



HOLY TRINITY **INTERNATIONAL SCHOOL** **(SENIOR SECONDARY)**



Affiliated to CBSE, New Delhi

Melpalai, Edaicode (P.O), Kanyakumari District,
Tamil Nadu, India -629152, Ph: 8903624821, 9443993234
Email : htis2014@gmail.com, Web : www.htis.org.in



HANDBOOK **2024-2025**

Name:

Grade:Sec.:

PUPIL'S PERSONAL DATA

Academic Year 2022-2023

Recent
Photo
of the
pupil

Name of the Pupil:.....

Admission number: Class:Section: Roll No:.....

House: Date of Birth: Age:

Mother tongue: Religion: Community:

Class Teacher:.....

Father's Name: Sign:

Occupation: Office Address:

.....

Phone (Office): Mobile. No:

Mother's Name: Sign:

Occupation: Office Address:

.....

Phone (Office): Mobile. No:

Guardian's Name: Sign:

Residential Address:

..... e-mail ID:

Family Doctor:..... Phone:

Blood Group:..... Allergic to:

School Transport: ☐ Yes ☐ No

Own Transport: ☐ Yes ☐ No

Bus Incharge Name: Bus Incharge Mobile no:.....

School Bus No: Boarding Point:.....

Siblings: 1. Class: Section:

2. Class: Section:

ABOUT THE SCHOOL

Holy Trinity International School (HTIS), run by KSM Educational and Charitable trust, is located at Melpalai, Edaicode Post, Kanyakumari District, Tamilnadu, which is 10 Kms towards the north of Marthandam and Kuzhithurai and 40 Kms towards the east of the International Airport, Trivandrum. The school is situated in a 4 acres green campus. The rich lush green campus provides additional strength for conducive learning environment. The school embarked its academic journey with classes Pre-K.G. to VII in the academic year 2015-2016 with the vision 'Illumine the World' i.e., to enlighten the young minds and to make them serve the world. It has got rich infrastructure facilities with Library, Laboratories such as Language lab, Mathematics lab, Physics lab, Chemistry lab, Biology lab Computer lab, Digital Classrooms, Science Park, Kids Park, and facilities for outdoor games.

The school shows a remarkable commitment to groom the children's cognition, values and psychomotor skills. The school has an MOU with Women International Onlus, Italy for an exchange programme of teachers and students.

VISION **Illumine the World**

MISSION

- *To enhance a holistic development of the children.*
- *To develop the cognitive, affective and psychomotor domains of the children.*
- *To nurture the children with multiple intelligence.*
- *To provide value oriented education.*
- *To inculcate a sense of humanism among students.*
- *To develop the children into effective leaders.*
- *To prepare responsible global citizens with multicultural perspectives.*
- *To foster creativity among students.*
- *To ensure physical and mental fitness.*
- *To enrich them with life skills.*

OBJECTIVES

1. To provide conducive learning environment for physical, intellectual, social and emotional development.
2. To enhance communication skills.
3. To imbibe personal, social, moral and cultural values.
4. To encourage academic excellence through experiential learning.
5. To make them aware of health & hygienic skills.
6. To increase self motivation for better achievement.
7. To develop critical & problem solving skills.
8. To identify their talents in specific areas and give enrichment programmes.
9. To enhance their stress coping skills.
10. To make them aware of time management.
11. To acquaint them with technological skills.
12. To provide remedial teaching for better performance.

SCHOOL PRAYER

I am the scholar
I am the ruler
I am the scholar and ruler of our creation.
 We are the scholars
 We are the rulers
 We are the scholars and rulers of our creation.
Bless us God for bright cognition
Help us to have positive emotion
Enhance our all round skills to get rid of world's ills
 We are on our knees to you God
 Save us from the evils of world
Encourage us to reach the unreached
Thereby to illumine the world
We are your proud children oh God
We are rough stones of the world
Carve us like clear diamonds
To illumine the world.

BIRTHDAY PRAYER

Dear Lord

We pray especially / for these children ||
They are celebrating their birthday today ||
You have given them / a full year .
Protected them / and saved them. Be
with them in the years to come.
Protect them from all dangers || Give
them health / and wisdom ||
To study / and make them grow / in splendid manners ||
Obedient /truthful / and lovable to you and all ||
Bless their parents / teachers and school ||
And make them / illumine the world || And
glorify your name. ||

MY 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.

PREAMBLE OF INDIAN CONSTITUTION

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India
into a **SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and
to secure to all its citizens:

JUSTICE, social, economic and political; **LIBERTY** of thought, expression,
belief, faith and worship;

EQUALITY of status and of opportunity; and to promote among them all
FRATERNITY assuring the dignity of the individual and the unity and integrity of
the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November,
1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS**
CONSTITUTION.

NATIONAL ANTHEM

Janagana mana adhinayaka jaya he
Bharata bhagya Vidhata
Punjaba, Sindhu, Gujrata, Maratha,
Dravida, Utkala, Banga
Vindya Himachala Yamuna, Ganga,
Uchala Jaladhi Ta Ranga
Tava Subha namae Jage
Tava Subha ashisa mage
Gahe Tava Jaya Gatha
Janagana Mangala Dayaka Jaya he
Bharata Bhagya Vidhata,
Jaya he, Jaya he, Jaya he,
Jaya Jaya Jaya, Jaya he.

