

"Touch the stone where the success begins"

# VIAAN INTERNATIONAL SCHOOL

Recognised Senior Secondary School  
(AFFILIATED TO C.B.S.E)

B-Block Preet Vihar, Delhi-110092

Tel : 011-22443127, 43051619

Email : [viaaninternationalschool23@gmail.com](mailto:viaaninternationalschool23@gmail.com)



## STUDENT'S ALMANAC 2024-25

NAME : \_\_\_\_\_

CLASS : \_\_\_\_\_ SECTION : \_\_\_\_\_ ROLL NO. : \_\_\_\_\_

CLASS TEACHER : \_\_\_\_\_ HOUSE : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

MOBILE No. (F) : \_\_\_\_\_ MOBILE No. (M) : \_\_\_\_\_

STUDENTS AADHAR No. : \_\_\_\_\_ ADM. NO. : \_\_\_\_\_

**Note:** This diary is to be brought to the school everyday. Any change in address or telephone number should be notified to the school Administrative Office and update in the almanac simultaneously.

## Mr. Kewal Krishan Mutneja

Founder of

## VIAAN INTERNATIONAL SCHOOL

### A GREAT VISIONARY

At Viaan International School, Delhi. We strive for excellence with sincerity of purpose, independence of thoughts and action of our children and developing sensitivity to others well beings and feelings.

Our school is an example of what leadership with vision, commitments and discipline can achieve. Looking back our journey in serving the cause of education, since 1984, when our school got started, thanks to our founder, Late Sh. Kewal Krishan Mutneja who sown a seed of this temple of knowledge, formerly as Preet Public Sr. Secondary School.... after that this son Late Sh. Bijender Mutneja had developed his complete life to accomplish vision of his father.



*"It is the supreme art of the teacher to awaken joy in creative expression & Knowledge."*

*Albert Einstein*

### IN MEMORIAM : LATE SH. BRIJENDER KUMAR

*"Education is not the filling of a pail, but the lighting of a fire."*

An investment in knowledge pays the best interest.

*"Education is the passport to the future, for tomorrow belongs to those who prepare for it today."*



We have lost the Gem of Viaan International School Family. The cruel hands of destiny Snatched away Our beloved Respected Sir; a sincere and versatile personality who had prioritized his life for the welfare and development of students and touched everyone's heart. May his of soul rest in peace and showers his divine blessings to us, to fulfill, accomplish his goals and dreams.

## STUDENT'S PERSONAL RECORD

2024-2025

Latest  
Photograph  
of student

(Use CAPITAL LETTERS)

Name of student .....

Class ..... Section ..... Adm. No. ....

Address .....

.....

..... Student's Aadhar No. ....

Date of Birth ..... Blood Group ..... Phone No. (Res.) .....

Emergency Contact No. .... Mode of Transport .....

Father's Name ..... Aadhar No. (F).....

E-mail ID ..... Educational Qualification .....

Designation ..... Office Address .....

..... Telephone/Mobile No. ....

**(Use CAPITAL LETTERS)**

Mother's Name ..... Aadhar No. (M).....

E-mail ID .....

Educational Qualification .....

Designation ..... Office Address .....

..... Telephone/Mobile No. ....

Name of Brother & Sister studying in this school .....

Class ..... Section .....

Guardian's Name .....

Relationship with student .....

Specimen Signature

Father ..... Mother ..... Guardian .....

## MEDICAL RECORD OF THE CHILD

(TO BE FILLED UP BY THE PARENT /GUARDIAN)

1. Name : \_\_\_\_\_

2. Age : \_\_\_\_\_

3. Blood Group : \_\_\_\_\_

4. Specific Disease (if any) suffered in the past : \_\_\_\_\_

5. Surgery undergone in the past, if any (specify) :

6. Allergies, if any : \_\_\_\_\_

7. Immunization :

Polio Yes/ No : \_\_\_\_\_

Measles Yes/No : \_\_\_\_\_

Tetanus :

(with date of last injections) : \_\_\_\_\_

Typhiod and Cholera : \_\_\_\_\_

(with date of last injections) : \_\_\_\_\_

Any other : \_\_\_\_\_

8. Any other disease for which child is on regular medication : \_\_\_\_\_

9. Physical Examination :

<b>Height</b>	
<b>Weight</b>	
<b>Eyes/ Ears</b>	
<b>Teeth</b>	
<b>Skin</b>	
<b>Nose</b>	

### **Director/Principal : MRS. VEENA MUTNEJA**



"An exceptional Director/Principal like a rock, standing firm in the faces of challenges and guiding their students towards success."

"A Director/Principal's dedication is measured not by the hours worked, but the lives touched."

"It takes a big heart to shape little minds to make school; a community, a place where students feel safe and supportive.

She takes measurable steps to shape the future by shaping the minds of the students under her guidance. "She leads by example, embraces challenges and empowers teachers to excel."

"Every student's success story is a testament to the dedication of a hard working of our Principal ma'am."

### **H.O.S. : MR. KARAN MUTNEJA**



A Principal molds the hearts and minds of students, Leaving an indelible mark on their lives, his willingness to contribute to the betterment of our school is truly appreciated.

A remarkably humble, sincere & devoted personality who keeps his efforts to leave no stone unturned to acquire the vision and to boost the spirit of others as well to execute it successfully.

## PATTERN OF EDUCATION

The school is affiliated to the Central Board of Secondary Education. It prepares its students for the All India Secondary School Examination (Class X) and the All India Senior School Certificate Examination (Class XII).

Our School follows the National Education Policy which is deeply rooted in the Indian ethos and develops a deep sense of respect towards the fundamental duties and Constitutional values. This policy envisages the new pedagogical and curricular restructure of 5+3+3+4 covering 3-18 years age group.

