



Estd. : 2014

# St. Francis School

(Affiliated to CISCE Board, New Delhi)

Sector IV, Gomti Nagar Extension,  
Lucknow - 226 010 • Tel. : 9839818765

Website : [www.stfrancislko.org](http://www.stfrancislko.org)



## School Diary

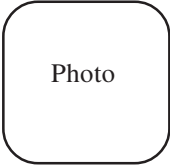




Estd. 2014

# St. Francis School

**SECTOR - IV, GOMTI NAGAR EXTENSION  
LUCKNOW-226010  
Tel. : 9839818765**



## DIARY

Name .....

(IN BLOCK LETTERS)

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

Admn. No: ..... House .....

Date of Birth ..... Blood Group .....

Religion .....

Address .....

.....

E-mail .....

Person to be contacted at the time of emergency .....

Any health problem : .....

Telephone No. : (1) ..... (2) .....

Particulars of siblings studying in this School :

1. .... Class ..... Sec. ....

**Please read the regulations before signing :**

*I have read the rules & regulations of the School mentioned in this school diary and I agree to abide by them.*

Parents Full Name

Specimen Signature

Father : .....

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(IN BLOCK LETTERS)

Mother : .....

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(IN BLOCK LETTERS)

*This Diary is to be brought to school daily*

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## OFFICE TIMINGS

<b>Summer</b>	:	Monday to Friday : 8.00 a.m. - 12.00 p.m.
		Saturday : 8.00 a.m. - 10.00 a.m.
<b>Winter</b>	:	Monday to Friday : 8.30 a.m. - 12.30 p.m.
		Saturday : 8.30 a.m. - 10.30 a.m.

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## PRINCIPAL'S MEETING TIME

<b>Summer</b>	:	Monday to Friday : 9.00 a.m. - 11.00 a.m.
<b>Winter</b>	:	Monday to Friday : 9.00 a.m. - 11.00 a.m.

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**Parents may meet the Principal at other times  
by prior appointment.**

**Parents will not meet the Principal on  
Parents - Teacher Meetings.**

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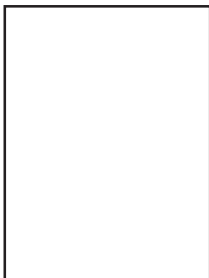
## STUDENT PLEDGE

"India is my country and 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 respect to my parents, teachers  
and all elders and treat every one with courtesy.  
To my country and my people, I pledge my  
devotion. In their well being and  
prosperity alone, lies my happiness."

**— Jai Hind**

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## St. Francis of Assisi



St. Francis, the son of a merchant of Assisi, was born in that city in A.D. 1182. Chosen by God to be a living manifestation to the world of Christ's poor and suffering life on earth, he was early inspired with a high esteem and burning love of poverty and humiliation.

The thought of Jesus the Man of Sorrows, who had no where to lay His head, filled him with holy envy of the poor, and constrained him to renounce the wealth and worldly station which he abhorred.

The scorn and hard usage which he met from his father and townsmen when he appeared among them in the garb of poverty were delightful to him. "Now", he exclaimed, "I can say truly 'Our Father Who art in heaven' ". But divine light burned in him too mightily not to kindle like desires in other hearts.

Many joined themselves to him, and were constituted by Pope Innocent III into a religious order, which spread rapidly throughout Christendom. St. Francis, after visiting the East in the vain quest of martyrdom, spent his life like his Divine Master—now in preaching to the multitudes, now amid desert solitudes in fasting and contemplation.

During one of these retreats he received on his hands, feet, and side the print of the five bleeding wounds of Jesus. With the cry, "Welcome, sister Death", he passed to the glory of his God on October 4, 1226.

— *Courtesy*

**"Little Pictorial Lives of the Saints" (1925)**

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## ST. FRANCIS SCHOOL, LUCKNOW

St. Francis School, Gomti Nagar, Lucknow is an unaided Christian minority institution. It was founded in the year 2014, by the "Catholic Diocese of Lucknow" a Charitable Religious Society registered in Lucknow under the Societies Registration Act XXI of 1860. The School is affiliated to the Council of Indian School Certificate Examinations, New Delhi (Code UP-406). The Catholic Diocese of Lucknow, a pioneer in education has been in the forefront of education for over half a century, and runs and maintains a number of Schools in the city of Lucknow and in the 10 districts of Uttar Pradesh. It is engaged in imparting modern education to all eligible children, irrespective of religion, caste, or economic status. However, since it is a Christian minority educational institution, the students belonging to Catholic/Christian religion get preference with a view of conserving their "Religion, Language, identity and culture."

**OUR VISION :** St. Francis School was established with a clearly defined vision of 'Excellence in the development of the precious human resources of our country: intellectually competent, spiritually mature, morally upright and socially acceptable, who will champion the cause of justice, love, truth, peace and goodwill ever open to continuous growth.'

**OUR MISSION:** Drawing inspiration from Jesus Christ, we aim at the total development of the human person through our mission of education, sharing in Christ's mission to transform the world in love.

St. Francis School provides a unique educational experience to every child in a safe and supportive environment that promotes the personal attitudes of self -discipline, motivation, and excellence in learning.

Expressing our oneness with all people, we strive to build an educative community of the Management, Staff, Students, and

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Parents who will interact with one another with respect, love, trust, responsibility, and a sense of belonging.

**SCHOOL MOTTO:** "PEACE AND GOODWILL" The world is experiencing revolutionary and violent changes in the traditional structural systems. Hence, we need to create an atmosphere of 'Goodwill' and motivate people to embrace values of peace and goodwill among all. Peace at home, in the society and among different ethnic groups, and religious communities and goodwill along with tolerance in the hearts of all people is the wish and motto of the school.

**Core Values we cultivate:**

- A first place for the Divine
- Integrity of Character and Maturity in Behavior
- Pursuit of Excellence and Creative Genius
- Respect for the Human Person, with an emphasis for Elders and Teachers
- Loyalty to the Nation and a balanced understanding of the prevailing Global situation.

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1. **Students:** The School provides education for boys and girls.
  2. **Medium:** ENGLISH is the medium of instruction. However, great importance is given to Hindi the language of our Nation and cultural heritage.