THE CURRICULUM

The curriculum refers to the lessons and educational content to be taught to a learner in a school. In empirical terms, it may be regarded as the sum total of a planned set of educational experiences provided to a learner by a school. It encompasses general objectives of learning, competencies to be attained, courses of study, subject-wise learning outcomes and content, pedagogical practices and assessment guidelines. The curriculum of our school is the one provided by CBSE and it is based on National Curriculum Framework 2020 and seeks to provide opportunities for students to achieve excellence in learning. CBSE envisions the all-round development of students in consonance with the holistic approach to education and therefore, has done away with artificial boundary between the co-curricular domain and the curricular domain.

“A child without education is like a bird without wings.”

- Unknown Source

CURRICULAR AREAS AT SECONDARY LEVEL

Secondary Curriculum provides students a broad and balanced understanding of subjects including languages, Mathematics, Science, and Social Science to enable students to communicate effectively, analyze information, make informed decisions, construct their world view in alignment with constitutional values and move ahead in the direction of becoming productive citizens. The recent focus of CBSE is on the development of 21st century skills in settings where each student feels independent, safe, and comfortable with their learning. Hence the curriculum is aligned in such a way that children feel more connected to it and employ their learning in real-life contexts. To achieve this aim, it is extremely important that children acquire adequate knowledge and skills in other core areas like Health and Physical Education, Life Skills, Value Education, Art Education, and Work Education.

The standard of education is carefully maintained to ensure academic excellence. The medium of instruction in the school is English. Apart from English, we also offer Tamil, Malayalam and Hindi. A student is expected to learn three languages up to class VIII. Besides scholastics, learner centered activities form an integral part of the school curriculum.

21st CENTURY SKILLS

There is an increased awareness among the educators of the need to integrate what are called as 21st century skills in educational systems. There are three key 21st century skills; i.e., Learning skills, Literacy skills and Life skills.

Learning skills include :

- Critical Thinking
- Creativity
- Communication
- Collaboration

Literacy skills include :

- Information literacy
- Media literacy
- Technology literacy

Life skills include :

- Flexibility
- Leadership
- Initiative
- Productivity
- Self-awareness

The need of the hour is that we focus on enhancing the skills required for a successful adult life in 21st Century. It is important that the students are able to think. scientifically, mathematically or artistically to face the real-life challenges in an information and technology driven world and enhance their inherent potential.

SCHEME OF STUDIES

Class IX and X are composite courses. Students need to take only those subjects in class IX which they intend to continue in class-X. Subjects are offered in the following manner.

Subjects		Names of the subjects
Compulsory	Subject 1	English Language and Literature
	Subject 2	Tamil / Malayalam / Hindi
	Subject 3	Mathematics (Standard / Basic)
	Subject 4	Science
	Subject 5	Social Science
Optional	Subject 6	Skill subject
Internal Assessment subjects	Assessment and Certification at school level	<ul style="list-style-type: none"> • Art Education. • Health & Physical Education. • Work Experience.

STRUCTURE OF ASSESSMENT SCHEME

The Assessment scheme will have an 80 marks component for Board examination (class X) and Annual Examination (class IX) in all subjects except compulsory subjects to be assessed internally along with a 20 marks component of Internal Assessment. **Students have to secure 33 percent in total in each of these components.**

The Board is progressively allowing more space to learning outcome based assessment in place of text book driven assessment. Question papers of Board examinations will have more questions based on real-life situations requiring students to apply, analyze, evaluate and synthesize information as per the stipulated outcomes. The core-competencies to be assessed in all questions, however, will be from the prescribed syllabus and text books recommended therein. This will eliminate predictability and rote learning to a large extent.

“Every great achievement is the victory of a flaming heart.”

- Ralph Waldo Emerson

BOARD EXAMINATION FOR CLASSES X & XII

The Board Examination in each subject will cover entire syllabus of Class X & XII. Grades corresponding to the marks shall be on the basis of 9-point grading system. Grades will be awarded in each scholastic subject. For awarding the grades, the Board will put all the passed students in a rank order and will award the grades.

INTERNAL ASSESSMENT: 20 Marks

Internal assessment will be done regularly throughout the year in the following areas and marks and grades will be awarded.

a) Unit Tests & Periodic Tests: 5 Marks

For this academic year 6 unit tests, 3 periodic tests and 1 Term exam is planned.

b) Multiple Assessment : 5 Marks

The following activities are to be done by each student in all subjects related to their lessons.

- | | | |
|---------------|-------------------------|---------------------------|
| • Oral tests | • Class discussions | • Collaborative project |
| • Group work | • Visual representation | • Experiments |
| • Field work | • Project work | • Classroom demonstration |
| • Concept map | • Self assessment | |
| • Quizzes | • Peer assessment | |

c) Portfolio : 5 Marks

English

- Assignment
- Vocabulary
- Annotation
- Summarisation
- Photos / Pictures

Maths

- Assignment
- Vocabulary
- Math quizzes
- Picture concepts
- Quotes

Science

- Vocabulary
- Assignment
- Drawings
- Biography
- Photos / Pictures

Social Studies

- Vocabulary
- Proverbs
- Drawings
- Stories
- Biography

d) Subject Enrichment Activities: 5 Marks

English

- Listening & Speaking

Maths

- Lab Practicals

Science

- Experiments
- Lab practicals
- Innovations

Social Studies

- Projects related to art and culture
- Map works

Health, Physical & Work Education

- Sports, yoga, karate, gym / fitness, craft etc.

Art Education

- Performing Arts : dance, music, puppetry, drama
- Visual Arts : drawing, painting, murals, collages

GRADING SCALE

Classes I to IX & XI

Grades will be awarded as per the following grading scales for classes I to IX & XI.

