



# **CARMEL ACADEMY**

## **CMI ICSE SCHOOL**

(Affiliated to CISCE New Delhi- Reg. No. KE164)

Railway Station Road, Chalakudy - 680 307

Thrissur Dist, Kerala, India

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[acadisce@gmail.com](mailto:acadisce@gmail.com)

**HANDBOOK**  
**2025 - 2026**

Name.....

Class.....Div.....



2025 - '26

**CARMEL ACADEMY**  
**(CMI ICSE SCHOOL)**  
**CHALAKUDY - 680 307**

**SCHOOL HOURS**

8.55 a.m. - 3.45 p.m.

**PRINCIPAL'S OFFICE HOURS**

3.30 p.m. to 4.30 p.m.

**TIME FOR VISITING THE TEACHERS**

Thursday : 12.45 p.m. to 1.30 p.m.

**TIME FOR REMITTING FEE**

9.30 a.m. to 1.30 p.m.

**(Cash / Card/QR code)**



**Do the bank payment in the name :**

The Manager & Principal  
Carmel Academy to The South Indian Bank Ltd.

Account No: 0012053000058176

IFSC Code : SIBL0000012

**OFFICE HOURS**

9.30 a.m. to 12.30 p.m.

1.30 p.m. to 3.00 p.m.

(Saturday & Sunday holiday)

**Parents and other visitors are requested to follow strictly, the time schedule given above for the smooth functioning of the school.**



CARMEL ACADEMY  
(CMI ICSE SCHOOL)  
STUDENT BIO-DATA SHEET

Admn. No. : .....  
Name : .....  
Age & Date of Birth : .....  
Aadhaar No. : .....  
Date of Admission : .....  
Class : .....Division.....  
Roll No. : .....  
Blood Group : .....  
Name of Father/Guardian : .....  
Name of Mother : .....  
Permanent Address : .....  
of Parent .....  
.....  
.....  
Phone Numbers : 1).....2).....  
Occupation of Parent:.....  
Office Address : .....  
of Parent .....  
.....  
.....  
Email ID .....  
Names of Brothers / Sisters studying in this school, if any  
a: .....  
b: .....

SPECIMEN SIGNATURES

Father	Mother	Guardian
<div></div>	<div></div>	<div></div>

Parents must inform the school authorities if there is any change in the above given data, during the course of the academic year.



## CARMEL ACADEMY IN A NUTSHELL

Carmel Academy, affiliated to CISCE (Reg. No. KE164/2017) with ICSE syllabi of education is a school managed by CMI Devamatha Province, Thrissur. It has completed its glorious 16 years. The next phase of education began with the commencement of classes for ISC in the academic year 2021-'22 with 22 students. The various streams offered under science are Bio-Math and Computer Science with Mathematics. Its aim is to enable its inmates to reach up to the national and international levels of learning.

The school, right now, functions with more than 800 students, a team of dedicated teaching and non-teaching staff.

Truly dedicated to the educational vision of St. Chavara Kuriakose Elias, the founder of CMI congregation, the school moulds its inmates to build up a nation with socially-oriented citizens. Children here, are made aware of the selfless service expected of them, towards the society.

Carmel Academy encourages such an attitude, so that, they voluntarily and generously contribute to the social causes, from their hard-earned pocket money. Joining hands with the school, twice a year, these responsible young citizens, visit the really less-privileged, deserving and differently-abled fellow beings, who are kept away from the mainstream of the society, and give them material and financial help. Not only spiritual and moral values are inculcated but also the wards are taught to face failure and success with equanimity.



Carmel Academy's emphasis on the English language may be revealed, even when one speaks to the children of KG classes who speak English quite fluently and with natural ease. Malayalam and Hindi are learned with real enthusiasm. School offers German language as an optional subject. Presently Carmel Academy has a memorandum of understanding with one of the prestigious institutions, Goethe Zentrum, Thiruvananthapuram.

The limited number of children in each class, the presence and the companionship of the teachers in the classrooms even during the recess remind one, of the ancient *gurukula* system. Thus, a teacher becomes a guru, a friend, a leader, a mother and a mentor at the same time.

Student-centred learning is in vogue in the campus. No punishment of any sort is meted out to the kids; but through counselling, persuasion and good will, teachers help their wards to evaluate their undesirable behaviour and change for the better.

The use of high-tech digitalized class rooms, home theatres, computer and language labs, and imparting quality ICSE education make this school, a different one. The potentials of the wards are identified, tapped and nurtured through Talent Scan Programme, handled by professionally qualified veterans. Equal importance is also laid on Sports, Arts and Craft.

Holistic grooming of each child, through scholastic, co-curricular, multi-dimensional learning programmes and practical use of the core values of life is what Carmel Academy is concerned with!



## OUR VISION AND MOTTO

“Vidyaya Samudayam”, which means the “Integral growth through knowledge.”

God as *sat-cit- ananda* is the fondation and fullness of all that is real, true and beautiful.

## OUR MISSION

Carmel Academy, set in an eco-friendly ambience, equips the pupils to face the realities of life, moulding them to be socially responsible citizens. The potentials of the wards are identified and nurtured, which help them to widen their horizons. Spiritual and moral values are inculcated in them and the qualities of integrity, kindness, charity and good manners are encouraged. Not only academic excellence is enhanced but also all the efforts and initiatives on the part of the students are appreciated.

## CORE VALUES

- Faith in God      - Spiritual consciousness and deep rooted belief in God.
- Moral Integrity      - Upholding the sense of right and wrong.
- Academic Pursuit - Excelling in the development of knowledge, skill and wisdom.
- Physical Fitness      - Making the students healthy and mentally alert.
- Integrated growth, leading to the holistic grooming.
- Social Orientation - Creating humane and philanthropic awareness.



## *St. Chavara*



### **CHAMPION AND FOUNDER OF EDUCATION**

#### **Students' Prayer of St. Chavara**

Most loving God, you are the source and fullness of all wisdom. We thank you for giving us a bright and powerful mind. Fill our minds with your light. Increase our memory power. Give us concentration in our studies. Lord, help us to organise our ideas systematically when we sit for our exams. Give us calmness of mind to overcome any fear or depression whenever we encounter any difficult problem. Be with us, O Lord, encouraging us to face any negative situation with courage and confidence. Let your divine presence in us inspire and strengthen us to bring out the best from our studies and exams.

Lord, enlighten our minds to develop all our talents for your glory and for the service of our fellow beings. Let our lives become shining lights for others.

Lord, bless our dear parents, brothers, sisters, teachers and friends. O loving God, help us to be successful in our studies and come out with flying colours in our exams.

**St. Chavara, friend of students, pray for us.**



## CARMEL ACADEMY ANTHEM

Carmel Academy, Alma Mater  
Under your banner, we gather  
To sing your praises and glory  
To walk in virtues of Truth and Love.

***Mother Carmel, help in our pursuits  
To learn, to groom, to grow***

Guide us Alma Mater,  
Down the aisles of Carmel  
Direct our steps in your ways  
Heal us of fear and envy.

***Mother Carmel, help in our pursuits  
To learn, to groom, to grow***

Carmel Academy, Alma Mater  
We your children united  
Strive to guard your honour,  
To bear thy name with pride and bliss.

