gifts and talents. We help to create a safe and happy ambience where all the members of the school community are included, valued and nurtured. All this leads to the pursuit of excellence and an ongoing commitment to learning.

Inspired by the benign and noble teachings of Our Lord Jesus Christ who declared of Himself “I am the Way,



the Truth and the Life,” and guided by the moral and educational philosophy of St. John Bosco, Don Bosco Schools India envisions well-formed youngsters who are honest persons and good citizens.

We lay emphasis on an education that is participatory in nature, intellectually competent, multi-skill oriented, value based and socially committed.

## **GENERAL RULES AND REGULATIONS**

1. Don Bosco School is owned and run by the Catholic religious community. No disrespect should be shown to articles, religious images and worship proper to any religious group. No other form of religious worship will be allowed in the school premises.
2. The decision of the Principal shall be final in all the matters of academics, discipline and enforcement of rules. The students are admitted on the clear understanding that they will observe the rules of the school and accept the authority of the Principal/Vice Principal
3. Don Bosco is an English medium school. The students and teachers will converse in no other language other than English in the school premises and during other outdoor programmes.
4. All students must use their own study materials and are responsible for them. The school does not accept responsibility for loss of books, pens, money, and other personal belongings. Students are not allowed to have



large sum of money or valuable articles with them. If anybody loses any item in the school, they should report the matter to the principal.

5. The lost and found articles must be submitted to the Principal's office. The owner could claim it by giving the identity of the object.
6. All extra-curricular activities of the school will be held on Saturdays. Students are expected to take part in them without fail.
7. Students must have all the required text books within two weeks following admission to the school. No other notebooks are allowed in the school except the school notebook supplied from the school counter.
8. Students must be disciplined and polite. They should greet the both teaching and non teaching staff courteously wherever they meet them and respect them in and outside the school campus.

## **FEES**

9. The fees, once paid, will not be refunded under any circumstance.
10. Fees have to be paid for the whole term by the students who leave the school before its completion.
11. Admit Card, Mark Sheet and Certificates will not be issued to pupils who have not cleared arrears in the school.



12. Parents must produce the fee receipts as a proof of payment in case of any doubt.
13. The school fees are for twelve calendar months. It may be paid in advance or in instalments before the 15th of each month. No reduction is made for absent periods or holidays. No reduction in fees is envisaged on account of the number of children studying in the school. School fees are liable to be revised periodically.

## **SCHOOL HANDBOOK**

14. A Handbook is provided to each student at the beginning of the academic year. This has to be maintained in a proper manner throughout the year. Students should fill the Identity certificate, contact of parents and local guardian and other pages of the Handbook correctly within the first week of the commencement of the academic session. The ID page should contain the photograph and all the details asked for therein.
15. A written application has to be submitted to the Principal through the class teacher together with the required fine, in case the handbook is lost. The front office will issue a new handbook on submission of the application duly countersigned by the class teacher and the Principal.
16. The handbook has to be brought to school daily. A student who does not bring the handbook will be marked absent if he / she is from the Primary / Upper Primary classes and the students of Secondary and Senior Secondary classes will be sent home to bring



the handbook. Such students should bring a note on the following day from their parent / guardian for being marked absent / being sent home.

## **PUNCTUALITY**

17. Arrival at the school campus has to be before 8:15 am, 8:20 will be the first bell and assembly will begin at 8:30 am. Students coming after 8:30 am should meet the teacher in-charge and get permission to join the class. Students should not loiter around the school campus after school hours in school uniform.
18. Students coming late for seven cumulative days will meet the principal with their parents.

## **VACATION**

19. There are two major vacations: Winter Break and Summer Break.
20. Students must be present on the Re-Opening Day after every vacation and on the last day before every vacation. Those who fail to do so shall pay a fine.
21. Any noisy celebrations on the last day of class within school premises is strictly forbidden.

## **DAMAGE OF SCHOOL PROPERTY**

22. Causing damage to school/public property shall lead to fines, suspension, or dismissal from the school. Any damage done to school property must be made good by the pupils.
23. All should take an honest pride in keeping their school campus clean.



