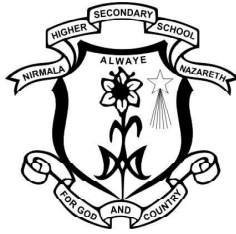


**NIRMALA HIGHER SECONDARY SCHOOL**  
NAZARETH, ALUVA - 683 101



**Student's Hand Book**

2023 - 2024

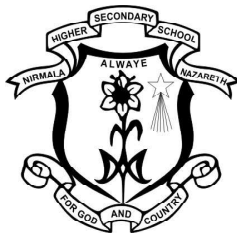
*School Motto : For God and Country*

Phone : Offi - 0484 2623334  
Website : [www.nirmalaschoolaluva.com](http://www.nirmalaschoolaluva.com)  
E-mail : [nirmalaschoolaluva@yahoo.com](mailto:nirmalaschoolaluva@yahoo.com)



# NIRMALA HIGHER SECONDARY SCHOOL

NAZARETH, ALUVA - 683 101



Name.....

Class..... Division ..... Roll No.....

House .....

Address .....

Phone No. Off: ..... Res: .....

*Signature of Parent / Guardian*

**Note :** This diary should be brought to School on all working days

## Visiting Hours

### Principal:

10.30 a.m. - 11.30 a.m.  
2.30 p.m. - 3.30 p.m.

### Teachers

3.30 p.m. - 4.00 p.m.

## School Hours

8.50 a.m. - 3.30 p.m.

No school business will be transacted on holidays

# **NIRMALA HIGHER SECONDARY SCHOOL**

Nazareth, Aluva - 683 101

## **STUDENT'S PERSONAL CARD**

1. Name in full .....  
Standard ..... Division..... Roll No. ....  
Admn. No..... Aadhar No. ....
2. Date of birth .....Place of birth.....
3. Father's Name .....  
Phone No. ....  
Occupation .....  
Official Address .....
4. Mother's Name .....  
Phone No. ....  
Occupation .....  
Official Address .....
5. Home Address .....  
..... Ph : .....
6. Mode of Transportation / Bus No. ....  
Phone No. of the driver if travelling by Bus / Auto / Van  
Bus..... Auto.....  
Van.....
7. Name of Sisters / Brothers studying in this school, if any.  
(1) ..... Std ..... Div .....  
(2) ..... Std ..... Div .....

I have read all the rules and regulations of the school and I promise to abide by them, and see that my child also conforms to the standard required of him/her in conduct and studies.

Signature :

Father :

Mother :

## SCHOOL ANTHEM

*The heart within me vibes for joy....  
For you Nirmala  
Ev'ry breath within me leaps  
for you Nirmala  
'coz the joy that I belong.....  
To you and you and you alone  
You are my pride, be you my guide  
O sweet Nirmala....  
And our motto be....  
For God and country  
be the pledge of our daily life  
And our love for wisdom grow  
ever steady in God's love  
In virtues path ahead, vice and evil  
always dread.....  
Morrow's promise we pledge to be  
Through you Nirmala  
Builders of a better world....  
With you Nirmala.  
And the reason of our bliss...  
Is you and you and you alone  
In you we place, all our trust  
O! sweet Nirmala!*





# **NIRMALA HIGHER SECONDARY SCHOOL**

Nazareth, Aluva - 683 101

## **STUDENT'S PERSONAL CARD**

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Standard ..... Division..... Roll No. ....  
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Official Address .....
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Signature :

Father :

Mother :







# **NIRMALA HIGHER SECONDARY SCHOOL**

Nazareth, Aluva - 683 101

## **STUDENT'S PERSONAL CARD**

1. Name in full .....  
Standard ..... Division..... Roll No. ....  
Admn. No..... Aadhar No. ....
2. Date of birth .....Place of birth.....
3. Father's Name .....  
Phone No. ....  
Occupation .....  
Official Address .....
4. Mother's Name .....  
Phone No. ....  
Occupation .....  
Official Address .....
5. Home Address .....  
..... Ph : .....
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I have read all the rules and regulations of the school and I promise to abide by them, and see that my child also conforms to the standard required of him/her in conduct and studies.

Signature :

Father :

Mother :



## **MORNING PRAYER**

Almighty God/our loving Father / we bow before you for Your blessings / before we begin this day. You are the true Light and Wisdom. Enlighten our hearts/ to receive the knowledge that is imparted to us. Teach us to study with concentration/and to co-operate with our teachers. Grant us the courage/when we are afraid to do good. Push us back/when we go wrong. O Lord/enlighten our teachers too/ so that/they may be guided/and strengthened by You/to lead us along the right path. Amen.