***Mother Carmel, help in our pursuits  
To learn, to groom, to grow***

Lyrics by

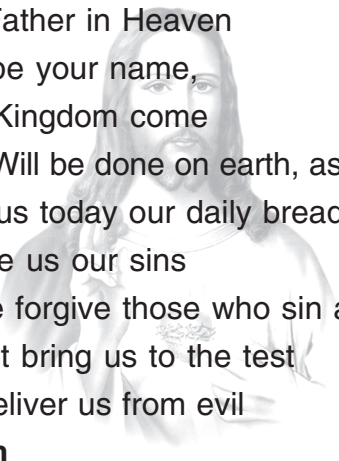
**Prof. Sheela Mathews**

(Former Academic Administrator)





## THE LORD'S PRAYER



Our Father in Heaven  
holy be your name,  
your Kingdom come  
your Will be done on earth, as it is in heaven.  
Give us today 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**

## HAIL MARY....

Hail Mary full of Grace, the Lord is with you:  
Blessed are you among women,  
And Blessed is the fruit of your womb Jesus.  
Holy Mary, Mother of God, pray for us sinners,  
Now and at the hour of our death.  
Amen  
**Glory be to the** Father, and to the Son and the  
Holy Spirit.  
As it was in the beginning, is now, and ever  
shall be, world without end. **Amen**



## **ASSEMBLY PRAYER SONGS**

### **I JUST KEEP TRUSTING**

I just keep trusting my Lord, As I walk along  
I just keep trusting my Lord, and he gives me a song,  
Tho' the storm clouds darken the sky  
Over the heavenly trail  
I just keep trusting my Lord, He will never fail.  
He's a faithful friend (2) such a faithful friend (2)  
I can count on Him (2) to the very end (2)

### **WELCOME HOLY SPIRIT**

Welcome Holy Spirit  
We are in your presence  
Fill us with your power  
Live inside of me  
You are the living water  
Never drying fountain  
Comforter and Counsellor  
Take complete control

### **MY LIFE IS IN YOU LORD**

My life is in you lord  
My strength is in you lord  
My hope is in you lord  
In you, it's in you  
I'll praise you with all of my life  
I'll praise you with all of my strength  
With all of my life  
With all of my strength  
All of my hope.



## LIGHT OF THE WORLD

Light of the world  
 You stepped down into darkness  
 Open my eyes, Let me see  
 Beauty that made this heart adore you  
 Hope of a life spent with you

Here I'm to worship  
 Here I'm to bow down  
 Here I'm to say that you are my God  
 You're altogether lovely  
 Altogether worthy  
 Altogether wonderful to me

## MY JESUS MY SAVIOUR

My Jesus, My Saviour  
 Lord there is none like you  
 All my days, I want to praise  
 The wonders of your mighty love  
 My comfort, my shelter,  
 Tower of refuge and strength  
 Let every breath all that I am  
 Never cease to worship you  
 Shout to the lord all the earth let us sing  
 Power and majesty, praise to the king  
 Mountain bow down and the seas will roar  
 At the sound of your name  
 I sing for joy at the work of your hands  
 Forever will love you, forever will stand (2)  
 Nothing compares to the promise I have in you.



## SHOWERS OF BLESSING

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

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 now and honour Thy word.

There shall be showers of blessing,  
Oh that today, they might fall,  
Now as to God we are confessing  
Now as on Father we call...

## JESUS, LAMB OF GOD

Jesus, Lamb of God  
Worthy is Your name  
Jesus, Lamb of God  
Worthy is your name

You are my strength when I am weak  
You are the treasure that I seek  
You are my all in all  
Seeking You as a precious jewel  
Lord, to give up I'd be a fool  
You are my all in all

Taking my sin, my cross, my shame  
Rising again I bless Your name  
You are my all in all  
When I fall down You pick me up

When I am dry you fill my cup  
You are my all in all.



## OM JAGADEESWARA

Om Jagadeeswara sadaapi chinmaya

Jagadeeswara vande (2)

Om paripoojita paraaparaatma(2)

Anavaratam vande (3)

## हम को मन की शक्ति देना

हम को मन की शक्ति देना

मन विजय करे...

दूसरों की जय से पहले

खुद की जय करें

हमको मन की शक्ति देना

भेद-भाव अपने दिल से साफ कर सकें

झूठ से बचे रहें, सच का दम भरें...

दूसरों की जय से पहले

खुद की जय करें

## आजा मेरे प्रभु

आजा मेरे प्रभु

मेरे दिल में मेरे तन में

आजा प्रभु

तू आकर मुझको चंगा कर दें

मेरे हृदय को साफ कर दें

तू ही प्रभु मुक्तिदाता (२)

मुझ पर दया करो।



## ॐ जय जगदीश

ॐ जय जगदीश हरे  
 स्वामी जय जगदीश हरे  
 भक्त जनों के संकट  
 दास जनों के संकट  
 क्षण में दूर करें  
 ॐ जय जगदीश हरे

### നിത്യമാം പ്രകാശമേ

നിത്യമാം പ്രകാശമേ നയിക്കുകെന്ന നീ  
 ചുറ്റിലുമിരുൾ പരന്നിടുന്ന വേളയിൽ  
 അന്ധകാരപൂർണ്ണമായ രാത്രിയാണു പോൽ  
 എൻ ഗൃഹത്തിൽ നിന്നുമേറെ ദൂരെയാണു ഞാൻ  
 നീ നയിക്കുക, സാദരം വിഭോ  
 നിൻ പ്രകാശധാര തുകി നീ നയിക്കുക

ഏറെ ദൂരെയുള്ള നല്ല കാഴ്ച കാണുവാൻ  
 അല്ലയെന്റെ അർത്ഥനകൾ നിൻ വരത്തിനായ്  
 എന്റെ പാദമൊന്നു നീ നയിക്കിലത്രയും  
 എന്റെ മാർഗ്ഗദീപമേ എനിക്ക് തൃപ്തിയായി  
 നിൻ പ്രകാശധാര തുകി  
 നീ നയിക്കുക നീ നയിക്കുക

### PRAYER BEFORE CLASS

Lord, we ask for your wisdom and guidance as we begin this class.  
 Help us to be mindful and respectful.

### PRAYER BEFORE LUNCH

Bless us, O Lord / and these your gifts / which we are about to  
 receive/ from Your bounty. Amen.

### PRAYER AFTER CLASS

God / we thank you for helping us this day / Help us remember / all  
 that we have learnt today. Be with us / on our journey back home.



## 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 my parents, / teachers / and all elders / respect / and treat everyone / with courtesy.

To my country / and my people, / I pledge / my devotion. / In their well-being / and prosperity alone, / lies my happiness.

## प्रतिज्ञा

भारत मेरा देश है। हम सब भारतवासी भाई बहन हैं।

मुझे अपना देश प्राणों से भी प्यारा है। इसकी समृद्धि और विविध संस्कृति पर मुझे गर्व है।

मैं इसका सुयोग्य अधिकारी बनने का सदा प्रयत्न करता रहूँगा। मैं अपने माता-पिता, शिक्षकों एवं गुरुजनों का सदा आदर करूँगा और सबके साथ शिष्टता का व्यवहार करूँगा।

मैं अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करता हूँ। उनके कल्याण और समृद्धि में ही मेरा सुख निहित है। जय हिंद

## പ്രതിജ്ഞ

ഇന്ത്യ എന്റെ രാജ്യമാണ്. എല്ലാ ഇന്ത്യാക്കാരും എന്റെ സഹോദരീ സഹോദരന്മാരാണ്.

ഞാൻ എന്റെ രാജ്യത്തെ സ്നേഹിക്കുന്നു. സമ്പൂർണ്ണവും വൈവിധ്യപൂർണ്ണവുമായ അതിന്റെ പാരമ്പര്യത്തിൽ ഞാൻ അഭിമാനം കൊള്ളുന്നു.

ഞാൻ എന്റെ രാജ്യത്തിന്റേയും എന്റെ നാട്ടുകാരുടേയും ക്ഷേമത്തിനും ഐശ്വര്യത്തിനും വേണ്ടി പ്രയത്നിക്കും.



## NATIONAL ANTHEM

Jana gana mana adhinayaka jayahe  
Bharatha bhagya Vidhata  
Punjab Sindh Gujarata Marata  
Dravida Utkala Vanga  
Vindhya Himachala Yamuna Ganga  
Ucchala Jaladhi taranga  
Tava shubha name jage  
Tava shubha asisha mage  
Gahe tava jaya gatha  
Jana gana mangala dayaka jayahe  
Bharatha bhagya vidhata  
Jaya he, jaya he, jaya he,  
Jaya, jaya, jaya jaya he.

