

**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
2023 - 2024**

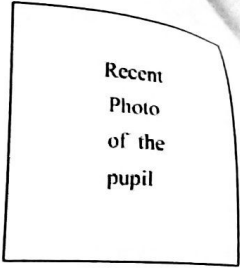
Name:

Grade:Sec.:

CORRESPONDENT
HOLY TRINITY INTERNATIONAL SCHOOL
MELPALAI, EDAICODE - 629 152 \\
K.K DIST, TAMILNADU, INDIA

PUPIL'S PERSONAL DATA

Academic Year 2023 - 2024



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:

"The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice"

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- Brian Herbert


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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.*

"Teach the children so it will not be necessary to teach the adults"

- Abraham Lincoln

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.

"Educating the mind without educating the heart is no education at all"

- Aristotle

LIST OF TEACHING STAFF

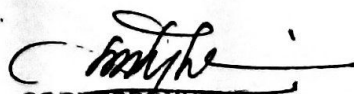
S.No.	Name	Qualification	Designation
1	Mr. Maria Joe Jegadhesh	M.A., B.Ed., B.Ph.	Principal
2	Mrs. Deepa P.J.	B.Sc., B.Ed., TKT(Cambridge)	Vice-Principal
3	Mrs. Suja K	M.Com., B.Ed., TKT(Cambridge)	PGT
4	Mrs. Jyothi N K	M.A., B.Ed., TKT (Cambridge)	PGT
5	Mrs. Lineya Reghu	M.Sc., B.Ed., TKT (Cambridge)	PGT
6	Dr. Krishna Kumari	M.A., B.Ed., M.Phil., Ph.D.	PGT
7	Mr. Sreenath S	M.Sc., TKT (Cambridge)	PGT
8	Mrs. Angel Mary A N	M.Sc., M.Phil.	PGT
9	Mrs. Angel Christy G	M.Sc., B.Ed.	PGT
10	Mrs. Soja M S	M.Sc., B.Ed.	PGT
11	Mrs. Ancy Angelin K F	M.A., M.Ed., M.Phil.	PGT
12	Mrs. Arun Vijila F	M.Sc., B.Ed., M.Phil.	PGT
13	Mrs. Nikitha S S	M.Sc., B.Ed., M.Phil., TKT (Cambridge)	TGT
14	Ms. Suja R	M.A., B.Ed.,	TGT
15	Mr. Aneesh K S	M.A. B.Ed.	TGT
16	Mrs. Sindhu N R	M.A. B.Ed.	TGT
17	Mrs. Beela B C	M.A. B.Ed.	TGT
18	Mrs. Vidhya R	M.Sc., B.Ed.	TGT
19	Mrs. Geethanjaly V J	M.A., B.Ed.	TGT
20	Ms. Stephy Paul P S	B.E. B.Ed., TKT (Cambridge)	PRT
21	Mrs. Blessy L Ajith	M.Sc., B.Ed., M.Phil., TKT (Cambridge)	PRT
22	Mrs. Pappa Y	M.A., B.Ed.	PRT
23	Mrs. Beena B Antony	M.Sc., M.Ed., TKT (Cambridge)	PRT
24	Mrs. Gifty H	M.Sc., B.Ed., TKT (Cambridge)	PRT
25	Mrs. Vijithra V R	M.A.	PRT
26	Mrs. Anisha J S	M.Sc., B.Ed.	PRT
27	Ms. Vinitha E P	B.A. & Hindi	PRT
28	Mrs. Gipsa Dennis A	M.A., B.Ed., TKT (Cambridge)	NTT
29	Mrs. Shiney R	B.Sc., B.Ed., TKT (Cambridge)	NTT


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30	Mrs.Nandhini	M.E., TKT (Cambridge)	NTT
31	Mrs.Bilisin Subha J	B. A., B.Ed., D.T.Ed., TKT (Cambridge)	NTT
32	Mrs.Jeyasree J	B.A., B.Ed.	NTT
33	Mrs.Sherin M	B.A., B.Ed.	NTT
34	Mrs.Gnanaselvam Y	M.A., T.T.C.	NTT
35	Mrs.Akhila Dhas	M.Sc. Nursing	Wellness Tr.
36	Mr.Stalin H	B.P.Ed.	P.E.T.
37	Mr.Joseph Jeyaprakash A	M.Li.Sc.	Librarian

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

Jean de la Bruyere



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FORMAT OF APPLICATION FOR LEAVE

Date :

The Principal
HTIS
Melpalai

Sir /Madam,

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

of class.....Section..... leave From.....

to.....Reason

.....

Thank You,

Yours Sincerely,

.....