MARKS RANGE	GRADE
91 – 100	A1
81 – 90	A2
71 – 80	B1
61 – 70	B2
51 – 60	C1
41 – 50	C2
33 – 40	D
32 and below	E Essential Repeat

“A strong positive attitude will create more miracles than any wonder drug”

- Patricia Neal

Classes X & XII

Grades will be awarded as per the following grading scales for classes X & XII.

A-1	Top 1/8 th of the passed candidates
A-2	Next 1/8 th of the passed candidates
B-1	Next 1/8 th of the passed candidates
B-2	Next 1/8 th of the passed candidates
C-1	Next 1/8 th of the passed candidates
C-2	Next 1/8 th of the passed candidates
D-1	Next 1/8 th of the passed candidates
D-2	Next 1/8 th of the passed candidates
E	Essential Repeat

ASSESSMENT ON ART EDUCATION & HEALTH AND PHYSICAL EDUCATION

For the holistic development of the students, activities in the following areas will be carried out.

- Art Education (Visual and Performing Art)
- Health and Physical Education (Sports / Martial Arts/Yoga/NCC, etc.) It includes work Experience also.

The above co scholastic activities will be assessed by a 5-point grading scale.

DISCIPLINE (Attendance, Sincerity, Behaviour, Values)

Discipline significantly impacts career shaping and helps build character, sincerity, self-control, perseverance, good behavior and values. The concept of discipline should not be confused with strict authoritarian environment and the students should be given freedom to share their doubts and ideas with teachers regarding class works. Constitutional and universal values should also be encouraged amongst students. Hygiene, sanitation, dedication, honesty, truthfulness, kindness, empathy respect for the environment, elders and all living things etc. are the values that our students must actively practice. Parents may also support schools in cultivating disciplined behavior in their wards. Class teacher will grade the students on a Five-point scale (A to E) keeping in view the overall attendance, sincerity, values and behavior of the students. Value Education Resource Book and Kit developed by CBSE may be used for inculcating values in students.

CURRICULUM AREAS AT SENIOR SECONDARY LEVEL

For the purpose of fostering competence in learners, the curriculum encompasses seven major learning areas, which are: Languages, Humanities,

"We are Divine enough to ask and we are important enough to receive."

Mathematics, Sciences, Skill Subjects, General Studies and Health and Physical Education. These areas are broadly divided into electives and compulsory areas as detailed below:

Languages	Electives	Compulsory
Electives		
Skill Electives		
General Studies		
Health & Physical Education		
Work Experience *		

*Work experience is subsumed in Health and Physical Education

ELECTIVE AREAS:

(i) **Languages** include Hindi, English and other 30 languages. The curricula in languages focus on listening, speaking, reading and writing skills for developing effective communicative proficiency. Learners use language to comprehend, acquire and communicate ideas.

(ii) **Humanities and Social Sciences-** Geography, History, Economics, Home Science, Sociology, Fine Arts, Political Science, and related subjects promote the learning of history and culture, geographical environment, global institutions, constitutional values and norms, politics, economy, interpersonal and societal interactions, civic responsibilities and the interplay of all these. Learners appreciate and value every human's right to feel respected and safe, and, in this regard, also understand their Fundamental Rights and Duties and behave responsibly. Learners learn to be tolerant and empathetic towards others through the study of these subjects.

(iii) **Sciences:** Biology, Chemistry, Physics, Computer Science, and Informatics Practices help in making students perceptive about matter and energy, nature, the environment, technological breakthroughs in science. The focus is on knowledge and skills to develop a scientific attitude and to use and apply such knowledge for improving the quality of life.

“A coward gets scared and quits. A hero gets scared, but still goes on.”

- Anonymous

(iv) **Mathematics** includes acquiring the concepts related to numbers, operations, computation, measurement, geometry, probability and statistics, the skill to calculate and organize and the ability to apply this knowledge and acquired skills in their daily life. It also includes understanding of the principles of reasoning and problem solving.

(v) **Business and commerce based electives-** Business Studies, Accountancy, Entrepreneurship, Economics and related subjects help in gaining understanding about core business disciplines. They understand the concept like, the exchange of items of value or products between persons or companies and the meaning / relevance/ significance of any such exchange of money for a product, service, or information.

(vi) **Visual, Performing and Creative Arts :** Subjects like Dance, Drama, Music, Heritage Crafts, Fine Arts, Sculpture and related subjects aim to help learners cultivate an interest and appreciation for arts and encourage them to enthusiastically participate in related activities, thus, promoting abilities such as imagination, creativity, value arts, and the cultural heritage.

(vii) **Skill Electives** help in development of professional competencies, which are analytical, applied and outcome based. Undergoing skills training in schools can help students learn about a trade progressively to create a product and also to become a problem solver in real life. At present many Skill electives are being offered by CBSE in the fields of Hospitality and Tourism, emerging technology like Artificial Intelligence, Geospatial Technology, Finance, Business, and Retail & Insurance etc. Students can also choose subject from diverse areas such as Fashion Design, Agriculture, Banking, Mass-Media Healthcare and many more students.

(viii) **Health and Physical Education** focuses on holistic development, both mental and physical, understanding the importance of physical fitness, health, well-being and the factors that contribute to them. Focus of this area is on helping learners develop a positive attitude and commitment to lifelong, healthy active living and the capacity to live satisfying, productive lives with the help of health management,

indigenous sports, yoga, NCC, self-defense, fitness and lifestyle choices.