### The following is from Tagore's own translation:-

"Thou art the ruler of the minds of all people, Dispenser of India's destiny. Thy name rouses the hearts of Punjab, Sindh, Gujarat and Maratha, Of the Dravid and Orissa and Bengal; It echoes in the hills of the Vindhyas and the Himalayas, mingles in the music of Yamuna and Ganges and is chanted by the waves of the Indian Ocean. They pray for thy blessings and sing thy praise. The saving of all people waits in thy hand, Thou dispenser of India's destiny. Victory, Victory, Victory to thee!"





## GENERAL INFORMATION

### ADMISSION

Carmel is a co-educational institution and admission is open to all good and earnest students, irrespective of caste and creed. Admission will be granted only after appropriate oral and written tests and is subjected to age limit norms.

1. The principal has the absolute right to admit/deny admission. The decision of the principal shall be final and binding on the parents.
2. A child who joins fresh should submit the original birth certificate from the relevant Government Panchayath/Municipal authority in support of the date of birth entered in the registration form.
3. Pupils seeking admission from another school will be admitted only when a Transfer Certificate from the school he/she has attended, is produced.
4. Students coming from schools outside Kerala should produce the TC countersigned by the Educational Officer of the area in that state from where he/she comes.
5. Students coming from schools outside India should produce the TC countersigned by the Indian Embassy from where he/ she comes.

### METHOD OF STUDY

The number of students in each class is restricted, in order to give each one maximum individual attention. This helps the students to carry out their major part of study in the classroom itself with the help of teachers and thereby reducing the quantum of work carried home. Activity - Oriented method is adopted at the Kindergarten level. We give emphasis to deeper formation of character and development of personality of students. A study / homework / activity timetable must be drawn up by the child with the assistance of the class teachers and the parents. At the Kindergarten level, the respective class teachers make a study timetable for the child. The variety in teaching/learning methods at Carmel Academy is geared to meet different learning styles of learners. We apply methods of active learning such as discussions, quizzes, collaborative learning and curriculum-based project work to stimulate higher order of thinking skills. A variety of reading and writing strategies are also made use of.



## UNIFORM

- ◆ **The school uniform is compulsory for all the students on all school days and during official school functions unless indicated. Parents are requested to ensure that their ward comes to school in the correct and complete uniform. Otherwise, strict disciplinary action will be taken and also a fine will be levied.**
- ◆ Clothes must be clean and ironed, and shoes must be polished.
- ◆ Jewellery and gold ornaments are not permitted. Girls may wear simple ear-studs only.
- ◆ Only students of Grade V and above, are allowed to use watches. **Kindly avoid fancy watches.**
- ◆ **Girls with long hair should wear it in two plaits. Avoid fancy hair clips, hairbands, bindis, stylish haircuts etc. Boys should have only ordinary hair cut. Any other stylish hair cuts will be fined heavily.**
- ◆ Only **BLACK** hairbands, hairclips and rubber bands are to be used. No other colour is permitted.
- ◆ No special hair cuts are allowed for boys.

### UNIFORM - REGULAR (BOYS)

Class	Monday, Tuesday & Friday
KG 1 & 2	Dark Blue Shorts, Pink Checked Shirt, Tie, Belt, Socks and Black Shoe.
Grade 1, 2, 3, 4, 5	Dark Blue Pants, Pink Checked Shirt, Tie, Belt, Socks and Black Shoe.
Grade 6,7,8,9,10,11,12	Dark Blue Pants, Blue Checked Shirt, Tie, Belt, Socks and Black Shoe.

### UNIFORM - Regular (girls)

Class	Monday, Tuesday & Friday
KG 1 to Grade 5	Dark Blue Pinafore, Pink Checked Shirt, Tie, Belt, Socks and Black Shoe.
Grade 6,7,8,9,10,11,12	Dark Blue Pants & waistcoat, Blue Checked Shirt, Tie, Belt, Socks and Black Shoe.

### UNIFORM - Special on Wednesday

KG 1 & 2 (Boys)	Red T-Shirt, Grey coloured Shorts, Belt, Socks & Black Shoe.
Grade 1,2,3,4,5 (Boys)	Red T-Shirt, Grey coloured Pants, Belt, Socks & Black Shoe.
Grade 6,7,8,9,10,11,12 (Boys)	Red & White stripes T-Shirt, Grey coloured Pants, Belt, Socks & Black Shoe.
KG to Grade 5 (Girls)	Red T-Shirt, Grey coloured Pinafore, Belt, Socks & Black Shoe.
Grade 6,7,8,9,10,11,12 (Girls)	Red & White stripes T-Shirt, Grey coloured Pants & Waist coat , Belt, Socks & Black Shoe.



## UNIFORM - Pre K G

### Monday & Wednesday

Boys : Blue Check Shirt, Blue trousers  
Girls : Blue Check Shirt, Blue Pinafore

### Tuesday & Friday

Boys : Pink T-Shirt, Blue trousers  
Girls : Pink T-Shirt, Blue Pinafore

### Thursday

Boys & Girls : Jersey and black bottom  
(On all days black sandals are compulsory)

## SPORTS UNIFORM

Students will be provided with a track suit according to the houses they belong to. All the **Pre - K.G., K.G., L.P., Middle School, H.S.& ISC students** have to wear that sports uniform on all **Thursdays**.

## SOCKS

Class	MONDAY, TUESDAY, THURSDAY & FRIDAY
Pre KG	.....
KG 1 to Grade V	Dark Blue with pink stripes
Grade VI to XII	Dark Blue with white stripes
WEDNESDAY	
Pre KG	.....
KG 1 to Grade 12	Grey (with Red stripes)

- Note:**
- ❖ Students are not allowed to wear any other coloured socks, other than, those mentioned above.
  - ❖ If there is class on Saturday, Students should follow the Wednesday's uniform pattern

## ATTENDANCE

Regular attendance in the class is expected from all the pupils. Any irregularity in this regard or absence without prior permission will adversely affect the evaluation of the concerned pupil and may involve disciplinary action.

**Attendance on the date of opening and closing of school is compulsory. Students with full attendance will be rewarded.**



## SCHOOL FEES

Fee shall be received in three installments at the Carmel Academy **School office from 9.30 a.m. to 12.00 p.m. and 1.00 p.m.** The first instalment is to be paid at the time of admission (June). The second instalment is due in October and last instalment in January. The fees should be paid between 2nd and 10th working day of the month without fine and the last two working days with a fine of Rs. 25/-. All fees paid thereafter, will attract a surcharge of Rs. 100/- per term.

- If the fee not paid as per the given date, the promotion to the next class will be withheld.
- Fees once paid will not be refunded.

## EVALUATION

There will be two mid-term evaluations or equivalent assessments, besides the terminal evaluations in the course of the year. Reports of all evaluations will be given to the parents appropriately.

Students found guilty of any malpractice will be subjected to stern disciplinary action.

A Best Performer Award is given to a child, based on child's involvement in academic, non-academic activities, in maintaining discipline and having exemplary character.

## PROMOTIONS

Promotion is based on the cumulative performance level of the work done during the year. continuous assessment will be done on classwork, homework, projects, worksheets and tests.

Promotion will be based on the whole year's work, on regular attendance, on the overall development, assignments and the assessments conducted throughout the year.

With regard to promotion, the decision of the school authorities will be final.

**All are expected to do their work punctually and dutifully.**



## GRADES

Range of Marks			Grades	Remarks
Out of 25	Out of 50	Out of 80		
22.5 - 25	45 - 50	72 - 80	A+	Outstanding
20 - 22	40 - 44	64 - 71	A	Excellent
17.5 - 19.5	35 - 39	56 - 63	B+	Very Good
15 - 17	30 - 34	48 - 55	B	Good
12.5 - 14.5	25 - 29	40 - 47	C+	Above Average
10 - 12	20 - 24	32 - 39	C	Average
Below 10	Below 20	Below 32	D	Below Average

## OPEN HOUSE PROGRAMME

After monthly evaluation, an Open House Programme will be arranged to facilitate the parents to get a first hand information about the performance/short coming of their children. Parents are to meet the teachers with their son/daughter at the scheduled time.

