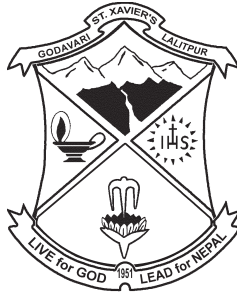


# ST. XAVIER'S SCHOOL, GODAVARI LALITPUR

## SCHOOL DIARY

LIVE FOR GOD



LEAD FOR NEPAL

G. P. O. BOX 50  
Kathmandu, Nepal  
Phone: 01 5174058, 01 5174193  
Fax: 01 5174094  
Notice Board: 1618015174058  
E-mail: [sxgodavari@wlink.com.np](mailto:sxgodavari@wlink.com.np) [info@sxg.edu.np](mailto:info@sxg.edu.np)  
[www.sxg.edu.np](http://www.sxg.edu.np)

**This diary must be kept neat and brought to class DAILY.**

Name \_\_\_\_\_

Class \_\_\_\_\_ Roll No \_\_\_\_\_ Year \_\_\_\_\_ Team \_\_\_\_\_

Class Teacher \_\_\_\_\_

**School Hours:**

**Summer Time: 8:30 A.M.-3:30 P.M.**

**Winter Time: 8:30 A.M.-2:50 P.M.**

**After School Activities:**

**Summer Time: 3:45 P.M. - 4:40 P.M.**

**Winter Time: 3:05 P.M. - 3:55 P.M.**

**School Office hours and fees collection:**

**Monday – Friday 9:00 A.M. – 11:30 A.M.**

**12:00 Noon – 2:00 P.M.**

**Bank details for fee deposit:**

***Sunrise Bank: (Class 1 - 10)***

A/C Name: St. Xavier's School, Godavari

A/C No: 03610137216012

***Himalayan Bank: (Class 1 - 10)***

A/C Name: St. Xavier's School, Godavari

A/C No: 03604087580017

***Sanima Bank: (Class 11 - 12)***

A/C Name: St. Xavier's School, Godavari

A/C No: 0140000054101

**Visiting Principal:**

**9:30 A.M. – 10:30 A.M. on regular class days**

**With appointment at other times.**

***No school business will be conducted on Saturdays  
or Holidays.***

## Vision

Our educational apostolate aims at accompanying persons to achieve fullness of life. Our Education enables students to become effective agents of social change, and persons with and for others.

## Mission Statement

We, the management and staff of St. Xavier's School, Godavari are a community of educators.

We commit ourselves, along with parents in transforming the society by developing our students physically, emotionally intellectually and spiritually and by instilling in them love of God and country.

We strive to form Conscience Competent, Committed and Compassionate students who are consistent and who are men and women for others living out the values of truth, justice and equality.

## School Motto

***LIVE FOR GOD, LEAD FOR NEPAL***

☆ **THEME OF THE YEAR 2020-21** ☆

**“Conscious Effort in Caring for Our Common Home”**

**“हाम्रो पृथ्वीको संरक्षणमा सचेत प्रयास”**



## St. Xavier's School Original Crest

Our School's Original crest was developed and built by Fr. James J. Dressman, S.J. and Fr. Edward Niesen, S.J. It represents the whole meaning of this Jesuit enterprise in Nepal.

**The White “X” represents Xavier:** The White X represents St. Francis Xavier who is the patron of our school.

**The Himalayas, Hills and the Tarai:** The Himalayas supplying the water for the fertile fields of the Green Hills and the Tarai. It is also the country's greatest resource carrying all the symbolism of fertility, both natural and intellectual. The Golden Color below represents the Tarai which is known as the Golden bowl of Nepal.

**The official seal of the Society of Jesus:** It represents the worldwide religious organization operating the school. IHS is the monogram for Jesus and is placed inside the Jesuit Sun.

**Fountain and Lotus representing Godavari:** Identified by the ever-flowing fountain of water sprouting up from the fish pond swimming pool in front of Xavier Hall, Godavari (First School of the Nepal Jesuit Society). It springs up out of a lotus with its symbolism of knowledge and purity.

**Lamp of Knowledge:** Producing not just knowledge, but the wisdom to know how to use it. It also means that wisdom and knowledge gained in the school must be used to light up the lives of others.

*(Presented by James J.Dressman, S.J., February 2, 2014)*

**Live for God –** This phrase signifies one's relationship with God and the need to be connected to the Almighty. Our life is a gift from God and we must live in a way that is pleasing to God. It invites each Xavierian to be spiritual in all that he/she does.

**Lead for Nepal –** This phrase signifies one's responsibility towards the nation and the call to be a true citizen of our great nation. Each Xavierian is expected to be a true citizen and lead the nation towards the welfare and growth of the nation.

(The School Motto 'Live for God, Lead for Nepal' was developed by Mr. Chiranjeevi Karki in 1964. He was in class seven then.)

Name: \_\_\_\_\_ Cl./Sec.: \_\_\_\_\_ R.N. \_\_\_\_\_ Team \_\_\_\_\_

Current Home Address \_\_\_\_\_

\_\_\_\_\_

Bus stop \_\_\_\_\_ Bus Route \_\_\_\_\_

Father's Name \_\_\_\_\_

Phone : Mob. \_\_\_\_\_

Res. \_\_\_\_\_

Off. \_\_\_\_\_

Mother's Name \_\_\_\_\_

Phone : Mob. \_\_\_\_\_

Res. \_\_\_\_\_

Off. \_\_\_\_\_

Guardian's Name \_\_\_\_\_

Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone : Mob. \_\_\_\_\_

Res. \_\_\_\_\_

Off. \_\_\_\_\_

Data: \_\_\_\_\_ Parents Signature : \_\_\_\_\_

Data: \_\_\_\_\_ Class Teachers Signature : \_\_\_\_\_

# SIGNATURE RECORD

The signature record of parents and guardians, responsible for signing report cards, official papers or remarks made by the Principal, Vice-Principal or teachers, should be given below:

(Only these signatures will be accepted whenever the parent's/guardian's signature is required and in any official business with the school).

Relationship to pupil

Signature

**Father**

\_\_\_\_\_

**Mother**

\_\_\_\_\_

\_\_\_\_\_  
**Guardian's Name and Relation**

(Above 21 years old)

\_\_\_\_\_

\_\_\_\_\_  
**Guardian's Name and Relation**

(Above 21 years old)

\_\_\_\_\_

Sibling's Name	Cl./Sec.	Roll No.

**N.B. When writing to the school about your child, always provide his/her full Name, Class, Section and Roll Number. Use the formate given in page 7.**

Name: \_\_\_\_\_ Cl./Sec.: \_\_\_\_\_ R.N. \_\_\_\_\_ Team \_\_\_\_\_

Current Home Address \_\_\_\_\_  
\_\_\_\_\_

Bus stop \_\_\_\_\_ Bus Route \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Occupation/Designation: \_\_\_\_\_

Office Name & Address \_\_\_\_\_  
\_\_\_\_\_

Phone : Mob. \_\_\_\_\_ Res. \_\_\_\_\_

Off. \_\_\_\_\_

Email: \_\_\_\_\_

Mother's Name \_\_\_\_\_

Mother's Occupation/Designation: \_\_\_\_\_

Office Name & Address \_\_\_\_\_  
\_\_\_\_\_

Phone : Mob. \_\_\_\_\_ Res. \_\_\_\_\_

Off. \_\_\_\_\_

Email: \_\_\_\_\_

Guardian's Name \_\_\_\_\_

Relation \_\_\_\_\_ Address \_\_\_\_\_

Phone : Mob. \_\_\_\_\_ Res. \_\_\_\_\_

Off. \_\_\_\_\_

Email: \_\_\_\_\_

Data: \_\_\_\_\_ Parents Signature : \_\_\_\_\_

Data: \_\_\_\_\_ Class Teachers Signature : \_\_\_\_\_

## SIBLING'S INFORMATION

S. N.	Name	Age	Class	School

## SIGNATURE RECORD

The signature record of parents and guardians, responsible for signing report cards, official papers or remarks made by the Principal, Vice-Principal or teachers, should be given below:

(Only these signatures will be accepted whenever the parent's / guardian's signature is required and in any official business with the school).