**3. Sections:**

The School has the following sections:

- i) Pre-Primary - L.K.G. and U.K.G.
- ii) Primary - Class I to V
- iii) Middle and Secondary - Class VI to X

4. **Affiliation :** The School is affiliated to the Council for the Indian School Certificate Examinations, New Delhi and prepares the students for the Indian Certificate of Secondary Education Examination (10-Year course - I.C.S.E.)

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## 5. Courses of Study:

**Curricular:** From L.K.G. to Class XII, General Education in all the subjects provided.

**Co-curricular:** Besides academic courses, for the all-round development of students, the School provides co-curricular activities like debates, dramatics, elocution, music, art/craft, socially useful and productive works, electronics, food craft, etc.

**Religious/Moral Instruction:** Religion is taught to Catholic/Christian students. For others, a course of Moral Instruction is given, for inculcation of sound moral values and character formation.

**Physical Education:** For physical education and fitness regular training is provided through P.T. as a part of the curriculum.

**Function and Programmes:** Teachers' Day, Childrens' Day, Parents' Day, Independence Day, Republic Day, Patron's Day, Christmas Day, Workers' Day, etc. are celebrated with cultural and field activities organised according to the spirit of the day and purpose of the function/programme.

**Service to the Community :** Awareness and action oriented programmes, the participation is compulsory for all the students.

**Other Activities:** Picnics and various projects are undertaken during the year. Students are encouraged to participate in various competitions in and outside the School.

## 6. Administration:

**"The Catholic Diocese of Lucknow"**- The Founder Body through the Catholic Education Society Lucknow administers the School.

**Management Committee:** This body manages the day-to-day affairs of the School.

**Academic Council :** Section and subject wise Staff and representatives form the Academic Council of the School to manage the curricular and co-curricular activities.

**House System :** The staff and students are divided into four houses : St. Alphonsa House, St. Mother Teresa House, St. John Paul House, St. Francis' House. House Staff, Captains and

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Vice-captains manage the houses and help in discipline and Inter-House activities. Thus qualities and healthy leadership, participation, competition, co-operation, mutual understanding, self-reliance, discipline are learnt and developed in the students

**Staff:** The School is staffed by well qualified, experienced, competent and committed members motivated and oriented to provide adequate and appropriate teaching and training to students.

**Disciplinary Committee:** Headed by the Principal, and teachers see to the discipline on the Campus.

**Parent-Teacher meetings:** Regular parent-Teacher meetings are held to bring together parents and teachers to coordinate and co-operate for the all round growth of children.

**7. Publication :** 'The Franciscan-Gomti Nagar', the Annual School magazine is published to give an insight to Parents/Guardians and well wishers about the school happenings and to encourage literary skills among the students.

## **8. Admission - L.K.G.**

Admission is open to L.K.G. class for boys and girls who have completed 3 years 9 months as on 1st April of the academic year.

**Procedure:** Registration forms will be made available at the online on a date which will be notified on the School notice board and website usually in November or December. The Registration forms should be returned to the office, duly filled by a specified date as notified on the Form/Notice Board.

### **Registration Form**

The Registration Forms should be completed and submitted with:

1. Birth Certificate from Nagar Mahapalika and Hospital Discharge Certificate or Baptism Certificate for Christians.
2. Latest passport-size photograph.

**Result and Admission:** Names of selected candidates will be posted on the School website on the date and time notified on the School notice board with date and time to complete the admission formalities at the office for selected candidates.

No enquiries will be entertained at the office with regard to the



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results.

The date of birth of a student once entered will not be changed. The parent/guardian will have to sign an undertaking to this effect. (per cir. no. 110/7-1(5)/1081-82 dated 15.10.1981 of the Inspector of Anglo-Indian Schools, Lucknow.

**Other Classes:** Generally there are no admissions to other classes as children from lower classes are promoted and go to the higher classes.

However as some vacancies may arise due to withdrawals or transfers, opportunity is provided to all those who would like to seek admission to other classes.

**Procedure:** A PLAIN PAPER application should be accompanied by a copy of the final report card of the school last attended.

Only those who had applied for these classes which have vacancies will then be issued cards for the Admission Test/Interview.

**THE PRINCIPAL** reserves the right to admit or to refuse admission to anybody at any time without assigning any reason for his action.

**Transfer Certificate :** No admission can be done unless a T.C. from a recognised school is submitted. Those coming from outside Uttar Pradesh should have their T.C. countersigned by a competent Educational Authority of that place.

The very condition for admission is that the Parents/Guardians comply strictly with the School rules and regulations, co-operate with the School for the welfare of the institution, give sufficient time and care for their wards even after the admissions are over.

## 9. School Fees

1. Fees must be paid between 1st & 10th of FIRST month of each Quarter either online or in the designated Bank in Vijaya Bank, Vishal Khand Branch, Gomti Nagar, Lucknow, failing which a Late Fee of Rs. 100/- will be charged between 1st & 10th of SECOND month of each quarter. If the Fee is not paid in the full Quarter then a late fee of Rs. 500/-, will be charged for every Quarter thereafter.
2. If fees are not paid **between** the 1st & 10th of second month

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of each quarter the name of the defaulter may be struck off the register. In such case re admission may be done by charging full admission fee.

3. No exemption or deduction in fees will be made on account of broken periods, holidays, late admission or absence for any cause.
4. In April the fees of April, May and June will be taken in the new fee booklet obtained from the School office after declaring the final result. If the fees are not paid by the 10th April for these three months, the name of the student will not be included in the attendance register of July.
5. Third quarter should be paid before the half yearly exam and the fees of IV quarter should be deposited in January. Term fees should be paid along with the tuition fees of that quarter.
6. Fees in cash will be accepted in Vijaya Bank, Vishal Khand Branch, Gomti Nagar, Lucknow on all working days during the following hours:  
Monday to Friday : 10.30 am to 2.30 pm  
Saturday : 10.30 am to 12.00 noon
7. No Student will be allowed to appear for the examination and report card will not be given unless all dues have been cleared.
8. If the last day of the fee collection falls on Sunday/Holiday, fees will be collected on the next immediate working day.
9. A separate fee chart has been attached to the fee book for the intimation of the parents/guardians.