## **MOTHER MARY PRAY FOR US**

I consecrate myself / my family /my school / and humankind to you / Mama Mary / the Mother of God and me / keep me secure / under your watchful eye. / Be my guardian and mistress. / Please protect me / from all spiritual / physical / and emotional perils./ May I seek / and fulfil the will of God. / Help me / Mother of Mercy / my loving mother / to live a life / that pleases the heart of Jesus / and leads me to heaven.

Our Lady of the Sacred Heart, pray for us

Immaculate Heart of Mary, pray for us.

## **OUR FATHER**

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.

## **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.

## **THE ANGELUS**

The angel of the Lord declared unto Mary  
And she conceived by the Holy Spirit                   ... Hail Mary....  
Behold the handmaid of the Lord :  
Be it done to me according to your word           ... Hail Mary....  
And the Word was made flesh :  
And dwelt among us :   ... Hail Mary....  
Pray for us, O holy Mother of God :  
That we may be made worthy of the promises of Christ.  
Let us pray:

Pour forth, / we beseech you, O Lord / your grace into our hearts; / that, we to whom / the incarnation of Christ, / your Son, was made known / by the message of an angel, / may by His passion and cross, / be brought to the glory of His resurrection, / through the same Christ our Lord. Amen.

Glory be to the / Father and to the son / and to the Holy Spirit: As it was in the beginning / is now / and ever shall be / world without end. Amen.   (3)

### **PRAYER DURING JOURNEY**

Sacred Heart of Jesus protect us from all dangers. (3)

### **PRAYER BEFORE THE AFTERNOON SESSION**

O God of truth and wisdom shower rays of light upon my mind. Give me the light to study, the power to understand and the gift to express clearly what I learn for the service of all mankind. Give me an eager mind to learn something new everyday and may my aim always be to reach you. Amen.

### **PRAYER AFTER CLASS**

O God/infinite wisdom and the source of all knowledge/ we thank You for the day. Grant that we may remember / what we have learnt. We offer You all our works and endeavours/ our failures and successes. Forgive us our shortcomings/ and give us the courage/to follow always the path of truth. Protect us from all dangers on the way home and keep us in the hollow of Your hands. Amen.

### **PRAYER BEFORE THE EXAM.**

O God of wisdom and power, while we begin our exam today, we bow before you for your blessings. We want your strength so that we may be able to do your will in our life. We submit all our strength and weakness. O! most Holy Spirit, enlighten our mind, brighten our memory and energise our body to do the exam well.

### **PLEDGE**

India is my country, all Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect and treat everyone with courtesy. To my country and my people I pledge my devotion. In their well-being and prosperity alone lies my happiness.

### **GENERAL INFORMATION**

Nirmala Higher Secondary School, Aluva established in 1962 is owned and managed by the Congregation of The Sisters of the Destitute, St.Mary's Province, Chunangamvely.This is an institution established and administered by and for a Christian minority community and the primary beneficiaries will be Christians. But good and earnest candidates will be considered for admission irrespective of their caste and creed.

## **OUR VISION**

Nirmala aims at imparting quality education taking in the aggregate of human life – physical, spiritual, intellectual, moral, individual and social, elevating, regulating and perfecting it. The emphasis is on academic excellence and insists to develop a culture of compassionate love for the less privileged.

## **OUR MISSION**

Nirmala is committed to provide quality education through discipline and academic brilliance enabling the students to achieve success in life with human excellence and human values.

## **Curriculum**

Nirmala Higher Secondary School is recognized by the Dept. of General Education, Kerala State. The academic year is from June to March. The medium of instruction is English.

## **Admission**

The minimum age required for admission to STD I is 5 years on June 1<sup>st</sup> of the respective year. Admission to other classes is given on merit basis depending on the availability of seats vacant. School authorities reserve the right to refuse admission without disclosing the reason. They also reserve the right to dismiss students who do not co-operate with school rules, or conduct is harmful or scandalizing, or whose parents cause disturbance in the school.

Those who require T.C. should inform the office one week in advance in writing. No leaving certificate will be issued until all dues are cleared.

**Admission/Tuition fee once remitted will not be refunded.**

### **Attendance or Absence.**

Minimum 90% attendance is required for promotion. Repeated absence without leave or unexplained absence for 15 consecutive days renders the student liable to have his/her name struck off the rolls. Pupils who have been absent on the previous day will be admitted in the class on production of a leave note from the parent. Every pupil returning after suffering from an infectious or contagious disease should produce a doctor's certificate permitting him/her to do so. No student should leave the premises without the permission of the principal. Unauthorised study holidays are not encouraged.