**Relationship to pupil**

**Signature**

**Father**

\_\_\_\_\_

**Mother**

\_\_\_\_\_

\_\_\_\_\_  
**Guardian's Name and Relation**

(Above 21 years old)

\_\_\_\_\_

\_\_\_\_\_  
**Guardian' Name and Relation**

(Above 21 years old)

\_\_\_\_\_



Format for writing to the school  
**Paper Size A4, Language Nepali/English**

**Date:** .....

To,  
The Principal  
St. Xavier's School,  
Godavari, Lallitpur.

Sub: .....

Respected Fr. Principal,

Matter of the application

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**(Name of the Student)** .....

**(Roll No of the Student)** .....

**(Student's Class & Section)** .....

Yours Sincerely

**(Signature of the Parent)** .....

**(Name of the the Parent)** .....

# राष्ट्रिय गान

सयौं थुँगा फूलका हामी, एउटै माला नेपाली  
सार्वभौम भई फैलिएका, मेची-महाकाली ।

प्रकृतिका कोटी-कोटी सम्पदाको आँचल  
वीरहरूका रगतले, स्वतन्त्र र अटल ।

ज्ञानभूमि, शान्तिभूमि तराई, पहाड, हिमाल  
अखण्ड यो प्यारो हाम्रो मातृभूमि नेपाल ।

बहुल जाति, भाषा, धर्म, संस्कृति छन् विशाल  
अग्रगामी राष्ट्रज्ञ हाम्रो, जय जय नेपाल ।

रचना : प्रदिप कुमार राई  
(ब्याकुल माईला)

संज्ञीत : अम्बर गुरुङ्ग

# THE SCHOOL PRAYER

Almighty God, /our loving Father, / we love you / with our whole heart / and above all things, / we offer you / all our thoughts, / words and actions / of this day / and we ask you / to bless us / during this day. / Help us / so that we may always / love and serve you / and so be eternally happy. / Amen.

## PRAYER BEFORE STUDY

O God, / you are truth / and the source of all knowledge, / bless our studies, / which we consecrate to you. / Enlighten our minds, / strengthen our memories, / direct our wills / towards what is right. / Grant us / to seek truth always / and make us truly wise.

## PRAYER AFTER STUDY

O God, / infinite wisdom / and the source of all knowledge, / grant that we may remember / what we have learned. / We offer you / our work and endeavors, / our failures and successes. / Forgive our shortcomings / and give us the courage / to follow the path of truth.

# NIGHT PRAYER

My God, / after the turmoil of the day

I come / into the stillness and peace / of your presence.

Thank you, God, / for all the favours/ you have granted me.

You have sent me / into the world / with an assignment.

You have given me talents, / not to bury, / but to work / for  
your service and honor.

Now the day is gone, / and I bring you my work.

Let me examine my day with your eyes.

(Think about what you have done well and could have done  
better today)

O God, / I love you with my whole heart / and above all things.

I am very sorry / for having offended you / because you are  
so good.

I firmly resolve / not to offend you anymore.

And I will do / whatever you ask of me.

# XAVIERIAN HONOUR CODE

- 1. I will respect and care / for myself and others.** / I will show respect and care / for all people, / including myself, / treating everyone I encounter / as one of God's people./
- 2. I will help / and participate / at home, / at school, / and in the world.** / I will actively concern myself / with the wellbeing /of my family, / my community, / my school, / my country, / and volunteer whenever possible, / assisting in making Nepal / a Zone of Peace./
- 3. I will be brave/ in difficult times / and modest / when I am successful.** / I will face adversity / with courage and dignity, / and meet success with humility.
- 4. I will care/ for my own body, / heart, / spirit / and mind.** / I will cultivate / a positive self-image / and choose to be healthy / physically, / emotionally, / spiritually / and mentally./
- 5. I will be kind / and cooperative / at all times.** / I will prioritize / cooperation and kindness over / competition and conflict, / and help to build / the self-image of others./
- 6. I will tell the truth / and act with honesty.** / I will commit myself / to the truth / in thought, / word / and deed.
- 7. I will accept people / who are different / and try to learn from them.** / I will value / our unity in diversity. I will oppose discrimination / based on gender, / race,/ caste, / religion / and socio-economic status.
- 8. I will always make / my own right decisions, / though my friends may disagree.** / I will develop / the gift of freedom, / making my choices / with knowledge of alternatives / and consequences, / independent of peer pressure.
- 9. I will always try my best / in studies, / sports / and activities.** / I will aim at excellence, / in my studies / through practicing effective study methods / and consistently putting forth effort.

10. **I will be polite.** / I will develop / personal and social habits / that promote the common good /and avoid all disrespect.
11. **I will be thankful / for my education.** / I will always be grateful / for the gift of education, / using information and technology / with justice and care for others.
12. **I will care for the Earth, / and keep my school clean. /** I will consider myself / a part of creation, / actively caring for the Earth / and promoting a healthy environment, / taking special responsibility / in caring for school grounds.
13. **I will always do the right thing / and be fair.** / I will speak out / and stand up for justice, / evaluating the world around me / according to my formed conscience.
14. **I will thank God / and ask for God’s help.** / I will build trust in my creator / through personal prayer.
15. **I will always be a Xavierian.** / I will uphold / the honour of my school / by always living / according to its standards, / and I will always be prepared / to do a “good turn.”

I am aware of the importance of this code and accept it in full. I understand that the code represents the standards and expectations for the behaviour of all people in this school community.

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness 1:

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness 2:

Class Teacher’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## सेन्ट जेभियर्स...सेन्ट जेभियर्स... - स्कूल गीत - १

सेन्ट जेभियर्स ..... सेन्ट जेभियर्स .....

बिन्ती हात फैलाई

हर पललाई, दिन दिनलाई

जीवनभरिलाई,

अन्तर दिलमा ज्योति देऊ, अन्तरात्मा खोली

ज्ञानको बत्ती बालेर, सत्य सुन्दर बोली .....

कर्तव्यको पथमा हिँडेर देशको लागि केही गरूँ

ज्ञान-विज्ञानको पाउ मोडेर देशलाई केही दिन सकूँ

सत्य अहिंसा प्रेम फैलाई देश उज्यालो पार्न सकूँ

अन्तर दिलमा ज्योति देऊ .....

मेची कालीको पसिना बगाई नेपाल हरियो पार्नेछौं ।

दीयो दयाको बाली सबैलाई बाँच्ने साहारा दिनेछौं ।

बाँची प्रभुको लागि हामी देशका लागि मर्नेछौं ।

अन्तर दिलमा ज्योति देऊ .....

रचना: श्री जगत राई

सङ्गीत: श्री दीव्य खालिङ्ग पी.