## **MEDICAL ASSISTANCE AND HEALTH ISSUES**

24. Students should be ready to undergo medical test by a doctor, as and when directed by the principal.
25. Parents / guardians should inform the school authorities regarding any ailment their child / ward is suffering from in order to provide timely medical assistance.
26. Students who are injured should inform the teachers / fellow students. The matter should be brought to the notice of the class teacher and Vice Principal / Principal.
27. The school cannot be held responsible for accidents, small or serious, to pupil during their stay in the school or while taking part in sports, study tours and extracurricular activities within or outside the school premises.

## **USE OF ELECTRONIC DEVICES AND SOCIAL MEDIA**

28. Use of mobile phones by students in the campus is strictly prohibited. Confiscated phones will not be returned.
29. No books, periodicals, newspapers, pen drives, CDs, other forms of media storage may be brought into the school premises without the principal's permission. Students found with obscene or dangerous books, pictures, etc in their possession or lending them to others are liable to be suspended or expelled.



30. Videography and photography are prohibited among students for any school event.
31. Students should not indulge in using social media against the institution, teachers, students etc. Anyone violating this rule, shall be suspended, or expelled.
32. No matter for publication in newspaper, magazines, or journals other than that those published by the school may be submitted in the name of the school by the students without the permission of the principal.

### **BEHAVIOUR WITH OTHER STUDENTS**

33. Ragging and harassment of male/female students of any kind and magnitude inside or outside the school campus will lead to suspension or dismissal from the school.
34. Eve teasing, molestation, inappropriate hugging, kissing, causing bodily harm to each other, calling vulgar names/words, comments on girls/boys will be viewed as major misconduct and may result in suspension or expulsion.
35. Students involved in fighting/quarrelling, threatening, black mailing etc. in the school or outside the school will be suspended or expelled with parents call and a fine. If there is any disagreement or argument among students, it shall be settled in a peaceful manner with the help of teachers or principal.





## **ABSENCE, ATTENDANCE AND LEAVE**

36. Students with a cumulative attendance of less than 80% will not be allowed to sit for the promotion/final examination.
37. Leave for serious religious ceremonies or special occasions must be sought earlier but permission to attend such events will be decided according to the discretion of the principal.
38. Students are not allowed to leave the school campus during class hours. Students will go out only with the Student's Pass.
39. Absence without prior leave given in writing from the principal for 15 days could be considered as the withdrawal of the pupil from the school and the student's name could be struck off the rolls.
40. Bunking/Absence from class is a serious offence. Repeated absentees will be suspended or expelled unless the student corrects himself / herself after having been admonished.
41. If a student falls sick during class hours, parent/guardians will be informed and they must come to take the sick person home. Sick students will not be sent home alone.
42. Students leaving during the first two hours of class will be marked absent for the day.
43. Late comers must get proper entries made in the late arrival section of the diary and get the signature of the vice principal/ principal.



44. Attendance is compulsory on school functions, programmes, and activities.
45. Medical certificate is to be furnished if a child is absent for more than three days on medical grounds.

### **PROMOTION AND DETENTION**

46. Promotions are based on the whole year's work performance.
47. Bad character can result in the detention of a student regardless of the student's academic performance.
48. The results declared after the final examination/selection examination are final and cannot be reconsidered.
49. Students who fail badly may be asked to leave the school as they are either unwilling or unable to study.

### **EXAMINATION**

50. Students found using unfair means in the examination will be awarded zero for the particular subject and will be allowed to sit for the rest of the exams only after a parents call. It can also lead to the dismissal from the school.
51. No one is allowed in the examination hall without the Admit Card. Examinations written without the admit card will be considered invalid. (exception will be given to students who take prior permission from the Principal)



52. Students absent from any examinations will be considered to have failed. Re-exams or tests will not be conducted for absent students.
53. There will be neither anticipation nor postponement of any examination to suit the convenience of a student or parent.
54. Written application for the verification of marks in special cases will be entertained at the discretion of the Principal, if accompanied with a search fee of Rs. 100/- per paper. Answer papers of the final examination will not be available for inspection by students/parents.

