



KEM CENTRAL SCHOOL

Affiliated to CBSE No: 931117, Kuttikode, Thrikkaderi Post, Cherpulassery, Palakkad, 679 502
www.kemcskuttikode.in Email: kuttikodeschool@gmail.com, Phone : 0466 2380080

Students' Planner

***Run by : Muslim Progressive Society
Reg. No: 9/2001***

This diary must be brought to the school daily by the student.

INTRODUCTION

KEM Central School - An elegant institution affiliated to CBSE with wide green campus and infrastructure located in Kuttikode, Cherpulassery Municipality. This school integrates curriculum focusing to reach the full potential of the students which really elevated the school into a new paradigm of quality, academic prowess and success.

Through orientation and nurturing based on the present scenario our students gain global exposure and insight through international knowledge and excellent programmes and encourages the student to excel in multiple disciplines.

FEE PAYMENT SCHEDULE AND TRACKER

Name of Student:	Admission No.	Class:	
Monthly Tuition Fee:	Term Fee:	Vehicle Fee:	
CCE Fee :	Welfare Fund:	Penalty Charges and Other Fees as applicable. Refer Section : IV	

TUITION FEE SCHEDULE & TRACKER				VEHICLE FEE SCHEDULE & TRACKER			
MONTH	TUITION FEE	PENALTY CHARGES	DATE OF PAYMENT	SIGN OF CASHIER	VEHICLE FEE	DATE OF PAYMENT	SIGN OF CASHIER
APR							
MAY							
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
JAN							
FEB							
MAR							

SCHOOL PRAYER

Almighty God, bless us to have
 Good thought in our minds.
 Bless us to be kind,
 Polite and helpful to all;
 Bless us to do our
 Duties honestly and efficiently.
 O' Lord, we put ourselves in
 Thy hands and pray
 Thee to save us from evils
 and danger.
 Lead us along the golden path,
 Great God,
 We pray thee, we pray thee.

Pledge

**"India is my country.
 All Indians are my brothers and sisters.
 I love my country and I am proud of its rich and varied heritage.
 I shall always strive to be worthy of it.**

**I shall give my Parents, Teachers and all elders
 respect and treat 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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APR							
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SEP							
OCT							
NOV							
DEC							
JAN							
FEB							
MAR							

KUTTIKODE ENGLISH MEDIUM CENTRAL SCHOOL
KUTTIKODE

SPORTS ENTRY FORM

Name of the Student :

Class & Section :

Age Category :

House :

Date of Birth :

Sl. No	Items
1	
2	
3	
4	

Name & Sign.
of Parent
with Date :

Name & Sign.
of Class Teacher
with Date :

Sign.
of Student

National Anthem

**Jana gana, mana adhinayaka Jaya he
Bharatha bhagya vidhata
Punjab Sindhu, Gujarath, Marata
Dravida, Utkala Banga
Vindhya, Himachala Yamuna Ganga
Uchchala Jaladhi taranga
Tava subha name jage
Tava subha asisha mage
Ga he tava jaya gatha
Jana gana mangala dayaka jaya he
Bharatha bhagya vidhata
Jaya he, Jaya he, Jaya he.....
Jaya, Jaya, Jaya, Jaya he.....**

Jai Hind!

GOOD MANNERS

All good manners should start at home,
Respect your elders.
Be kind and good to your friends,
Brothers and sisters.
Be well behaved and punctual,
Respect your teachers.
Love your companions,
Speak the truth.
Obey the rules of the school,
Wish your elders when you see them for the first time.
Pray at least for 15 minutes a day.

ADMISSION AND WITHDRAWALS

1. Admission is made on written application in the prescribed form duly filled in and signed .The form can be obtained from the school office on payment of Rs. 100/- each .Registration of names is no guarantee for admission.
2. Age of admission shall be regulated as follows. The student should complete '5' Years on 31st of May of the school year in which admission is sought for class 1.For other classes age of admission shall be regulated accordingly.
3. The management reserves the right to admit any applicant only by producing T.C/Birth Certificate, Aadhaar copy.
4. School fee (Yearly/ Termly /Monthly) should be paid in advance at the time of admission. School fees for the complete year shall be paid irrespective of the number of days one has attended. All dues should be cleared before the examination. Students who withdraw on any grounds will have to pay full fees for the whole year .Fees once paid will not be refunded under any circumstances.
5. All students who seek admission will have to satisfy our entrance requirements and they should pay the preliminary fees when they are admitted.

RULES OF THE SCHOOL

I. GENERAL

1. The medium of instruction is English which alone should be used at all times in the school.
2. Every pupil of the school must have a copy of the school Diary which should be brought to school daily. If this is lost pupil will have to buy a new one immediately at ₹ 100/- per copy.

KUTTIKODE ENGLISH MEDIUM CENTRAL SCHOOL

KUTTIKODE

ARTS ENTRY FORM (Stage / Off Stage)

Name of the Student :

Class & Section :

Age Category :

House :

Date of Birth :

Sl. No	Items
1	
2	
3	
4	

Name & Sign.
of Parent
with Date :

Name & Sign.
of Class Teacher
with Date :

Sign.
of Student

പൊതുനിയമങ്ങൾ

ഈ ഡയറിയിൽ പ്രതിപാദിച്ചിട്ടുള്ള ജനറൽ റൂൾസിന് പുറമെ താഴെ പറയുന്ന നിബന്ധനകളും ബാധകമാണ്.