## PARENT-TEACHER-WELL WISHERS' ASSOCIATION

The PTWA Association aims primarily at ensuring effective co-operation among all concerned i.e. the Management, Staff, Parents and benefactors of the school, eventually involving in the developmental activities of the school.

Apart from the P.T.W.A., Mother P.T.A. has also been formed for the developmental activities of the child.



## FACILITIES PROVIDED

1. **Computer :-** The school has made adequate arrangements to impart basic education in computer application with the help of professionals in the respective field.
2. **Library :-** The school has a well equipped library with a complete collection of latest Encyclopaedia. Students are encouraged to use the library facility extensively both for reference and home reading.
3. **Science Laboratories:-** The school maintains well-equipped separate laboratories for Physics, Chemistry, Botany and Zoology.
4. **Children's Amusement Park:-** This is a special facility provided for Kindergarten children to make their first learning experiences in the school, pleasant and memorable.
5. **Training in Games and Athletics:-** Vacation camps and after-class coaching are arranged with the help of professionals to develop skills and talents of our students in various games.
6. **Talent Scan Programmes:-** Weekly Special Coaching is given to the students to develop their innate talents. Students get opportunity to choose one item from a variety of options like use of Musical Instruments, Classical Dance, Aerobics, Yoga, Flower Making, Drawing, Painting, Roller Skating, Karate, Abacus etc.
7. **Stadium :-** The school possesses one of the finest stadiums in the state, of international standards with 8 lane 400 m track. The track encloses a fine football ground and it is attached with a magnificent pavilion. These infrastructural facilities are not only utilised by our students, but also kept open to the general public for useful purposes.
8. **Home Theatre:-** The school has to its credit, a fully air-conditioned home theatre and LCD projection. This facility is used to teach especially English language and science subjects.
9. **Digital Classrooms:-** Interactive whiteboard-installed classrooms have been set-up to make teaching and learning, competitive and interesting.
10. **Clubs:-** To encourage the interests of the students in different fields, clubs like Nature Club, Science Club, Mathematics Club,



Philately Club and Literary Club are organized. Students are encouraged to enrol themselves in any one of them, according to their interest.

11. **Conveyance:-** For the convenience of the pupils, the school operates buses. Children will be picked up and dropped at prefixed points.
12. **Special Training:-** The talented pupils are trained by professionals on the first and third Saturdays.
13. **Language Lab:-** The English Language Lab facility is arranged to instil a new perception to understand English Language with correct sounds, stress, intonation and the pause patterns in an authentic way.
14. **German Language Class:-** The school has arranged a special coaching on German language on select Saturdays by well-trained German tutors.

## GENERAL RULES AND REGULATIONS

All efforts made by the school authorities with regard to education and formation of the students can bear fruit, only with the co-operation of the parents. Hence the parents should ensure that

- (a) Children attend school in the prescribed uniform with the required books.
- (b) Children get enough time at home for self study and assignments.

**A good deal of information is passed through the handbook and therefore parents are advised to check the diary everyday.**

1. All the students are expected to speak English during school hours with a view to promote excellent communicative skills in English.
2. Students must bring the school handbook to school everyday.
3. The full school uniform with the identity card must be worn everyday. A student without proper uniform will not be allowed to take part in the school activities.
4. Scribbling on walls and furniture is strictly prohibited.



5. During the school hours, students are not allowed to use the school telephone and neither are they allowed to be called to answer phone calls. However, in case of illness the school authorities will call the parent.
6. Electronic items like mobile phones, smart watches, pendrive, CD etc are strictly forbidden.
7. Books such as magazines, comics etc. should not be brought to the school. No article liable to be a source of disturbance should be brought to school.
8. Bad behaviour and use of offensive language will be severely dealt with.
9. Students must maintain silence in the school. They must maintain discipline when moving from one class to another. They should move in a single line only.
10. No student will be excused from physical education without a Doctor's Certificate.
11. Students are not allowed to give presents to the teachers or staff of the school.
12. Students on their birthday they are allowed to wear a dress other than the school uniform and voluntarily donate a book/informative CDs to the school library, to inculcate the habit of reading and sharing.
13. Students should take care of their belongings, especially money. School is not responsible for the loss of such things.
14. Students should be regular, courteous, well-behaved, disciplined and clean in their dress and habits.
15. A student who is persistently found to be insubordinate, wilfully mischievous, and guilty of misconduct or has unwholesome influence on fellow students, is liable to be expelled from the school.
16. A student is responsible to the school, not only for his/her behaviour in the school, but also for his/her general behaviour outside.





17. During the absence of the teacher, the Class Prefect or Leader will be responsible for the order and discipline of the class.
18. Students are expected to keep the school premises clean and protect school property from damage.
19. All students must be regular and punctual. Every student should reach the school before the first bell which is at 8.50 a.m.
20. No student shall be permitted to go home during the school hours without the written request by the parent/guardian in the prescribed form and the permission of the principal.
21. Habitual negligence in work, disobedience and acts of misconduct will invite severe disciplinary action including expulsion.
22. Any damage caused to the property of the school will have to be made good.
23. Any student found using foul language or caught fighting will be dismissed from the school.
24. Children suffering from contagious diseases will not be allowed to attend the class.
25. Assignment should be done regularly and carefully and submitted at the appointed time.
26. Pupils of one class are not allowed to enter other class rooms.
27. Playing in classrooms and corridors is strictly prohibited.
28. When passing along the corridors during the class hours, students shall maintain silence.
29. Every pupil shall endeavour to keep up the high standard and prestige of the school by excelling in studies, good manners and other school activities.
30. Pupils who are absent for five consecutive days without obtaining leave of absence and fee defaulters will have their names removed from the rolls. Refer 'School Fees' for further details.
31. Cycles and other vehicles parked in the school premises are at the owner's risk.



32. Pupils absent from examinations without genuine reason will be considered as failed. **There is no provision for re-examination of the missed tests.**
33. Attendance during official school function like the School Annual Day, Sports etc., is compulsory.
34. Students are to obtain prior sanction in the prescribed form before availing leave.
35. Students absenting themselves in emergency situations are required to submit 'Leave Application Form', the very next day. In case, a student happens to be absent for 2 days in one and the same month, the parent has to report to the principal's office and explain the reason. If a student cannot attend classes due to hospitalization, the matter should be reported to the principal's office immediately and a certificate from the doctor concerned should be produced on the first day to school after recovery.
36. Every student is to make a choice, with the consent of parents in one item in sports, games or cultural activities as a part of the Talent Scan programme. Parents are advised to ensure the participation of their sons/daughters in the select item.
37. The receipt issued from the office on payment of school fees, bus charges etc. should be produced whenever asked for.
38. The Management, Principal and staff will not be held responsible in any way for any accident or mishap that may occur to the students in the school premises while bringing the students to the school or taking them back by bus. Sick students should not be sent to the school.
39. Parents or guardians will not be allowed to visit their children during class time. In emergency they should report to the Principal. They can meet the teachers only during the visiting hours.
40. No school business will be transacted on holidays and at the residence.



41. All students are expected to participate in the study tour programmes and picnics arranged by the school.
42. Leave application should be written in the model of the leave proforma given in this handbook.
43. The school has arranged Group Insurance for all the students. For details and procedure, parents can contact the school office.
44. Change in the address or telephone number of parents or guardians must be intimated to the school in writing and without delay.
45. Fine of any kind or collection or sale for any purpose, whatsoever requires the prior sanction of the Principal.
46. Students should greet one another, the visitors and the teachers of the school when they meet them.
47. Honesty is expected of every pupil. If a pupil finds something which does not belong to him/her, he/she should inform the Principal of the articles found and leave the same in the office. Pupils who lose the articles may also enquire about them in the office.
48. Punctuality is the key to success. Late comers should meet the Principal and their names must be entered in the late coming record.
49. Girls are not allowed to wear second stud and if found so, strict action will be taken.

## A SPECIAL NOTE TO PARENTS

- i. Parents are requested to bear in mind that the school attaches great importance to building a sound character in students. They are expected to co-operate with the school authorities by making their children understand that a well-ordered and disciplined way of life is as important at home as in school. Parents should supervise their lessons, and take an active interest in the activities of the ward.