(ix) **General Studies:** The purpose of orienting students to General Studies is to develop in them an appreciation for the holistic nature of knowledge. In contemporary times, familiarity with General Studies is indispensable because at the senior school stage there is an element of specialization due to which the students do not get exposed to some vital disciplines/areas of study that are not covered in their specialized field. The documents with details of Health and Physical Education and General Studies are available on www.cbseacademic.nic.in

SCHEME OF STUDIES

Class XI and XII is a composite course. Students need to take only those subjects in class XI which he/she intends to continue in class-XII. Students can offer a minimum of 5 or more subjects in class XI. They need to continue the same subjects in class XII.

COMBINATION OF SUBJECTS

The following combinations cannot be taken together:

- Business Studies (Code 054) and Business Administration (Code 833)
- Out of three Computer Science/IT related subjects i.e. Informatics Practices (065), Computer Science (Code 083), and Information Technology (Code 802), a candidate can opt for only one subject.
- Biology (Code 044) and Biotechnology (Code 045)
- Mathematics (Code 041) and Applied Mathematics (Code 241)
- The first 5 subjects in the chronological order of filling the subjects in the online registration system/ Mark Sheet are considered as Main subjects.
- A candidate can also offer an additional elective which may either be a language at elective level or, any other elective subject.

CAMBRIDGE UNIVERSITY, LONDON'S ENGLISH LANGUAGE EXAM

We encourage all our students from grade III to XII to appear for Cambridge English Language Assessment Exams every year in order to develop their English language skills on par with international level. Certificates of these exams will be issued by Cambridge University, London. These certificates will be a boon to our students. The exams that our students take up are **Pre A1 starters, A1 Movers,**

A2 Flyers, A2 Key for schools, B1 Preliminary for schools, B2 First for schools, C1 Advanced and C2 Proficiency. The above exams are scheduled to be taken up in the month of March every year. aken

up in the month of Janu

SCHOOL FEE

The school fee structure is as per the schedule for each class. Fee is collected in advance on term basis. There are four terms of three months each starting from May, August, November and February. Fee may also be paid together for one year in advance.

ATTENDANCE

No student who has less than 80% attendance to his/her credit in a particular academic year shall be considered for promotion. Unauthorized absence for a period of 30 days will result in the removal of the pupil's name from the rolls without any intimation to the parent. Long absence may be condoned by the School Managing Committee up to class VIII.

THE SCHOOL ASSEMBLY

The morning session begins with the assembly for all the students and staff. During the assembly, the students are expected to observe proper decorum and solemnity befitting the occasion. At the end of the last period, the National Anthem is sung before the students are dispersed.

PARENT - TEACHER ASSOCIATION (PTA)

Parent - Teacher Association meetings will be conducted as per the schedule given in the diary. Parents could interact with the teachers and give their suggestions for the progress of their wards as well as for the progress of the school altogether. Executive and general body meetings will be held as per the need of the school. Parents are asked to meet the teachers and the Principal during the allotted time only.

SCHOOL TRANSPORT

School bus service is available for almost all selected routes within 20 Kms. Kindly note the correct timing of your route bus and its number. Parents are asked to be in the concerned stop 10 minutes before and not to make the driver late to pick up the other students. For any inquiry related to the arrival and departure of your pupil, kindly contact the school mobile No. or the bus incharge person Mr.Suresh, mobile No. 9486952036. One of the prime duties of the parents should be to fill in and write suggestions in the feedback forms issued by

the school. School bus fee has to be paid in the school every term on or before the 10th of the month concerned.

SCHOOL UNIFORM

The KG and the other class students should wear uniform clothes from Monday to Friday as prescribed by the school. House uniforms as prescribed by the school along with white canvas and white socks are to be worn on all Wednesdays and Saturdays.

SCHOOL TIMING FOR ALL GRADES

9.00 to 9.20	:	Assembly
9.20 to 9.55	:	1 st Period
9.55 to 10.35	:	2 nd Period
10.35 to 10.45	:	Break
10.45 to 11.25	:	3 rd Period
11.25 to 12.05	:	4 th Period
12.05 to 12.45	:	5 th Period
12.45 to 1.15	:	Lunch Break
1.15 to 1.55	:	6 th Period
1.55 to 2.35	:	7 th Period
2.35 to 2.45	:	Break
2.45 to 3.25	:	8 th Period
3.25 to 3.35	:	0 Period / National Anthem

n

OFFICE HOURS

The school office will remain open on all days except Sundays and holidays from 9.00a.m. to 4.30 p.m.

“A family is a place where minds come in contact with one another.” - Buddha

GENERAL RULES OF THE SCHOOL

1. Students who have completed at least six years by 30th September of the academic year may be admitted to Std. I.
2. It is essential that the Birth Certificate be submitted in original at the time of admission.
3. Annual fees should be paid in one stroke / installments as prescribed by the school on or before the scheduled dates.
4. Fees once paid will not be transferable / adjustable or refundable under any circumstances.
5. Parents are requested to ensure the academic follow-up of their wards at home.
6. Non vegetarian food may be avoided the in school premises.
7. Students are expected to come in neat and clean dress.
8. No student is permitted to wear gold chain, ring, bangle, anklet, costly watches, etc. However, girls may wear small ear rings.
9. Boys are not allowed to grow or colour their hair. Boys without proper haircut or with disfigured side locks/whiskers will not be permitted in class. They are also not permitted to grow beard.
10. Students' letters, parcels, etc. are subject to scrutiny by the Principal.
11. Students should not damage any property belonging either to the school or to other students.
12. Students should not throw papers or any waste materials on the floor of the class or on the ground. The dustbins kept for the purpose should be used.
13. Students from one class are not permitted to enter the other class rooms.
14. Children suffering from any contagious or infectious diseases will not be allowed to attend the school.
15. Irregular attendance, habitual negligence in school work, dishonesty, obscenity in words or action, insubordination or any kind of unwholesome practice are sufficient reasons for dismissal from the school.