## हाम्रो प्यारो राम्रो स्कूल सेन्ट जेभियर्स - स्कूल गीत - २

हाम्रो प्यारो राम्रो स्कूल सेन्ट जेभियर्स, सेन्ट जेभियर्स  
ज्ञानको बत्ती बालिदेऊ सेन्ट जेभियर्स, सेन्ट जेभियर्स ।

एक भएर पढ्छौं हामी, एक भएर बढ्नेछौं (२)  
करोड दीयोको घाम बनेर देश उज्यालो पार्नेछौं (२)  
अन्धकारमा बाटो देखाऊ सेन्ट जेभियर्स, सेन्ट जेभियर्स ।  
ज्ञानको बत्ती बालिदेऊ सेन्ट जेभियर्स, सेन्ट जेभियर्स ।

हाम्रो सानो मुठीभित्र भोलिको यो देश हेर (२)  
हामीलाई विद्या बुद्धि सिकाई कालो मैलो भेष फेर (२)  
सत्य एकता प्रेम सिकाऊ सेन्ट जेभियर्स, सेन्ट जेभियर्स ।  
ज्ञानको बत्ती बालिदेऊ सेन्ट जेभियर्स, सेन्ट जेभियर्स ।

## **FROM THE SNOWS - SCHOOL SONG - 3**

From the snows of old Mount Everest  
To the plains of Hindustan  
We love our country's beauty  
And never hurt any one  
We must fight for right and freedom  
For the great and for the small  
We love to claim the title  
Of the children of dear Nepal  
Northern Mounts of the Himalayas  
Southern fields of the Terai  
Western woods of Mahakali  
Eastern Mechi streaming by  
Sing St. Xavier's song of glory  
Kathmandu can hear our cry  
We Live for God, lead for Nepal  
Jai Nepal, Jai Jai Nepal



## **OUR SCHOOL IS GODAVARI - SCHOOL SONG - 4**

Our school is Godavari  
The best school on earth for you and for me  
Giant Phulchowki stands nearby  
Barking deer roam here and birds fly  
Here we can study, here we can pray  
Here we can roam far, here we can play  
May God make us loyal children of  
Our school Godavari  
G-O-D-A-V-A-R-I, our school Godavari

## **OTHER SCHOOL SONGS**

### **EVERYWHERE**

Everywhere (4 times)  
Everywhere you go you can always know  
I'll be there (4 times)  
Everywhere you go I'll be there  
A- A, we're on our way  
This will be a happy day  
B-B, It's got to be....  
Now that you are along with me  
C-C, the scenery. Nature gives it all for free  
D-D, I do decree  
Where you'll be is where I'll be  
Everywhere.....  
E-E, Do you agree?  
That we can camp beneath this tree  
F-F, are you the chef  
Answer me or are you deaf  
G-G, by Gemini Hungrier I couldn't be  
H-H, I cannot rhyme  
You will hear some other time  
Everywhere...

## **EVERYDAY BRINGS SOMETHING**

Every day brings something new  
Something that God has sent to you  
What will it be today (2 times)  
Flowers blooming in the spring  
A Butterfly with colored wings  
What sunset bright and gay (2 times)  
Forest leaves of green and gold  
A cherry campfire when it's cold  
A rainbow after rain- (2 times)  
Every day brings.....

## **EACH DAY IS A GIFT OF LOVE**

Each day is a gift of love  
So I greet it with a friendly smile  
I live each day with love in my heart  
And a sparkle of joy in my eyes

So, say hello! to the flowers and the trees  
Say hello! to the hills and plains  
Say hello! to the God who made all these  
Say hello! to your friends.

Each person is a gift of love  
So I greet him with a friendly smile  
I live each day with love in my heart  
And a sparkle of joy in my eyes  
So, say hello! to...

## **THERE'S A BRIGHT GOLDEN HAZE**

There's a bright golden haze on the meadow (2 times)  
The corn is as high as an elephant sigh  
And it looks like it's climbing clear up to the sky  
Oh! What a beautiful morning  
Oh! What a beautiful day  
I've got a beautiful feeling  
Everything's going my way.

## **HAPPINESS**

Happiness is where you are and what you want to be  
If you look you are sure to find the rainbow of your dreams  
Tomorrow's fuller than the thousand yesterdays  
With a vision of a new day in your heart  
If the clouds should darken you may turn your hopes so high  
Sorrow isn't meant to shake you from your way of life  
Just keep on looking for the answer to it all  
With a vision of a new day in your heart.

## **IN HIS TIME**

In His time (2)  
He makes all things beautiful in His time  
Lord please show me everyday  
As you're teaching me your way  
That I do just what you say in your time

In your time (2 times)  
You make all things beautiful in your time  
Lord my life to you I bring  
May each song I have to sing  
Be to you a lovely thing in your time

## **IT'S A SMALL WORLD AFTER ALL**

It's a world of laughter a world of tears  
It's a world of hopes and a world of fears  
There's so much that we share  
That it's time we're aware  
It's a small world after all

Ref: It's just one world after all  
Get-together one and all  
Live in love and joy and peace  
(It's God's own world)<sup>2</sup>

There is just one moon and a golden sun  
And a smile means friendship with everyone  
Though the mountains divide and the oceans are  
wide It's a small world after all

## **THE GLORY OF LOVE**

You've got to give a little, take a little  
And let your poor heart break a little  
That's the story of, that's the glory of love  
You've got to laugh a little, cry a little  
Before the clouds roll back a little  
That's the story of, that's the glory of love

Ref: As long as there's a group of us  
We've got the world and all its joy  
And when the world is through with us  
We've got each other's helping hands  
We've got to win a little, lose a little  
And sometimes have the blues a little  
That's the story of, that's the glory of love

# **THAT'S HOW IT IS WITH GOD'S LOVE**

It only takes a spark to get a fire going - pass it on  
And soon all those around can warm up  
In it's glowing - pass it on  
That's how it is with God's love  
Once you've experienced it  
You spread his love to everyone  
You want to pass it on  
What a wondrous time is spring  
When all the trees are budding - pass it on  
The birds begin to sing  
The flowers start their blooming - pass it on  
That's how it is with God's love  
Once you've experienced it  
You want to sing, you feel like spring  
You want to pass it on  
I wish for you my friend  
This happiness that I've found - pass it on  
You can depend on Him  
It matters not where you're bound - pass it on  
I'll shout it from the mountain top  
I want my world to know  
The Lord of love has come to me  
I want to pass it on

## **I GO MY MERRY WAY**

A song on my lips with love in my heart  
I go my merry way  
The sun in my eyes, the sun in my heart  
Lights up my stars from day to day

1. Every road through hills and valleys  
Leads to heaven by and by  
And the road that sweeps the alley  
Points a finger to the sky
2. Many friends are on the highway  
And they're waiting for a smile  
Walk along my friend on my way  
To the place of peace and light  
A song on my ...

## **ALL THINGS BRIGHT AND BEAUTIFUL**

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 colors,  
He made their tiny wings.
2. The purple headed mountains,  
The river running by,  
The sunset and the morning,  
That brightens up the sky.

## **GOD STILL LOVES THE WORLD**

1. Every tiny star that twinkles in the night sky,  
Every drop of morning dew,  
Every spark of fire blazing in the furnace,  
Every captivating view,  
Every rainbow in the sky,  
Every pretty butterfly,  
Tells the fascinating news to those who dare to hope,  
And the message is...!

Ch: God still loves the world,  
God still, still loves the world!  
So, throw your life into his hands,  
Day by day discern his plans;  
God is passionately busy loving you and me!