1. സ്കൂൾ ഭരണകമ്മിറ്റിയെന്ന എക്സിക്യൂട്ടീവ് കമ്മിറ്റിയും, പി.ടി.എ. കമ്മിറ്റിയും എടുക്കുന്ന തീരുമാനങ്ങളും നിർദ്ദേശങ്ങളും അംഗീകരിക്കുകയും നടപ്പിലാക്കുകയും ചെയ്യേണ്ടതാണ്.
2. ഫീസ് ഇനങ്ങളായ ട്യൂഷൻ, കമ്പ്യൂട്ടർ, പരീക്ഷ, ട്രോ, ലൈബ്രറി, ലബോറട്ടറി, ഗെയിംസ്, സ്പോർട്സ്, ആർട്സ്, പ്രവൃത്തിപരിചയം, വാഹനം, Parent Eye Fee തുടങ്ങിയവ അതാതു സമയങ്ങളിൽ കൃത്യമായി അടയ്ക്കേണ്ടതാണ്.
3. ഫീസ്:
 - എ). വർഷത്തേക്ക് ഒറ്റത്തവണ.
 - ബി). വർഷത്തിൽ മൂന്ന് ഗഡുക്കളായി (ജൂൺ, സെപ്തംബർ, ഡിസംബർ എന്നീ മാസങ്ങളിൽ) 10-ാം തിയ്യതിക്കുള്ളിൽ അടയ്ക്കേണ്ടതാണ്.
 - സി). എല്ലാ മാസവും 10-ാം തിയ്യതിക്കുള്ളിൽ ഫീസ് അടയ്ക്കേണ്ടതാണ്. താമസിച്ച് അടയ്ക്കുന്നവർ മറ്റ് നിബന്ധനകൾക്ക് ബാധ്യസ്ഥരാണ്. Refer Section IV (Page 12).
4. അടച്ച ഫീസ് ഒരു കാരണവശാലും തിരികെ നൽകുന്നതല്ല.
5. മേൽപ്പറയുന്ന കാര്യങ്ങൾ മനസ്സിലാക്കുകയും അംഗീകരിക്കുകയും ചെയ്യുന്നു.
6. CBSE Registration Fee Exam Fee for class IX & X

രക്ഷിതാവിന്റെ പേര് :

ഒപ്പ് :

ഫോൺ നമ്പർ :

II.DECORUM

The school uniform is compulsory on all working days and at all school functions. Pupils are expected to come to school neat and tidy. Boys should have their hair well trimmed and combed. Girls should have their hair well plaited and set with red ribbon. No flower or decorative ornaments should adorn the hair. On wednesdays all students should wear house jersey and girls use their house colour ribbon.

III. FEES

- (a) Fees to be paid on or before 10th of every month preferably by Net Banking and produce proof to school.
- (b) A flat penalty of ₹ 50/- to be paid for late payment between 11-17th of each month.
- (c) A penalty of ₹15/- per day to be paid for late payment between 18th - 25th of each month.
- (d) After 25th of each month, the fee defaulters would be prohibited from attending the classes.

Fee remittance schedule options are as below:

TUITION FEE

One time Payment	Monthly Payment	3 Intervals		
MAY JUNE	10th of every month	10th of JUNE	10th of SEPTEMBER	10th of DECEMBER

TERM FEE

One time Payment	Quarterly Payments		
MAY JUNE	10th of JUNE	10th of SEPTEMBER	10th of DECEMBER

Attention : All fee remittance should be routed through the bank as per CBSE rules.

HALF YEARLY EXAMINATION

TIMETABLE & PORTIONS

Sl. No.	DATE	TIME	SUBJECT	PORTIONS

- * Make sure that there is no electronic equipments of any sort or mobiles in his/her possession.
- 3. Parents are strictly forbidden to enter the class rooms or meet the class teachers during class hours. Meeting with class teachers will be arranged by Principal only. All requests and complaints from the parent should be in writing with the name, class and section of the child concern and their house address so that the Principal can take immediate and appropriate action and notify the parent accordingly.
- 4. Parents should send registered guardians to pickup the children from the school in their absents.
- 5. The Principal may request the parents to withdraw their children in case they do not fit in with the regulation of the school.
- 6. Criticism of teacher or of the school in the presence of the students is best avoided. Legitimate complaints should be brought to the notice of the Principal without delay. Anonymous letters are not appreciated.
- 7. To get any official reply or certificate from the school, a written request is required at least a week in advance.
- 8. Those who make visit to the school should first contact in the office and follow the instructions from there .

IX - PARENT TEACHER ASSOCIATION (P.T.A)

The parent- teacher association aims at fostering a cordial and friendly relationship between the management, staff and parents so that there is a better understanding and co-operation between home and school.

X - CO-CURRICULAR ACTIVITIES

Health is often a state of physical, mental, emotional, social and spiritual well being of children. The CBSE has formulated new guideline for its affiliated schools mandating them to have one period for “Health and Physical Education” (HPE to prevent students from having a sedentary life style.

We also ensure participation of all pupils according to their skills and talents.

- | | |
|-------------------------------|-------------------------|
| 1. Readers club | 6. Maths club |
| 2. Arts club | 8. Malayala Vedi |
| 3. Sports club | 9. Hindi club |
| 4. Quiz club | 10. Eco club |
| 5. Social science club | |

We also give special training to students in chess, dance, and drawing. In order to promote healthy competitive spirit among students we have ‘House system’. The students are grouped in to four house (Blue, Green, Red, Yellow). House mistresses are assigned the duty to guide and streamline the activities of the houses with their captains and vice captains.

XI - SCHEME OF EXAMINATION

Academic achievement will be evaluated in different subjects in terms of percentage and absolute grades.

IInd PERIODIC TEST

TIME TABLE & PORTIONS

Sl. No.	DATE	TIME	SUBJECT	PORTIONS