### Levels of pedagogical and curricular restructure as per NEP :-

5yrs of Foundational stage (for ages 3-8)-Classes Pre-School to 2.

3yrs of Preparatory stage (for ages 8-11)-Classes 3 to 5.

3yrs of Middle stage (for ages 11-14)-Classes 6 to 8.

4yrsof Secondary stage (for ages 14-18)-Classes 9 to 12.

The medium of instruction is English, Hindi is compulsory language from Nursery to class VIII and Sanskrit, a third language is introduced from class VI.

### STREAMS OFFERED AS SENIOR SECONDARY LEVEL

The school conducts courses in Science, Commerce, Humanities streams

<b>A-SCIENCE</b>	<b>B-COMMERCE</b>	<b>C-HUMANITIES</b>
<p style="text-align: center;"><b><i>Medical/Para Medical</i></b></p> <ul style="list-style-type: none"> <li>• English Core</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Biology</li> <li>• Mathematics/Informatics Practices(I.P)</li> </ul>	<p style="text-align: center;"><b><i>With Mathematics</i></b></p> <ul style="list-style-type: none"> <li>• English Core</li> <li>• Economics</li> <li>• Business Studies</li> <li>• Accountancy</li> <li>• Mathematics</li> </ul>	<p style="text-align: center;"><b><i>Group-1</i></b></p> <ul style="list-style-type: none"> <li>• Hindi Elective</li> <li>• English Core</li> <li>• Political Science</li> <li>• Economics</li> <li>• Mathematics/Informatics Practices (I.P)</li> </ul>
<p style="text-align: center;"><b>Engineering</b></p> <ul style="list-style-type: none"> <li>• English Core</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Mathematics</li> <li>• Computer Science</li> </ul>	<p style="text-align: center;"><b>Without Mathematics</b></p> <ul style="list-style-type: none"> <li>• English Core</li> <li>• Economics</li> <li>• Business Studies</li> <li>• Accountancy</li> <li>• Informatics Practices(I.P)</li> </ul>	<p style="text-align: center;"><b>Group-2</b></p> <ul style="list-style-type: none"> <li>• Hindi Elective</li> <li>• English Core</li> <li>• Political Science</li> <li>• Economics</li> <li>• Marketing/Informatics practices(I.P)</li> </ul>

### Additional Subject (for All Streams) Physical Education

- Common & Compulsory Subjects are General Studies, Work experience, Physical and Health Education. Grade/Marks obtained are considered for promotion to class XII.
- The School fulfills its social obligation by imparting free education to 25% of the total strength of the school.

## ASSESSMENT & EVALUATION

The school is affiliated to CBSE and following are the guidelines given by the CBSE body for Assessment and Evaluation. In the primary section we are following a continuous and comprehensive evaluation system, as our main purpose is to nourish and nurture the many facets of the child's growth. We should jointly endeavour to restore the happiness and joy of learning in the formative years of childhood. For any further queries refer to the website [cbse.nic.in](http://cbse.nic.in)

### Examination Schedule

#### For Class NUR to II

There will be regular assessment throughout the year.

- 1st Unit- April to August
- 2nd Unit- September to December
- 3rd Unit- January to March

#### For Class III to V

- **Evaluation -1**      April to August
- **Evaluation -2**      September to December
- **Evaluation -3**      Assessment 1 in September  
Assessment 2 in March

#### For Class VI to XII

<b>Class Test-I</b> For Classes VI to XII	3rd May 2024 to 1st July 2024
<b>Periodic Assessment-I</b> For Classes VI to X and XII For Class XI	18th July 2024 to 25th July 2024 1st August 2024 to 8th August 2024
<b>Half Yearly Exam</b> For Classes VI to XII	14th September 2024 to 27th September 2024
<b>Class Test -II</b> For Classes VI to XII	25th October 2024 to 29th November 2024
<b>Periodic Assessment-II</b> For Classes VI to IX and XI	12th December 2024 to 20th December 2024
<b>Preboard -I</b> Classes X and XII	5th December 2024 to 18th December 2024 ,
<b>Preboard -II</b> Classes X and XII	6th January 2025 Onward
<b>Annual Examination</b>	(Feb - March)

For classes IX to XII Examination Schedule may change as per CBSE Guidelines  
Promotion Policy - Promotion is granted on the basis of the whole year performance of the pupil.  
Hence the importance of regularity in attendance and work is a must.

#### Examination Guidelines

- Students should ensure that they sit according to the seating arrangement.
- Students must carry their own stationery material to write examination. Exchange of stationery is not allowed.
- No material related to the content of examination should be found in the possession of the student.
- Verbal communication or exchanges of gestures are not allowed in examination hall.
- Reach examination hall before time.
- Possession of mobile phones, calculators, smart watches or any other electronic devices are prohibited in examination hall.
- Be vigilant while filling the first page of the answer sheet.
- Students suffering from any kind of illness, need to take rest and stay at home. The child's health is our primary concern. No child will be allowed to go home early.
- If any student is found violating the examination rules strict disciplinary action will be taken.



## PARENT - TEACHER MEETING & EXHIBITION

1. Schedule of Parent Teacher Meeting is given in the Almanac. Every parent is expected to attend this meeting because PTM is the best opportunity in confidence building between school and parents. These PTMs are conducted as per school calendar, Students must accompany their parents in complete school uniform.
2. Special meeting can be arranged between the parents and teachers in the benefit of students on request of parents or teachers.

