

M.M.
International School



M.M. INTERNATIONAL SCHOOL

ALMANAC
2023-24

M.M.
International School



MMITIANS' ALMANAC

2023-2024

**MMIS****M.M. INTERNATIONAL SCHOOL****STUDENT'S DETAILS**

Photo

Name of the Student: _____

Grade : _____ Section: _____ Date of Birth: _____

Adm. No. _____ House : _____ Nationality: _____

Religion: Hindu / Muslim / Sikh / Christian / Jain

Any other _____

Category: GEN / SC / ST / BC / OBC _____

Father's Name: _____ (C) _____ (R)

Occupation: _____ (C) _____ (O)

Mother's Name: _____ (C) _____ (R)

Occupation: _____ (C) _____ (O)

Guardian's Name: _____ (C) _____ (R)

Occupation: _____ (C) _____ (O)

Address: _____

Name of Brother/Sister studying in M.M.I.S. _____

Grade : _____ Section: _____

Bus Route No.: _____ Bus Stop : _____

I have read all the rules and regulations of the school including the guidelines and recommendations to the parents. I agree to abide by them and will ensure that my ward also conforms to the school rules and the standards expected of him/her in conduct and in academics.

Father_____
Mother_____
Guardian

Date : _____

Medical History

Name.....

D.O.B.....

Age as on 31.03.2023Years.....Months.....Days.....

Blood group..... Allergic to any drug.....

Family Doctor's Name.....Contact No

Kindly specify if your ward is suffering from any allergy / chronic ailment

.....

Any accident/head injury in the past

Contact No. in emergency

This is to certify that the information furnished above is correct & true to my knowledge.

Father

Mother

Guardian

**MMIS****M.M. INTERNATIONAL SCHOOL****STUDENT'S DETAILS**

Photo

Name of the Student: _____

Grade : _____ Section: _____ Date of Birth: _____

Adm. No. _____ House : _____ Nationality: _____

Religion: Hindu / Muslim / Sikh / Christian / Jain

Any other _____

Category: GEN / SC / ST / BC / OBC _____

Father's Name: _____ (C) _____ (R)

Occupation: _____ (C) _____ (O)

Mother's Name: _____ (C) _____ (R)

Occupation: _____ (C) _____ (O)

Guardian's Name: _____ (C) _____ (R)

Occupation: _____ (C) _____ (O)

Address: _____

Name of Brother/Sister studying in M.M.I.S. _____

Grade : _____ Section: _____

Bus Route No.: _____ Bus Stop : _____

I have read all the rules and regulations of the school including the guidelines and recommendations to the parents. I agree to abide by them and will ensure that my ward also conforms to the school rules and the standards expected of him/her in conduct and in academics.

Father_____
Mother_____
Guardian

Date : _____

Medical History

Name.....

D.O.B.....

Age as on 31.03.2023Years.....Months.....Days.....

Blood group..... Allergic to any drug.....

Family Doctor's Name.....Contact No

Kindly specify if your ward is suffering from any allergy / chronic ailment

.....

Any accident/head injury in the past

Contact No. in emergency

This is to certify that the information furnished above is correct & true to my knowledge.

Father

Mother

Guardian



M.M. International School *Index*

S. No.	Contents	Page No.
1.	School Emblem & Motto	1
2.	From the Principal's Desk	2
3.	School Rules & Code of Conduct, School Uniform & Appearance	3-4
4.	Recommendations to Parents & Guardians	5
5.	School Transport Rules	6-7
6.	Leave, Absence & Withdrawal	8-9
7.	Anti-Bullying Policy & Cyber Security	10
8.	School Fee	11
9.	Visiting Hours, School Timings & Infirmary	12
10.	Library & House System	13
11.	Our Sports Academy	14
12.	Rules at the Swimming Pool	15
13.	National Anthem & National Song	16
14.	School Song, Pledge & Prayers	17-20
15.	Academic Calendar	21-22
16.	Activity Roster	23-24
17.	Vacations, PTM Schedule & Theme of the Month	25
18.	Special Assembly & Awareness and Counselling Programme	26
19.	School Rules on Examination	27
20.	Assessment Schedule Grades I & II	28
21.	Test Schedule Grades III to XII	29-32
22.	Holiday Information	I
23.	Communication	II-IV
24.	Student's Records	V-XII
25.	Class Time Table	XIII-XIV

School Emblem & Motto



‘SELFLESS SERVICE IS WORSHIP’

A motto is a vivid reflection of the mettle that goes into the making of an institution. Our Motto is to perform our duty with utmost sincerity and devotion, duty of imparting holistic education to children so that they become conveyors of peace and saviours of mankind.

