

# PROSPECTUS





Pioneering Excellence in Education since 1958

## COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

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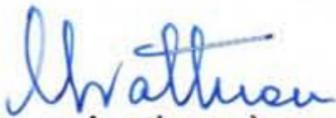
## CERTIFICATE OF AFFILIATION

WB362 / 2022

*This is to certify that* \_\_\_\_\_ **Don Bosco English Medium School** \_\_\_\_\_

\_\_\_\_\_ Vill/P.O. Monigram, P.S. Sagardighi, Berhampore-742237, Distt: Murshidabad, West Bengal \_\_\_\_\_

*has been affiliated to this Council.*

  
(Gerry Arathoon)  
Chief Executive & Secretary

  
(Dr. G. Immanuel)  
Chairman

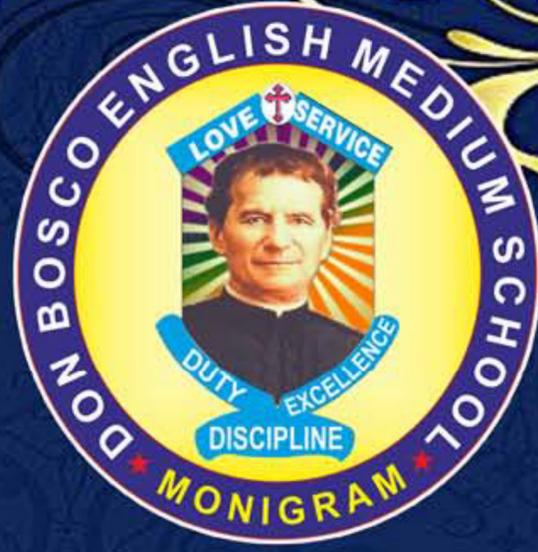
Date 28<sup>th</sup> February 2022



**Rt. Rev. Bishop Nirmal Gomes, SDB, DD**  
(President of the School)



**Fr. Jino George, MPH**  
(Principal)



**School code - WB: 362/2022**  
**Regd. No. 1217/3000607962/2024**

**Address:**

**P.O. MONIGRAM, P.S. SAGARDIGHI,  
DIST. MURSHIDABAD,  
WEST BENGAL, PIN. 742237**

**Email. [dbemsmon@gmail.com](mailto:dbemsmon@gmail.com)  
[dbemsmon@yahoo.co.in](mailto:dbemsmon@yahoo.co.in)**

**Website: [www.donboscomonigram.org](http://www.donboscomonigram.org)**

**Contact No.:**

**8250982771 (MONIGRAM)**  
**9475770315 (RAGHUNATHGANJ)**  
**9733896234 (SAGARDIGHI)**

## GENERAL INFORMATION

01. Don Bosco English Medium School situated at Monigram under Sagardighi P.S. and Block in the civil district of Murshidabad in West Bengal, established in 2005 (31st March) is administered by the Registered Society of the Roman Catholic Diocese of Krishnagar.
02. The Don Bosco English Medium School, P.O. Monigram, P.S. Sagardighi, Dist. Murshidabad-742237, West Bengal has been Provisionally affiliated to this Council for a period of five years to prepare and enter candidates for the (ICSE) Indian School Certificate of Secondary Examination. The school will seek for Permanent Affiliation in course of time.
03. Although the school is meant for the Christian student, the provision is made for the admission of non-Christian student. Lessons on moral principles and conduct will be given to students, irrespective of caste, creed, language and ethnics.
04. The students who will be admitted in PRE-NURSERY, L.K.G., U.K.G., CLASS - I to CLASS VIII, will go up to class XI. The students seeking admission in upper classes will have to qualify the strict entrance test.

## AIM OF THE INSTITUTION

**The aim of the institution is to impart a sound education to the students by forming them habits of good virtues, discipline and self-efficiency to become useful and responsible citizens of our motherland, India.**

## FOR GUARDIANS

01. Guardians retain their rights and duties in the education of their children, although, they delegate themselves in part of the school
02. Guardians are requested to co-operate with the school authorities.
03. Admittance into the school premises is at the sole discretion of the school authorities, which reserved to them, the right to refuse admission to anyone without assigning any reason whatsoever.
04. All communications to the school should be addressed to the Principal.

## Special Attention

- Forms are available from the month of October, in our website by online
- At the time of submission of forms, the following materials should be attached- Photo, Birth Certificate and Transfer Certificate.
- After submitting the form you should be added in the Whatsapp group for the different kinds of informations for the new admission.
- We have limited seats in all three school.