### P.T.M. SCHEDULE

DATE	DAY	CLASSES	PRIMARY EXHIBITION	MIDDLE / SECONDARY SENIOR SECONDARY EXHIBITION
27th April 2024	Saturday	Nur to XII	Science & Computer Science	Science & Computer Science
10th August 2024	Saturday	Nur to XII	English & Hindi	Unity & Diversity
19th October 2024	Saturday	Nur to XII	Unity & Diversity	Languages Galore (English, Hindi, Sanskrit)
28th December 2024	Saturday	Nur to XII	Art & Craft Art Integrated Project	Art & Craft / Skill Education Art Integrated Project
8th February 2024	Saturday	Nur to XII	Maths	Maths / S. Science / Commerce

## INTER HOUSE COMPETITION

MONTH	NAME OF ACTIVITY	MIDDLE SEGMENT VI TO VII	SENIOR SEGMENT IX TO XII
April	CCA	- Essay Writing(English/Hindi) - Poetry Recitation (English)	- Skit With Health Awareness Theme
May	CCA	- Poetry Recitation (Hindi) - Poster Writing	- Ramayan Quiz - Shlok Narration
July	CCA	- Extempore (English) - Talent Hunt (Class Wise)	- Talent Hunt (Class 9th to 12th) - News Reading
August	CCA	- Patriotic Group Song (Hindi) - Debate	- Story Telling - Science Bee
October	CCA	- Solo Dance - Slogan Writing (English/Hindi)	- Maths - Bee - Power Point Presentation
November	CCA	- Rangoli - Cooking Without Fire	- Stand up Comedy - Best out of Waste
December	CCA	- Flower Making - Power Point Presentation	- Kavi Sammellan - English Debate
January	CCA	- Card Making - Standup Comedy	- Cooking Without Fire - English Poetry
February	CCA	- Best out of Waste - News Reading	- Hindi Poetry Recitation - Extempore

## CCA ACTIVITY

MONTH	CLASS-I	CLASS-II	CLASS-III, IV, V
April	-Card Making Competition	- English Handwriting Competition - Hindi Poem Recitation	- Calligraphy Competition (English) - Shlok Narration
May	-English Handwriting Competition	- Hindi Handwriting Competition - Sanskrit Handwriting Competition	- Card Making (Mother's Day) - Hindi Poetry
July	-Hindi Handwriting Competition - Stick puppet ( Animals)	- Sanskrit Poem Recitation - English Poem Recitation - Biscuit Decoration	- Calligraphy Competition (Hindi) - English Poetry - Poster Making
August	- Kite Decoration - Rakhi Making Competition-English Poem Recitation Competition	- Role Play (Freedom Fighters) - Quiz Competition (Divinity) - Rakhi Making Competition	- Just A Minute (English) - Kite Decoration - Mono Acting - Rakhi Making
September	Role Play (Freedom Fighters) - Health & Hygiene Competition - Drawing & Colouring Competition	- Card Making Competition - Hindi Story Telling Competition - English Reading Competition	- Mid Term Exam
October	- Sanskrit Handwriting Competition - Best out of Waste - Gift Wrapping	- Solo Dance Competition - Shlok Competition - Pen Holder Making Competition	- Candle Decoration - Sanskrit Poetry - AD - Mad - Making of Buntings
November	- Diya Decoration Competition - Story Telling (Hindi/English)	- On the Spot Drawing & Colouring Competition - Clay Competition	- Divinity Quiz - Solo Dance
December	- Hindi Poem Competition - Poster Making (Save Trees Save Life) - Hindi Reading	- Spellathon - Ad - Act - Patriotic Song Competition, Show & Tell competition	- Fire Less Cooking - Solo Singing

## WORK EXPERIENCE ACTIVITY

MONTH	CLASS-I	CLASS-II
April	Paper Tearing Pencil Shaving Bindi Pasting	Bindi Pasting CD Decoration Card Making
May	Paper Tearing Pencil Shaving Bindi Pasting	Napkin Holder (with Waste CD)
July	Book Mark Animal Puppet Paper Craft	Mask Making Pen Stand with Waste Bottle or Box
August	Lady Finger Painting Flag Decoration	Rakhi Making Flag Making Kite Decoration
September	Flute Making with Old Card Making for Teacher's Day	Teacher's Day Card Flute Making Wall hanging Making
October	Pen Holder Making Face Mask	Card Making (on Diwali) Candle or Diya Decoration
November	Diya & Candle Decoration Card Making for Diwali / New Year	Book Mark Making Puppet Making
December	Table Mat Making Snow Man with Socks	Photo Frame Making Envelop Making Clay Modelling