Signature of Parent / Guardian

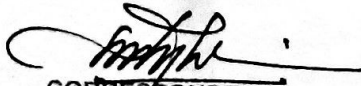
“Stop the habit of wishful thinking and start the habit of thoughtful wishes.”
-Mary Martin

MAY - 2023

Date	Day	Particulars	No. of working days
1	Monday		-
2	Tuesday		-
3	Wednesday		-
4	Thursday		-
5	Friday		-
6	Saturday		-
7	Sunday	<i>Summer vacation begins for grades X & XII</i>	-
8	Monday		-
9	Tuesday		-
10	Wednesday		-
11	Thursday		-
12	Friday		-
13	Saturday		-
14	Sunday		-
15	Monday		-
16	Tuesday		-
17	Wednesday		-
18	Thursday		-
19	Friday		-
20	Saturday		-
21	Sunday		-
22	Monday	<i>Preparations for the new academic year starts</i>	-
23	Tuesday		-
24	Wednesday		-
25	Thursday		-
26	Friday		-
27	Saturday		-
28	Sunday		-
29	Monday		-
30	Tuesday		-
31	Wednesday		-

"Haste in every business brings failure."

- Herodotus


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JUNE - 2023

Date	Day	Particulars	No. of working Days
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday		
12	Monday		
13	Tuesday		
14	Wednesday	<i>School reopens after summer vacation</i>	1
15	Thursday		2
16	Friday		3
17	Saturday		
18	Sunday		
19	Monday		4
20	Tuesday		5
21	Wednesday		6
22	Thursday		7
23	Friday		8
24	Saturday		
25	Sunday		
26	Monday		9
27	Tuesday		10
28	Wednesday	<i>Yellow Day - KG</i>	11
29	Thursday	<i>Bakrid</i>	
30	Friday		12

Total number of working days in June: 12

"Good thoughts bear good fruit, bad thoughts bear bad fruit." - James Allen

JULY - 2023

Date	Day	Particulars	No. of working Days
1	Saturday		
2	Sunday		
3	Monday	<i>Unit Test 01 Starts for KG - VIII</i>	13
4	Tuesday		14
5	Wednesday		15
6	Thursday		16
7	Friday	<i>Unit Test 01 ends for KG - VIII</i>	17
8	Saturday		18
9	Sunday		
10	Monday		19
11	Tuesday		20
12	Wednesday		21
13	Thursday	<i>Essay Writing Competition : I -XII</i>	22
14	Friday	<i>Colouring Competition - KG</i>	23
15	Saturday		24
16	Sunday		
17	Monday		25
18	Tuesday		26
19	Wednesday		27
20	Thursday		28
21	Friday	<i>The Hindu- competitive Exam-1</i>	29
22	Saturday		30
23	Sunday		
24	Monday	<i>Unit Test 02 starts KG - VIII</i>	31
25	Tuesday		32
26	Wednesday	<i>Red Day - KG</i>	33
27	Thursday		34
28	Friday	<i>Unit Test 02 ends for KG - VIII</i>	35
29	Saturday	<i>Muharam- Holiday</i>	
30	Sunday		
31	Monday		36

Total number of working days in July : 24

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

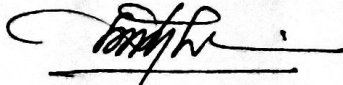
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AUGUST- 2023

Date	Day	Particulars	No. of working Days
1	Tuesday		
2	Wednesday		37
3	Thursday	<i>Triangle Day- KG</i>	38
4	Friday		39
5	Saturday		40
6	Sunday		41
7	Monday	<i>Pre Mid Term Exam starts for KG – IX</i>	
8	Tuesday		42
9	Wednesday		43
10	Thursday		44
11	Friday		45
12	Saturday		46
13	Sunday		47
14	Monday		
15	Tuesday	<i>Independence Day</i>	48
16	Wednesday	<i>Vavubali - Holiday</i>	
17	Thursday		
18	Friday		49
19	Saturday	<i>Pre Mid Term Exam ends for KG – IX</i>	50
20	Sunday		51
21	Monday		
22	Tuesday		52
23	Wednesday	<i>Fancy Dress competition for KG</i>	53
24	Thursday	<i>Drawing Competition (I-III); Art from waste (IV-XII)</i>	54
25	Friday		55
26	Saturday		56
27	Sunday	<i>PTA Meeting – Open Day</i>	57
28	Monday	<i>Onam Celebrations</i>	
29	Tuesday	<i>Onam- Holiday</i>	58
30	Wednesday		
31	Thursday		59
			60