- ii. The purpose of discipline is not to punish but to teach children how to behave in socially acceptable ways, and how to cope with natural emotions like anger, frustration and jealousy.
- ii. A child feels wanted when parents hug him/her and say they love him/her.
- iii. An important part of development of the child's self confidence is to make him/her feel accepted at all times.
- iv. Even if a child has not shown much skill, praise the effort made. Appreciation helps the child to try further.
- v. Instead of using threats to deal with misbehaviour, suggest what he/she could do to behave in the appropriate way.
- vi. Parents help to develop independence in children where they let the child do a task on his/her own. You may give suggestions to the child while he/she does the project work/assignments etc., but never do it for him/her.
- vii. Dealing with children is a tough and demanding task. Children are sometimes easy to get along with, sometimes very difficult. When parents pay attention to children's feelings and help them to handle these feelings, they feel respected. This gives them a sense of self worth, which enables the child to deal with similar difficulties more effectively.



**Each student must have a copy of this handbook and bring the same to school daily. Parents and Guardians are informed, that occasional reports from the teachers are conveniently sent through these pages. Any memo sent from school has to be counter signed by parents.**



## INSTRUCTIONS TO THE STUDENT

1. Boys/Girls are not allowed to grow their nails.
2. Shirt buttons should not be kept open and the shirt to be tucked in properly, irrespective of the dress. Belts to be worn tightly and visibly.
3. Clothes must be clean and ironed, and shoes must be polished.
4. Wearing jewellery and gold ornaments will not be entertained. Girls may wear simple ear-studs only.
5. Girls are not allowed to wear second studs and if found so, strict action will be taken.
6. Girls with long hair should wear it in two plaits. Wear only black hair bands (if hair is short).
7. Girls are not allowed to wear off-shoulder dress, short and tight tops.
8. Only modest dress will be permitted in school.
9. Personal hygiene is to be maintained.
10. Colouring of hair or using hair gel is not permitted.
11. Hair style should be according to the norms of the school, Fringes and hair strands covering the forehead will not be permitted.
12. Designs, line arts, writing, patching, paintings or pictures on pants or shirts are not allowed.
13. Children are not allowed to bring and use mobile phone/any other electronic device in the campus. Items will not be returned if found.
14. Torn jeans and low waist pants are not permitted in the campus.
15. Alteration in stitching uniforms will not be allowed.
16. Using coloured contact lens is strictly prohibited.
17. Bringing/using of chewing gums, pan parag, alcohol, tobacco items, drugs, soft drinks and eatables etc to the school is strictly prohibited.
18. Tattooing is strictly prohibited.

WE AGREE TO ABIDE BY THE ABOVE INSTRUCTIONS.

Dated signature of the student.

Dated signature of the parents.



MEMO TO PARENTS

Date		Remarks & Signature of Parent
Date		
Date		
Date		



MEMO TO PARENTS

Date		Remarks & Signature of Parent
Date		
Date		
Date		



MEMO TO PARENTS

Date		Remarks & Signature of Parent
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MEMO TO PARENTS

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## MEMO TO PARENTS

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## MEMO TO PARENTS

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MEMO TO PARENTS

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*“Education is the most powerful weapon which you can use to change the world.”*

*-Nelson Mandela*



MEMO TO PARENTS

Date		Remarks & Signature of Parent
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MEMO TO PARENTS

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MEMO TO PARENTS

Date		Remarks & Signature of Parent
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PARENT - TEACHER COMMUNICATION

Date		Remarks & Signature of Teacher
Date		
Date		
Date		



PARENT - TEACHER COMMUNICATION

Date		Remarks & Signature of Teacher
Date		
Date		
Date		



PARENT - TEACHER COMMUNICATION

Date		Remarks & Signature of Teacher
Date		
Date		
Date		



PARENT - TEACHER COMMUNICATION

Date		Remarks & Signature of Teacher
Date		
Date		
Date		

ABSENCE AND LEAVE RECORD

Specimen signature of Father / Guardian.....

Specimen signature of Mother .....

Date/s of Absence	REASON (To be entered briefly)	Initial of Parents	Initial of Teacher	Initial of Principal



**ABSENCE AND LEAVE RECORD**

Date/s of Absence	REASON (To be entered briefly)	Initial of Parents	Initial of Teacher	Initial of Principal

Parents are requested to meet the principal


[illegible]



## HOME WORK

Date :	Subject	Assignment







## HOME WORK

Date :	Subject	Assignment



[illegible]

[illegible]



## HOME WORK

[illegible]

[illegible]

[illegible]



[illegible]



## HOME WORK

Date :	Subject	Assignment



[illegible]





## HOME WORK

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## HOME WORK

Date :	Subject	Assignment

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## HOME WORK

Date :	Subject	Assignment

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## HOME WORK

Date :	Subject	Assignment



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[illegible]





## HOME WORK

[illegible]

[illegible]



## LITTLE THINGS THAT

[illegible]

### BOOKS NOT BROUGHT TO CLASS

[illegible]



ASSIGNMENTS NOT DONE

Date	Subject	Initial of Teacher	Initial of Parent





ASSIGNMENTS NOT DONE

Date	Subject	Initial of Teacher	Initial of Parent



## CLASS / SUBJECT TEACHER'S REMARKS TO PARENTS

Date	Remarks & Signature	Signature of Parent	Signature of Principal



PRINCIPAL’S REMARKS TO PARENTS

Date	Remarks & Signature	Signature of Parent	Signature of Principal



PARENT’S / GUARDIAN’S REMARKS

Date	Remarks	Signature of Parent	Signature of Teacher



**CARMEL ACADEMY**  
**(CMI SCHOOL)**  
**Chalakudy - 680 307**

**MEDICAL HISTORY FORM**  
**Academic Year : .....**

**QUESTIONNAIRE FOR THE PARENTS**

Name of the Student : .....

Class : ..... Div: .....

1.	Does the child have history of Febrile Seizure, Convulsion because of fever?	Y / N
2.	Does the child have history of vomiting during travel?	Y / N
3.	History of known allergies ?	Y / N
4.	History of asthma ?	Y / N
5.	History of Tuberculosis - child/contact of parent / others ?	Y / N
6.	History of any regular medication? (Mention if any?)	Y / N
7.	Blood Pressure?	Y / N
8.	Any more information by the parent?	Y / N

**\* Parents are requested to fill up the page.**



## GENERAL HEALTH CHECK-UP

Parents must get this check-up done between June 2025 to November 2025 by their child's pediatrician / family physician / medical practitioner and to be submitted to the class teacher on / before December 2025.

Mast. / Miss. ....  
of Std ..... Div..... was given a general check-up  
Height ..... cms. Weight ..... kgs.  
Blood Group .....

Chest Measurement : (i) Normal ..... cms  
(ii) On deep breathing ..... cms

General Examination .....  
.....  
.....

You are requested to consult a specialist for your child whose  
problem is .....  
.....  
.....

Date .....

Doctor's Signature.....