<p style="text-align: center;"><b>CLASS-III, IV ,V</b></p> <ol style="list-style-type: none"> <li>1. Vocal &amp; Instrumental Music</li> <li>2. Yoga &amp; Aerobics</li> <li>3. Making Paper Bags &amp; Jewellery Accessories</li> <li>4. Classical / Zumba</li> <li>5. Flameless Cooking &amp; Food Craft</li> <li>6. Mehndi &amp; Nail Art</li> <li>7. Recycling Craft</li> <li>8. Making Toys &amp; Cushions</li> <li>9. Terracotta / Pot Painting</li> <li>10. Making Folder</li> <li>11. Making Photo Frames</li> <li>12. Fabric / Block Painting</li> <li>13. Paper Craft</li> <li>14. Lace And Patch Work</li> <li>15. Handmade Plants</li> <li>16. Flower Making and Arrangements</li> <li>17. Mask and Puppet Making</li> <li>18. Table Mats and Coasters</li> <li>19. Nukkad Naatak / Skit</li> <li>20. Mehndi and Border Design</li> </ol>	<p style="text-align: center;"><b>CLASS-VI, VII, VIII</b></p> <ol style="list-style-type: none"> <li>1. Music (Instrumental / Vocal)</li> <li>2. Nature Club / Gardening</li> <li>3. Best Out of Waste</li> <li>4. Yoga</li> <li>5. Flameless Cooking &amp; Food Craft</li> <li>6. Nail Art / Mehndi</li> <li>7. Dance ( Folk)</li> <li>8. Folder / Envelop Making</li> <li>9. Public Speaking ( Hindi/English)</li> <li>10. Maths Club ( Fun Activity)</li> <li>11. English Conversation / Creative Writing</li> </ol>
<p style="text-align: center;"><b>CLASS-IX, X</b></p> <ol style="list-style-type: none"> <li>1. Music</li> <li>2. Public Speaking ( Hindi/English)</li> <li>3. Yoga</li> <li>4. Folder / Envelop Making / Calligraphy</li> <li>5. Eco Club</li> <li>6. Model Uno</li> <li>7. Maths Club (Fun Activities)</li> <li>8. Nail Art and Mehndi</li> <li>9. Dance</li> <li>10. Best out of Waste</li> <li>11. English Conversation / Creative Writing</li> </ol>	

## ENCOURAGEMENT AND APPRECIATIONS FOR CLASS II TO V

Children are full of talents. School recognises and nurture their talent. Following awards are given-to Encourage and motivate them:

**Student of the Year Award-** One child from each class - For excellence in academics and co- Curricular activities.

### Wonderful Learner Award

- |                              |                                     |
|------------------------------|-------------------------------------|
| 1. General Proficiency Award | For overall outstanding performance |
| 2. Awesome Achiever Award    | For being creative                  |
| 3. Number Expert Award       | For excellence' in Maths            |
| 4. Persistent Pupil Award    | For working hard and not give up    |
| 5. Excellent Writing Award   | For excellent hand writing          |
| 6. Voracious Reader Award    | For enhancing general knowledge     |
| 7. Project Maestro Award     | For best projects                   |

### FOR SENIOR CLASSES

Awards will be awarded on the basis of scholastic and co-scholastic skills.

S.No.	WING	ARRIVAL TIMINGS	DISPERSAL TIMINGS
1	Pre-Primary (Classes Nursery & KG)	8:00 am Sharp	12:30 pm
2	Primary (Classes I to V)	7:50 am Sharp	1:30 pm
3	Senior (VI to XII)	7:50 am Sharp	1:50 pm

School gate will be closed sharp at 7:50 A.M. No child will be allowed to enter the school premises thereafter

**Note:** The School will remain closed for students only

- (1) Second Saturday - Nursery to Class V.
- (2) Last Working day for all students.

### VISITING TIMINGS FOR PARENTS

**Director/Principal :** 9:30 A.M. to 10:30 A.M. (Wednesday & Thursday)

**Teachers :** Parents can meet any of the faculty member with a prior appointment. Parents can request for the appointment only through a written request in students almanac. On receiving the request, an appointment slip will be forwarded to the parents through their ward. The appointment slip will be submitted at the school gate on the appointed day of the visit. Entry without the appointment slip will not be permitted. No person other than the parent will be allowed to meet the teacher concerned on the date of appointment. Please carry parents Id-Card/Valid ID proof.

## INFRA STRUCTURAL FACILITIES

Laboratories are known to be stimulating places for the young minds where they can explore, probe and experiment to unravel the truth behind the fact of life and generate new facts as well Keeping in tune with modern times. **Viaan International School** possesses well designed, spacious and well-equipped Physics, Chemistry, Biology and Computer science laboratories. Labs have all sets of accurate digital measuring instruments, experimental gadgets, models, charts and other necessary apparatus.

## SMART CLASSES

Viaan International School is well aware of the importance of multiple sensory involvements in teaching learning processes. The smart classrooms help children enjoy learning. Therefore smart classrooms foster creativity and an interactive environment world help in bringing in more innovative ideas, more queries and more solution.

## INTEGRATING TECHNOLOGY INTO EDUCATION

### School ERP

- Summary regarding Regular Assignments, Daily Class Teaching, are made available in the student ONLINE PROFILE under the link '[www.viaaninternationalschool.com](http://www.viaaninternationalschool.com) campus app and sub-link Parent Login'.
- Date Sheet is made available in the Circular Section of student ONLINE PROFILE.
- Updates of student Attendance, performance, event calendar or any Latest News is made available periodically.
- Parents must download school MOBILE APP ENTAB available at Google Play Store/Apple Store to remain updated.
- Parents are also notified via SMS/E-mail about the recent updates.
- Home work is regularly uploaded & made available on Students' online profile.

**GREEN SCHOOL: SUPPORTING GLOBAL SUSTAINABILITY:** A Green School is about more than programming and more than brick & mortar. It's a school that supports global sustainability in every way. A Green School begins with the future in mind, designing a learning experience for students that will prepare them to lead the world toward a healthier and more sustainable future. Thus, our School is doing best to create environmental awareness amongst the society particularly our school students, as they are the future citizens and we have to make them responsible enough to value, love and respect nature. Our students and parents have been a part of "Main Bhi Gandhi" initiative and have been contributing and co-operating with school in the conservation of the environment and keeping the surroundings clean and green.

### **24 x 7 CCTV SECURITY**

Safety of, our students, teachers, staff and visitors is our prime responsibility in our list of priorities. The school has 350 High definition digital cameras to monitor all the activities inside & outside the school premises.