**Awards** : Prizes, shields, awards and certificates are given to the students to recognize their achievements and to provide incentives both in curricular and co-curricular activities.

## **10. School Uniform**

Every student is required to wear the School uniform which consists of the following:-

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**BOYS**  
**L.K.G. & U.K.G.**

**Summer :**

- A. White Shirt & Sleeves Grey Strip with School Monogram, Mafatlal White Rose.
- B. Jumping shorts with school monogram JCT Phagwara.
- C. Black Socks.
- D. Black Shoes Liberty Velcro.

**Winter :**

- A. White Full Shirt.
- B. Worsted Grey Pant Groverra 7777 with Bib & Monogram.
- C. Navy Blue half sleeved sweater with strip and School Monogram.
- D. Navy Blue Jacket with hood and School Monogram.
- E. Navy Blue woollen Cap.

**GIRLS**  
**L.K.G. & U.K.G.**

**Summer :**

- A. White Shirt & Sleeves Grey Strip with School Monogram, Mafatlal White Rose.
- B. Jumping Tunic with School Monogram JCT Phagwara.
- C. Black Socks.
- D. Black Shoes Liberty Velcro.
- E. Grey Bloomers for Girls.
- F. White Hair Band.

**Winter :**

- A. White Full Shirt.
- B. Worsted Grey Pant Round elastic Groverra 7777.
- C. Navy Blue half sleeved sweater with strip and School Monogram.
- D. Navy Blue Jacket with hood and School Monogram.
- E. Stockings
- F. White Hair Band.
- G. Navy Blue Cap.

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**BOYS**  
**Class I - VIII**

**Summer :**

- A. Light Grey Shorts for Class I to V, Full Pant for Class VI-VIIIth JCT Phagwara, Shade APC/56.
- B. White shirt Half sleeved with Grey Strip Mafatlal with School Monogram.
- C. Black Shoes Liberty Velcro.
- D. Black Socks.
- E. School Tie & Belt.

**Winter :**

- A. Grey Worsted Pant Flannel, Groverra 7777.
- B. Navy Blue Pullover with School Mono/Strip.
- C. Blazer with School Crest, Modella 666
- D. White Long Sleeved shirt Mafatlal
- E. Black Shoes Velcro Liberty.
- F. School Tie.
- G. School Belt.

**GIRLS**  
**Class I - VIII**

**Summer :**

- A. Light Grey V Shape Tunic, JCT Phagwara, Shade APC/56 with School Monogram.
- B. White shirt Half sleeved with Grey Strip Mafatlal White Rose.
- C. Black Shoes Liberty Velcro.
- D. Black Socks.
- E. School Tie & Belt.

**Winter :**

- A. Grey Tunic Worsted Flannel Groverra 7777.
- B. Navy Blue Pullover with School Mono/Strip.
- C. Blazer with College Crest, Modella 666
- D. White Long Sleeved shirt Mafatlal White Rose
- E. Black Shoes Velcro Liberty/Long socks black.
- F. School Tie & Belt.

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- G. Black Gray Cycling Shorts
  - H. House Badge.

### **Class IX - XII (Boys)**

#### **Summer :**

- A. Light Grey Pant, JCT Phagwara, Shade APC/56.
- B. White shirt Half sleeved with Grey Strip Mafatlal White Rose.
- C. Black Lace Shoes Liberty.
- D. Black Socks.
- E. School Tie & Belt.
- F. On P.T. Days White Colour P.T. Shoes.
- G. White Pant JCT Phagwara.
- H. Short Sleeved T-Shirt with single breast pocket with school Crest in four house colours (Class IX to XI)
- I. P. Ed. Student to wear Liberty LeapX Black & Blue on practical days.

#### **Winter :**

- A. White Full Sleeves Shirt.
- B. Woollen Grey Full Pants.
- C. Navy Blue Half Sleeves Sweater.
- D. Navy Blue Blazer with School Crest.
- E. Socks & Shoes.

### **Class IX & XII (Girls)**

- A. White & Grey Strips Khameez.
- B. White Salvar & White Duppata.
- C. On P.T. Days White Colour Salvar Khameez & House Colour Duppata, House Colour Monogram on Collor.
- D. White P.T. Shoes.
- E. White Socks.
- F. Black Buckle Shoes Liberty.
- G. P. Ed. Student to wear Black Colour Sport Shoes on Practical day.

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## ON MASS P.T. DAYS (FOR GIRLS & BOYS)

### Class I - XII

White Shorts / Trousers (*JCT Phagwara*) for Boys; White V Shape Tunic for Girls; White Cycling Shorts for Girls; White Socks; House Colour P.T. Shoes Liberty - (*Aura/Spectra*); Short Sleeved T-Shirt with single breast pocket with school Crest in four house colours.

- |           |                           |
|-----------|---------------------------|
| 1. Green  | St. Alphonsa's House      |
| 2. Red    | St. Mother Teresa's Hosue |
| 3. Yellow | St. Francis' House        |
| 4. Blue   | St. John Paul's House     |

**Winter** : Woollen House Sweat Shirt with School crest in four house colours.

### For Girls

- For short hair - Above shoulder length - *Hair Bands should be worn*
- For shoulder length hair - 1 or 2 ponytails with ribbons. No coloured rubber bands should be tied under the ribbons.
- Below shoulder length - 1 or 2 plaits, tied with ribbon plaited properly into the hair.
- Rubber bands (Black) should be covered with ribbons.

### Note :

- Nails should be cut regularly and kept short and no nail colour should be used.
- **Colouring of hair is NOT permitted.**
- Jewellery of any kind is not permitted. **Only small gold/silver rings may be worn/very small studs.**

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All students should be careful to attend class and other School functions strictly in School uniform. They should pay special attention to the exact shade of the uniform approved by the School. Attending School without proper uniform may not be permitted to attend the classes.

**Neatness** : "*Cleanliness is next to godliness*". All should come to School neat and tidy; shoes should be well polished and hair cut short. No beard, long hair nor moustache is allowed except for SIKH students. They should wear navy blue turbans.

## **10. General :**

### **1. Students:**

Students must contribute to the high tone of the School by their manners and behaviour in the outside the School, at all times.