(Seal)



# ACADEMIC CALENDAR 2025 - 2026



JUNE

1	<b>Sunday</b>	<b>Holiday</b>	
2	Monday		School Re-opening Praveshanotsavam
3	Tuesday		
4	Wednesday		
5	Thursday		World Environment Day
6	<b>Friday</b>	<b>Holiday</b>	<b>Bakrid</b>
7	<b>Saturday</b>	<b>Holiday</b>	
8	<b>Sunday</b>	<b>Holiday</b>	
9	Monday		First Mid-Term Exam (Gr. 10 & ISC 2) Holy Mass
10	Tuesday		
11	Wednesday		KG Vidyarambham
12	Thursday		
13	Friday		
14	<b>Saturday</b>	<b>Holiday</b>	Convocation Ceremony (Gr. 10 & ISC 2)
15	<b>Sunday</b>	<b>Holiday</b>	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		Reading Day
20	Friday		Field Trip (Gr. 1)
21	<b>Saturday</b>	<b>Holiday</b>	
22	<b>Sunday</b>	<b>Holiday</b>	
23	Monday		Yoga Day Observation
24	Tuesday		
25	Wednesday		
26	Thursday		Anti Drug Day Observation
27	Friday		Ragalaya - Arts Fest
28	<b>Saturday</b>	<b>Holiday</b>	PTWA General Body Meeting
29	<b>Sunday</b>	<b>Holiday</b>	
30	Monday		Field Trip (Gr. 2) Monthly Staff Meeting

**ACADEMIC CALENDAR 2025 - 2026****JULY**

1	Tuesday		Holy Mass
2	Wednesday		
3	<b>Thursday</b>	<b>Holiday</b>	<b>St. Thomas Day</b>
4	Friday		First Mid-Term Exam (Gr. 1 to Gr. 9 & ISC 1)
5	<b>Saturday</b>	<b>Holiday</b>	
6	<b>Sunday</b>	<b>Holiday</b>	
7	Monday		
8	Tuesday		
9	Wednesday		Investiture Ceremony
10	Thursday		
11	Friday		Field Trip (Gr. 3)
12	<b>Saturday</b>	<b>Holiday</b>	
13	<b>Sunday</b>	<b>Holiday</b>	
14	Monday		
15	Tuesday		
16	Wednesday		Carmel Day
17	Thursday		
18	Friday		First Term Exam (Gr. 10 & ISC 2)
19	<b>Saturday</b>	<b>Holiday</b>	
20	<b>Sunday</b>	<b>Holiday</b>	
21	Monday		
22	Tuesday		
23	Wednesday		
24	<b>Thursday</b>	<b>Holiday</b>	<b>Karkkidakavavu</b>
25	Friday		Field Trip (Gr. 4)
26	<b>Saturday</b>	<b>Holiday</b>	
27	<b>Sunday</b>	<b>Holiday</b>	
28	Monday		
29	Tuesday		
30	Wednesday		Carmel Fair
31	Thursday		Monthly Staff Meeting





# ACADEMIC CALENDAR 2025 - 2026



## AUGUST

1	Friday		
2	<b>Saturday</b>	<b>Holiday</b>	
3	<b>Sunday</b>	<b>Holiday</b>	
4	Monday		Holy Mass
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		First Term Exam (Gr. 1 to 9 & ISC 1)
9	<b>Saturday</b>	<b>Holiday</b>	
10	<b>Sunday</b>	<b>Holiday</b>	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	<b>Friday</b>	<b>Holiday</b>	<b>Independence Day</b>
16	<b>Saturday</b>	<b>Holiday</b>	
17	<b>Sunday</b>	<b>Holiday</b>	
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	<b>Saturday</b>	<b>Holiday</b>	
24	<b>Sunday</b>	<b>Holiday</b>	
25	Monday		
26	Tuesday		
27	Wednesday		
28	<b>Thursday</b>	<b>Holiday</b>	<b>Ayyan Kali Jayanthi</b>
29	Friday		Onam Celebration Monthly Staff Meeting
30	<b>Saturday</b>	<b>Holiday</b>	
31	<b>Sunday</b>	<b>Holiday</b>	

**ACADEMIC CALENDAR 2025 - 2026****SEPTEMBER**

1	<b>Monday</b>	<b>Holiday</b>	
2	<b>Tuesday</b>	<b>Holiday</b>	
3	<b>Wednesday</b>	<b>Holiday</b>	
4	<b>Thursday</b>	<b>Holiday</b>	
5	<b>Friday</b>	<b>Holiday</b>	<b>Thiruvonam</b>
6	<b>Saturday</b>	<b>Holiday</b>	
7	<b>Sunday</b>	<b>Holiday</b>	
8	Monday		<b>School re-opens for Second Term</b>
9	Tuesday		Holy Mass
10	Wednesday		Teachers' Day Celebration
11	Thursday		
12	Friday		Hindi Diwas Observation
13	<b>Saturday</b>	<b>Holiday</b>	
14	<b>Sunday</b>	<b>Holiday</b>	
15	Monday		
16	Tuesday		Second Term Exam (Gr. 10 & ISC 2)
17	Wednesday		
18	Thursday		
19	Friday		
20	<b>Saturday</b>	<b>Holiday</b>	
21	<b>Sunday</b>	<b>Holiday</b>	
22	Monday		Model 1 Exam (ISC 2)
23	Tuesday		
24	Wednesday		Field Trip (Gr. 7)
25	Thursday		
26	Friday		Bagless Day
27	<b>Saturday</b>	<b>Holiday</b>	
28	<b>Sunday</b>	<b>Holiday</b>	
29	Monday		
30	Tuesday		Monthly Staff Meeting



# ACADEMIC CALENDAR 2025 - 2026

**2025**
**OCTOBER**

1	<b>Wednesday</b>	<b>Holiday</b>	<b>Mahanavami</b>
2	<b>Thursday</b>	<b>Holiday</b>	<b>Gandhi Jayanthi/ Vijayadashami</b>
3	Friday		Cleanliness Day Observation
4	<b>Saturday</b>	<b>Holiday</b>	
5	<b>Sunday</b>	<b>Holiday</b>	
6	Monday		Manager's Day Observation
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		Exhibition
11	<b>Saturday</b>	<b>Holiday</b>	
12	<b>Sunday</b>	<b>Holiday</b>	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		Sports Day
18	<b>Saturday</b>	<b>Holiday</b>	
19	<b>Sunday</b>	<b>Holiday</b>	
20	<b>Monday</b>	<b>Holiday</b>	<b>Deepavali</b>
21	Tuesday		Second Mid-Term Exam (Gr. 1 to 9 & ISC 1)
22	Wednesday		
23	Thursday		
24	Friday		
25	<b>Saturday</b>	<b>Holiday</b>	
26	<b>Sunday</b>	<b>Holiday</b>	
27	Monday		
28	Tuesday		
29	Wednesday		Field Trip (Gr. 8)
30	Thursday		Monthly Staff Meeting
31	Friday		Study Tour (Gr. 6,7,8)

**ACADEMIC CALENDAR 2025 - 2026****NOVEMBER**

1	<b>Saturday</b>	<b>Holiday</b>	Kerala Piravi
2	<b>Sunday</b>	<b>Holiday</b>	
3	Monday		
4	Tuesday		Holy Mass
5	Wednesday		
6	Thursday		
7	Friday		
8	<b>Saturday</b>	<b>Holiday</b>	
9	<b>Sunday</b>	<b>Holiday</b>	
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		Kids' Fest
14	Friday		Annual Day
15	<b>Saturday</b>	<b>Holiday</b>	
16	<b>Sunday</b>	<b>Holiday</b>	
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		
21	Friday		
22	<b>Saturday</b>	<b>Holiday</b>	Staff Tour
23	<b>Sunday</b>	<b>Holiday</b>	
24	Monday		Model Exam (Gr. 10)
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		Monthly Staff Meeting
29	<b>Saturday</b>	<b>Holiday</b>	
30	<b>Sunday</b>	<b>Holiday</b>	



# ACADEMIC CALENDAR 2025 - 2026

**2025**  
**DECEMBER**

1	Monday		Model 2 Exam (ISC 2)
2	Tuesday		
3	Wednesday		
4	Thursday		Second Terminal Exam (Gr. 1 to 9 & ISC1)
5	Friday		
6	<b>Saturday</b>	<b>Holiday</b>	
7	<b>Sunday</b>	<b>Holiday</b>	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	<b>Saturday</b>	<b>Holiday</b>	
14	<b>Sunday</b>	<b>Holiday</b>	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		Christmas Celebration & School Closes for Christmas Holidays
20	<b>Saturday</b>	<b>Holiday</b>	
21	<b>Sunday</b>	<b>Holiday</b>	
22	<b>Monday</b>	<b>Holiday</b>	
23	<b>Tuesday</b>	<b>Holiday</b>	
24	<b>Wednesday</b>	<b>Holiday</b>	
25	<b>Thursday</b>	<b>Holiday</b>	Christmas
26	<b>Friday</b>	<b>Holiday</b>	
27	<b>Saturday</b>	<b>Holiday</b>	
28	<b>Sunday</b>	<b>Holiday</b>	
29	Monday		School re-opens for Third Term
30	Tuesday		
31	Wednesday		Monthly Staff Meeting