### **BEHAVIOUR NOT ACCEPTED IN THE SCHOOL PREMISES**

55. Don Bosco Hr. Sec. School campus is a Tobacco Free Campus. Tobacco in any form, alcohol and other intoxicating substances / drugs is forbidden within the school campus. A student is liable to be suspended or dismissed if he / she is found possessing / using such substances.
56. No students, teachers or any organizations shall organize or conduct any activity, competition, picnic, exposure trips, games for Don Bosco students without prior permission of the school authorities. Violation of this rule will result in suspension or expulsion as per the seriousness of the situation.
57. Students are not allowed to collect money or raise funds for any purpose (picnic, class or club events) in



the name of the school without the express permission of the Principal. Students are not allowed to form any authority as a body. Such combined action is subversive of good order. Students may not address public meetings, social media, take part in the school competitions, participate in live/photographic modeling, Fashion shows, stage shows, talk shows or television programme using the name of school without the prior permission of the Principal.

58. The school does not permit student unions.
59. Neither buying / selling nor exchanging of goods, products etc. is allowed in the school. Students indulging in such action may be suspended or expelled.
60. Students are not allowed to bring any fancy /harmful items ( Knives, fire crackers, toy guns). Applying any glittering powder at each other or splashing water on each other in the class or in the school campus is strictly prohibited. Serious action will be taken if anyone breaks this rule.
61. Eating, chewing and drinking water inside the class room during class hours is prohibited.

## **WITHDRAWAL AND EXPULSION**

62. Students are liable to be dismissed at any time of the year for their irregular attendance, insubordination, habitual idleness, disobedience and conduct affecting the morale of the school, unless the student corrects himself / herself after having been admonished.



63. A student may be asked to leave if he / she is suffering from any disease which would be harmful to the other fellow students.
64. A student is liable to be suspended or dismissed for any misbehaviour of a serious nature that has become public knowledge, even if it has taken place outside the school premises.
65. A student is liable to be suspended or dismissed for any act of indiscipline, insubordination, interference in administration or for disrespect to any member of the staff or any religion or community unless the student corrects himself / herself after having been admonished.
66. Students are forbidden to bring explosives / fireworks / ink / colour, dangerous implements / knives / pistols etc and toys to the school. Exemplary disciplinary action will be taken against students disobeying this rule. The student may be asked to discontinue for the well being of the school and its members, if necessary
67. The Principal will ask a student to take T.C. whose conduct is harmful to others or whose Parents/ Guardians show little or no interest in the student's progress.
68. Immorality, insubordination, contempt for authority, lack of interest in one's duties as a student and misappropriation of others belongings will be sufficient reasons for the suspension of a student.



## **SCHOOL UNIFORM**

69. It is compulsory for every child to come to the school on all class days and at school functions neatly dressed in the school uniform. Student's ID card is part of the school uniform. Every student will wear the uniform as follows:-

### ***Primary School (Class 1-4)***

Daily Uniform: Black pants, White shirt, school belt & tie, Black laced shoes, school socks.

For Girls: Black Skirt, Red ribbon/black hair band for girls with short hair.

### ***High School (Class 5-10)***

Daily Uniform: Black pants, White shirt, school belt & tie, Black laced shoes, school socks.

For Girls: Red ribbon/ black hair band for girls with short hair

### ***Higher Secondary School (Class 11-12)***

Daily Uniform: Dark Blue pants, Light Blue shirt, school belt & tie, Black laced shoes, black socks.

For Girls: Red ribbon/black hair band for girls with short hair

### ***Wednesday Uniform for (Class nursery and KG; 1-10)***

Black pants, House T-Shirt, school belt, Black laced shoes, school socks. House ribbon for girls. Scout and Guides.

### ***Higher Secondary School (Class 11-12)***

School Track Suit, School T- Shirt



### ***Wednesday Uniform for Higher secondary School (Class11-12)***

School Track Suit, School T- Shirt

71. By The Commissioner of Education, Government of Manipur: Students wearing School Uniforms are not allowed to loiter during school hours in and around places other than their School Campus without proper guidance/School staff .
72. Students shall wear their school uniform along with School Identity Card while they are in the school and for other school related activities.
73. A student who comes to the school without his/her complete uniform will not be allowed in the class room and may be sent home.
74. A student will approach the Principal only in full uniform on class days.
75. No fashionable item to be worn by the student in the school. Such items may be confiscated by the school authority
76. Students should be clean, their hair well groomed and neatly dressed in their uniform. Colouring of the hair, etc are not allowed in the school. Anyone violating this rule, shall be suspended. Long nails, use of nail polish, lips stick, hair dyes etc are not allowed in the school. Writing or tattooing on any part of the body shall result in suspension.