### School Uniform

STD	Girls	Boys
LKG-X	<b>Monday, Wednesday, Friday</b>	
	Sky blue, light blue frock and black buckled shoes. White socks with blue stripes	Sky blue pants shorts. Light blue shirt. Black shoes. White socks with blue stripes.
	<b>Tuesday, Thursday and Saturday</b>	
	Brown and purple frock. Black buckled shoes. White socks with brown stripes.	Purple shirt. Brown pants / shorts black shoes. White socks with brown stripes.
XI – XII	Purple shirt, Brown pants and Brown overcoat on all days.	
	School belt and ID cards are part of school uniform. During monsoon VKC black sandals are allowed. Vests for boys and slippers and tights for girls are mandatory. Blue and Black hair bands / buns can be used along with uniforms. Hairstyle – ponytail for girls. Long hair for boys is not encouraged.	

It is compulsory for the students to wear the prescribed uniform in the patterns permitted. No religious signs Viz – head scarf, hijab/purdha, wrist rosaries, caps, sacred threads etc. not permitted in the school campus along with school uniform.

**Gold or artificial ornaments, fancy hairdos, clips, net / gel coloured hair, nail art, fancy foot wear etc. are not allowed in the school. The uniform must be neat and tidy.**

#### School Cleanliness.

All must consider it their social responsibility to keep the school premises clean. Each student should be careful to avoid scribbling on the walls and furniture. Deposit all waste – paper and food waste in the waste bins provided for this purpose. Chocolates with wrappers are not allowed to bring to the school.

#### School Property.

Students should take care of school property. Any damage done within the school premises must be made good.



- \* Special care must be taken to see that silence is maintained during change of period, outside the principal's office, staff room and stair case.
- \* The students are expected to be in their respective class rooms at 8.50 am. Before the first bell they are to submit their home assignments for corrections.
- \* Morning assembly is held in the Assembly ground. At the first bell all must proceed to the assembly ground in perfect silence
- \* No late arrival may be admitted into the class without the principal's permission.
- \* After noon students join in a short prayer in the respective class rooms. At the given signal, all recite together the prayer before and afternoon session with the teacher on duty.
- \* Before the dispersal in the evening, at the short bell (3.30pm) recite together the evening dispersal prayer with the teacher on duty; after which each class will leave in good order.

#### **Code of Conduct**

- \* While moving along corridors and stair cases- the rule is always – keep left, walk in single line and in silence.
- \* Books, newspapers, magazines, excessive money, expensive and fancy stationery, electronic gadgets, playing cards, tattoos, CDs, pendrives, mobile phones, camera video games, chewing gums, fire crackers, sharp edged instruments, comics, periodicals etc should not be brought to school without principal's sanction; else they will be confiscated.
- \* No collection of money for any purpose be made in the school without the permission of the principal
- \* Playing or shouting inside the school buildings is strictly forbidden.
- \* Children should always greet their teachers, elders and friends and behave respectfully towards school staff.
- \* School activities and celebrations are meant for the benefit and exposure of students. So participation in such activities is compulsory for all students.
- \* Pupil of one class is not allowed to enter other class rooms without permission.

- \* Students are not allowed to leave the school campus without permission during school hours.
- \* Students are responsible for the safe custody of their belongings. All personal articles should be neatly labelled.

### **Parent's Co-operation.**

- \* **Parents and guardians are not allowed to walk in to the class rooms or interview teachers during school hours.**  
Those who wish to find out the progress of their child may meet the teacher concerned with a prior appointment. Teachers will be available between 3.30 pm – 4.00 pm.
- \* Parents are expected to sign progress reports, monthly tests or any similar documents when so requested. Failure to do so may put the children into inconvenience.
- \* Please make it a point to attend all school functions, PTA meetings and open houses.
- \* Please inform the change of address and phone numbers to the school.
- \* Mobile phone is strictly prohibited in the school for students. Otherwise it will be confiscated.
- \* Please send your child in neat and full uniform. On occasions of wearing casual clothes, do ensure that they wear modest dress in the school.
- \* No student will be sent home, even if some urgent need arises, unless duly authorised person comes to take the child with a note of authority from parents.
- \* Acknowledge every communication sent to you through diary/ circulars.
- \* Always pay the fee and other dues on time and avoid embarrassment to your child.
- \* Discuss the problems your child faces, with the principal and the teachers concerned, personally. Avoid sending messages through your friends.
- \* If the child has an injury or accident in school, first aid will be provided. If it is serious, the parent will be informed and the child will be taken to the hospital. However, in the event of any mishap the school does not take any legal responsibility.