We believe in the words of Rabindranath Tagore :

‘I slept and dreamt that life was joy.

I awoke and saw that life was Service.

I acted and behold,

Service was joy!’

When service becomes an act of joy and not mere duty then it becomes,

‘Service Supreme to Almighty.’

From the Principal's Desk.....

“An investment in knowledge pays the best interest.”

-Benjamin Franklin

Greetings!

Welcome to the portals of M.M. International School, an institution where learning is a discovery and excellence is a tradition. Students are at the center of our vision, a vision that supports them to grow as higher, stronger and brighter individuals who will blossom into sensitive, compassionate and responsible citizens of this country.

As William Shakespeare says:

“How far that little candle throws its beams!

So shines a good deed in a weary world.”

We aim not just to impart knowledge to the students but also to inculcate in them wisdom, compassion and a humanitarian spirit. Along with it, open-mindedness, independence, a global outlook and analytical thinking are the premium qualities needed today.

A dedicated team of Teachers, Administrative Staff, cooperative Parents and a Management imbued with a great vision form a unified team making endeavours to achieve the above.

I wish you an enriching and rewarding learning experience at MMIS.

Principal

School Rules & Code of Conduct

1. Students must carry their diary and books to the school every day according to the time table. They should complete their assignments and submit them to their teachers on time.
2. Students are expected to wear their Identity Cards/Badges while in school or in the school bus.
3. Students should be polite while interacting with others. They should greet their teachers when they meet them.
4. Students are expected to respect the school property and belongings of others. No student should damage, write or scribble anything on the walls or furniture. Strict disciplinary action will be taken against the defaulters. Students found guilty will be liable to pay the damages in addition to disciplinary action.
5. School reserves the right to take the necessary action /suspend/ withdraw the admission/ restrict the activities against the students whose diligence or progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.
6. Students must converse in English in the school campus and bus.
7. Students are expected to make up for the deficiency in the event of absenteeism from the school. They should complete the pending work.
8. No student should indulge in any of the following practices :-
 - Use of drugs or intoxicants.
 - Any form of gambling.
 - Rowdy and rude behavior.
 - Use of violence in any form.
 - Prejudice, discrimination, communalism or practice of untouchability.
 - Bullying and using inappropriate language.
 - Bringing sharp objects such as knife, blade etc.
9. Students are not allowed to go out of the school campus during the school hours.
10. Boys should get a haircut regularly. Spikes/streaks are not permitted.
11. Girls should make two plaits if their hair length beyond their shoulders. Short hair should be neatly cut and pinned. Puff, flicks, hair highlighting, fancy clips or other accessories and eye make-up are not permitted.
12. Expensive watches/pens, mobiles, I-Pods, cameras, CDs or any other electronic gadgets are strictly prohibited in school. In case, the student is found carrying any of these articles, it will be confiscated and returned to the parent after a month.
13. Students are responsible for their personal belongings. There should be a name tag on the blazer, sweater and all the other belongings of the student.

14. Students are not allowed to wear any jewellery in school.
15. Students are expected to reach school on time. Three late arrivals shall lead to disciplinary action. Students, who come to the school by private transport, should reach the school at least ten minutes before the school timings.
16. No student of the school is allowed to drive a mechanized vehicle to school. Any student found using the same may be rusticated from the school.
17. Students are not allowed to offer any personal gift or presents to the staff members.
18. Broad, Fancy and Sharp Edged kara is not allowed.
19. Students must participate in all the co-curricular activities, for which they will be assessed and awarded grades.
20. The observance of the school rules, desirable code of conduct and good behavior is an essential condition for the student's continuance in the school. In case a student violates the school rules or indulges in any form of indiscipline, strict action such as expulsion / suspension / restriction will be taken against the student.