LEAVE RULES

1. Students are expected to be regular in attending the school.

“The best preparation for tomorrow is doing your best today.”

H. Jackson Brown Jr.

- 2. Prior sanction of leave need to be obtained when leave is unavoidable. For each leave, a leave application must be submitted on the next day, and compulsorily be signed by the parent.**
3. No student shall leave the school campus without the permission of the Principal during school hours.
 4. Half-day leaves, after coming to the school, may be granted only in extreme emergency and if the Principal is convinced of the same.
 5. If a student is absent during a test/examination, no re-test/re- examination will be conducted.

FOR PARENTS AND GUARDIANS

1. The parents/guardians are expected to co-operate with the school authorities to ensure proper discipline and better functioning of the school.
2. School timing is 9.00 a.m. to 3.35 p.m. Students are expected to arrive before 9 a.m. Late comers, without satisfactory reasons, will not be permitted to attend the classes.
3. Change of address or telephone number, need to be informed to the principal / class teacher.
4. Kindly acknowledge the circulars and notices sent through students.
5. Students are not allowed to bring magazines, periodicals, posters, cameras, transistors, cassette players, cassettes, I pad, CD's, mobile phones, etc. without prior permission from the Principal.
6. The use of mobile phones by students is strictly banned in the school campus.
7. Parents could meet the class teachers and the principal only after the school working hours i.e., after 4.00 p.m.
8. Parents /guardians who wish to meet their wards during school hours, in emergency, could contact the reception or office.
9. The Parents/guardians are expected to check their ward's school diary daily and sign as a token of having seen the remarks, if any.

Signature of the Parent / Guardian

“Goodness is the only investment which never fails.”

- Henry David Thoreau

LIST OF TEACHING STAFF

S.No.	Name	Qualification	Designation
1	Mrs.Deepa P.J.	B.Sc.MA,B.Ed.,TKT(Cambridge)	Principal-in-charge
2	Mrs.Suja K	M.Com., B.Ed., TKT(Cambridge)	PGT
3	Mrs.Lineya Reghu	M.Sc., B.Ed., TKT (Cambridge)	PGT
4	Dr.Krishna Kumari J	M.A., B.Ed.,M.Phil., Ph.D.	PGT
5	Mrs.Angel Mary A N	M.Sc., M.Phil.	PGT
6	Mrs.Angel Christy G	M.Sc., B.Ed.	PGT
7	Mrs.Soja M S	M.Sc., B.Ed.	PGT
8	Mrs.Vidhya R	M.Sc., B.Ed.	PGT
9	Mr.Christu Reymond C	M.A., B.Ed.	PGT
10	Mr.Amal Raj S	M.A., B.Ed., M.Phil.	PGT
11	Mrs.Priyadarshini William	B.A.,MBA	PGT
12	Mr. Subin S.G	M.Sc., M.Ed.	PGT
13	Mrs.Nikitha S S	M.Sc., B.Ed., M.Phil., TKT (Cambridge)	TGT
14	Mrs.Gifty H	M.Sc., B.Ed., TKT (Cambridge)	TGT
15	Mrs.Prameela Kumari S B	M.A., B.Ed.	TGT
16	Mrs.Dharsana V S	M.A., B.Ed.	TGT
17	Mrs.Arul Femy A S	MCA., M.Phil.	TGT
18	Mrs.Binila R	M.Sc., B.Ed., M.Phil	TGT
19	Mrs.Ajitha Kumari .S	M.A., M.Ed.	TGT
20	Mrs.Pappa Y	M.A., B.Ed.	PRT

21	Mrs.Beena B Antony	M.Sc., M.Ed., TKT (Cambridge)	PRT
22	Mrs.Vijithra V R	M.A.	PRT
23	Mrs.Gipsa Dennis A	M.A., B.Ed., TKT (Cambridge)	PRT
24	Mrs.Nithya M S	M.A., B.Ed.	PRT
25	Mrs.Abisha Baby M C	M.Sc., B.Ed.	PRT
26	Mrs.Anisha R S	M.Sc., B.Ed.	PRT
27	Mrs.Dhanya S	B.A.,B.Ed	PRT
28	Mrs.Shiney R	B.Sc., B.Ed., TKT (Cambridge)	NTT
29	Mrs.Nandhini	M.E., TKT (Cambridge),	NTT
30	Mrs.Bilisin Subha J	B. A., B.Ed., D.T.Ed.,TKT (Cambridge)	NTT
31	Mrs.Jeyasree J	B.A., B.Ed.	NTT
32	Mrs.Sherin M	B.A., B.Ed.	NTT
33	Mrs.Gnanaselvam Y	M.A., T.T.C.	NTT
34	Mrs.Vinisha V	B.E.	NTT
35	Mrs.Babinshiya Bonsely B E	M.Sc.,B.Ed.	NTT
36	Mr.Stalin H	B.P.Ed.	P.E.T.
37	Mr.Ahmed Reffai M H	M.Li.Sc., M.Phil.	Librarian
38	Mrs.Asha Raj K	M.Sc., B.Ed.	Drawing

"A position of eminence makes a great person greater and a small person less."

Jean de la Bruyere

FORMAT OF APPLICATION FOR LEAVE

Date :

The Principal
HTIS
Melpalai

Sir / Madam,

Kindly grant to my ward(name).....

leave of classSection..... leave From.....

to..... Reason.....