**ACADEMIC CALENDAR 2025 - 2026****JANUARY**

1	Thursday		
2	<b>Friday</b>	<b>Holiday</b>	<b>Mannam Jayanthi</b>
3	<b>Saturday</b>	<b>Holiday</b>	<b>Chavara Day</b>
4	<b>Sunday</b>	<b>Holiday</b>	
5	Monday		
6	Tuesday		Holy Mass
7	Wednesday		Pre Board Exam (Gr. 10)
8	Thursday		Annual Exam (Gr. 8 & 9)
9	Friday		
10	<b>Saturday</b>	<b>Holiday</b>	
11	<b>Sunday</b>	<b>Holiday</b>	
12	Monday		Field Trip (Gr. 5)
13	Tuesday		
14	Wednesday		Pre Board Exam (ISC 2)
15	Thursday		
16	Friday		
17	<b>Saturday</b>	<b>Holiday</b>	
18	<b>Sunday</b>	<b>Holiday</b>	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	<b>Saturday</b>	<b>Holiday</b>	
25	<b>Sunday</b>	<b>Holiday</b>	
26	<b>Monday</b>	<b>Holiday</b>	<b>Republic Day</b>
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		Monthly Staff Meeting
31	Saturday		Thanks Giving Ceremony (Gr. 10 & ISC 2)



# ACADEMIC CALENDAR 2025 - 2026



## FEBRUARY

1	<b>Sunday</b>	<b>Holiday</b>	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		Holy Mass
7	<b>Saturday</b>	<b>Holiday</b>	
8	<b>Sunday</b>	<b>Holiday</b>	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		Field Trip (Gr. 6)
14	<b>Saturday</b>	<b>Holiday</b>	
15	<b>Sunday</b>	<b>Holiday</b>	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	<b>Saturday</b>	<b>Holiday</b>	
22	<b>Sunday</b>	<b>Holiday</b>	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		Talent Scan Display
27	Friday		Monthly Staff Meeting
28	<b>Saturday</b>	<b>Holiday</b>	

**ACADEMIC CALENDAR 2025 - 2026****MARCH**

1	<b>Sunday</b>	<b>Holiday</b>	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	<b>Saturday</b>	<b>Holiday</b>	
8	<b>Sunday</b>	<b>Holiday</b>	
9	Monday		
10	Tuesday		
11	Wednesday		Annual Exam (Gr. 1 to 7)
12	Thursday		
13	Friday		
14	<b>Saturday</b>	<b>Holiday</b>	
15	<b>Sunday</b>	<b>Holiday</b>	
16	Monday		
17	Tuesday		
18	Wednesday		
19	Thursday		
20	Friday		
21	<b>Saturday</b>	<b>Holiday</b>	
22	<b>Sunday</b>	<b>Holiday</b>	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		School closes for summer vacation
28	<b>Saturday</b>	<b>Holiday</b>	
29	<b>Sunday</b>	<b>Holiday</b>	
30	Monday		
31	Tuesday		





# CALENDAR 2025-2026



DAY	JUNE					JULY					AUGUST				
SUN	1	8	15	22	29		6	13	20	27	31	3	10	17	24
MON	2	9	16	23	30		7	14	21	28		4	11	18	25
TUE	3	10	17	24		1	8	15	22	29		5	12	19	26
WED	4	11	18	25		2	9	16	23	30		6	13	20	27
THU	5	12	19	26		3	10	17	24	31		7	14	21	28
FRI	6	13	20	27		4	11	18	25		1	8	15	22	29
SAT	7	14	21	28		5	12	19	26		2	9	16	23	30

DAY	SEPTEMBER					OCTOBER					NOVEMBER				
SUN		7	14	21	28		5	12	19	26	30	2	9	16	23
MON	1	8	15	22	29		6	13	20	27		3	10	17	24
TUE	2	9	16	23	30		7	14	21	28		4	11	18	25
WED	3	10	17	24		1	8	15	22	29		5	12	19	26
THU	4	11	18	25		2	9	16	23	30		6	13	20	27
FRI	5	12	19	26		3	10	17	24	31		7	14	21	28
SAT	6	13	20	27		4	11	18	25		1	8	15	22	29

DAY	DECEMBER					JANUARY					FEBRUARY				
SUN		7	14	21	28		4	11	18	25	1	8	15	22	
MON	1	8	15	22	29		5	12	19	26	2	9	16	23	
TUE	2	9	16	23	30		6	13	20	27	3	10	17	24	
WED	3	10	17	24	31		7	14	21	28	4	11	18	25	
THU	4	11	18	25		1	8	15	22	29	5	12	19	26	
FRI	5	12	19	26		2	9	16	23	30	6	13	20	27	
SAT	6	13	20	27		3	10	17	24	31	7	14	21	28	

DAY	MARCH					APRIL					MAY				
SUN	1	8	15	22	29		5	12	19	26	31	3	10	17	24
MON	2	9	16	23	30		6	13	20	27		4	11	18	25
TUE	3	10	17	24	31		7	14	21	28		5	12	19	26
WED	4	11	18	25		1	8	15	22	29		6	13	20	27
THU	5	12	19	26		2	9	16	23	30		7	14	21	28
FRI	6	13	20	27		3	10	17	24		1	8	15	22	29
SAT	7	14	21	28		4	11	18	25		2	9	16	23	30



## MODEL OF LEAVE APPLICATION

Date .....

From

.....

F/o. ....

Class.....

.....

To

.....

.....

.....

Respected Father,

My son/daughter.....

studying in Std..... Div..... was on leave

from..... to..... due to (reason)

.....

.....

Kindly grant him/her leave of absence for the same.

Yours faithfully,

Parent/Guardian

Granted: Class Teacher .....

Principal .....

❖The above model should be followed by parents for submitting the leave application



## SCHOOL BUS FACILITY

**The following must be filled for students  
availing of the school bus facility only**

	<b>Pick up Address</b>	<b>Drop Address</b>
Bus # :	_____	_____
House Name :	_____	_____
Road :	_____	_____
Area / Locality :	_____	_____
City :	_____	_____
Tel. No. :	_____	_____
Mobile No. :	_____	_____

***Person to be contacted in an emergency :***

Name : \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

Tel No. \_\_\_\_\_ Mob. \_\_\_\_\_





# LIBRARY READING RECORD

Title	Acc. No.	Date of Issue	Date of Return	Initial of Librarian

LIBRARY READING RECORD

Title	Acc. No.	Date of Issue	Date of Return	Initial of Librarian



## A MODEL OF DAILY PROGRAMME

- |                        |  |
|------------------------|--|
| 5.00 a.m.              | - Rise   |
| 5.30 a.m. to 5.45 a.m. | - Prayer   |
| 5.45 a.m. to 7.30 a.m. | - Intensive Study  |
| 7.30 a.m. to 8.00 a.m. | - Break fast and getting acquainted with News Around the world (Newspaper Reading) |
| 8.00 a.m. to 8.15 a.m. | - Getting Ready and off to school  |
| 8.55 a.m. to 3.45 p.m. | - At School  |
| 4.30 p.m. - 6.00 p.m.  | - Play, Bath   |
| 6.00 p.m. - 8.00 p.m.  | - Study  |
| 8.00 p.m. - 8.30 p.m.  | - Prayer and Supper  |
| 9.00 p.m. - 9.30 p.m.  | - Doing Home work  |
| 9.30 p.m. - 10.00 p.m. | - To bed.  |

Study the above programme carefully and prepare your own programme in consultation with your guardian and write it down in the space provided on the next page.



## MY DAILY PROGRAMME

Time	Programme

Signature

Student.....

Guardian.....

Class Teacher.....