2. Every ocean wave that breaks upon the sea shore,  
Every stack of golden wheat,  
Every silver stream that gushes down the mountain,  
Every drop of honey sweet,  
Every eagle flying high,  
Every worm that wriggles by,  
Tells the fascinating news to those who dare to hope,  
And the message is...!

# ST. XAVIER'S SCHOOL, GODAVARI

## AN INTRODUCTION

St. Xavier's School, Godavari is a school under the management of the Nepal Jesuit Society. Nepal Jesuit Society is the Nepal branch of the Society of Jesus, an international Catholic Religious Order. The Society of Jesus was founded in Europe by St. Ignatius of Loyola in 1540. Members of the Society of Jesus popularly known as the Jesuits, have been active in the field of education and other fields of service worldwide since its origin.

St. Xavier's Godavari is the first Jesuit school established in Nepal. In 1950 The Government of Nepal invited Fr. Marshall D. Moran a Jesuit priest serving in India to start a school in Kathmandu valley. On July 1, 1951 Fr. Marshall D. Moran and two other Jesuits Fr. Francis Murphy and Fr. Edward Saxton, started St. Xavier's School, Godavari with 65 students. They named the school after St. Francis Xavier one of the 9 companions of St. Ignatius and the first Jesuit to serve on Asian soil. The school is one of hundreds of educational institutions throughout the world managed by the Jesuits. Worldwide the Jesuits are now responsible for:

- 231 – Higher Educational Institutions  
(Universities, University Residences,  
Colleges and Philosophy/ Theology Colleges)
- 827 Secondary Schools (Secondary Schools and  
Technical / Professional Schools)
- 187 – Primary Schools
- 70 – Professional Schools
- 61536 – Other Institutions.



# JESUIT SERVICE IN NEPAL

## 1. Educational Field

St. Xavier's School, Godavari  
St. Xavier's School, Jawalakhel  
St. Xavier's College, Maitighar  
St. Xavier's School, Deonia, Jhapa  
St. Xavier's School, Sadakbari  
Loyola School, Simalbari, Jhapa  
Shishu Bikash Kendra, Pokhara  
Moran Memorial School, Maheshpur, Jhapa  
Human Resources Dev. Res. Centre, Sanepa

## 2. Social Field

St. Xavier's Social Service Centers, Lalitpur  
St. Xavier's Mission, Tipling, Dhading  
Nepal Jesuit Social Institute, Kupondol, Lalitpur

## 3. Pastoral

St. Anne's Parish, Pokhara  
St. Xavier's parish, Jhapa  
St. Ignatius, Baniyatar, Kathmandu  
Good Shepherd Church, Tipling, Dhading  
Godavari Aashram Spiritual Centre, Godavari

# OBJECTIVES OF JESUIT EDUCATION

Jesuit education is inspired by the vision of people drawn from the life and teachings of Jesus Christ, who has always been respected and admired for the last 2000 years. It is also based on the principles of character formation elaborated by the founder of the Society of Jesus, St. Ignatius of Loyola. This vision and these principles give Jesuit educational institutions a specific character and set before their staff, students and parents high ideals of humanism and service towards which they are invited continually to strive.

Our objective is to promote the total development of the person so as to be truly human and truly Nepali. This means the students be open and committed to both the Divine Spirit and human beings, by being actively concerned about national development.

## **A. SOCIAL:**

To form people “people for others”

- Admit students from all backgrounds.
- Recruit and train staff members who can work within our vision.
- Encourage students to learn to serve.
- Teach justice issues in all courses.
- Encourage students to dream about making a difference in the society.
- Challenge prejudices.
- Appreciate cultural diversity.
- Understand issues concerning gender, human rights, communalism and ecology.
- Cultivate cooperation.

## **B. SPIRITUAL:**

To form people who are both liberal and responsible.

- Develop religious convictions while respecting others' positions.
- Free students from social conditioning so that they can make their choices freely.
- Nurture a culture rooted in compassion & forgiveness.
- Encourage formation in each student's belief.
- Teach students to look for the better way (God's way) when making decision.
- Teach about other religions while encouraging students to be rooted in their own religion.
- Teach honesty.

## **C. INTELLECTUAL:**

Sound formation based on Ignatian Pedagogical Paradigm (IPP), developing the students' imaginative, affective and creative dimensions. (Context, Experience, Reflection, Action)

- Develop creative activities.

- Teach students to think reflectively, logically and critically.
- Foster cooperative learning.
- Encourage personal research.
- Encourage the expression of ideas and opinions, and listening to others' views.
- Teach students to critique the mass media.
- Teach students to handle stress well.

#### **D. PERSONAL:**

Integrated development of students.

- Develop a positive self-image in the student.
- Participate in co-curricular activities.
- Encourage sports with a spirit of cooperation.
- Encourage students to develop their personal skills.
- Provide personal growth exercises: PDW, value Education, clubs, scouts and other activities.
- Provide opportunities to make decisions.
- Encourage student interaction, especially with students from other schools.

### **A CLIMATE THAT TRANSFORMS:**

Learning and Nurturing Climate.

#### **A. Learning Climate:**

- All (staff, students and parents) form a community of learners.
- Learning leads to growth and development.
- Teachers keep updating themselves.
- Students learn beyond the classroom and textbook
- The principal and those in the administration continue to learn.
- The students learn to personally pursue studies further.
- Teaching is adapted to students of varied abilities.

## **B. Nurturing Climate:**

- The community builds on the varied strengths of its members.
- The environment is encouraging.
- Cutthroat competition is opposed.
- Awards are given for good initiatives.
- A relaxed and friendly atmosphere is maintained.
- New initiatives are encouraged.
- Suggestions are taken seriously.
- All are challenged to rise to their full potential.

## **INDICATORS OF JESUIT EXCELLENCE:**

Men and Women for Others:

- All are encouraged to excel, especially in their areas of competence.
- Teamwork rather than competition is fostered.
- Alumni contribute to society.
- Students are competent in more than just academics.
- Students discover meaning in life.
- Students can cross cultural and religious barriers.
- Support is given to all students.
- Best possible teaching and learning techniques are practiced.

The Jesuit school thus aims at making its own contribution towards a radical transformation of present day social conditions, so that the principles of social justice, equality of opportunity, genuine freedom and respect for religious and moral values enshrined in the Constitution of Nepal may prevail and the possibility of living a fully human existence may be open before all.

# CHARACTERISTICS OF JESUIT EDUCATION

- 1. Academics:**  
Acquiring resolutely knowledge and skills of every kind.
- 2. Wholesomeness:**  
Growing holistically on totality of one's body, mind, heart and soul.
- 3. Integrity:**  
Increasing human virtues of peace, joy and forgiveness.
- 4. Spirituality:**  
Practicing one's faith and respecting the faith of the others.
- 5. Justice:**  
Opting for poor with a stand against unjust situations.
- 6. Leadership:**  
Committing themselves to be men and women for others.
- 7. Excellence:**  
Striving ever to do more and achieve greater things  
"Magis" (more).
- 8. Collaboration:**  
Helping to work in groups/teams with genuine fellowship.
- 9. Renewals:**  
Rejuvenating oneself always in true patriotic dedication.
- 10. Commitment:**  
Proving "Men and Women" of "Competence, Conscience, and Compassionate Commitment".