Total number of working days in August : 24

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


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SEPTEMBER - 2023

Date	Day	Particulars	No. of working Days
1	Friday		61
2	Saturday	<i>The Hindu- Competitive Exam- 2</i>	62
3	Sunday		
4	Monday		63
5	Tuesday	<i>Square Day- KG</i>	64
6	Wednesday	<i>Sree Krishna Jayamthi- Holiday</i>	
7	Thursday		65
8	Friday		66
9	Saturday		67
10	Sunday		
11	Monday		68
12	Tuesday		69
13	Wednesday	<i>Green Day- KG</i>	70
14	Thursday		71
15	Friday	<i>Eng. Elocution Competition (I-XII); Rhymes - KG</i>	72
16	Saturday		73
17	Sunday		
18	Monday	<i>Unit Test 03 Starts for KG - VIII</i>	74
19	Tuesday	<i>Vinayaka Chaturthi- Holiday</i>	
20	Wednesday		75
21	Thursday		76
22	Friday		77
23	Saturday	<i>Unit Test 03 ends for KG - VIII</i>	78
24	Sunday		
25	Monday		79
26	Tuesday		80
27	Wednesday		81
28	Thursday	<i>Miladi Nabi- Holiday</i>	
29	Friday		82
30	Saturday		83

Total number of working days in September : 23

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

- Walter Bagehot

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OCTOBER - 2023

Date	Day	Particulars	No. of working Days
1	Sunday		
2	Monday	<i>Gandhi Jayanthi - Holiday</i>	
3	Tuesday		84
4	Wednesday		85
5	Thursday		86
6	Friday	<i>Circle Day- KG</i>	87
7	Saturday		88
8	Sunday		
9	Monday		89
10	Tuesday		90
11	Wednesday		91
12	Thursday		92
13	Friday	<i>Fruits Day- KG</i>	93
14	Saturday	<i>The Hindu-Competitive Exam- 3</i>	94
15	Sunday		
16	Monday	<i>Unit Test 04 Starts for KG - VIII</i>	95
17	Tuesday		96
18	Wednesday		97
19	Thursday		98
20	Friday	<i>Unit Test 04 ends for KG - VIII</i>	99
21	Saturday		
22	Sunday		
23	Monday	<i>Pooja Holiday</i>	
24	Tuesday	<i>Pooja Holiday</i>	
25	Wednesday	<i>Pink Day- KG</i>	100
26	Thursday		101
27	Friday		102
28	Saturday		103
29	Sunday		
30	Monday		104
31	Tuesday		105

Total number of working days in October : 22

"Don't go through life, grow through life."- Eric Butterworth

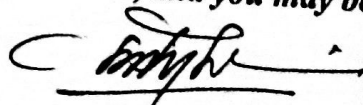


NOVEMBER - 2023

Date	Day	Particulars	No. of working Days
1	Wednesday	<i>Kanyakumari Day - Holiday</i>	
2	Thursday		106
3	Friday		107
4	Saturday		108
5	Sunday		
6	Monday		109
7	Tuesday		110
8	Wednesday		111
9	Thursday		112
10	Friday		113
11	Saturday		
12	Sunday	<i>Deepavali</i>	
13	Monday		114
14	Tuesday	<i>Children's Day.</i>	115
15	Wednesday	<i>Mid Term Exam starts</i>	116
16	Thursday		117
17	Friday		118
18	Saturday		119
19	Sunday		
20	Monday		120
21	Tuesday		121
22	Wednesday		122
23	Thursday		123
24	Friday	<i>Mid Term Exam ends</i>	124
25	Saturday	<i>The Hindu- Competitive Exam- 4</i>	125
26	Sunday		
27	Monday		126
28	Tuesday		127
29	Wednesday		128
30	Thursday		129

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



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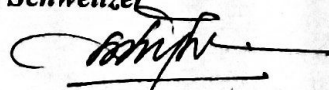
DECEMBER - 2023

Date	Day	Particulars	No. of working Days
1	Friday		
2	Saturday		130
3	Sunday		131
4	Monday		
5	Tuesday		132
6	Wednesday		133
7	Thursday		134
8	Friday		135
9	Saturday		136
10	Sunday		137
11	Monday		
12	Tuesday		138
13	Wednesday		139
14	Thursday		140
15	Friday		141
16	Saturday		142
17	Sunday		143
18	Monday	<i>Model Exam I Starts for X & XII/ Unit Test- 6 starts</i>	
19	Tuesday		144
20	Wednesday		145
21	Thursday		146
22	Friday	<i>Model Exam I Ends</i>	147
23	Saturday	<i>Christmas Celebration</i>	148
24	Sunday		149
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday	<i>Classes starts for IX – XII after Christmas</i>	
29	Friday		
30	Saturday		
31	Sunday		