### **SAFETY AT SCHOOL**

1. A strong disaster preparedness plan is in place in our school and regular mock drills are conducted from time to time to prepare students for any unfortunate & unforeseen disasters like earthquakes & fire breakouts.
2. CCTV cameras have been installed in school premises for monitoring and surveillance.
3. Separate Girls/Boys washrooms have been allotted for students, teachers and visitors.
4. To control the visitor's movement in school parents are required to take prior appointment to meet the teachers via online portal, Visitor cards are issued to all visitors. Anyone entering the school premises is checked for prohibited items at the school gate.
5. Parents are required to carry their PARENT Card or a valid photo identity card &
6. Dispersal of students is under the guidance of teachers.

### **ADMISSION**

The children are normally admitted in Nursery (Pre-School) when they are in the age group of 3 years as on 31st March. The Registration for admission to this class is open as and when indicated and as per the guidance of the Department of Education every year. The admission to all other classes depends upon the availability of seats every year. At that time of Registration it is to be done through prescribed online portal of the school through [www.viaaninternationalschool.com](http://www.viaaninternationalschool.com). A child seeking admission to Class I to IX and XI must be registered at the appropriate time The admission is granted strictly on the basis of availability of seats in that class.



## SCHOOL LIBRARY

The school has well stocked library catering to the requirements of all the students. It has an aesthetically designed reading room. Students are encouraged to utilize the library for all reading needs. It is mandatory for the students to carry student ID card for issuing books. Library activities and other useful information for students is displayed on the library.

### **Library Rules :**

- 1) Books are issued out for a week. A fine of Rs. 5/- per day is imposed /for not returning the book beyond the permissible period of issue.
- 2) Books that are overdue by 45 days are accounted lost by the borrower.
- 3) In case a book is lost/ damaged, the student has to pay the cost of the book/replace the book along with overdue fine.

Losing/damaging books (such as removal of pages from the book or mutilating it) and non payment of library dues and fines will result in withdrawal of library privileges.

## CATERING TO STUDENTS NEED

Counselling and Guidance has become an essential component to help students overcome their academic and interpersonal problems.

We have designed our counseling services to meet the needs of all students from pre-primary to class XII which includes-

- Dealing with all aspects of emotional and behavioral problems.
- Conducting life skill training workshops.
- Providing guidance related to career selection and aiding students with information about upcoming courses and college admissions.
- Guidance for the students pursuing higher education abroad.

We believe in collaboratively working with parents and other subject teachers to create a positive environment for the students which will assist them to pursue their personal and professional ambitions and realize their potential to the fullest.

Parent Orientation Programme Teacher Interaction is organised on a regular basis to apprise them about the milestones of achievements of their wards. This helps to strengthen teaching-learning strategies or the benefit of the pupils.

## NOTE TO THE PARENTS

The school recognizes the parents as "**PARENTS IN EDUCATION.**" The support and cooperation of the parents is essential to ensure efficiency and effective output in the school. They should acquaint themselves with the vision, philosophy and policy of the school and guide their children accordingly.

1. We seek your cooperation to help the students to acquire the habit of punctuality. Late comers will not be allowed to enter the school premises.
2. Students are not allowed to bring vehicles to the school.
3. Please ensure that your ward is dressed in clean, well ironed uniform as prescribed by the school with proper hair cut and is wearing I-card which is mandatory. Wearing gold jewellery is strictly prohibited. If found, the jewellery will be confiscated.
4. Students are not allowed to carry any sharp edged objects, mobile phones, i-pod.MP3, walkman, laptop, smart watches or any other expensive articles to school, otherwise they will be confiscated.
5. Kindly encourage your ward to bring home made lunch to school with a napkin.
6. School strictly allows only vegetarian food.
7. Parents must ensure that the child carries lunch box to the school daily. The child must also bring a fruit to the school for fruit break.
8. Parents/visitor entry will not be allowed for sending tiffin box, notebook, project files, books etc. to the pupil. This is important for controlling access to school building by outsiders.

9. On birthdays the children are greeted with warm wishes in the class room. **Birthday celebrations are not allowed in the school. Please do not send any sweets or gifts to school. The child should come to school in proper uniform on his/her birthday. Group parties are strictly prohibited inside the school premises.**
10. Lending or borrowing money and other articles among the peers in the school premises is not permitted.
11. **While attending PTM, Parents are requested to dress up formally and students must also come in proper school uniform.**
12. All parents are requested to visit the school website ([www.viaaninternationalschool.com](http://www.viaaninternationalschool.com)) for daily updates.
13. A prior appointment is required through almanac or mail to have an interaction with the principal or teacher.
14. Parents are not allowed to enter the class rooms to see their wards.
15. Parents should inform the school authorities, if is any **change in residential address and phone Number through a written application.**
16. **SMS facility:** Urgent messages are passed on the parents through bulk SMS/Entab.
17. **Parent I-Card is mandatory to enter the school premises.**
18. **The students of Class Nursery and III** will be handed over only to the parents or authorized personnel at the time of dispersal. Please ensure that you are carrying your **Pick-Up Card.**
19. **Make sure that all the details of the STUDENT'S PERSONAL RECORD & MEDICAL INFORMATION in the school Almanac (Page No. III-V) is filled neatly and correctly.**
20. The pupils taking part in co-curricular and sports activities beyond the school hours have to submit a consent slip and the parents are responsible for their pick up and drop.
21. Keeping in mind the safety of the students prior written consent is sought from the parents for allowing students to stay back post school hours as per the intimation of the teacher concerned. Proforma for the same will be provided.
22. In case of any emergency situation, parents are requested to pick their wards from the school. We expect and seek your cooperation in such situations.
23. Strictly follow the time allotted on PTM days.
24. The parents must always carry the original I Card with them.
25. During picnics mobile phones and expensive jewellery is not allowed. The parent who come to pick their wards should carry. I-card/pick up card or give an authorisation letter to person who will come to pick them up.