## OUR GOALS AND OBJECTIVES

Our educational apostolate aims at accompanying persons to achieve fullness in life and integral development. Our education enables students to become effective agents of social change, and persons with and for others. A successful Xavierian is one who has distinguished himself/herself in the service of others. The school strives to achieve academic excellence as well as social excellence. Our aim is to provide an education that prepares students to live a meaningful life as well as one that will unite and equalize social and economic groups in society.

In keeping with the purpose of Jesuit education, St. Xavier's School strives towards the following objectives:

- a. **Spiritual and moral objectives:** The students shall show tolerance for the religious conviction of others and respect the rights and dignity of others.
- b. **Intellectual objectives:** The students shall systematically develop their powers of observation, imagination, thinking, reasoning, understanding, communicating, interacting, affirming habits, attitudes and values.
- c. **Social and civic objectives:** The students shall acquire knowledge and appreciation of Nepali culture and shall become active agents of change for the purpose of bringing about a better and just society.
- d. **Aesthetic objectives:** The students shall develop an appreciation for the beauty of God reflected in the Universe through arts and other means of creative expression that enrich the quality of human life.
- e. **Physical and mental health objectives:** The student shall develop physical fitness, emotional health, maturity and a wholesome personality.

In academics, the school follows the curriculum prescribed by the Education Department of the Government of Nepal. The school focuses on programmes and activities which will help the students to grow in different areas; physical, intellectual, spiritual and psychological. Thus, games are compulsory at SXG, and other extracurricular activities are highly emphasized. Even though both English and Nepali are taught here and emphasized, the language of the school is ENGLISH. **The school rule for students is to speak good/correct English at all times inside the school compound, on the bus and at school bus stops.** During class time, answers and comments made by students should be given in complete, correctly phrased English sentences. Value education for the non-Christians and catechism for the Christians is compulsory in the school.

The years the students spend in the school should enable them to acquire sound principles of conduct and action as well as lay a solid foundation of true and purposeful living when they attain adulthood. Principles of honesty, trust, cooperation, self-reliance, and hard work are inculcated through various activities. In these activities students learn to think for themselves under the steady supervision of moderators. With activities, students are given the opportunity to see practical applications of abstract ideas like “give and take” that they learn in the classroom.

## **ACADEMIC YEAR**

The academic year for class 1-10 starts in April (Baisakh) and ends in March (Chaitra). And the academic year for class 11 and 12 starts in June. The academic year is divided into three terms. Detail of the academic year is provided in the school calendar.

# YOUR EDUCATIONAL CHARTER

Good education is a process that brings about desirable growth in a student – growth or change that one is able to see from year to year and evaluate. There are various kinds of growth that must take place:

1. Gaining new knowledge about objects, persons, and events.
2. Understanding past knowledge more fully and using that knowledge in new ways.
3. Developing new skills or improving old ones e.g. speaking and writing in English/Nepali, and engaging in creative arts.
4. Finding new interests and forming good habits and values
  - Developing interests and hobbies.
  - Developing and practicing habits such as punctuality, organization, solving problems by oneself, especially learning to learn by oneself.
  - Developing a sense of moral and spiritual values, pride in one's own country and desire to help one's country.
  - Developing concern for others and their needs and rights.
  - Developing respect and care for Mother Earth.

As you go through your school year, you should ask yourself whether you have grown in one or more of these areas. To the extent that there is such growth, your education is successful. But in the measure in which such growth is absent, your education is a failure.



## PAYMENT OF FEES

1. Bills are ordinarily prepared for every two English months. Fees can be deposited to the following bank accounts.

**Bank details for fee deposit:**

***Sunrise Bank: (Class 1 - 10)***

A/C Name: St. Xavier's School, Godavari

A/C No: 03610137216012

***Himalayan Bank: (Class 1 - 10)***

A/C Name: St. Xavier's School, Godavari

A/C No: 03604087580017

***Sanima Bank: (Class 11 - 12)***

A/C Name: St. Xavier's School, Godavari

A/C No: 0140000054101

Fees can also be paid at the school office during the office hours and a receipt will be issued. Parents are required to make the payment before the specified deadline on the bill. **Bank deposits are encouraged.**

2. Payment of fees should be done in full amount both in the bank and at the school office.
3. Students whose fees are not paid may not be allowed to appear for the term exam.
4. The Guarantee Deposit is refundable only when the students leave school after all their dues are paid. In order to receive the Guarantee Deposit, the students must produce their I.D. Card.
5. No reduction of fee is made for absence of any kind.
6. Bus fee is charged for 11 months. A month's notice is required prior to the withdrawal from the bus.
7. Repeated failures to pay fees will result in a written warning and the child's name may be struck out from the school register.

# SCHOOL UNIFORM

Proper school uniform must be worn on all class days and for all school functions and school related activities. Ornaments and jewelries are not allowed in the school. Pants and Skirts must be worn 1 inch above the waist.

## **For Boys:**

**Class 1-10 :** White shirt, navy blue full pants with black leather shoes, navy blue socks, belt and school tie from class VI.

**Class 11 & 12:** Italian Marble Cream (Off white) shirt, Army Green full pants, Army Green Sweater (for winter), Black leather shoes and school tie and belt.

**Boys should have their hair cut short and well combed without any fashionable haircut.** Low hip pants and narrow bottom trouser are not allowed.

## **For Girls:**

### **Class 1-10:**

White shirt, navy blue skirt (**Two inches below the knee**) **Long white (cotton) chemise and navy blue or black bloomers should be worn at all times** with black shoes, navy blue socks, sky blue ribbon.

### **Class 11 & 12:**

Italian Marble Cream (Off white) shirt, Army Green skirt (**Two inches below the knee**), Army Green Sweater (for winter), Black leather shoes and school tie and belt.

**Hair is to be kept long and worn in two plaits without any fashionable hairdo.** The girls in class VI and above will have a pair of full pants to be worn in winter (according to winter schedule). When pants are worn, hair must be tied in a single plait without any fashionable hairdo.

In cooler weather students of classes 1–5 wear navy blue full sleeve sweaters, jerkins or jackets. Students of classes 6-12 must wear blazers over their sweaters. No half sleeves shirt for class VI and above in summer when no sweater or blazer in worn.

**For Games:** White canvas shoes, navy blue socks, games short pants (2 inches above knee), team vest, and school tracksuit for winter.

Every student is expected to wear their games outfit for regular games.

## THE TEAM SYSTEM

Every student in the school is a member of one of the six teams of the school. The team system plays a vital role in the effective running of the school. The team system coordinates and develops a wide range of school activities including academics, games and other co-curricular activities. The system elicits a keen sense of participation and belonging and cuts across all class divisions, thereby bringing a greater degree of cohesion between the students, staff and administration. The lifeline of this system is curricular and co-curricular activities which promote the active and all round development of the student.

A student is expected to show consistent interest in at least one co-curricular area and be co-operative in all team activities.

## RECOMMENDATIONS TO PARENTS

In order to achieve the best education for your child, **maximum cooperation between parents and the school staff is necessary.** We earnestly ask that parents or guardians look into their child's school diary every day and see to it that the lessons and homework assigned for the next day are done. The child should be encouraged to cultivate a habit for neatness. **Remarks made in the diary should be read and countersigned immediately. A child getting more than 3 negative remarks in a term in the diary is an indication of the child's' deteriorating performance.**

**Parents and Guardians are expected to meet the class teacher and subject teachers at least once before the end of the second term. Whenever parents are called to the school by teachers, Principal or Vice-principals parents must make it a point to come to the school at the given time.**

**Criticism of teachers or the school in the presence of students should be avoided because it causes the children to lose respect for their teachers**, with the consequence of the student failing to learn from them. Should you have a complaint, please meet the Principal.