## CRITERIA FOR PROMOTION

**40% in all subjects required for promotion.**

**A+ : 91 & above.    B+ : 71 – 80.    C+ : 51 – 60.    D : 39 & below – Fail.**  
**A : 81 – 90.        B : 61 – 70.        C : 40 – 50.**

## SYSTEM OF EXAMINATION

There will be Four examinations: 1st Unit Test, Half Yearly, 2nd Unit Test and Annual Examination, The Unit Test carries 100 marks (50 for 1st Unit and 50 for 2nd Unit). Half yearly carries 100 marks and Annual Exam carries 100 marks. All the examinations have practical and theory marks, there will be weekly tests and continuous assessments carrying 20 marks. The whole book has to be covered at the time of annual Examination for PN to UKG students. Two semester system applied for classes I to XII. However, (40+10 for Unit Test) and (20+80 for Half Year and Annual examination) system will be applied for the students of class I to XII. At the time of final examination, that is 60% from the portion of annual, 20% from the 2nd Unit Test and 20% from the Half Yearly. 20% mark is kept for the project work for the class IX, X, XI and XII.

## PRIVATE TUITION

01. It is the policy of the school, as to discourage private tuition, so as a pupil should be able to progress in his/her study because of good teaching. When absolutely necessary, tuition may be allowed in consultation with the principal.
02. Teachers are not allowed to undertake private tuition, which will in any way interfere with the proper execution of their school duties, including the preparation of lesson and the correction of exercises.

## **VACATION**

There are three vacations in a year: the summer vacation in May – June, Puja vacation in October, and Winter vacation in December – January. For details see the school calendar.

## **REGULARITY RECORD (absence, leave, late coming)**

01. Staying away from the school without leave is not tolerated except when the cause is sudden illness or unforeseen circumstances. No leave of absence is given, nor is a student allowed to leave the school during school hours, without a previous written application from the parents stating the reason, which must be a serious one. Such reasons as birthday, excursions, time to study for an examination, etc. are not considered sufficient.
02. A leave granted must be recorded in the Regularity Record under “Leave” in the school calendar.
03. Five late arrivals will result in parents being called to the office of principal. Ten late arrivals will invoke suspension from the school.
04. The school declines all responsibility if through failure to produce a letter giving reason for his absence or delay, and the student is obliged to return home during school hours.
05. After an absence from class, students must bring the reason of their absence or delay briefly noted in the Regularity Record.
06. Absentees and latecomers to the classroom must show the teacher in charge the regularity record duly counter signed by the principal. Students who habitually come late to school may be sent back home.
07. If absence without leave exceeds fifteen days, the defaulter’s name will be struck off the rolls and pupil considered withdrawn.
07. Every student must have a copy of the school calendar, and it should be brought to school daily.

## **COURSE OF STUDY**

01. Don Bosco English Medium School will prepare the students for the ICSE and ISC Examination which will be taken at the end of class X and XII. The curriculum includes English, Bengali, Hindi, History-Civics, Geography, Mathematics, Physics, Chemistry, Biology, Computer Application, Art/Craft, Singing, Physical Training, SUPW, Bible History and Value education. Bengali and Hindi will be compulsory subjects as vernaculars in the language scheme of secondary education. The school will try its very best to teach the students to handle English effectively as a written and spoken language.
02. In acquaintance to the language and fluent in eloquent, only English should be spoken in the school premises. Under the system of continuous assessments of English conversation, marks will be allotted to assess the capacity and willingness of each individual student, to converse in English.
03. Pupils are obliged to attend assembly regularly. Those who come late must report the reason for being late to the principal before they should admit to their classes. Every pupil has to take part in all the common activities of the school.
04. There will be four houses, each having its Motto, colour, captain and vice-captain and will be guided by the appointed councillor. The house system will direct all the co-curricular activities of the school.
05. The principal has the right to suspend if required the withdrawal of any pupil without having been suffices to any reason, provided he is satisfied that such a step is necessary for the interest of the well-being of school.
06. Students will be, time and again, reminded to address their teachers and all the members of the staff with due respect and politeness. On the way to school and returning back to home from the school, they are expected to behave politely and be gentle and courteous to all. Uprightness and self-restrain should be the characteristic of every pupil of the school.
07. Pupils are responsible for the safe custody of their books and other belongings. Each article should be marked with the pupil's name.
08. All books, periodicals, comics, reference books, as well as newspapers, other than items mentioned in the school book list, must be presented to the principal for approval and may be retained in the school and read only if they bear the principal's signature.
09. Every pupil is expected to subscribe towards small school shows and local charities if requested by the principal. No collections or fines or funds are to be made in the school without a permission or notice from the principal.