26. A strong disaster preparedness plan is in place in our school and regular mock drills are conducted from time to time to counter calamities like fire and earthquake. Parents can discuss the family preparedness plan with their wards.
27. Parents are expected to co-operate with the school authorities in enforcing regularity and discipline in their child by taking active interest in the scholastic and co-curricular activities of the school.
28. Moral values should be imparted to students as an integral part of their daily life.
29. Being a responsible and conscious citizen, parents are urged to sensitize their ward to refrain from using single-use plastic items and consider environment-friendly alternatives, like reusable cloth, paper or jute bags. It is requested not to send any article to school in polythene bags, and thereby contribute in mitigating the usage of plastic. Single use plastic bottles should be avoided at all cost.

### **30. RULES CONCERNING ABSENCE**

- # Leave for half day will not be granted for security reasons. In case of any emergency please contact the school reception. If due to an emergency, the child has to leave early from school, the parent must obtain a written permission from the Principal / Class Teacher.
- # Children will not be allowed to go home early during school hours as well as in examination days. Parents are requested not to make any social engagements or medical appointments during school hours. Do not send the child to school on the day when there is such an appointment.
- # Leave taken by your child must be entered in the leave record page of the school diary. Leave will not be granted for absence from school prior to a test / examination / assessment.
- # All applications should be addressed to the Principal. In case the child is unwell please send an application enclosed with medical certificate. Long leave without prior information will not be granted.

**As per CBSE Circular No. ACAD 32/2017 dated 18th August, 2017 should come under this are banned in school:-**

- Mobile phones, any other electronic gadgets and any storage device. For any school activity if a student brings Lap Top to school, permission in writing should be with the student from the concerned teacher. **It should also be registered at the gate.**
- Players, I-pods and MP3 players.
- Cameras, VCDs, DVDs, USBs.
- Books (other than text books or library books), magazines, journals.
- Valuable articles such as expensive watches, jewellery etc.
- Chemicals / paints of any kind and Sharp objects (as per CBSE Circular No. 10-11/2014-EE4 dated 9/10/2014).

### **IMPORTANT GUIDELINES FOR STUDENTS**

Vide CBSE Circular No. ACAD -17/2015 dated 9th March 2015 **"Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished"**

The students should consult the Student Safety Committee in respect of concerns like bullying, ragging, outrageous behaviour, criminal activity, abuse, blackmailing etc. Undertaking by Students and Parents

I have been apprised about School Safety Policy. I give my compliance and support to the school to ensure the safety of my ward.

Name of the Student \_\_\_\_\_ Signature \_\_\_\_\_

Name of the Parent \_\_\_\_\_ Signature \_\_\_\_\_

### **GUIDELINES FOR PEDESTRIANS**

- Pedestrians (II to V) should be collected from the school gate by the parents or authorised guardians with I-Card.
- Pedestrians should not reach school before 7:30 am

**THE SCHOOL IS NOT RESPONSIBLE FOR PEDESTRIANS OUTSIDE THE SCHOOL GATE AFTER SCHOOL TIMINGS FOR BOTH PRIMARY AND SENIOR STUDENTS.**

## FOR YOUR WARD'S SAFETY

- **All rules and regulations issued by STA (State Transport Authority) in respect to safety of children should be followed.**
- All van drivers should have valid driving license and mandatory documents to drive the vehicles legally. Please verify the antecedents of the van driver and ensure that Police verification is done.
- You are advised to **note their vehicle no.** and keep a photocopy of their license and their permanent address proof.
- Kindly ensure that the vehicle is carrying only the permitted no. of students and not running on LPG cylinder (which is not safe).
- Van should not be changed en route to accommodate children in some other van.
- **A Parent must accompany the driver** in vans so that safety of their wards can be ensured. They can share this duty among themselves. Supervision makes the van drivers more conscious of their conduct. Also it makes them more vigilant-about safety of the students.
- **Van drivers must carry an authority letter** given by parents to pick up the child everyday from school.
- Van should be fitted with **speed governor to limit the speed.**
- The vehicle should be safe and in good condition. It should be GPS enabled.
- You must **instruct the van driver not to allow any unauthorized person to travel** in the vehicle. Van driver should not allow the child to get down at point other than the pick and drop point fixed by the parents.
- You must ensure that the **driver is appropriately dressed, maintains personal hygiene and does not use abusive language.**

Kindly fill the given details :

Paste Photograph of Driver	Name of the student _____
	Class & Sec _____
	Van Driver's Name _____
	Mobile No. of Driver _____
	Vehicle No. _____
	License No. _____
	Aadhar No _____
	Address of Driver _____

I hereby declare that the details mentioned above are correct to the best of my knowledge. I have read all the safety guidelines and will ensure the safety of my ward.

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

Parents Signature & Date: \_\_\_\_\_

## A SMART SCHOOL LIFE TO PREVENT COVID-19

The school authorities will strictly adhere to the recent safety protocol shared by the Government of NCT and it is mandatory for the students to follow the given protocol while attending the school.

1. Students must practice social distance from each other. They have to wear mask with nose and mouth covered throughout their stay in school and must carry their own sanitizes.
2. They must cover their mouth with handkerchief while coughing/ Sneezing.
3. Students should carry their own lunch and water bottle.
4. Remind your ward that he/she should sanitize hands regularly.
5. Parents must follow safety protocol while coming to school for any purpose, especially for picking up / dropping their ward.
6. Student must stay at home if he/she is not feeling well. Parents must ensure that their child is in good health while coming to school. He/she should not be suffering from cold, cough or any flu like symptoms.
7. The Parent should be available to come to school and pick up their ward in case he/she develops ill health.