As your children grow older in age, guide them to become resourceful and useful members of their homes and country. Encourage them to work, study and do things for themselves. They should be taught to keep their room tidy, make their own bed, polish their own shoes, carry their own bags and wash their plates after eating. They should also be taught to keep everything ready for the next day of the school on the previous evening following the daily schedule. The formation of such habits early in life establishes within them the idea of the dignity of work, a fundamental personal virtue necessary for a successful life. It is advisable that he/she follows a balanced holiday routine.

Withdrawal of your child from class for family or social functions is strongly discouraged. It hinders their progress in school and undermines their respect for regular hard work with consequent failure to make progress in their studies.

Students cannot be called from the class to meet visitors or to accept phone calls. Parents are not allowed to visit class rooms during the school hours. Any Extra activity which is not mentioned in the calendar will be notified to you through a message. Without such notification do not allow your child to come to school for any extra activity.

Parents are advised to be aware of the negative consequences of the excessive use of internet, social media and mobile phones. Please monitor the amount of time your child spends on TV, internet and phone. At no time, your child should be given free access to the above. Unmonitored and irresponsible use of such can lead to undesirable behavioral changes, unhealthy relations, self-harming activities and abuses. It is important to teach your child accountability and honesty in this area too.

Parents are expected to monitor the amount of time your child spends with friends and in going out. Make sure that you get to know the friends of your child and get in touch with their parents. This will help you to develop “collective parenting” where you can help and support one another in bringing out the best in your children.

We also recommend you to watch the food habits of your children. Regular consumption of junk food, carbonated drinks and other unhealthy food habits may lead to health and behavioral problems in the future.

Download SXG App for better communication between the school Administration and parents/ guardians.

# TUITION

## Why tuition is detrimental to your child...

- Loss of independence in using one's intellect – Since the tuition master usually does most of the thinking for the students, they become over dependent on the tuition master. Students thus lose their capacity to use their own intellect and creativity.
- Loss of the spirit of hard work – Since solutions and answers are easily available from tuition masters, students lose their spirit of hard work.
- Loss of concentration in the school – Since tuition takes care of the subject matter, students do not feel the need to pay attention in the class. This will eventually lead to disciplinary problems in the class and school. It also causes low achievement in the classroom.
- Confusion with regard to the subject matter – The school may deal with the subject matter in one way and the tuition master in another way. This will lead to confusion for the students. Lack of competency among available tuition masters further enhances this problem.
- It is an added financial burden to the family and involves a lot of waste of time. There is also the danger of children becoming overworked and overburdened.

We believe that with proper guidance at home, the amount of teaching that takes place in the school is sufficient for any normal child. **We therefore, absolutely discourage the unhealthy culture of tuition for our students. No tuition should be taken from a teacher who teaches at our school. Tuition is strictly forbidden without prior discussion with the principal and his consent.**

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## CAUTION

- 1) Parents should not take the school administration, staff, or workers into any sort of legal cases or conflicts for any reason, but should settle the issue amicably with school authorities.
- 2) Parents should not use any sort of threat, force or political influence against the school administration for their own advantage.
- 3) We are very concerned about the safety of your children and try our best to make the school a safe place for them to be. Due to unavoidable circumstances if any accident happens in the school compound or on the bus, we hope that the parents will be understanding.

I agree to the above 3 points:

**Relationship to pupil**

**Signature**

**Father**

\_\_\_\_\_

**Mother**

\_\_\_\_\_

**(Guardian)**

*(Above 21 years old)*

\_\_\_\_\_

**(Guardian)**

*(Above 21 years old)*

\_\_\_\_\_





# GENERAL HINTS FOR STUDYING

1. Take up first the subject you most dislike; once you have done this, the rest of your work will be easy.
2. Do not hesitate to ask your teacher, or your companions matters you do not grasp clearly. Never leave difficulties unanswered, as this will later put you into greater difficulties.
3. To make sure that you have understood something thoroughly, use these “tricks”
  - a. Pretend that you are explaining the lesson to another and see if you can do it well;
  - b. Make yourself your own teacher; question yourself and answer honestly.
4. Get enough exercise every day. It keeps the mind fresh.
5. Do not cut down necessary sleep in order to study. It will damage your health later on.
6. Always complete the lesson or homework assigned. If you don't, it is like missing a bus that you will have difficulty catching later.
7. Revise the work done in class daily. Make sure that you understand everything clearly and thoroughly.
8. If memory work is assigned, study it just before going to bed and repeat it first thing in the morning.
9. Always write down in your diary the work that is assigned for the next day.
10. Make a daily timetable for yourself – for studies, for resting, recreation. In this way you will become a person of regular habits, a most valuable asset for life.
11. Revise at the end of the week all that was learned during the week.
12. Pray to all wise and all-knowing God to help you make progress in your studies.

## **RULES OF DISCIPLINE**

We try to create in St. Xavier's School, Godavari a just community where people

- a. Are safe and secure.
- b. Love and take care of themselves and each other.
- c. Work, play and rest.
- d. Protect the environment and appreciate the beauty of nature.
- e. Are gifted in thinking and learning.

So we expect the students to

- a. Treat other people, the building and the property with respect.
- b. Avoid too much noise such as yelling, shouting and screaming.
- c. Avoid negative physical contact.
- d. Walk gently when it is not necessary to run.
- e. Avoid teasing.
- f. Keep the compound and class rooms clean.

The following rules will help us create a just community for all involved in the school:

1. Students should present a neat appearance at all times. The school uniform must be worn with dignity for all classes and school functions. A student not properly dressed may be excluded from the classroom.
2. Since the students are to conduct themselves as gentlemen/ladies at all times, there should be no running, shouting, pushing, playing of games, or throwing of objects in the school buildings.

3. Students must care for their own possessions and the school & public property.
  - a. Students should not bring **costly things, mobiles, and other electronic gadgets** to school. If brought the item will be confiscated and will be returned only after one year. The school will not be responsible for lost articles.
  - b. Students must not scratch or make marks on the school desks or deface school property in any way. If any damage is done to the school property, the property will have to be replaced at the student's expense. Any damage should be reported at once to the Vice-Principal or Principal.
4. Students should remember that their conduct both inside and outside of school determines the reputation of the school. When the students go on any school outing, they are to follow instructions the teacher gives.
5. Whenever a remark is written in the diary students must get it signed by their parents/guardians and show it to the teacher concerned the very next class day.
6. Students are not allowed to use the school telephone without the permission of the Principal/Vice Principal.
7. The first bell for class or study is the signal to begin to move towards the classroom. The second bell is for the beginning of the lesson.
8. Absolute silence is to be observed from the beginning of the meditation until the students return to the classes after the assembly.
9. All are expected to speak good/correct English in school. Nepali may be spoken during the Nepali lessons only.
10. Strict regularity and punctuality, implicit obedience

and courtesy in words and deeds are expected from every student.