School Uniform and Appearance

1. School uniform is compulsory for all the students. Students will not be allowed to attend the school without proper uniform.
2. Students must attend the school in a neat, clean and proper school uniform.
 - i. Low or high waist and short skirts for girls and low waist trousers with narrow or broad bottom for boys are not permitted.
 - ii. Girls should wear knee length skirts
 - iii. Shirts should be properly tucked in.
3. Uniform accessories such as belt, necktie, gloves, Identity card etc. are equally important for a smart uniform turn out and hence students must wear them.
4. Students must wear House Uniform on all Wednesdays & Saturdays
5. On every working day, during school functions and outings, students should be in the school uniform. Wearing the school uniform is obligatory on such occasions.
6. For all children, boys and girls alike, proper footwear both in summer and winter is black sports shoes. Leather shoes are not allowed.
7. Girls should wear only white undershirts and boys should wear white vests under the shirt.
8. It is mandatory for girls to wear black cycling shorts under the skirt.

Recommendations to Parents/Guardians

1. Kindly read the diary carefully to acquaint yourself with the school rules.
2. Fill in the student's details and medical history and sign them.
3. Check the appearance, haircut, uniform and observe the punctuality of your ward to school every day.
4. Check your ward's diary daily, acknowledge the remarks if any, and take necessary measures.
5. Ensure that your ward carries books/note books according to the time table of the day to reduce the burden of his/her bag .
6. Encourage your ward to take a balanced interest in academics, co-curricular activities and sports for an overall grooming.
7. Do not send your ward to school if he/she is unwell/ sick in the morning.
8. Procure the material required for the activities to make your ward participate enthusiastically in the activities.
9. Give quality time to your ward. This will encourage the child to reveal all the facts to you. Children should be regularly counselled to be very careful about their own safety.
10. Promote healthy eating habits. Desist from giving junk food to your ward.
11. Inform the school authorities immediately about the change in your residential address / mobile number/E-mail etc.
12. Keep visiting the school website and Facebook page and update yourself with the latest news from the school. Staying in touch with the school is advisable to get the best for your ward.
13. Attend the PTMs regularly and keep in regular touch with the class teacher for the updates regarding the performance of your ward in school.
14. You are requested not to enter the school bus to see off/receive your ward.
15. Do not send the school fee through your ward or bus drivers/ conductors/maids under any circumstances.
16. Your ward should be provided with four pencils sharpened from home in a pencil box every day.
17. You are requested to clear the school dues as per the dates mentioned in the school almanac to avoid any inconvenience later.

School Transport Rules

1. School transport will be available depending on the number of students from a particular location/route. Further, students will be picked up from the nodal points. Request for any home drop or pick up will not be entertained.
2. Routes are mapped according to the feasibility of plying of the School Bus in the area and also keeping in view the safety of the students.
3. For seeking any permanent change in the bus route/ stoppage in the middle of the session, Parents/ Guardians must request the school in writing at least a week in advance. Such a request will be subject to the availability of seat in the bus plying on that route.
4. Students should reach their bus stoppages at least five minutes earlier. Buses will leave at the time stipulated for the bus stop and will not wait for those who come late.
5. Students will be held responsible for any damage caused to the buses due to their negligence or mischievous behaviour and will be liable to strict disciplinary action and penalty by the school.
6. Students are required to sit on the seats allotted to them in the bus. Anyone found violating the seating arrangement or indulging in untoward activity will not be allowed to travel by the school transport.
7. Students are not allowed to eat anything while travelling in the bus.
8. Disciplinary action will be taken against the students found littering in the bus.
9. The children should stay away from the main road until the bus arrives and should not rush towards the bus.
10. Students should not run around in the moving bus.
11. Unruly/Indisciplined behavior like screaming and shouting in the bus or bullying others is not permitted. Bus facility will be immediately discontinued in case the child is found involved in any such incident.

- 12.** Parents should reach their respective stoppages along with their Identity cards to collect their wards.
- 13.** Although buses are regularly serviced, school will not be responsible for any sudden breakdown of the school bus on the road and subsequent delay or discomfort. School will arrange for another bus to transport the children. Parents are requested to cooperate in such situations.
- 14.** Request for change in route for temporary period from a different route to/from school will not be entertained.



Leave, Absence and Withdrawal

Absence from school disrupts the continuity of the learning process of a child. It is the duty of the parents/guardians to inform the school in advance about the impending absence of their wards from the school. Leave application submitted later will be accepted only under unavoidable circumstances. Certain norms regarding absence have to be observed by the students as well as the parents to maintain discipline and to keep the system of the school in order.