Disciplinary rules regarding punctuality, regularity, neatness, respect for elders and teachers, concern for the good of the institution, are to be carefully observed. Any damage caused to the School property either individually or collectively must be made good. The Principal may levy fine/penalty on the individual or the group responsible for the damage.

### **2. Parents/Guardians:**

Parents/Guardians must send their children to the School punctually, regularly and neatly dressed. They should give time to their children by supervising their study, by checking the books they read and the company they keep etc. They must co-operate with the School, by following the rules and regulations of the School, by showing concern for the welfare of the School, by paying their dues on time, by attending the parent-teacher meetings regularly, and by taking proper note of the instructions/notices that may be sent to them from time to time, etc.

**3. Details of rules, regulations and guidelines:** are given in the School Diary that will be provided at the beginning of the academic session or at the time of admission, to be accepted, signed and observed by Parents/Guardians and students.

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**4. School Identity Card:** Students must have the School identity card in their possession at all times when they come to the campus or go elsewhere in School uniform or represent the School.

**10. General :**

- (a) **Holidays** - The School will remain closed on all gazetted holidays, on days notified by the Principal and on days ordered by the district administration.
- (b) **Medical Facility** - Medical / first-aid facility is provided in the School dispensary staffed by a qualified and trained nurse.
- (c) **Telephone** - The School telephone numbers is **9839818765**

**12. Rules:**

- 1. Students are urged to contribute to the high tone of the School by their manners and general behaviour.
- 2. As far as posture, cleanliness, silence, politeness, honesty, attention to work and respect to teachers and companions are concerned, the School should be looked upon as a place of reverence and discipline.
- 3. Absolute silence must be maintained at all places during the teaching hours, whether it is the computer room, the general assembly or on way to and from the class rooms.
- 4. Respect for one's property as well as for that of the School and for the things belonging to others is a mark of a well-bred and responsible student. Any kind of damage done to the School must be made good.
- 5. Students must always speak English in the School premises and maintain a high standard in their conversation.
- 6. Books, newspapers, pictures, periodicals, games, articles and transistors, electronic instruments cell/mobile and ipods etc. not pertaining to their daily work and not approved by the Principal should not be brought to the School.
- 7. The School does not accept responsibility for the loss of books, money, clothes, games, articles, watches, etc. of the students.



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8. Students should at all costs avoid writing, carving on walls or desks as these are detrimental to good education and a sign of low taste.
  9. The Principal may chastise a student for habitual idleness, disobedience or misconduct injurious to the moral tone of the School, by detention after class hours or by other minor punishments. He may even dismiss a student or ask him to discontinue if he is guilty of serious irregularities.
  10. No fines or collection for any purpose whatsoever may be made without the previous sanction of the Principal. So also presentation of gifts to members of the staff requires previous sanction.
  11. In the absence of the teacher, the class monitor assumes responsibility for order and discipline of the class. He should fulfil his duty with loyalty and impartiality.
  12. Students who are given responsibility should carry it out dutifully and impartially and in accordance with the direction of the Principal or the Teacher deputed by him. They should consider it as a service to the School and to their fellow students.
  13. Students can always approach the Principal individually for any reasonable or sympathetic consideration but not collectively.
  14. No student may take private tuition in any subject from any member of the School staff without the written permission of the Principal. All such tuitions must be discontinued one week before the examinations.
  15. Any student who is persistently insubordinate or is repeatedly and wilfully mischievous or if guilty of malpractices in connection with examinations or has committed an offence of serious indiscipline/misbehaviour, or who in the opinion of the Principal has an unwholesome influence on his/her fellow pupil, may be removed for a specified period or expelled permanently from the School. The Principal may punish a student in a manner suited to the Office, by detention after School hours, imposition of fines, or by removal from the institution without any previous warning.

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### **13. Leave or Absence**

1. A minimum attendance of 75% of the working days is required for promotion. Students should come in time for the general assembly. Late comers are liable to be sent home.
2. No student should leave the School premises during the School hours without the written permission of the Principal which is granted on the written request of the parents.
3. No leave of absence for the whole day or a part thereof is granted except for serious reasons and only on the previous written application of the parents or guardians.
4. A student who is irregular to class due to festivals, marriage celebrations, trips, visits to relations and places and frequent late comers will be asked to discontinue.
5. Except for duly approved reasons extension of vacation is not permitted. Students who extend their holidays for more than seven days after vacation without sanction will have their names struck off the rolls.
6. Application for medical leave for more than three days should be accompanied by a medical certificate by a doctor who is MBBS. If this leave continues for more than seven days, the Principal must be intimated.
7. All leave applications should bear the signature of the parents or in their absence of guardian. Failure to bring such an application for leave, will make the students liable to be sent home.
8. A student who is absent from the class continuously for ten days for more without the leave sanctioned by the Principal/ Vice-Principal may have his name struck off the rolls without any notice. If re-admitted he will have to pay the full admission fee.

### **14. Co-Curricular Activities**

1. All the students are exhorted to take part in games, sports and other School activities organised by the School.

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2. Participation in the Inter-house activities and attendance at School functions when called upon to do so, is obligatory. The Principal can take action against those students who absent themselves from such activities.
  3. Students should learn to play games in a pure team spirit and in a spirit of sportsmanship, remembering at all times that behaviour on the field is as important as behaviour in a class room.

### **15. Examination**

1. On examination days no student is allowed to enter the examination halls or classrooms before the general assembly.
2. No leave other than medical leave, is normally sanctioned during examination period provided a medical certificate form such medical authority as will satisfy the Principal is submitted on the day the student is absent.
3. In any case a medical certificate is not a guarantee for granting promotion. If a student falls sick for a part or the whole examination he should have the required pass marks from the other examinations held during the year.
4. Candidates will be disqualified if they are detected in giving or obtaining or attempting to give or obtain unfair assistance at the examination or if they have in their possession while in the examination hall or classroom, any book memorandum or pocket book, notes or paper except the question paper of the current exam. Unused answer sheets must be submitted to staff invigilators.
5. A student having less than 75% of attendance will not be allowed to appear for **Annual Examinations**.