## **SCHOOL UNIFORM (Pre-Nursery- UKG)**

### ***(Monday, Tuesday & Thursday)***

- Blue Yellow checks with half sleeves, sky-blue half pant (for boys), Navy blue with white bordered tie, black shoes and deep blue with white bordered socks, Identity Card, Brown Blazer or Sweater & Muffler (In Winter).
- Blue yellow checks with half sleeves, sky blue skirt& black hair band (for girls), Navy blue with white bordered tie, black shoes & deep blue with white bordered socks, Identity Card, Brown Sweater & Muffler (In Winter).

### ***(Wednesday's Uniform)***

- White T-Shirt and sky-blue half pant, black shoes and deep blue with white bordered socks, Identity Card, Brown Blazer/ Sweater& Muffler (In Winter).
- White T-Shirt and sky-blue skirt, black hair band (for girls), black shoes deep blue with white border socks, Brown Sweater/ blazer & Muffler (In Winter).

### ***(Friday's Uniform)***

- House T-Shirt and white Half Pant, white shoes with white-blue bordered socks (for boys), Identity Card, Brown Sweater/Blazer & Muffler (In Winter).
- House T- Shirt and white skirt, white hair bands (for girls), white shoes with white-blue bordered socks, Identity Card, Brown Sweater/Blazer& Muffler (In Winter).

## **SCHOOL UNIFORM (I-IV)**

### ***(Monday, Tuesday & Thursday)***

- Blue black checks with half sleeves and black half pant (for boys), Navy blue with white bordered tie, black shoes and deep blue with white border socks, Identity Card, Brown Sweater/Blazer & Muffler (In Winter).
- Blue black checks with half sleeves and black shirt and black hair band (for girls), Navy blue with white bordered tie, black shoes and deep blue with white bordered socks, Identity Card, Brown Sweater/Blazer & Muffler (In Winter).

### ***(Wednesday's Uniform)***

- White T-Shirt and black Pant, black shoes and deep blue with white bordered socks, Identity Card, Brown Sweater/Blazer& Muffler (In Winter).
- White T-Shirt and black skirt, black hair band (for girls), black shoes and deep blue with white bordered socks, Identity card, Brown Sweater/Blazer& Muffler (In Winter).

### ***(Friday's Uniform)***

- House T-shirt and white Half Pant (for boys), white shoes with white blue bordered socks, Identity card, Brown Sweater/Blazer & Muffler (In Winter).
- House T-Shirt, white skirt& white hair bands (for girls), white shoes with white blue bordered socks, Identity card, Brown Sweater/Blazer& Muffler (In Winter).

## **SCHOOL UNIFORM (V- X)**

### ***(Monday, Tuesday & Thursday)***

- Light orange shirt with half sleeves and black full pant (for boys), Navy blue with white bordered tie, black shoes and deep blue with white bordered socks, Identity card, Brown Sweater/Blazer & Muffler (In Winter).
- Light orange shirt with half sleeves, black skirt & black hair bands (for girls), Navy blue with white bordered tie, black shoes and deep blue with white bordered socks, Brown Sweater/Blazer & Muffler (In Winter).

### ***(Wednesday's Uniform)***

- White T-Shirt and black full pants, deep blue with white bordered socks, Identity Card, Brown Sweater/Blazer & Muffler (In Winter).
- White T-Shirt, black skirt & black hair band (for girls), black shoes & deep blue with white bordered socks, Identity card, Brown Sweater/Blazer & Muffler (In Winter).

### ***(Friday's Uniform)***

- House T-shirt and white full Pant, white shoes with white blue bordered socks, Identity card, Brown Sweater/Blazer & Muffler (In Winter).
- House T-Shirt, white skirt & white hair bands (for girls), white shoes with white blue bordered socks, Brown Sweater/Blazer & Muffler (In Winter).

## **SCHOOL UNIFORM (XI-XII)**

### ***(Monday, Tuesday & Thursday)***

- Sky colour full shirt with navy blue full pant, for both boys and girls.
- Navy blue overcoat (for Girls only).