1. It is mandatory for the students of Grade IV onwards to maintain at least 85% attendance during the session to enable them to become eligible for appearing in the term-end examinations.
2. The students maintaining 100% attendance in the school will be awarded with an Appreciation Certificate.
3. Leave for one day: The leave application should be given at least one day in advance. However, in case of an emergency, the application with reason of absence must be produced when the student comes to the school the next day. Any student who remains absent from school without prior intimation must produce a letter from the parents/guardian addressed to the class teacher, the next day, stating the reason for absence.
4. Leave for more than one day:
 - (a) Student who has been on leave for more than one day must give an application stating a valid reason for his/her absence. A medical certificate from a registered medical practitioner must be produced in case of illness.
 - (b) Repeated absence without sanctioned leave or unexplained absence for more than five consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only at the discretion of the Principal.

5. It is mandatory for all the students to report to school immediately after the vacations. The school reserves the right to strike off the names of the students from the rolls who do not report within 6 days.
6. If the name of any student has been struck off the rolls twice for any reason, he/she will not be re-admitted to school.
7. Absence from Examinations: No marks will be awarded if a student is on leave/absent on the days of examination/tests.

8. Early/ Short Leave:

Short/early leave is not permissible. Only in case of an emergency arising at the school or when the child falls sick in the school, parents will be called up to pick their ward.

9. A student suffering from the following diseases must observe the prescribed period of quarantine before returning to class:

Chicken Pox	: Until the scabs have fallen off completely.
Measles	: Two weeks after the rashes disappear.
Mumps	: Until the swelling has subsided completely.
Jaundice	: Six weeks after recovery.
Conjunctivitis	: Until the swelling and redness in eyes disappear
Respiratory ailments	: Until the child is completely cured.

10. Under no circumstances will the child be allowed to be picked up by any relative or neighbour. This is to ensure the safety of the child in view of the vulnerability of children as soft targets for kidnapping or mishappening.
11. Students can be asked to leave the school on the following grounds:

Indiscipline

Unsatisfactory progress in academics

12. WITHDRAWAL.

A notice of one clear month must be given in case the parents want to withdraw their ward. Fee will not be refunded in such a case.

13. Any Document applied for, can be collected from the school's Front Office between 3:00 to 4:00 PM only seven days after the written request has been made for the same.

Anti- Bullying

Bullying refers to acts or behavior when a person is hurt, distressed, harassed, pressured or victimized by repeated intentional attacks by another individual or a group. Bullying may involve physical, textual, social, psychological behavior.

Following is the list of activities which are strictly prohibited in MMIS:

1. Physical: hitting, punching, grabbing, pushing, tripping, pulling hair, biting
2. Emotional: being unfriendly, exclusion, tormenting
3. Racial: racial taunts, name calling, gestures and graffiti
4. Religion: religious taunts, name calling
5. Verbal: name calling, sarcasm, putdown, ethnic, casteist or religious insults, physical, social or academic disability insults.
6. Textual: passing notes, writing on desks/ diaries, SMS, E-mail, social media apps
7. Social: ignoring, excluding, mimicking, spreading rumors, defaming, breaking possessions

Cyber Safety

Safe and effective use of internet and digital technology is the prime responsibility of all in today's world.

The potential of information technology as a valuable learning resource is immense. However, if children use the internet without safety awareness, they may fall prey to illegal activity or abuse such as cyber fraud, bullying or something even more serious. It is a collective responsibility of the school and the parents to promote a safe and secure environment.

We at MMIS, take this responsibility with utmost sincerity and are always ready to act decisively, quickly and systematically.

We provide a secure and safe learning environment. The whole campus of the school is under CCTV surveillance. We follow 'Zero Tolerance' against bullying (in any form) or any other form of unsavoury act against child. Reported cases are dealt with strictly by the school authorities. This may include formal warning, contact with parents, suspension/ expulsion from the school or strict action.

Let us all strive to make M.M.I.S a safe, harmonious and inclusive learning haven.

School Fee

1. Mode of Payment

- A. Payment of the fee should be made through MCB portal authorized by school at the link given below:

mmis.myclassboard.com (Use admission number of your ward as user name and password)

OR

- B. Payment of the fee should be made through ICICI Bank, the authorized Bank of the School. The timings for the fee deposit are between 10:00 am to 2:00 pm on all working days after taking Challan from the school reception.

- C. Bank Draft should be in favour of M.M International School payable at Mullana/Sadopur/Karnal.