- 1** Ref: This is my prayer to Thee my Lord :  
Strike at the root of penury in my heart
- 1 Give me the strength lightly to bear my joys and sorrows.
  - 2 Give me the strength to make my love fruitful in service
  - 3 Give me the strength never to disown the poor or bend my knees before insolent might.
  - 4 Give me the strength to raise my mind high above daily trifles.
  - 5 Give me the strength to surrender my strength to Thy will with love. ( R. Tagore )

- 2** Oh Lord My God  
When I in awesome wonder  
Consider all the worlds  
Thy hands have made  
I see the stars  
I hear the rolling thunder  
Thy power throughout  
The universe displayed

Then sings my soul  
My Savior, God, to Thee  
How great thou art (2)

when through the woods  
And forest glades I wander  
I hear the birds  
Sing sweetly in the trees;  
When I look down  
From lofty mountain grandeur  
And hear the brook  
And feel the gentle breeze;

- 3** Walking with the Lord,  
We are walking in the morning,  
Lift up your hearts  
For you are walking, with God
- Singing to the Lord  
We are singing in the sunshine  
Lift up your hearts,  
For you are singing to God
- Hand in hand with everyone  
We're walking, walking  
Black and white and brown  
Together walking walking

Singing new songs now,  
Living new lives,  
Building new bridges,  
Walking distant miles.  
Well we're walking with the Lord-

Rain and storm will not prevent us  
Walking, walking  
Faith and hope and love,  
Will send us walking, walking,  
Crossing all barriers,  
Climbing all stiles  
Breaking through fences,  
Walking distant miles,  
Well we're walking with the Lord-

- 4** 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 is in You (My life..... strength)

- 5** 1 Make me a Channel of your peace  
Where there is hatred let me sow your love  
Where there is injury, your pardon, Lord.  
And where there's doubt, true faith in you.  
Chorus: O master grant that I may never seek  
So much to be consoled as to console  
To be understood as to understand  
To be loved as to love with all my soul.
- 2 Make me a channel of your peace  
Where there's despair in life, let me bring hope  
And where there's darkness only light  
And where there's doubt true faith in you.
- 3 Make me a channel of your peace  
It is pardoning that we are pardoned  
In giving to all men that we receive  
An in dying that we are born to eternal life.

**6** Ant. O give thanks to the Lord, for he is good (3)  
Yes, eternal is his love

1 I will sing to my God never ceasing  
All my life, I will tell of his wonders,  
He's the maker of all, earth and heaven  
Of the ocean, the seas and all they hold

2 The almighty is faithful forever  
He is just to the poor and outraged;  
It is He who gives bread to the hungry,  
Who delivers the captives from their chains

3 He give sight to the blind in his mercy ;  
And he raises the lowly, the humble,  
It is he who gives shelter to strangers,  
Every orphan and widow he defends.

**7** **HOLY VIRGIN**

1 Holy virgin by God's decree  
You are called eternally,  
That He could give his Son to our race  
Mary we praise you, hail full of grace.  
Ave, Ave, Ave, Maria.....

2 By your faith and loving accord,  
As the handmaid of the Lord,  
You undertook God's plan to embrace  
Mary we thank you hail full of grace.  
Ave, Ave, Ave, Maria.....

3 Refuge for your children so weak,  
Sure protection all can seek,  
Problems of life you help us to face  
Mary, we trust you, hail full of grace.  
Ave, Ave, Ave, Maria.....

4 To our needy world of today  
Love and beauty you portray,  
Showing the path to Christ we must trace  
Mary, our mother hail full of grace.  
Ave, Ave, Ave, Maria.....

4 To our needy world of today  
Love and beauty you portray,  
Showing the path to Christ we must trace  
Mary, our mother hail full of grace.  
Ave, Ave, Ave, Maria.....

8 I Just keep trusting my Lord  
And I walk along  
I just keep trusting my Lord  
And He gives me a song  
  
Tho' the storm clouds darken the sky  
O'ver the heavenly trail  
I just keep trusting my Lord  
He will never fail

He is a faithful friend (2)  
Such a faithful friend (2)  
I can count on him (2)  
To the very end (2)

**9 GOD STILL LOVES THE WORLD**

Every tiny star that twinkles in the night sky  
Every drop of morning dew  
Every spark of fire blazing in the furnace  
Every captivating view  
Every rainbow in the sky, every pretty butterfly

Tells the fascinating news to those who dare to hope  
And the message is  
God still loves the world  
God still, still loves the world  
So throw your life into his hands