### **16. Promotion Rules**

1. Pass marks in each subject is 33% for classes VI to IX and 35% for class XI & XII
2. **Class IX** students must appear in all six subjects including English and **Class XI** students will appear in all the five subjects including English. **For Promotion, Council rules will be followed.**

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3. Total marks of Unit Tests, Half-Yearly & Final Examination with equal weightage shall be taken into consideration for promotion.
  4. All cases of doubt regarding promotion are left entirely to the discretion of the Principal. Parents must not come for reconsideration once the decision has been made.
  5. The results of the Unit Tests, Half-yearly and Final Examination of the students are posted on the School Website, which can be viewed by login into the Students Portal.
  9. The School does not undertake to retain answer scripts after distributing the report cards.
  7. A student failing for two successive years will have to be withdrawn
  8. A month's notice for withdrawal must be given in writing, duly acknowledged, to the office, or a month's fee in lieu thereof, before the withdrawal of a candidate. Generally it takes a week after submitting the withdrawal form to issue the Transfer Certificate.

### **17. The School Library**

1. Strict silence has to be observed in the library at all times.
2. No one is permitted to take a book from the library without the permission of the librarian and having it duly entered.
3. Books are issued to the use of the borrower and should not be lent to anybody else.
4. Reference books will not be issued.
5. Students should take great care in handling the books. Tearing of pages and pictures from the books and magazines is an awfully bad habit which must be avoided at all costs.
6. The attention of the Librarian must be drawn to the books that an intending borrower finds damaged.
7. Damage done to the books and magazines must be made good by the borrower. In case the book is lost the entire cost has to be deposited with the Librarian.

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8. Failure to return a book by the due date incurs a fine of Re. 1.00 per day for the time the book is overdue.
  9. Books and magazines taken out for reference must be placed in the same place from where they were taken.
  10. All books must be returned before the beginning of each examination. Failure to do so will debar the student from appearing at the examination.
  11. It is highly recommended that the students take the guidance of the teachers while selecting the books.

### **18. Science Laboratories**

1. No equipment or chemicals except the ones provided for the practical, should be handled by the students.
2. Damage to the equipment or breakage will have to be made good by the students. All dues must be cleared before the final examination.
3. Students are strictly warned not to take any equipment or chemical out of the laboratories without the explicit permission of the teacher in charge.

### **19. Recommendation to Parents/Guardians**

1. Parents are expected to co-operate with the School authorities and the teachers by enforcing regularity and discipline, supervising the lessons, taking active part in the School activities and by sending the child with proper uniform.
2. Occasional remarks from the teachers and the Principal are made in the School diary for the information of the parents. In such cases they must sign the diary to show their acknowledgement.
3. Parents are expected to sign the note books when they are sent for it. Failure to do so may put their children to great inconvenience. They should particularly check their leave and absence record.
4. When communicating with the Principal, parents/guardians are requested to mention in their letter the name of the student, class and section.

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5. Parents/Guardians are not permitted to see their children or interview the teachers during the School hours without the permission of the Principal.
  6. Tipping the servants either during or after the School hours must be avoided at all costs.
  7. Parents must intimate the School whenever their residential address or telephone numbers are changed in order to communicate to them on urgent matters, in the interest of their children.
  8. Whenever notice is given for the parents-teachers meeting the parents must attend it and discuss the progress of their children/wards. They can always help the progress of the institution by way of suggestions, guidance, material sides and specially by their co-operation.
  9. This is a minority institution established and administered by the Catholic Diocese of Lucknow with its own stream of administration and as such it does not recognise any association.
  10. **Possession of Mobile/Cellular phones/ cameras/ Ipods/ pendrives / smart watches or any other electronic gadgets by students in the campus is strictly prohibited, and a fine of Rs. 500/- will be imposed on offenders and the above are liable for confiscation.**

**USE OF SOCIAL/ELECTRONIC MEDIA:**

Students should refrain from writing/posting/commenting negatively against fellow-students, staff members or the School Management. Strict disciplinary action will be taken against those students who misuse the social media and defame the school.

**BULLYING :**

Bullying is strictly prohibited in the college campus. All should respect fellow students with dignity. Strict action will be taken against the students who indulge in Bullying.

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## **20. Website & E-care :**

[www.stfrancislucknow.org](http://www.stfrancislucknow.org)

**Phone : 9839818765 (Office)**

**Phone : 7388634444 (E-care)**

**E-mail : [contact@stfrancislucknow.org](mailto:contact@stfrancislucknow.org)**

## **21. Conclusion**

1. The Manager/Principal reserves the right to waive off any of the rules contained in this prospectus, without assigning any reason for his actions.
2. The interpretation of any rule in this prospectus as well as any amendment to it rests solely and entirely with the Governing Body of the School. Its interpretation shall be final and binding on parents and students of this institution and no case shall lie in any Court of Law in respect of this decision.



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## SCHOOL ANTHEM

All glory praise and honor to St. Francis we bestow,  
Patron of all live here we honour you loyal and true.

Peace and Goodwill is our motto, we should always bear in mind,  
Always cherish the days spent here, with happiness gratitude  
and pride.

Our aim should be to bring honor, to uplift our Alma Mater,  
With true knowledge and good virtue, to strengthen us  
throughout life.

We the students of St. Francis, with one unending voice,  
For the school we love and cherish, sing a song with joy and  
pride.

## राष्ट्रीय गान

जन - गण - मन अधिनायक जय हे  
भारत भाग्य विधाता ।  
पंजाब, सिंध गुजरात, मराठा  
द्राविड़ उत्कल बंग,  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग  
तव शुभ नामे जागे,  
तव शुभ आशिष माँगे  
गाहे तव जय गाथा  
जन गण मंगलदायक जय हे,  
भारत भाग्य विधाता  
जय हे, जय हे, जय हे,  
जय जय जय जय हे ॥



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# **SCHOOL PRAYERS**

## **MONDAY**

Loving God, bless each of us, today. Help us nourish, a deep faith, that brings us, closer to you, with each passing day. As we open our hearts and minds, to your love, may all our words and actions be pleasing to you today and everyday of our lives. AMEN.

Our Father, in heaven, holy be your Name, Your Kingdom come, your will be done, on earth as in heaven.  
Give us this day our daily bread. And forgive us our sins, as we forgive those who sin against us. Do not bring us to the test. But deliver us from evil. AMEN.