77. Don Bosco students should wear school uniform for any function in the school or while representing the school for any function outside.
78. BOYS: The following styles are forbidden for boys: Long hair, hair dye, gel & punk hair style, skinny or low hip pants, hugging shirts, bangles, chains, ear-rings, nail polish, Tattoo of any sort, etc. Boys should have a decent hair style that is neither too long nor too short.
79. GIRLS: The following styles are forbidden for girls: Lip-sticks/gloss, mascara, contact lens except with doctors prescription, eye-liner/kajal, fancy earrings, not more than one earring on each ear, nose-rings, bangles, chains, clips, cosmetics, nail polish, long nails, coloured hair etc.

## **LIBRARY**

80. Students of class XI to XII are allowed to borrow books from the library.
81. Books are issued from the library to those who present their ID cards and only one book at a time will be borrowed by a student.
82. Books may be retained not more than 10 days, counted from the day of issuing.
83. If the student wishes to keep it longer, she/he should bring the book to library and renew.





84. Those who loose or damage the book in anyway will have to pay the full cost of the book with a fine of Rs. 50/-.
85. Check the book at the time of borrowing. If any damage is noticed, bring it to the notice of the librarian immediately. Thereafter no complaints will be entertained.
86. Students are required to maintain strict discipline and silence during the library period and should leave the books in the proper order on completion of the library period. They should not disturb other classes.
87. If for some reason or other, books cannot be returned on time, the student concerned must intimate the same to the librarian in writing.
88. Magazines and reference books are not allowed to be taken out of the library.
89. No one is allowed to take or return books with another's ID card. No students shall exchange the library books with each other.

### **NOTES TO THE PARENTS / GUARDIANS**

Parents and guardians are not allowed to see their children or interview teachers during school hours.

Parents found threatening and/or manhandling the staff or other's children in and outside the school no matter what the fault may be, will find their own children dismissed from the school at the end of the year.



Parents retain their rights and duties in the education of their children even though they delegate them in part to the school. The support and collaboration of parents / guardians are in all cases considered indispensable to the success of the work of education carried out by the school.

Hence parents and guardians are requested to co-operate with the school authorities:

By inculcating in their wards regular and punctual attendance.

By providing enough uniforms (at least two) and sending their wards to school, dressed daily in their proper and full uniform.

By seeing that their wards are diligent at their home work and lessons.

By insisting on neatness and cleanliness in their text books, exercise books and personal appearance.

By occasionally interviewing the Principal to discuss the progress of their children.

By occasionally looking through the Regularity Record section of this calendar.

By countersigning the Report Book, Handbook, etc.

By coming to the school when called for like functions, meetings and parents call, especially pertaining to students' welfare and betterment.



## HIGER SECONDARY FEE RECEIPT TAG

Name.....

Stream .....Class ..... Sec..... Roll No.....

Items	Amount	Signature
Admission		
First Installment		
Second Installment		



## HIGH SCHOOL FEE RECEIPT TAG

Name.....

Stream..... Class..... Sec..... Roll No.....

	AMOUNT	SIGNATURE
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Exam Fee 1st Term		
2nd Term		
Final Exam		
Computer		
1st installment		
2nd Installment		



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# REGULARITY AND DISCIPLINARY RECORDS

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## ATTENDANCE REGISTER

(To be filled in by the Class Teacher)

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

Months	Total Class Days	No. of days Absent	Sign. of Class Teacher	Sign. of Parent / Guardian
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

- 1) Parents are requested to follow up this record and see to the regular attendance of their child.
- 2) At least 80% attendance is necessary for Promotion.





## PRIOR LEAVE

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

Date of Request	Leave Date	Reason in brief	Principal's/ H.M's Signature





## ABSENCE FROM SCHOOL

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

No. of days absent	Dates of Absent days	Reason in brief with Guardian's Signature	Principal's Signature



## ABSENCE FROM SCHOOL

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

No. of days absent	Dates of Absent days	Reason in Brief	Guardian's Signature	Principal's Signature



## ABSENCE FROM SCHOOL

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

No. of days absent	Dates of Absent days	Reason in Brief	Guardian's Signature	Principal's Signature



## LEAVE DURING SCHOOL HOURS

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

Date	Reason in brief	Time of Leaving school	Principal's Sign.	Parent's / Guardian's Sign.