Day by day discern his plans  
God is passionately busy loving you and me  
Every ocean wave that breaks upon the sea-shore  
Every stalk of golden wheat  
Every silver stream that gushes down the mountain

**10** സത്യമായ് സൗന്ദര്യമായ്  
നിത്യമംഗളനാളമായ്  
മർത്യഹൃദയങ്ങളിൽ  
നിഷ്പന്നമിങ്ങനെ പ്രോജ്വലിക്കും

സച്ചിതാനന്ദനമോസ്തുതേ  
ശാന്തിയായ് ആനന്ദമായ്  
ശാശ്വതമലർഭാവമായ്

രാജയാചകദേശമന്യേ  
എല്ലാരിലും വാണരുളീടുന്ന  
സച്ചിതാനന്ദനമോസ്തുതേ  
ഏകമായ് അദ്വൈതമായ്

അത്സുതാമൃതസാരമായ്  
ജംഗമംഗളജംഗമങ്ങളും  
ഒന്നുപോലെ പുകഴ്ത്തിടുന്ന  
സച്ചിതാനന്ദനമോസ്തുതേ

**11 വന്ദേ മാതരം**

വന്ദേ മാതരം  
സുജലാം സുഹലാം മലയജ് ശീതളാം  
സന്ധ്യശ്യാമളാം മാതരം  
വന്ദേ മാതരം  
ശുഭ്ര ജ്യോത്സനാ പുളകിത യാമിനീം  
ഘൃല്ല കുസുമിത് ദ്രുമ്ബരല ശോഭിനീം  
സുഹാസിനീം സുമധുർ ഭാഷിണീം  
സുഖദാം വരദാം മാതരം  
വന്ദേ മാതരം

**12 സാരേ ജഹാം സേ അച്ഛാ**

സാരേ ജഹാം സേ അച്ഛാ ഹിന്ദോസ്താം ഹമാരാ  
ഹം ബുൽബുലേ ഹൈ ഇസ്കീ യേ ഗുലിസ്താം ഹമാരാ  
ഗുർബത് മേ ഹോ അഗർ ഹം രഹ്താഹേ ദിൽ വതന് മേ  
സമ്തോ വഹീം ഹമേ ദീ ദിൽഹോ ജഹാം ഹമാരാ

പർബത് വോ സബ്സേ ഉഘാ ഹംസായ ആസ്മാം കാ  
 വോ സംതരീ ഹമാരാ വോ പാസ്ബാ ഹമാരാ  
 ഗോദി മേം ഖേൽതീ ഹേ ഇസ്കി ഹസാരോം നദിയം  
 ഗുൽശൻ ഹേ ജിൻകേ ദമ് സേ രസ്കേ ജനാം ഹമാരാ  
 മസ്ഹബ് നഹീം സിഖാതാ ആപസ് മേം ബൈദ് രഖ്നാ  
 ഹിന്ദി ഹെ ഹം, വതൻ ഹേ ഹിന്ദോസ്താം ഹമാരാ

**13 ദേശീയ ഗാനം**

ജന്ഗണ് മന് അധിനായക് ജയഹേ  
 ദാരത് ദാഗ്യവിധാതാ  
 പഞ്ചാബ് സിന്ധ് ഗുജറാത്ത് മറാഠാ  
 ദ്രാവിഡ് ഉത്കല് വംഗാ  
 വിന്ധ്യ ഹിമാചല് യമുനാ ഗംഗാ  
 ഉത്ധല് ജലധി തരംഗാ  
 തബ് ശുദ് നാമേ ഗാഹേ  
 തബ് ശുദ് ആശിഷ് മാഹേ  
 ഗാഹേ തബ് ജയ് ഗാഥാ  
 ജന്ഗണ് മംഗള ദായക ജയഹേ  
 ദാരത് ദാഗ്യ വിധാതാ  
 ജയഹേ ..... ജയഹേ ..... ജയഹേ .....  
 ജയ് ജയ് ജയ് ജയഹേ.....

**प्रतिज्ञा**

“भारत मेरा देश है। सभी भारतीय मेरे भाई - बहन हैं। मुझे अपने देश से प्रेम है और उसकी संपन्न और विविध परंपरा पर गर्व है।

उसके योग्य होने के लिए मेरा प्रयत्न जारी रहेगा। अपने माता - पिता, गुरु तथा अग्रज मेरे आदरणीय होंगे और उनसे मेरा व्यवहार सम्मान पूर्ण होगा।

मेरी प्रतिज्ञा है कि अपने देश और जनता के प्रति मेरी श्रद्धा अटल रहेगी। उनकी उन्नति और समृद्धि पर ही मेरा सुख निर्भर है।”