## **TUESDAY**

Dear God, we thank you for our families, for our teachers and friends and for those who provide care for us. We pray for the children who are less fortunate, who struggle each day, to find care and protection. May your love and care comfort them, and may we be generous in helping them in their need. AMEN

Our Father, in heaven, holy be Your name. Your Kingdom come, your will be done, on earth as in heaven.  
Give us this day our daily bread. Forgive us our sins, as we forgive those who sin against us. Do not bring us to the test, but deliver us from evil. AMEN.

## **WEDNESDAY**

Dear God, help us this day, reflect on our life, as students. As we gain knowledge and experience, may we take time, to learn the values and how to live them each day. May we understand that learning goes on every day. May we learn from our mistakes, progress through our success and share our wisdom with each other. Give us the strength and courage, to follow high and noble values today and every day of our life. AMEN.

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Our Father, in heaven, holy be your Name. Your Kingdom come, your will be done, on earth as in heaven.  
Give us this day, our daily bread. Forgive us our sins, as we forgive those who sin against us. Do not bring us to the test, but deliver us from evil. AMEN.

## **THURSDAY**

Loving God, help us see today, the wonderful gifts, with which, we have been blessed. Help us discover, the hidden talents and skills, we possess. May we recognize our potentials, and have the discipline, to achieve the goals, for our life. May we experience the peace, happiness and comfort of your love, today and every day of our life. AMEN.

Our Father, in heaven, holy be your Name. Your Kingdom come, your will be done, on earth as in heaven.  
Give us this day, our daily bread. Forgive us our sins, as we forgive those who sin against us. Do not bring us to the test, but deliver us from evil. AMEN.

## **FRIDAY**

Dear God, you are the source and giver of all good things. You provide the rain for the earth and the sun for the flowers. You created the moon and the stars to light up the night, and the mountains and hills to beautify the day. Each day you teach us, that in weakness, there is strength, in defeat there is victory, and in pain, there is gain. May we learn to appreciate the beauty in your creation. Bless and guide our thoughts and actions throughout this day. AMEN

Our Father, in heaven, holy be your name. Your Kingdom come, your will be done, on earth as in heaven.  
Give us this day our daily bread. Forgive us our sins, as we forgive those who sin against us. Do not bring us to the test, but deliver us from evil. Amen.

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## **SATURDAY**

Dear God, thank you for the blessings you have given us during this week. May we always use our gifts and talents in a way that shows kindness, humility and compassion. May we continue to do our part in developing our gifts. Keep our minds and hearts open to your inspiration to share our gifts with others. May the words of our teachers and parents encourage us, their actions inspire us, and their lives enrich us. AMEN.

Our Father, in heaven, holy be your name. Your Kingdom come, your will be done on earth as in heaven.  
Give us this day our daily bread. Forgive us our sins, as we forgive those who sin against us. Do not bring us to the test, but deliver us from evil. AMEN

### **PRAYER BEFORE EXAMINATION**

Lord of wisdom and knowledge,  
Bless us with confidence and courage,  
Help us to recall what we have studied.  
Grant us good health of mind and body  
So that we may do well in our examination. AMEN

### **MAKE ME A CHANNEL**

Make me a channel of your peace  
Where there is hatred let me bring your love.  
Where there is injury your pardon Lord  
And where there's doubt true faith in you.

Chorus: Oh Master grant that I may never seek  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my heart.

Make me a channel of your peace  
Where there's despair in life let me bring hope  
Where there is darkness, Lord, your shining light  
And where there's sadness, ever joy.

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## IN HIS TIME

In His time, in His time  
He makes all things beautiful in His time  
Lord, please show me every day  
As You're teaching me Your way  
That you do just what You say in Your time.

In Your time, in Your time  
You make all things beautiful in Your time  
Lord, my life to You I bring  
With its winter and its spring  
May I fathom everything in your time.

There are times, there are days  
Weeks and months we cannot understand God's ways  
If for years we fail to scan  
What is his eternal plan

## ALL THINGS BRIGHT

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

1. Each little flower that opens  
Each little bird that sing  
He made their glowing colours  
He made their tiny wings.
2. The purple headed mountains  
The river running by  
The sunset and the morning  
That brightens up the sky.

---

## SHOWERS OF BLESSING

There shall be showers of blessing  
This is the promise of love  
There shall be seasons refreshing  
Sent from the savior above

**Chorus** : Showers of blessing  
Showers of blessing we need  
Mercy drops round us are falling  
But for the showers we plead

There shall be showers of blessing  
Send them upon us O! Lord  
Grant to us now a refreshing  
Come and now honor thy word. We'll remember that He can,  
all the time.

## IN NEED OF LIBERATION

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

1. There are those who have eyes but refuse to see the inhumanity that's done.  
There are those who have ears but refuse to hear the cries of those in agony.
2. There are those who have mouths but refuse to speak against injustice done to some.  
There are those who have hands but refuse to reach them out in love and charity.

- 
3. There are those who have talents they do not use to build a true community.  
And we know that we all have the talent to love but leave it buried in ourselves.

### **THY LOVING KINDNESS**

1. Thy loving kindness is better than life, (2)  
**My lips shall praise Thee, thus will I bless Thee,  
I will lift up my hands unto Thy name (2).**
2. The skies are telling the glory of God.....
3. Thy word is spoken, Thy message is heard....
4. I will recount, Lord, Thy wonderful deeds...
5. The Lord brings justice, He raises the poor....
6. The Lord is goodness, His wisdom is great....
7. Thou art forgiving, Thy mercy is sure.....
8. Happy the people, who call on His name.....

### **THIS WORLD YOU HAVE MADE**

**This world you have made is a beautiful place;  
It tells the power of your love.  
We rejoice in the beauty of your world,  
From the seas to the heavens above.**

1. The morning whispers of purity;  
The evening of your peace.  
The thunder booms your exuberance  
In the awesome power you release.
2. The tenderness of a new-born child,  
The gentleness of the rain,  
Simplicity in a single cell,  
And complexity in a brain.

- 
3. Your stillness rests in a silent pool,  
Infinity drifts in space,  
You grandeur staddles the mountain tops,  
And we see your face in each face.