11. The school reserves the right to dismiss students whose progress in studies is **unsatisfactory or whose conduct is harmful to other students** or whose guardians show little or no interest in the progress of their wards. Habitual lack of interest in school work, immorality, disrespectful behavior, stealing, **misconduct even outside the school premises** and willful repeated breaches of school regulations are sufficient reasons for immediate dismissal.
12. Students who are having serious disciplinary or behavioural problems may be asked to do community service within the school or outside the school. If it is outside the school, parents are responsible in making the necessary arrangements.
13. Students are expected to use social media and internet wisely and as per the laws governing them. Any type of abusive/defamatory/inflammatory or negative use of the media will lead to disciplinary actions. In case of such incidents the disciplinary committee of the school may access the accounts of the students concerned with the permission of their parents.
14. A student who uses unfair means and receives or gives assistance in any form during tests may be dismissed.
15. Smoking, drinking alcoholic beverages, the use of drugs and gambling of any kind is forbidden in the school premises at all times. If caught the students will be dismissed from the school immediately. Chewing gum is prohibited in the school compound

- and in school bus. The school also prohibits all types of energy drinks and carbonated drinks.
16. Students' first loyalty is to their school. Hence, students will not join sports clubs or give their names to play on another team without consulting the Principal.
  17. No student is allowed to leave the school compound without the permission of the Principal/Vice-Principal accompanied by either Teacher, Parents or guardians.
  18. Since the school library provides a good amount of reading material for the students, they are not permitted to bring any other book or magazine or newspaper to school. They are allowed to bring only their schoolbooks.
  19. No collection of money for any purpose is to be taken up, and no meetings, demonstrations, parties, or picnics may be held without the previous permission of the Principal.
  20. Students using School bus facilities must behave properly in the bus and irregularity will lead to cancelation of the bus service.
  21. Failure to observe the school rules will be punished according to the seriousness of the offence and as per the revised disciplinary process. Students who habitually violate the school rules will be asked to leave the school.
  22. Students are prohibited from riding motorcycle or scooter in the school uniform. Breaching this rule will make students liable to either fined or confiscation of driving licence or rustication from the school.
  23. Students are rusticated from entering hotels, restaurants, cinema hall, park or shopping malls in school uniform. If a student is found breaching this rule serious disciplinary actions will be taken against

him/her; he/she could even be rusticated from the school.

24. Students are not allowed to bunk the classes. If a student bunks classes he/she will be warned or fined or even be rusticated from the school.
25. To be eligible to write the final Exam 90% attendance is required.

## **LEAVE OR ABSENCE**

1. Every absence (sick leave or otherwise) must be entered briefly in ink in the **ABSENCE AND LEAVE RECORD** pages and signed by the parent/guardian.
2. No one who is late or has been absent on the previous day will be admitted to class without the class teacher's signature in the diary.
3. (a) Leave is not granted except on prior written application from parent/guardian and only for serious reasons.  
(b) If a student is absent from school for any reason whatsoever, the parent should 'phone to the school office between 8:30 a.m. - 9:00 a.m. on the day of the student's absence.
4. For leave up to two days, it is sufficient to apply through the pages of the school diary. Students may be allowed only two days' leave for any ritual ceremony.
5. For the leave or absence of more than two days, an application letter addressed to the Principal must be sent. **(Please follow the format given on page 7)**
6. Repeated absence without leave or unexplained absence for more than three consecutive days renders the student liable to have his/her name struck from the rolls.
7. **Attendance is a must on the first and the last working day of school after and before each vacation.** Those absent for medical reasons must

present a medical certificate when they come to school after recovering. A letter addressed to the principal must be submitted along with the medical certificate.

8. The intended withdrawal of a student should be informed to the Principal in writing one month in advance. Full fees for the whole year must be paid before the withdrawal of a student during the academic year.
9. Students must enter the school premises in the given time before the start of the first period and are not allowed to leave school premises until the last period/activity is over.
10. If any student is absent more than 15 days in an academic year, without the prior approval of the principal, cannot appear for the final/board exam.

## **NORMS FOR PROMOTION**

1. Promotions are granted on the basis of the whole year's work: hence the importance of regularity in work and of performance in the examinations.
2. The final examination will be a comprehensive examination covering the whole year's matter.
3. To be promoted, a minimum of 40% (classes 1- 5) in all the subjects is required. 45% is required in classes 6-10. The final result is the average of the three terms.
4. In addition to the above requirements, a student's behaviour and progress are taken into consideration for promotion.
5. A student is allowed to repeat only once during his/her school life.
6. A student who is repeating must maintain above 50% marks in all subjects in all the exams.
7. There will be no re-test for any exam conducted in the school, because of family or students personal issues.

Name\_\_\_\_\_ Cl./Sec.\_\_\_\_R.N.\_\_\_\_\_

**PRINCIPAL'S / VICE-PRINCIPAL'S REMARKS**

Date	Remarks	Principal's / Vice-Principal's Signature		Guardian's Signature

The diary must be shown on the next class day to the Principal /Vice-Principal.



Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

**ABSENCE AND LEAVE RECORD**  
**To be entered briefly in ink**

Date	Reason	Guardian's Signature	ClassTeacher's Signature

Parents and Guardians should make it a point to use this page for explaining the absences of their children.

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

**ABSENCE AND LEAVE RECORD**

To be entered briefly in ink

Date	Reason	Guardian's Signature	ClassTeacher's Signature

Parents and Guardians should make it a point to use this page for explaining the absences of their children.

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

**LATE ARRIVAL RECORD**  
To be entered briefly in ink

Date	Reason	Guardian's Signature	V. Principal's Initials	

Parents and Guardians should see that their children reach school on time

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## LANGUAGE RULE VIOLATION RECORD

Date		Teacher's Signature	Parent's Signature





Name\_\_\_\_\_ Cl./Sec.\_\_\_\_\_ R.N.\_\_\_\_\_

**RECORD OF ILLNESS AT SCHOOL**

To be entered briefly in ink

Date	Illness	Teacher's Signature	Parent's Signature

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

**NOTE TO PARENTS**

Date	Note	Teacher's Signature	Parent's Signature



Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## RECORD OF LETTERS FROM THE SCHOOL

S. No.	News Letter No.	Parent's Signature	Date
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Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## RECORD OF LETTERS FROM THE SCHOOL

S. No.	News Letter No.	Parent's Signature	Date
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<b>SCHOOL LIBRARY BOOKS WHICH I HAVE READ</b>			
S.N.	Date	Title	Author
1.			
	Short Book Report:		
S.N.	Date	Title	Author
2.			
	Short Book Report:		
S.N.	Date	Title	Author
3.			
	Short Book Report:		

At the end of every term students should return the library books.

<b>SCHOOL LIBRARY BOOKS WHICH I HAVE READ</b>			
S.N.	Date	Title	Author
4.			
	Short Book Report:		
S.N.	Date	Title	Author
5.			
	Short Book Report:		
S.N.	Date	Title	Author
6.			
	Short Book Report:		

At the end of every term students should return the library books.

## SCHOOL LIBRARY BOOKS WHICH I HAVE READ

S.N.	Date	Title	Author
7.			
	Short Book Report:		
8.			
	Short Book Report:		
9.			
	Short Book Report:		

At the end of every term students should return the library books.

<b>SCHOOL LIBRARY BOOKS WHICH I HAVE READ</b>			
S.N.	Date	Title	Author
10.			
	Short Book Report:		
S.N.	Date	Title	Author
11.			
	Short Book Report:		
S.N.	Date	Title	Author
12.			
	Short Book Report:		

At the end of every term students should return the library books.

Name\_\_\_\_\_ Cl./Sec.\_\_\_\_ R.N.\_\_\_\_\_

## FINE RECORD

**All fines must be paid at the account office.**

Date	Reason for fine	Amount	Teacher's Signature	Received By

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

### **STAFF REMARKS**

The diary must be shown on the next class day to the staff member who made the comment.