## LATE ARRIVAL

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

Report to the office with parents after every 7 late arrival	Parent's / Guardian's Sign.	Principal's signature



## LATE ARRIVAL

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

Date	Remarks in brief	Teacher's Signature	Parent's / Guard's Sign.	Principal's signature



## HOME TASK NOT DONE

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

Date	Subject	Teacher's Signature	Parent's / Guard's Sign.	Principal's signature



## LACK OF TEXT BOOKS

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

Date	Subject	Teacher's Signature	Parent's / Guard's Sign.	Principal's signature





## UNIFORM

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

Date	Remarks	Parent's / Guard's Sign.	Principal's signature



## UNIFORM

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

Date	Remarks	Parent's / Guard's Sign.	Principal's signature



## Library Books I Have Read

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

Date	Remarks	Parent's / Guard's Sign.	Principal's signature



## Library Books I Have Read

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

Date	Remarks	Parent's / Guard's Sign.	Principal's signature



## TEACHER'S REPORT

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

Date	Remarks with Signature	Parent's/ Guardian's/ warden's Sign.	Principal's signature



## TEACHER'S REPORT

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

Date	Remarks with Signature	Parent's/ Guardian's/ warden's Sign.	Principal's signature



## PRINCIPAL'S/H.M.'S REPORT TO PARENTS/GUARDIANS

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

Date	Remarks with Signature	Parent's/Guardian's/ Warden's Sign.



## PRINCIPAL'S/V.PR.'S REPORT TO PARENTS/GUARDIANS

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

Date	Remarks with Signature	Parent's/Guardian's/ Warden's signature





## NOTES FROM PARENTS / GUARDIANS

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

Date	Notes with Signature



## MY PROGRESS RECORD

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

*(To be filled in by the student)*

Examination→					
Subject↓					



## TEST / EXAMINATION TIME TABLE

Date	Day	Morning		Afternoon	
		Time	Subject	Time	Subject



## TEST / EXAMINATION TIME TABLE

Date	Day	Morning		Afternoon	
		Time	Subject	Time	Subject



## TEST / EXAMINATION TIME TABLE

Date	Day	Morning		Afternoon	
		Time	Subject	Time	Subject



## TEST / EXAMINATION TIME TABLE

Date	Day	Morning		Afternoon	
		Time	Subject	Time	Subject



## TEST / EXAMINATION TIME TABLE

Date	Day	Morning		Afternoon	
		Time	Subject	Time	Subject



## TIME TABLE

Days	I	II	III	IV	V	VI	VII
Assembly 08:30	08:45 to 09:30	09:30 to 10:15	10:15 to 11:15	11:15 to 12:00	12:30 to 01:10	1:10 to 1:50	01:50 to 02:30
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							





## TIME TABLE

Days	I	II	III	IV	V	VI	VII
Assembly 08:30	08:45 to 09:30	09:30 to 10:15	10:15 to 11:15	11:15 to 12:00	12:30 to 01:10	1:10 to 1:50	01:50 to 02:30
Monday							
Tuesday							
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Monday							
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Thursday							
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## TIME TABLE

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Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							



## **READ IT EVERYDAY BEFORE YOU STUDY**

No one will be able to defeat you as long as you live. God will be with you as God was with Moses. God will always be with you. He will never abandon you. Be determined and confident. For you will be the leader of these people as they occupy this land which God promised to their ancestors. Just be determined, be confident; and make sure that you obey the whole law that my servant Moses gave you. Do not neglect any part of it and you will succeed wherever you go. Be sure that book of the law is always read in your worship. Study it day and night, and make sure that you obey everything written in it. Then you will prosperous and successful. Remember that God has commanded you to be determined and confident. Don't be afraid or discouraged, for the Lord Your God is with you wherever you go.

[JOSHUA 1:5—9]

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## This image shows a full page of primary-ruled paper. It features multiple sets of horizontal dotted lines spaced evenly down the page, providing a guide for handwriting practice. The paper is otherwise blank, with no margins or additional markings.

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