Total number of working days in December : 20

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

-Albert Schweitzer

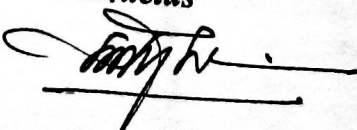


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JANUARY - 2024

Date	Day	Particulars	No. of working Days
1	Monday	<i>New year- Holiday</i>	
2	Tuesday		
3	Wednesday	<i>The Hindu- Competitive Exam- 5</i>	150
4	Thursday		151
5	Friday	<i>Fine Arts Day - KG</i>	152
6	Saturday	<i>Fine Arts Day - (I-XII)</i>	153
7	Sunday		154
8	Monday	<i>Model Exam II starts (X & XII)</i>	
9	Tuesday		155
10	Wednesday		156
11	Thursday		157
12	Friday	<i>Sports Day - KG</i>	158
13	Saturday	<i>Sports Day - I-XII</i>	159
14	Sunday		160
15	Monday	<i>Pongal</i>	
16	Tuesday		
17	Wednesday		
18	Thursday		161
19	Friday	<i>Annual Day</i>	162
20	Saturday		163
21	Sunday		
22	Monday	<i>Model Exam II starts (X & XII)/ Unit Test- 7for grades KG- VIII</i>	
23	Tuesday		164
24	Wednesday		165
25	Thursday		166
26	Friday	<i>Republic Day</i>	167
27	Saturday		
28	Sunday		168
29	Monday		
30	Tuesday		169
31	Wednesday		170
Total number of working days in January : 22			171

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


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FEBRUARY - 2024

Date	Day	Particulars	No. of working Days
1	Thursday		
2	Friday		172
3	Saturday		173
4	Sunday	<i>The Hindu- Competitive Exam- 6</i>	174
5	Monday	<i>Model Exam- III/ Annual Exam (X & XII)</i>	
6	Tuesday		175
7	Wednesday		176
8	Thursday		177
9	Friday		178
10	Saturday		179
11	Sunday		180
12	Monday	<i>Post Mid Term Exam starts</i>	
13	Tuesday		181
14	Wednesday		182
15	Thursday		183
16	Friday		184
17	Saturday		185
18	Sunday		
19	Monday		186
20	Tuesday		187
21	Wednesday		188
22	Thursday		189
23	Friday		190
24	Saturday		191
25	Sunday		
26	Monday		192
27	Tuesday		193
28	Wednesday		194
29	Thursday		195

Total number of working days in February : 24

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

MARCH - 2024


Date	Day	Particulars	No. of working Days
1	Friday		196
2	Saturday		197
3	Sunday		
4	Monday		198
5	Tuesday		199
6	Wednesday		200
7	Thursday		201
8	Friday	<i>Maha Shivratri</i>	
9	Saturday	<i>The Hindu- Competitive Exam- 7</i>	202
10	Sunday		
11	Monday		203
12	Tuesday		204
13	Wednesday		205
14	Thursday		206
15	Friday		207
16	Saturday		208
17	Sunday		
18	Monday		209
19	Tuesday		210
20	Wednesday		211
21	Thursday		212
22	Friday		213
23	Saturday		214
24	Sunday		
25	Monday		215
26	Tuesday		216
27	Wednesday		217
28	Thursday		218
29	Friday	<i>Good Friday</i>	
30	Saturday		
31	Sunday	<i>Easter</i>	

Total number of working days in March : 23

"A man's own good breeding is the best security against other people's ill manners."

-Lord Chesterfield

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APRIL - 2024

Date	Day	Particulars	No. of working Days
1	Monday		
2	Tuesday		219
3	Wednesday		220
4	Thursday		221
5	Friday		222
6	Saturday		223
7	Sunday		
8	Monday		
9	Tuesday	<i>Telugu New Year</i>	224
10	Wednesday		
11	Thursday	<i>Ramzan</i>	225
12	Friday		
13	Saturday		226
14	Sunday		
15	Monday	<i>Annual Examination</i>	227
16	Tuesday		228
17	Wednesday		229
18	Thursday		230
19	Friday		231
20	Saturday		
21	Sunday	<i>Mahavir Jayanti</i>	
22	Monday		232
23	Tuesday		233
24	Wednesday		234
25	Thursday		
26	Friday		
27	Saturday		
28	Sunday		
29	Monday		
30	Tuesday		

Total number of working days in April :

"We live in an age when unnecessary things are our only necessities."-Oscar Wilde

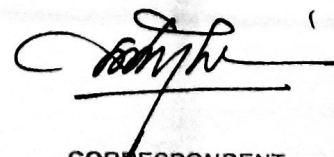


MAY - 2024

Date	Day	Particulars	No. of working Days
1	Wednesday	May Day- Holiday	-
2	Thursday		-
3	Friday		-
4	Saturday		-
5	Sunday		-
6	Monday		-
7	Tuesday		-
8	Wednesday		-
9	Thursday		-
10	Friday		-
11	Saturday		-
12	Sunday		-
13	Monday		-
14	Tuesday		-
15	Wednesday		-
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		-

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CORRESPONDENT
 HOLY TRINITY INTERNATIONAL SCHOOL
 MELPALAI, EDAICODE - 629 152 \\
 K.K DIST, TAMILNADU, INDIA