**(Please prepare a time table for your child)**



## *Chavara Suktas*

Sayings of Saint Kuriakose Elias Chavara  
to the Children



- 1) Children, you are God's gift in the hands of your parent.
- 2) The humble man is the greatest among men.
- 3) Regular reading of good books and meditating on them will illumine the mind.
- 4) Attain punctuality by means of a regular time table.
- 5) Take special care to keep modesty while you sit, walk or lie down.
- 6) Laziness fosters evil habits.
- 7) Since you belong to God, you have to give yourself back to God.
- 8) God decides your vocation and it is you to choose it.
- 9) Keeping bad books is like hiding fire in hay.
- 10) Trust your mother, God will hear the prayers of the mothers as yours.
- 11) The children who have love of God and fear of God will love and respect their parents.
- 12) Desire that others love you, and not that they fear you.
- 13) It is the duty of children to look after their parents.
- 14) Do not hate your own brethren.
- 15) Food is for the body, so is wisdom for the intellect.
- 16) You ought to love truth and justice.





## RECORD OF LATE COMING TO SCHOOL

Whenever a student comes late to the School it will be red marked by drawing a circle around that date. If there are three such marks in a month it will be marked absent.

	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
	1	1	1	1	1	1	1	1	1	1	1
	2	2	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4	4	4	4
	5	5	5	5	5	5	5	5	5	5	5
	6	6	6	6	6	6	6	6	6	6	6
	7	7	7	7	7	7	7	7	7	7	7
	8	8	8	8	8	8	8	8	8	8	8
	9	9	9	9	9	9	9	9	9	9	9
	10	10	10	10	10	10	10	10	10	10	10
	11	11	11	11	11	11	11	11	11	11	11
	12	12	12	12	12	12	12	12	12	12	12
	13	13	13	13	13	13	13	13	13	13	13
	14	14	14	14	14	14	14	14	14	14	14
	15	15	15	15	15	15	15	15	15	15	15
	16	16	16	16	16	16	16	16	16	16	16
	17	17	17	17	17	17	17	17	17	17	17
	18	18	18	18	18	18	18	18	18	18	18
	19	19	19	19	19	19	19	19	19	19	19
	20	20	20	20	20	20	20	20	20	20	20
	21	21	21	21	21	21	21	21	21	21	21
	22	22	22	22	22	22	22	22	22	22	22
	23	23	23	23	23	23	23	23	23	23	23
	24	24	24	24	24	24	24	24	24	24	24
	25	25	25	25	25	25	25	25	25	25	25
	26	26	26	26	26	26	26	26	26	26	26
	27	27	27	27	27	27	27	27	27	27	27
	28	28	28	28	28	28	28	28	28	28	28
	29	29	29	29	29	29	29	29	29		29
	30	30	30	30	30	30	30	30	30		30
	31		31	31		31		31	31		1
Teacher's Sign											
Parent's Sign											



## Programme of the year (2025 - 2026)

Month	Programme
June	<ol style="list-style-type: none"><li>1. Praveshanotsavam</li><li>2. Vidyarambham</li><li>3. World Environment Day</li><li>4. Convocation (Gr. X &amp; XII)</li><li>5. Reading Week</li><li>6. International Yoga Day</li><li>7. Anti Drug Day</li></ol>
July	<ol style="list-style-type: none"><li>1. Investiture Ceremony</li><li>2. Arts Day</li><li>3. Carmel Day</li></ol>
August	<ol style="list-style-type: none"><li>1. Independence Day</li><li>2. Sports Day</li></ol>
September	<ol style="list-style-type: none"><li>1. Teachers' Day</li><li>2. Onam Celebration</li><li>3. Hindi Diwas</li></ol>
October	<ol style="list-style-type: none"><li>1. Cleanliness Week</li><li>2. Manager's Day</li><li>3. Infozoom</li></ol>
November	<ol style="list-style-type: none"><li>1. Kerala Piravi Day</li><li>2. Kids Day/ Childrens' Day</li><li>3. Annual Day</li></ol>
December	<ol style="list-style-type: none"><li>1. Christmas Celebration</li></ol>
January	<ol style="list-style-type: none"><li>1. Chavara Day</li><li>2. Republic Day</li><li>3. Martyrs' Day</li></ol>
February	<ol style="list-style-type: none"><li>1. Parents'Day</li><li>2. Talent Scan Display</li></ol>
March	<ol style="list-style-type: none"><li>1. KG Convocation</li></ol>



## Pre KG Programmes 2025 - 2026

MONTH	PROGRAMME
June	• Nature Day (Green)
July	• Fruit Salad Day (Red)
August	• Independence Day • Onam
September	• Juicy Day (Yellow) • Young Buddies Talent Contest (Arts)
October	• Young Buddies Talent Contest (Sports)
November	• Kids Fest • Toy Exhibition
December	• Christmas
January	• Schmetterling King and Queen Competition • Family Rocking Beat
February	• Vegetable Day

## Pre KG Activities 2025 - 2026

MONTH	PROGRAMME
June	<ul style="list-style-type: none"> <li>• Scribbling Activity</li> <li>• Finger Printing</li> <li>• Colouring</li> <li>• Clay Activity</li> </ul>
July	<ul style="list-style-type: none"> <li>• Broomstick Activity</li> <li>• Buds Printing Activity</li> <li>• Egg Shell Craft</li> <li>• Clay Activity</li> </ul>



<b>August</b>	<ul style="list-style-type: none"><li>• Fork Printing</li><li>• Thumb Printing</li><li>• Letter Craft</li><li>• Cotton Work</li><li>• Clay Activity</li></ul>
<b>September</b>	<ul style="list-style-type: none"><li>• Button Work</li><li>• Sand Art</li><li>• Matchstick Craft</li><li>• Bindi Work</li><li>• Clay Activity</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• Shell Craft</li><li>• Paper Bits Work</li><li>• Thread Activity</li><li>• Clay Activity</li></ul>
<b>November</b>	<ul style="list-style-type: none"><li>• Crumbling Activity</li><li>• Quilling Paper Art</li><li>• Pista Shell Activity</li><li>• Clay Activity</li></ul>
<b>December</b>	<ul style="list-style-type: none"><li>• Shell and Sequence Craft</li><li>• Pearl Craft</li><li>• Pencil Shower Work</li><li>• Clay Activity</li></ul>
<b>January</b>	<ul style="list-style-type: none"><li>• Cut and Paste Activity</li><li>• Crumbling Craft</li><li>• Pulses Activity</li><li>• Clay Activity</li></ul>
<b>February</b>	<ul style="list-style-type: none"><li>• Origami Paper Art</li><li>• Trash Art</li><li>• Clay Activity</li></ul>



## KG Celebrations (2025 - 2026)

Month	Celebration
June	Mother Earth Day (Eco Day)
July	Yoga Day Carmel Day
August	Independence Day Arts Fest Onam
September	Cartoon Day
October	Sports Day Exhibition
November	Kids' Fest
December	Christmas
January	Picnic Day Republic Day & Chavara Day
February	Grandparents Day Spice Up Day (Thanks Giving)
March	Convocation



# CARMEL ACADEMY

(CMI SCHOOL)

CHALAKUDY - 680 307

## DECLARATION

To

The Principal,  
Carmel Academy, Chalakudy.

Sir,

I have read all the rules of the school as contained in the School Diary and I agree to abide by them and the decisions taken by the school authorities from time to time.

### Signature of Parent / Guardian

1. Name of the pupil : .....
2. Standard : ..... Division .....
3. Admission Number : ..... Roll No. ....
4. Date of Birth : .....
5. Religion : .....
6. Caste : .....
7. Blood group : .....
8. Aadhaar No. : .....
9. Identification Mark 1 : .....
10. Identification Mark 2 : .....
11. Name of Father/Guardian : .....
12. Name of Mother : .....
13. Name of Brothers / Sisters studying in this school, if any
  - i. ....
  - ii. ....
  - iii. ....
14. Address of Parent / Guardian  
.....  
.....  
.....  
Ph : .....(Res).....(Off)  
Mobile : .....E-mail.....
15. Occupation : .....

N.B: This form must be filled up carefully and sent to the school for office record.