### PLEDGE

India is my country. All Indian are my brothers and sisters.  
I love my country and I am proud of its rich & 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.

गायत्री मंत्र  
ओ ३म् भूर्भुवः स्वः ।  
तत्सवितुर्वरेण्यम् भर्गो देवस्य धीमहि ।  
धियो यो नः प्रचोदयात् ।

“ भावानुवाद ”

तूने हमें उत्पन्न किया, पालन कर रहा है तू,  
तुझसे ही पाते प्राण हम, दुखियों के कष्ट हरता है तू ।  
तेरा महान तेज है, छाया हुआ सभी स्थान,  
सृष्टि की वस्तु-वस्तु में, तू हो रहा है विद्यमान ।  
तेरा ही धरते ध्यान हम, प्रभो माँगते तेरी दया,  
ईश्वर हमारी बुद्धि को, श्रेष्ठ मार्ग पर चला ।

❁ प्रार्थना ❁

दया कर दान भक्ति का हमें परमात्मा देना,  
दया करना हमारी आत्मा में शुद्धता देना ॥  
हमारे ध्यान में आओ, प्रभु आँखों में बस जाओ,  
अंधेरे दिल में आकर के, परम ज्योति जगा देना ॥  
बहा दो प्रेम की गंगा, दिलों में प्रेम का सागर,  
हमें आपस में मिल-जुलकर, प्रभु रहना सिखा देना ॥  
हमारा धर्म हो सेवा, हमारा कर्म हो सेवा,  
सदा ईमान हो सेवा, व सेवकचर बना देना ॥  
वतन के वास्ते जीना, वतन के वास्ते मरना,  
वतन पर जाँ फिदा करना, प्रभु हमको सिखा देना ॥



## ❁ कौमी तराना ❁

सारे जहाँ से अच्छा, हिन्दोस्ताँ हमारा ।  
हम बुलबुलें हैं इसकी, यह गुलिस्ताँ हमारा ॥  
पर्वत वो सबसे ऊँचा, हमसाया आसमाँ का ।  
वो संतरी हमारा, वो पासबाँ हमारा ॥  
गुरबत में हों अगर हम, रहता है दिल वतन में ।  
समझो वहीं हमें भी, दिल हो जहाँ हमारा ॥  
गोदी में खेलती हैं, उसकी हजारों नदियाँ ।  
गुलशन है जिनके दम से, रश्के जहाँ हमारा ॥  
मजहब नहीं सिखाता, आपस में बैर रखना ।  
हिन्दी हैं हम, वतन हैं, हिन्दोस्ताँ हमारा ।  
सारे जहाँ से अच्छा, हिन्दोस्ताँ हमारा ॥

## ❁ प्रेरणा गीत ❁

हम होंगे कामयाब एक दिन हम होंगे कामयाब,  
हम होंगे कामयाब हम होंगे कामयाब एक दिन ।  
हो हो मन में है विश्वास पूरा है विश्वास,  
हम होंगे कामयाब एक दिन ॥

होगी शान्ति चारों ओर, होगी शान्ति चारों ओर  
होगी शान्ति चारों ओर एक दिन ।  
हो हो मन में है विश्वास, पूरा है विश्वास,  
होगी शान्ति चारों ओर एक दिन ॥

हम चलेंगे साथ साथ डाले हाथों में हाथ,  
हम चलेंगे साथ साथ एक दिन ।  
हो हो मन में है विश्वास, पूरा है विश्वास,  
हम चलेंगे साथ साथ एक दिन ॥

नहीं डर किसी का आज नहीं भय किसी का आज,  
नहीं डर किसी का आज के दिन ।  
हो हो मन में है विश्वास पूरा है विश्वास,  
नहीं डर किसी का आज के दिन ॥

## ❁ राष्ट्रिय गीत ❁

वन्दे मातरम्, वन्दे मातरम्  
सुजलाम्, सुफलाम्, मलयज शीतलाम्,  
शस्यश्यामलाम्, मातरम् ।  
शुभ्रज्योत्स्ना पुलकितयामिनीम्,  
फुल्लकुसुमितद्रुमदलशोभिनीम् ।  
सुहासिनीम्, सुमधुर भाषिणीम्,  
सुखदाम्, वरदाम्, मातरम् ।  
वन्दे मातरम् । वन्दे मातरम् ।

## ❁ राष्ट्र गान ❁

जन गण मन अधिनायक जय हे  
भारत भाग्य विधाता ।  
पंजाब सिन्ध गुजरात मराठा  
द्राविड उत्कल बंग,  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग,

तव शुभ नामे जागे,  
तव शुभ आशीष मांगे,  
गाहे तव जय गाथा,

जन गण मंगलदायक जय हे,  
भारत भाग्य विधाता  
जय हे, जय हे, जय हे,  
जय जय जय जय हे ।

## ✿ PRAYER ✿

All things bright and beautiful,  
All creatures great and small,  
All things wise and wonderful:  
The Lord God made them all.  
Each little flower that opens,  
Each little bird that sings,  
God made their glowing colors,  
And made their tiny wings.  
The purple-headed mountains,  
The river running by,  
The sunset and the morning  
That brightens up the sky.  
The cold wind in the winter,  
The pleasant summer sun,  
The ripe fruits in the garden:  
God made them every one.  
God gave us eyes to see them,  
And lips that we might tell  
How great is God Almighty,  
Who has made all things well.