### **GOD STILL LOVES THE WORLD**

1. Every tiny star that twinkles in the night sky,  
Every drop of morning dew,  
Every spark of the 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 :

**God still loves the world!**

**God still, still loves the world.**

**So throw your life into his hands.**

**Day be day discern his plans:**

**God is passionately busy loving you and me!**

2. Every ocean wave that breaks upon the sea-shore,  
Every stalk 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...
3. Every man and woman pledged in love for ever,  
Every little new born child,  
Every voice in favour of a needy neighbour,  
Every radiating smile,  
Every hand that offers love, every surging flow of blood...

---

## TO FOLLOW THE LORD

**To follow the Lord and find freedom,  
To love as He loved and bring peace,  
To spend our lifetime for his Kingdom,  
To want it to grow and increase.**

1. To search for the Truth never ceasing,  
To look for a star in the night,  
To knock at the door never tiring,  
To wait eagerly for his light.
2. To walk hand in hand with each other,  
To share with the burdened their pain,  
To comfort the people who suffer,  
To help those in need, for no gain.
3. To sense how oppressed are the poorest,  
To struggle for justice and right,  
To stand for the truth and be honest,  
To die to oneself in the fight.

## LIKE A SUNFLOWER

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

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

## THIS IS MY PRAYER

**Ref. : This is my prayer to thee, my Lord:  
Strike, strike at the root of penury in my heart.**

1. Give me the strength lightly to bear my joys and sorrows.
2. Give me the strength to make my love fruitful in service.



- 
3. Give me the strength never to disown the poor or bend my knees before insolent might.
  4. Give me the strength to raise my mind high above daily trifles.
  5. Give me the strength to surrender my strength to thy will with love.

### **GOD IS GOOD ALL THE TIME**

He put a song of praise in the heart of mine  
God is good all the time  
Through the darkest night, His light will shine  
God is good, God is good all the time

} 2

If you're walking through the valleys  
And there are shadows all around  
Do not fear, He will guide you

He will keep you safe and sound  
He has promised to never leave you  
Nor forsake you, and His word is true

God is good all the time  
He put a song of praise in the heart of mine  
God is good all the time  
Through the darkest night, His light will shine  
God is good, God is good all the time

---

## **LIGHT OF THE WORLD YOU STEP DOWN INTO DARKNESS**

Opened my eyes let me see  
Beauty that makes this heart adore You  
Hope of a life spent with You

So here I am to worship  
Here I am to bow down  
Here I am to say that your my God  
Your altogether lovely  
Altogether worthy  
Altogether wonderful to me

King of all days  
Oh so highly exalted  
Glorious in Heaven above  
Humbly You came to the earth you created  
All for loves sake became poor

So here I am to worship  
Here I am to bow down  
Here I am to say that your my God  
Your altogether lovely  
Altogether worthy  
Altogether wonderful to me

## **AS THE DEER**

As the deer panteth for the water  
So my soul longs after You  
You alone are my hearts desire  
And I long to worship You

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You alone are my strength, my shield  
To You alone may my spirit yield  
You alone are my hearts desire  
And I long to worship You

I want You more than gold or silver  
Only You can satisfy  
You alone are the real joy giver  
And the apple of my eye

You alone are my strength, my shield  
To You alone may my spirit yield  
You alone are my hearts desire  
And I long to worship You

You're my friend and You're my brother  
Even though you are a King  
I love You more than any other  
So much more than anything

## **COUNT YOUR BLESSINGS**

1. When upon life's billows you are tempest-tossed,  
When you are discouraged, thinking all is lost,  
Count your many blessing, name them one by one,  
And it will surprise you what the Lord has done.

### **Refrain :**

**Count your blessings, name them one by one,  
Count your blessings, see what God has done!  
Count your blessings, name them one by one,  
\* Count your many blessings, see what God has done.**

2. Are you ever burdened with a load of care?  
Does the cross seem heavy you are called to bear?  
Count your many blessings, every doubt will fly,  
And you will keep singing as the days go by.

- 
3. So, amid the conflict whether great or small,  
Do not be discouraged, God is over all;  
Count your many blessings, angels will attend,  
Help and comfort give you to your journey's end.

### **GIVE ME OIL IN MY LAMP**

1. Give me oil in my lamp keep me burning  
Give me oil in my lamp, I pray,  
Give my oil in my lamp, keep me burning,  
Keep me burning till the end of day.

**Refrain :**

**Sing hosanna, sing hosanna,  
Sing hosanna to the King of kings!  
Sing hosanna, sing hosanna,  
Sing hosanna to the King!**

2. Give me love in my heart, keep me serving  
Give me love in my heart, I pray.  
Give me love in my heart, keep me serving.  
Keep me serving till the end of day. (Refrain)
3. Give me joy in my heart, keep me praising.  
Give me joy in my heart, I pray.  
Give me joy in my heart, keep me praising.  
Keep me praising till the end of day. (Refrain)

### **WE THANK THEE**

1. Father, we thank Thee for the night,  
And for the pleasant morning light;  
For rest and food and loving care,  
And all that makes the world so fair.
2. Help us to do the things we should,  
To be to others kind and good;  
In all we do, in work or play,  
To love Thee better day by day.

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## इतनी शक्ति हमें देना दाता

इतनी शक्ति हमें देना दाता,  
मन का विश्वास कमज़ोर होना  
हम चलें नेक रस्ते पे हम से,  
भूलकर भी कोई भूल होना।

दूर अज्ञान के हों अँधेरे,  
तू हमें ज्ञान की रोशनी दे  
हर बुराई से बचते रहे हम  
जितनी भी दे भली जिन्दगी दे  
बैर हो ना किसी, का किसी से  
भावना मन में बदले की हो ना

Chorus:- हम चलें .....

हम न सोचें हमें क्या मिला है,  
हम यह सोचें किया क्या है अर्पन  
फूल खुशियों के बाँटे सभी को  
सब का जीवन ही बन जाये मधुबन  
अपनी करुणा का जल तू बहा के  
कर दे पावन हर एक मन का कोना

Chorus:- हम चलें .....