### ***(Wednesday's Uniform)***

- White T-Shirt and navy blue full pant (boys and girls)

### ***(Friday's Uniform)***

- House T-shirt and white full pant on Friday. Winter light green jacket, sweater or Muffler.

- The articles brought to the school by students especially the school bag, Tiffin box, water bottle etc. must be marked with the name of the student with irremovable paint, and books covered and labelled properly.
- The teacher or school authority shall not entertain any claim by parents

## **DISMISSAL AND WITHDRAWAL**

01. Before withdrawing a student from the school, a month's notice is to be given or a month's fee in lieu of notice.
02. No certificate will be issued until all dues to the school have been paid in full and that too only on receipt of a written application to the principal from the parents. The transfer certificate will be issued on payment of Rs. 100/-
03. Any student failing two consecutive years in the same class will be struck off the rolls and a transfer certificate will be issued.
04. Irregular attendance, insubordination, disrespect to any teacher or any religion or any religious community, serious misconduct or misbehaviour even outside the school premises objectionable to the good name of the school is sufficient for the dismissal of a pupil.
05. As a rule, the students who are dismissed from the school are not re-admitted.
06. The Principal's decision is final in all cases of dismissal.

## **SCHOOL FEES**

The school fees cover twelve calendar months and must be paid monthly, Quarterly / Half yearly instalments or in advance. No reduction is made for holidays or broken periods. Pupils are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid are not refunded.

There will be no cash transaction at the counter, online transaction is introduced and it will be followed. Kindly get use to with the system. However, no fee book will be provided, instead online or Bank statement is acceptable; please follow the instruction.

## **TO GIVE THE SCHOOL FEES**

01. There will be increment in fee structure and collection at the beginning of the academic session to cover up the devaluation of rupee or the price hike or could be the case of salary increment of the teachers. Annually 10% to 12% is normal.
02. Fee collection is done through QR code and SB Collect. CC AVENUE is partially used. Since the payment system is changed, after making the payment through QR Code or SB Collect kindly send the screen shot together with students details to school whatsapp number or to school mail to update the fees register. If any one goes for the cash deposits through any of the staff, school will not be responsible.

03. Preserve the successful message received through the bank on your SMS box all through the year.
04. A fine of Rs. 2/- per day will be charged to the students who fail to pay the fees during the dates allotted to them.

## **DISCIPLINE**

01. Special attention is given to ensure high standard of morality and discipline in the school. Parents are requested to collaborate in these issues with the authorities of the school by insisting on the regular attendance, punctuality and behaviour of their children.
02. Periodical reports will keep parents informed of the progress of their students. Their reports are to be signed by the parents and duly returned.
03. All damages to school property must be remedied at the cost of the person responsible for it.
04. Students must be punctual for class to be admitted to the classroom. Absentees and late comers must show to their teachers the 'regularity record' duly counter signed by the principal.
05. No student is allowed to leave the school premises except on the strength of a written request from his guardian and due authorization by the principal.
06. Tiffin is to be sent with the students as they come to school.
07. Parents are not allowed to see their children or interview teachers during school hours.
08. A record of the address of parents is maintained in the school office and they are requested to communicate any change without delay.

## **ADMISSION**

01. Parents who seek admission of their children (Transfer cases) are requested to submit a written application along with the progress report of the student. In such cases it is imperative that the candidate should have studied previously in an English medium school.
02. Students will be tested in the standard immediately below that to which they seek admission. They are required to undergo a written examination. Since, the number of seats is limited; selection will be made on the basis of academic excellence.
03. The candidates must be introduced to the principal personally by the one who will be responsible for their conduct and payment of fees.

## **ASSESSMENT AND PROMOTION**

01. Promotion at the end of the year will be based on a total continuous assessment in every subject, on the work is done during the year.
02. The report cards should be duly signed by the guardians after each assessment having been looked after the progress of their wards.
03. 90% of attendance is required to sit for the final examination.
04. Progress Report of unit tests and examinations will be shown to the parents.
05. A student who fails in any subject or misses an examination will not be given supplementary test.
06. Application for verification of marks will not be entertained.
07. Breach of any of the regulations of conduct or the use of unfair means discovered at the time of examination, merit will be the cause of cancellation of the particular paper and the student concerned will be awarded a zero. And if such misconduct is repeated, he will be expelled from the entire examination.
08. In all questions of promotion or failure the principal's decision is final and it cannot be reconsidered.