.....

.....

Thank You,

Stop the habit of wishful thinking and start the habit of thoughtful wishes."

-Mary Martin

Yours Sincerely,

.....
Signature of Parent / Guardian

Note: Parents are asked to send leave applications using the above format. Half aday leave will be granted only in case of extreme emergency or sickness.

Date	Day	Particulars	No. of working days
1	Wednesday		-
2	Thursday		-
3	Friday		-
4	Saturday		-
5	Sunday		-
6	Monday		-
7	Tuesday		-
8	Wednesday		-
9	Thursday		-
10	Friday		-
11	Saturday		-

“Haste in every business brings failure.”

- Herodotus

12	Sunday		
13	Monday		
14	Tuesday		
15	Wednesday	<i>Preparations start for the new academic year</i>	
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday		
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		

JUNE - 2024

Date	Day	Particulars	No. of working Days
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday	<i>School reopens after summer vacation</i>	1
6	Thursday		2
7	Friday		3
8	Saturday		4
9	Sunday		-
10	Monday		5
11	Tuesday		6
12	Wednesday		7
13	Thursday		8
14	Friday		9
15	Saturday		10
16	Sunday		-
17	Monday	<i>Bakrid - Holiday</i>	-
18	Tuesday		11
19	Wednesday		12
20	Thursday		13
21	Friday		14

22	Saturday		15
23	Sunday		-
24	Monday		16
25	Tuesday		17
26	Wednesday	<i>Yellow Day- KG</i>	18
27	Thursday		19
28	Friday		20
29	Saturday		21
30	Sunday		-

Total number of working days in June : 21

“Good thoughts bear good fruit, bad thoughts bear bad fruit.”- James Allen

2
JULY - 2024

Date	Day	Particulars	No. of working Days
1	Monday	<i>Unit Test- 01 starts for KG- VIII</i>	22
2	Tuesday		23
3	Wednesday		24
4	Thursday		25
5	Friday	<i>Unit Test- 01 ends</i>	26
6	Saturday		27
7	Sunday	<i>PTA- General Body Meeting I</i>	-
8	Monday		28
9	Tuesday		29
10	Wednesday		30
11	Thursday		31
12	Friday	<i>Colouring competition for KG</i>	32
13	Saturday	<i>Essay writing competition for I - XII</i>	33
14	Sunday		-
15	Monday		34
16	Tuesday		35
17	Wednesday	<i>Muharam- Holiday</i>	-
18	Thursday		36
19	Friday		37
20	Saturday	<i>Review Meeting - 1 for teachers</i>	-
21	Sunday		-
22	Monday		38
23	Tuesday		39
24	Wednesday	<i>Red Day- KG</i>	40
25	Thursday		41
26	Friday		42
27	Saturday		43
28	Sunday		
29	Monday	<i>Mid Term Exams start for X&XII/ Unit Test- 02 starts(I- VIII)</i>	44
30	Tuesday		45
31	Wednesday		46

Total number of working days in July : 25

“A person is never happy except at the price of some ignorance.” - Anatole Franc

AUGUST- 20 4

Date	Day	Particulars	No. of working Days
1	Thursday		47
2	Friday	<i>Mid Term Exams (X&XII)/ Unit Test- 02 (I- VIII) ends</i>	48
3	Saturday		49
4	Sunday	<i>Vavubali</i>	-
5	Monday	<i>The Hindu Competitive exams- 01 (III- XII)</i>	50
6	Tuesday		51
7	Wednesday	<i>Fancy Dress Competition - KG</i>	52
8	Thursday	<i>Drawing (I-III); Art from waste (IV-XII) competitions</i>	53
9	Friday		54
10	Saturday		55
11	Sunday		-
12	Monday	<i>Pre Mid Term Exam starts for KG – IX & XI</i>	56
13	Tuesday		57
14	Wednesday		58
15	Thursday	<i>Independence Day- Holiday</i>	-
16	Friday		59
17	Saturday		60
18	Sunday		-
19	Monday		61
20	Tuesday		62
21	Wednesday		63
22	Thursday		64
23	Friday	<i>Pre Mid Term Exam ends</i>	65
24	Saturday	<i>Holiday</i>	-
25	Sunday		-
26	Monday	<i>Sree Krishna Jayamthi- Holiday/ Training for Teachers</i>	-
27	Tuesday		66
28	Wednesday	<i>Triangle Day- KG</i>	67
29	Thursday		68
30	Friday		69
31	Saturday		70

Total number of working days in August : 24

“Blessed is the influence of one true, loving human soul on another”- George Eliot

2
SEPTEMBER - 2024

Date	Day	Particulars	No. of working Days
1	Sunday	<i>Open Day for Parents</i>	-
2	Monday		71
3	Tuesday	<i>Rhymes competition- KG</i>	72
4	Wednesday		73
5	Thursday		74
6	Friday	<i>The Hindu Competitive exams- 02 (III- XII)</i>	75
7	Saturday	<i>Vinayagar Chathurthi- Holiday</i>	-
8	Sunday		-
9	Monday	<i>Post Mid Term Exams (X&XII)/ Unit Test- 03 (KG- VIII) start</i>	76
10	Tuesday		77
11	Wednesday		78
12	Thursday		79
13	Friday	<i>Post Mid Term Exams (X&XII)/ Unit Test- 03 (KG- VIII) ends</i>	80
14	Saturday	<i>Onam Celebrations</i>	81
15	Sunday	<i>Onam</i>	-
16	Monday	<i>Miladi-Nabi - Holiday</i>	-
17	Tuesday	<i>Green Day- KG</i>	82
18	Wednesday		83
19	Thursday		84
20	Friday	<i>English Elocution competition- I- XII</i>	85
21	Saturday		86
22	Sunday		-
23	Monday		87
24	Tuesday		88
25	Wednesday	<i>Square Day- KG</i>	89
26	Thursday		90
27	Friday		91
28	Saturday		92
29	Sunday		-
30	Monday		93

Total number of working days in September : 23

“One of the greatest pains of human nature is the pain of a new idea.”