**Class Teacher**

Date	Reason	Teacher's Signature		Guardian's Signature



Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

### STAFF REMARKS

The diary must be shown on the next class day to the staff member who made the comment.

**English**

Date	Reason	Teacher's Signature		Guardian's Signature

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## STAFF REMARKS

The diary must be shown on the next class day to the staff member who made the comment.

**Nepali**

Date	Reason	Teacher's Signature		Guardian's Signature

Name\_\_\_\_\_ Cl./Sec.\_\_\_\_\_ R.N.\_\_\_\_\_

**STAFF REMARKS**

The diary must be shown on the next class day to the staff member who made the comment.

**Mathematics**

Date	Reason	Teacher's Signature		Guardian's Signature

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## STAFF REMARKS

**The diary must be shown on the next class day to the staff member who made the comment.**

**Science**

Date	Reason	Teacher's Signature		Guardian's Signature

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

### STAFF REMARKS

The diary must be shown on the next class day to the staff member who made the comment.

**Social Studies**

Date	Reason	Teacher's Signature		Guardian's Signature

**STAFF REMARKS**

**The diary must be shown on the next class day to the staff member who made the comment.**

**HPE**

Date	Reason	Teacher's Signature		Guardian's Signature



Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## STAFF REMARKS

The diary must be shown on the next class day to the staff member who made the comment.

**Computer Science**

Date	Reason	Teacher's Signature		Guardian's Signature





Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

### STAFF REMARKS

The diary must be shown on the next class day to the staff member who made the comment.

**Value Education**

Date	Reason	Teacher's Signature		Guardian's Signature

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

### STAFF REMARKS

The diary must be shown on the next class day to the staff member who made the comment.

<b>Occupation Business and Technology</b>
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Date	Reason	Teacher's Signature		Guardian's Signature









Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

## POSITIVE COMMENTS

The diary must be shown on the next class day to the staff member who made the comment.

Date	Comments	Teacher's Signature		Guardian's Signature



## **Home Work/Assignment Record**



**CYCLE.....DAY.....**

**DATE.....**

SUBJECT	HOMEWORK/ASSIGNMENT

\_\_\_\_\_  
Class Teacher's Signature

\_\_\_\_\_  
Parent's Signature

**CYCLE.....DAY.....**

**DATE.....**

SUBJECT	HOMEWORK/ASSIGNMENT

\_\_\_\_\_  
Class Teacher's Signature

\_\_\_\_\_  
Parent's Signature



**CYCLE.....DAY.....**

**DATE.....**

SUBJECT	HOMEWORK/ASSIGNMENT

\_\_\_\_\_  
Class Teacher's Signature

\_\_\_\_\_  
Parent's Signature

**CYCLE.....DAY.....**

**DATE.....**

SUBJECT	HOMEWORK/ASSIGNMENT

\_\_\_\_\_  
Class Teacher's Signature

\_\_\_\_\_  
Parent's Signature

**CYCLE.....DAY.....**

**DATE.....**

SUBJECT	HOMEWORK/ASSIGNMENT

\_\_\_\_\_  
Class Teacher's Signature

\_\_\_\_\_  
Parent's Signature

**CYCLE.....DAY.....**

**DATE.....**

SUBJECT	HOMEWORK/ASSIGNMENT

\_\_\_\_\_  
Class Teacher's Signature

\_\_\_\_\_  
Parent's Signature

## TERM I CYCLE TEST ROUTINE

### Cycle Test I

DATE	PERIOD	SUBJECT

### Cycle Test II

DATE	PERIOD	SUBJECT

## TERM - II CYCLE TEST ROUTINE

### Cycle Test III

DATE	PERIOD	SUBJECT

### Cycle Test IV

DATE	PERIOD	SUBJECT

## TERM - III CYCLE TEST ROUTINE

### Cycle Test V

DATE	PERIOD	SUBJECT

### Cycle Test VI

DATE	PERIOD	SUBJECT

### TERM - I EXAM ROUTINE

DATE	TIME	SUBJECT

### TERM - II EXAM ROUTINE

DATE	TIME	SUBJECT

### TERM - III EXAM ROUTINE

DATE	TIME	SUBJECT



Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

**ACADEMIC PERFORMANCE RECORD**

(This page must be kept up-to-date)

SUBJECT	TERM I					
	TEST CYCLE					TERM (100)
	INT (20)	CT (30)	INT (20)	CT (30)	Total (100)	
<b>ENGLISH</b>						
<b>NEPALI</b>						
<b>MATHEMATICS</b>						
<b>SCIENCE</b>						
<b>SOCIAL STUDIES</b>						
<b>HPE</b>						
<b>COMPUTER</b>						
<b>OPT. MATHS</b>						
<b>OPT. ECONOMICS</b>						
<b>OCCUPATION, BUSINESS &amp; TECHNOLOGY</b>						
<b>VALUE EDUCATION</b>						
<b>ART AND CRAFT</b>						
<b>ABSENCES</b>						
<b>Class Teacher's Signature</b>						
<b>Parent's Signature</b>						

Name \_\_\_\_\_ Cl./Sec. \_\_\_\_\_ R.N. \_\_\_\_\_

**ACADEMIC PERFORMANCE RECORD**

(This page must be kept up-to-date)

SUBJECT	TERM II					
	TEST CYCLE					TERM (100)
	INT (20)	CT (30)	INT (20)	CT (30)	Total (100)	
<b>ENGLISH</b>						
<b>NEPALI</b>						
<b>MATHEMATICS</b>						
<b>SCIENCE</b>						
<b>SOCIAL STUDIES</b>						
<b>HPE</b>						
<b>COMPUTER</b>						
<b>OPT. MATHS</b>						
<b>OPT. ECONOMICS</b>						
<b>OCCUPATION, BUSINESS &amp; TECHNOLOGY</b>						
<b>VALUE EDUCATION</b>						
<b>ART AND CRAFT</b>						
<b>ABSENCES</b>						
<b>Class Teacher's Signature</b>						
<b>Parent's Signature</b>						

Name \_\_\_\_\_ R.N. \_\_\_\_\_ Cl. \_\_\_\_\_ Sec. \_\_\_\_\_

**ACADEMIC PERFORMANCE RECORD**

(This page must be kept up-to-date)

SUBJECT	TERM III					
	TEST CYCLE					TERM (100)
	INT (20)	CT (30)	INT (20)	CT (30)	Total (100)	
<b>ENGLISH</b>						
<b>NEPALI</b>						
<b>MATHEMATICS</b>						
<b>SCIENCE</b>						
<b>SOCIAL STUDIES</b>						
<b>HPE</b>						
<b>COMPUTER</b>						
<b>OPT. MATHS</b>						
<b>OPT. ECONOMICS</b>						
<b>OCCUPATION, BUSINESS &amp; TECHNOLOGY</b>						
<b>VALUE EDUCATION</b>						
<b>ART AND CRAFT</b>						
<b>ABSENCES</b>						
<b>Class Teacher's Signature</b>						
<b>Parent's Signature</b>						

# TIME TABLE

Days	PERIODS								AFTER SCHOOL ACTIVITIES	
	1	2	3	4	5	6	7	8		
Day I										3:30 - 4:40 Summer 3:00 - 3:55 Winter
Day II										Regular Games Class 7 & 8 Scouting Class 6
Day III										Regular Games Class 9 - 10 Scouting Class 7
Day IV										Team Games (Senior) Clubs
Day V										Team Games (Seniors) Clubs
Day VI										Team Games (Junior) Clubs
Day VI										Team Games (Juniors) Clubs