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## हम को मन की शक्ति देना

हम को मन की शक्ति देना, मन विजय करे  
दूसरों की जय से पहले, खुद को जय करे  
भेद भाव अपने दिल से साफ़ कर सकें  
दोस्तों से भूल हो तो माफ़ कर सकें  
झूठ से बचे रहे, सच का दम भरें  
दूसरों की .....

मुश्किलें पड़े तो हम पे इतना कर्म कर  
साथ दे तो धर्म का, चले तो धर्म कर  
खुद पे हौसला रहे, बदी से ना डरे  
दूसरों की जय से पहले, खुद को जय करें ।

## ये दिल भरा आभार से

ये दिल भरा आभार से, साथ तुम्हारा पाके,  
कहें तो कैसे कहें, प्रभु तुमको धन्यवाद, प्रभु तुम को  
धन्यवाद ।

ये दिल भरा है प्यार से, जो मिला तुमसे,  
कहें तो कैसे कहें, प्रभु तुमको धन्यवाद ।

अब दिल उठा है नाच, आशिष तुम्हारी पाके,  
कहें तो कैसे कहें, प्रभु तुमको धन्यवाद ।

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## गाता प्रभु तेरा आभार

गाता प्रभु तेरा आभार, मन मेरा शत् – शत् बार;  
साँसों की मेरी सरगम, नमन करें बारम्बार –2

बागों के फूलों से, आकाश के पंछियों से, ज्यादा प्यार  
तूने दिया;  
प्रभु सृष्टि की शोभा से, तारों की आभा से, मुझको है तूने  
सजाया ।

पहले जीवन दिया, दया से फिर सींचा, वरदानों से भर  
दिया;  
प्रभु पापों को धो डाला, प्यार से अपनाया, शांति का  
वाहक बनाया ।

## तेरी आराधना करूँ

तेरी आराधना करूँ  
तेरी आराधना करूँ  
पाप क्षमा कर, जीवन दे दे  
दया की याचना करूँ

तू ही महान, सर्वशक्तिमान  
तू ही हैं मेरे जीवन का संगीत  
हृदय के तार, छेड़े झनकार-2  
तेरी आराधना है मधुर गीत-2,  
जीवन से मेरे तू महिमा पाये  
एक ही कामना करूँ  
पाप क्षमा कर...

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सृष्टि के हर एक कण कण में  
छाया है तेरी ही महिमा का राज,  
पक्षी भी करते हैं तेरी प्रशंसा—2  
हर पल सुनाते हैं आनंद का राग—2  
मेरी भी भक्ति तुझे ग्रहण हो,  
हृदय से प्रार्थना करूँ,  
पाप क्षमा कर...

### नेकी की राहों पे

नेकी की राहों पे  
नेकी की राहों पे तू चल  
रब्बा रहेगा तेरे संग  
वो तो है तेरे दिल में हाँ  
तू क्यों बाहर उसे ढूँढता  
नेकी की राहों...

कभी है वो साहिल पे  
कभी है वो मौजों पे  
कभी है परिंदा वो उड़ता हुआ  
वो तो खुदा है  
जीवन हैराँ है  
उसको न मज़हब में कैद करना  
वो वफादार है  
हाँ खुद ही प्यार है  
साये में उसके सुकूँ कितना  
दुनिया का नूर है  
ना तुमसे दूर है



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पाकीज़गी में वो है बसता  
रुह-ए-खुदा का है आसरा  
वो ही तो है अपना, ये जहां उसका है  
नेकी की राहों.....

### तेरी है ज़मीन तेरा आसमान

तेरी है ज़मीन तेरा आसमान  
तू बड़ा मेहरबान तू बक्शीस कर  
तेरी है ज़मीन तेरा आसमान  
तू बड़ा मेहरबान तू बक्शीस कर  
सभी का है तू सभी तेरे  
खुदा मेरे तू बक्शीस कर

तेरी मर्ज़ी से ऐ मालिक हम  
इस दुनिया में आये हैं  
तेरी रहमत से हम सबने  
ये जिस्म और जान पाए हैं  
तू अपनी नज़र हम पर रखना  
किस हाल में हैं ये ख़बर रखना

तू चाहे तो हमें रखे  
तू चाहे तो हमें मारे  
तू चाहे तो हमें रखे  
तू चाहे तो हमें मारे  
ओ... तेरे आगे झुकाके सर  
खड़े है आज हम सारे  
ओ... सबसे बड़ी ताक़त वाले  
तू चाहे तो हर आफ़ल टाले

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## IMPORTANT DAYS

1. 23rd January      Birthday of Subhash Chandra Bose
2. 30th January      Marty's Day
3. 11th March      Commonwealth Day
4. 12th May      Mother's Day
5. 25th May      World Family Day
6. 6th June      Environment Day
7. 16th June      Father's Day
8. 1st July      Van Mahotsav Week (First week of July)
9. 11th July      World Population Day
10. 12th August      International Youth Day
11. 20th August      Sadbhavna Diwas
12. 26th August      Birth Anniversary of Mother Teresa
13. 29th August      National Sports Day
14. 8th September      Girl Child Day
15. 21st September      International Day of Peace
16. 27th September      World Tourism Day
17. 2nd October      Gandhi Jayanti &  
International Day of Non-violence
18. 4th October      St. Francis of Assisi - Patron's Day
19. 31st October      National Integration Day
20. 14th November      Children's Day
21. 3rd December      World Disabled Day

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## Home Work Not done

Date	Lapse	Teacher/Parent's Signature

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## Home Work Not done

Date	Lapse	Teacher/Parent's Signature

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## Dress Code/Hygiene

Date	Lapse	Teacher/Parent's Signature

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## Dress Code/Hygiene

Date	Lapse	Teacher/Parent's Signature





















## *Prayer of St. Francis*

Lord, make me an instrument of Your peace,  
Where there is hatred, let me sow LOVE  
Where there is injury, PARDON;  
Where there is doubt, FAITH;  
Where there is despair, HOPE;  
Where there is darkness, LIGHT;  
And where there is sadness, JOY  
O Divine Master, grant that I may not so much  
"Seek to be consoled as to console;  
To be understood as to understand;  
To be loved as to love;  
For it is giving that we receive,  
It is in pardoning that we are pardoned;  
And it is in dying that we are born to eternal life.