*-Cecil Frances Alexander*

## Ways to avoid Global Warning & Save our Environment

### Practice 3 R' Principle



#### **Conserve Water**

- Adopt rain water harvesting.
- Ensure that all taps are closed when not in use.
- Use bucket instead of shower for bathing.

#### **Save Electricity**

- Switch off unnecessary lights I bulbs and fans.
- Don't keep electronics on standby mode.

#### **Conserve Paper**

- Write on both sides of a sheet.
- Avoid excessive margins and unduly bold writing format.
- Reuse your senior's textbooks and old notebooks for rough work.

#### **Reduce Pollution**

- Use School Bus
- Don't burn crackers

#### **Become Eco Friendly**

- Plant trees in and around your school campus and neighbourhood.
- Make compost from dry leaves instead of burning them.
- Use dustbins to throw waste.
- Carry cloth bags while going out for shopping.

## Go Green and Save the Earth



**PT-I**  
**Result of Exam**

TOTAL MARKS .....  
EXAM START ON .....  
MONTH YEAR .....

S.No.	Date of Exam	SUBJECT	MAXIMUM MARKS	MARKS OBTAINED	TEACHER SIGN/DT	PARENT SIGN/DT

**PT-II**  
**Result of Exam**

TOTAL MARKS .....  
EXAM START ON .....  
MONTH YEAR .....

S.No.	Date of Exam	SUBJECT	MAXIMUM MARKS	MARKS OBTAINED	TEACHER SIGN/DT	PARENT SIGN/DT



### Mid - Term Result of Exam

TOTAL MARKS .....  
EXAM START ON .....  
MONTH YEAR .....

S.No.	Date of Exam	SUBJECT	MAXIMUM MARKS	MARKS OBTAINED	TEACHER SIGN/DT	PARENT SIGN/DT

### Annual Result of Exam

TOTAL MARKS .....  
EXAM START ON .....  
MONTH YEAR .....

S.No.	Date of Exam	SUBJECT	MAXIMUM MARKS	MARKS OBTAINED	TEACHER SIGN/DT	PARENT SIGN/DT



## LIST OF HOLIDAYS - SESSION : 2024-2025

OCCASION	DATE	DAY
Eid-ul-Fitr	11th April	Thursday
Ram Navami	17th April	Wednesday
Mahavir Jayanti	21st April	Sunday
Buddha Purnima	23rd May	Thursday
<b>Summer Holidays-For Students</b>	<b>25th May 2024 to 30th June</b>	
<b>Summer Holidays-For Teachers</b>	<b>25th May 2024 to 26th June</b>	
Id-ul-zuha (Bakrid)#	17th June	Monday
Muharram	17th July	Wednesday
Independence day	15th August	Thursday
Rakshabandhan	19th August	Monday
Janmashtami	26th August	Monday
Milad-ul-nabi	16th September	Monday
Mahatma Gandhi Jayanti.	2nd October	Wednesday
<b>Dusshera Holidays (Autumn Break)</b>	<b>09th October to 12th October</b>	
Maha Navami	11th October	Friday
Dusshera	12th October	Saturday
Maharishi Balmiki Jayanti	17th October	Thursday
<b>Diwali (Deepavali) Break</b>	<b>31st October to 2nd November</b>	
Govardhan Pooja	1st November	Friday
Bhai Dooj	2nd November	Saturday
Guru Nanak Jayanti	15th November	Friday
Christmas	25th December	Wednesday
<b>Winter Break</b>	<b>According to Weather Conditions</b>	
Republic Day	26th January	Sunday
Maha Shiv Ratri	26th February	Wednesday
Holi	14th March	Friday
Eid-ul-fitr	31st March	Monday

**NOTE:** In case the state government declares any change in the date of any of the aforesaid holidays, the same will be observed on the rescheduled date, Iikewise, in case, any of the aforesaid holidays are not declared by state government, on that date **VIAAN INTERNATIONAL SCHOOL** will function on their usual timings.

#Any change in the date of these Holidays will depend upon sighting of the Moon & declaration by the state government.



## Uniform Record

Whenever a student comes without uniform it will be marked by encircling the date in the calendar. A disciplinary action will be taken.

APR	MAY	JUL	AUG	SEP	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	29
30	30	30	30	30	30	30	30	30	29	30
	31	31	31		31		31	31		31
SIGN										

## Late-Arrival Record

Whenever a student comes late to school it will be marked by encircling the date in the calendar. A disciplinary action will be taken.

APR	MAY	JUL	AUG	SEP	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	29
30	30	30	30	30	30	30	30	30	30	30
	31	31	31		31		31	31		31
SIGN										

## LEAVE RECORD

Name ..... Class ..... Roll No. ....

<b>Date &amp; Day</b>	<b>Reason with Guardian's Signature and Date</b>	<b>Signature of Class Teacher</b>



## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Small opportunities are often the beginning of great enterprises.



## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Progress is the product of fresh thinking.



## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Honest differences are often a healthy sign of progress.





## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Ignorance is always afraid of change.



## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Forgiveness is a virtue of the brave.



## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Time is precious. Learn how to manage time effectively.



## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Focus on opportunities & travel the highway of life.



## HOME WORK

Date

Teacher Sign

Parent's Sign

Date

Teacher Sign

Parent's Sign

Our individual performances, determine how well ordered the world will be.





# MY TEACHERS

## Class Teacher

---

Subject	Teacher
1. ....	1. ....
2. ....	2. ....
3. ....	3. ....
4. ....	4. ....
5. ....	5. ....
6. ....	6. ....
7. ....	7. ....
8. ....	8. ....
9. ....	9. ....
10. ....	10. ....
11. ....	11. ....
12. ....	12. ....
13. ....	13. ....