2. Transport charges are to be paid at the time of admission (for the whole year) through MCB Portal only.
3. In case of payment being made through Bank Draft/Cheque, the name of the student, class, section, admission number and phone number of the parent should be clearly written at the back of Bank Draft/Cheque.
4. Keep the counter foil of fee receipt safe with you. No query or clarification will be entertained if original fee slip is not produced.
5. Fee once paid will not be refunded.
6. Fee concession for the second real brother/sister will be given in the last installment.
7. Fee Schedule:

1st Installment.	At the time of Admission
2nd Installment.	July 1st to 10th, 2023
3rd Installment	October 1st to 10th, 2023
4th Installment	January 1st to 10th, 2024

8. Late fee will be payable with a fine as follows:
Rs. 100/- per day will be charged after the due date for the first 10 days and subsequently **Rs. 200/-** per day till the last day of the month.
9. If the fee is not deposited by the end of the month in which the fee is due, student's name will be struck off the rolls without any prior notice and re-admission will be granted against a payment of **Rs. 5000/-**.
10. No further/separate intimation or reminder will be sent by the school for deposition of fee on time.
11. Request for remission of fine for late deposition of fee will not be entertained.
12. In case of online payment of fee, the school must be informed about the name & class of the student, transaction number, date and amount.

Visiting Hours

To facilitate the smooth functioning of the school and to ensure an appropriate participation of the parents/guardians in the learning process of the child, following visiting hours will be observed by the school.

Principal/Director	On any working day between 9.30 a.m. to 11.00 a.m. or with prior appointment.
Class/ Subject Teachers	On all PTM days or with prior appointment on other days

1. Any change in schedule will be notified.
2. Parents/ Guardians are requested not to go directly to the class to meet the teachers. Teachers will not be able to leave their classes to attend to any person. Parents are requested to contact the Reception in this regard for all the possible and immediate help.
3. Parents – Teachers Meetings will be held periodically. Parents are requested to attend the Parents- Teachers Meetings regularly in the interest of their wards and to help the school in rendering good service to its stake holders.

SCHOOL TIMINGS

SUMMER w.e.f. MARCH 2023

Monday to Saturday 8:20 a.m. – 2:20 p.m.

WINTER w.e.f. NOVEMBER 2023

Monday to Saturday 8:50 a.m. – 2:40 p.m.

Infirmary

The school has an infirmary for the students, supervised by a qualified Nurse for the purpose of providing first aid or immediate help. In case of an emergency, parents shall be intimated immediately.

Parents are requested not to send their ward to school if he/ she is sick/ not feeling well.

Library

The school library is open to all the bonafide students of school. All the classes are provided with at least one library period per week. Students have to observe the following rules:

1. Students must carry their library cards with them while going to the library.
2. One book is issued for a period of one week at a time. If the books are returned late without a valid reason, the borrowing facility will be withdrawn for two weeks.
3. Books marked, damaged, disfigured or dog-eared will have to be replaced or paid for by the borrower. In case the book is lost, the borrower has to pay the penalty, which is double the cost of the book.
4. Students are expected to adhere to the order in which the books are arranged while picking them up or placing them back on the shelves.
5. Students are not allowed to bring their personal books to the library.

House System

In order to inculcate belongingness, team spirit and a healthy spirit of competition, students have been divided among the following four houses:

Bhabha
Blue

Bose
Green

Raman
Red

Ramanujan
Yellow

Every student from Grade I onward is placed in one of the four houses at the time of admission.

Each House is headed by a House Master/Mistress and the house tutor. House captains and the vice captains are entrusted with various responsibilities. Points are awarded to the houses for their performance in cultural and co –curricular activities, games and sports conducted throughout the year. At the end of the year, the Running Trophy will be awarded to the house securing the highest points in these activities during the session.

Our Sports Academy

At MMIS, sports and games are an integral part of school's curriculum. The mission of the school is to teach students necessary intricacies of games like Cricket, Football, Basketball, Skating, Table Tennis, Badminton, Yoga, Karate & Baseball.

We, at MMIS, believe that sports play an instrumental role in shaping up the personality of a student and enhance his/her fitness level. That's why the school has invested heavily in creating a world - class sports infrastructure employing expert coaches to impart training to the students in various games and sports. Students are given extensive training for various sports like football, skating, badminton, basketball, baseball, karate and cricket. These academies are being run successfully in the spacious school ground. With our committed coaches, Academies promise to provide quality training to budding sports enthusiasts and young talents are chiseled to become skilled sportsperson at district, state, national and international levels.