OCTOBER 024

Date	Day	Particulars	No. of working Days
1	Tuesday		94
2	Wednesday	<i>Gandhi Jayanthi- Holiday</i>	-
3	Thursday	<i>The Hindu Competitive exams- 03 (III- XII)</i>	95
4	Friday		96
5	Saturday		97
6	Sunday		-
7	Monday	<i>Fruits Day- KG</i>	98
8	Tuesday		99
9	Wednesday		100
10	Thursday	<i>Science Expo</i>	101
11	Friday	<i>Pooja Holiday</i>	-
12	Saturday	<i>Pooja Holiday</i>	-
13	Sunday		-
14	Monday	<i>Unit Test- 04 (KG- VIII) starts</i>	102
15	Tuesday	<i>Pink day- KG</i>	103
16	Wednesday		104
17	Thursday		105
18	Friday	<i>Unit Test- 04 (I- VIII) ends</i>	106
19	Saturday	<i>Review Meeting – 2 for teachers</i>	-
20	Sunday		-
21	Monday	<i>Revision Test- 01 starts (X & XII)</i>	107
22	Tuesday		108
23	Wednesday	<i>Circle Day- KG</i>	109

24	Thursday		110
25	Friday	<i>Revision Test- 01 ends (X & XII)</i>	111
26	Saturday		112
27	Sunday		-
28	Monday	<i>Revision Test- 02 starts (X & XII)</i>	113
29	Tuesday		114
30	Wednesday		115
31	Thursday	<i>Diwali- Holiday</i>	-

Total number of working days in October : 22

“Don’t go through life, grow through life.”- Eric Butterworth

NOVEMBER - 2024

Date	Day	Particulars	No. of working Days
1	Friday	<i>Kanyakumari Day - Holiday</i>	-
2	Saturday	<i>Revision Test- 02 ends (X & XII)</i>	116
3	Sunday		-
4	Monday	<i>Revision Test- 03 / Mid Term exams (KG-IX & XI)start</i>	117
5	Tuesday		118
6	Wednesday		119
7	Thursday		120
8	Friday	<i>Revision Test- 03 ends (X & XII)</i>	121
9	Saturday		122
10	Sunday		-
11	Monday	<i>Revision Test- 04 starts (X & XII)</i>	123
12	Tuesday		124
13	Wednesday	<i>Mid Term exams ends (KG-IX & XI)</i>	125
14	Thursday	<i>Children's Day</i>	126
15	Friday	<i>Revision Test- 04 ends (X & XII)</i>	127
16	Saturday	<i>Holiday</i>	-
17	Sunday		-
18	Monday	<i>Model Exam- 01 starts (X & XII)</i>	128
19	Tuesday	<i>The Hindu Competitive exams- 04 (III- XII)</i>	129
20	Wednesday		130
21	Thursday		131
22	Friday	<i>Model Exam- 01 ends (X & XII)</i>	132
23	Saturday		133
24	Sunday	<i>PTA General Body Meeting -II</i>	-
25	Monday		134
26	Tuesday		135
27	Wednesday		136
28	Thursday		137
29	Friday		138
30	Saturday		139

Total number of working days in November : 24

“Acquire new knowledge whilst thinking over the old, and you may become a teacher of others.”
-Confucius

- 2
DECEMBER 024

Date	Day	Particulars	No. of working Days
1	Sunday		-
2	Monday	Model Exam- 02 starts (X & XII)	140
3	Tuesday	<i>Kottar St. Xavier's Church Fest- Holiday</i>	-
4	Wednesday		141
5	Thursday		142
6	Friday		143
7	Saturday	<i>Model Exam- 02 ends (X & XII)</i>	144
8	Sunday		-
9	Monday		145
10	Tuesday	<i>Fine Arts Day- KG- II</i>	146
11	Wednesday	<i>Fine Arts day- III- XII</i>	147
12	Thursday		148
13	Friday	Unit Test- 05(KG- VIII) starts	149
14	Saturday		150
15	Sunday		-
16	Monday	Model Exam- 03 starts (X & XII)	151
17	Tuesday		152
18	Wednesday	<i>Unit Test- 05 ends (X & XII)</i>	153
19	Thursday		154
20	Friday	Model Exam- 03 ends/ Sports Day- KG- II	155
21	Saturday	Sports Day III- XII	156
22	Sunday		-
23	Monday	<i>Christmas Celebrations</i>	157
24	Tuesday	<i>Christmas Holidays Start</i>	-
25	Wednesday		-
26	Thursday		-
27	Friday		-
28	Saturday		-
29	Sunday		-
30	Monday	Model Exam- 04 starts (X & XII)	158
31	Tuesday		159

Total number of working days in December : 20

“As we acquire more knowledge, things do not become more comprehensible but more mysterious.”
-Albert Schweitzer

JANUARY - 2025

Date	Day	Particulars	No. of working Days
1	Wednesday	<i>New Year- Holiday</i>	-
2	Thursday	<i>School reopens after Christmas holidays(KG –VII)</i>	160
3	Friday		161
4	Saturday	<i>Model Exam- 04 ends (X & XII)</i>	162
5	Sunday		-
6	Monday	<i>The Hindu Competitive exams- 05 (III- VIII)</i>	163
7	Tuesday		164
8	Wednesday		165
9	Thursday		166
10	Friday	<i>Annual Day</i>	167
11	Saturday		-
12	Sunday		-
13	Monday	<i>Model Exam- 05 starts/ Annual Exams- IX & XI</i>	168
14	Tuesday		169
15	Wednesday	<i>Pongal Holiday</i>	-
16	Thursday	<i>Pongal Holiday</i>	-
17	Friday	<i>Pongal Holiday</i>	-
18	Saturday	<i>Review Meeting – 3 for teachers</i>	-
19	Sunday		-
20	Monday		170
21	Tuesday		171
22	Wednesday	<i>Model Exam- 05 ends (X & XII)</i>	172
23	Thursday		173
24	Friday		174
25	Saturday		175
26	Sunday	<i>Republic Day</i>	-
27	Monday		176
28	Tuesday		177
29	Wednesday		178
30	Thursday		179
31	Friday		180

Total number of working days in January: 21

3

“Learn as though you would never be able to master it; hold it as though you would be in fear of losing it”
- Confucius

FEBRUARY 2025

Date	Day	Particulars	No. of working Days
1	Saturday		181
2	Sunday		-
3	Monday		182
4	Tuesday	<i>The Hindu Competitive exams- 06 (III- VIII)</i>	183
5	Wednesday	<i>New Academic Year starts for X & XII</i>	184
6	Thursday		185
7	Friday		186
8	Saturday		187
9	Sunday		
10	Monday	<i>Post Mid Term Exams (KG- VIII) start</i>	188
11	Tuesday		189
12	Wednesday		190
13	Thursday		191
14	Friday		192
15	Saturday	<i>Holiday</i>	-
16	Sunday		-
17	Monday		193
18	Tuesday		194
19	Wednesday		195
20	Thursday		196
21	Friday		197
22	Saturday	<i>Post Mid Term ends</i>	198
23	Sunday		-
24	Monday		199
25	Tuesday		200
26	Wednesday	<i>Maha Shivrathri - Holiday</i>	-
27	Thursday		201
28	Friday		202

Total number of working days in February: 22

“Listening well and answering well is one of the greatest perfections that can be obtained in conversation.”
- Francois de La Rochefoucauld

Date	Day
1	
2	
3	

MARCH – 2025

		Particulars	No. of working Days
	Saturday	<i>PTA General Body meeting- III</i>	203
	Sunday		-
	Monday		204
4	Tuesday		205
5	Wednesday		206
6	Thursday		207
7	Friday		208
8	Saturday		209
9	Sunday		-
10	Monday		210
11	Tuesday		211
12	Wednesday		212
13	Thursday		213
14	Friday		214
15	Saturday	<i>Holiday</i>	-
16	Sunday		-
17	Monday	<i>Unit Test- 06 starts (KG- VIII)</i>	215
18	Tuesday		216
19	Wednesday		217
20	Thursday		218
21	Friday	<i>Unit Test- 06 ends</i>	219
22	Saturday	<i>Review Meeting – 4 for trs</i>	-
23	Sunday		-
24	Monday		220
25	Tuesday		221
26	Wednesday		222
27	Thursday	<i>The Hindu Competitive exams - 07 (III- XII)</i>	223
28	Friday		224
29	Saturday	3	225
30	Sunday	<i>Telugu New Year Day- Holiday</i>	-

Date	Day
1	
2	
3	

APRIL – 2025

		Particulars	No. of working Days
	Tuesday		226
	Wednesday		227
	Thursday		228
4	Friday		229
5	Saturday		230
6	Sunday		-
7	Monday		231
8	Tuesday		232
9	Wednesday		233
10	Thursday	<i>Mahavir Jayanthi- Holiday</i>	-
11	Friday		234
12	Saturday		235
13	Sunday		
14	Monday	<i>Annual Exam (KG- VIII)/ Pre Mid Term (X & XII)starts</i>	236
15	Tuesday		237
16	Wednesday		238
17	Thursday		239
18	Friday	<i>Good Friday- Holiday</i>	
19	Saturday		-
20	Sunday	<i>Easter</i>	-
21	Monday		240
22	Tuesday		241
23	Wednesday		242
24	Thursday		243
25	Friday		244
26	Saturday	<i>Annual exam ends</i>	245
27	Sunday		
28	Monday	33	
29	Tuesday		

Date	Day
1	
2	
3	

MAY – 2025

		Particulars	No. of working Days
Friday		<i>May Day- Holiday</i>	-
Saturday			-
Sunday			-
4	Monday		-
5	Tuesday		-
6	Wednesday		-
7	Thursday		-
8	Friday		-
9	Saturday		-
10	Sunday		-
11	Monday		-
12	Tuesday		
13	Wednesday		-
14	Thursday		-
15	Friday		-
16	Saturday		-
17	Sunday		-
18	Monday		-
19	Tuesday		-
20	Wednesday		-
21	Thursday		-
22	Friday		-
23	Saturday		-
24	Sunday		-
25	Monday		-
26	Tuesday		-
27	Wednesday		-
28	Thursday		-
29	Friday	34	-
30	Saturday		-

JUNE –2025

Date	Day	Particulars	No. of working Days
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday		
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		

Date	Day
1	
2	
3	

21	Friday		
22	Saturday		
23	Sunday		
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday		

