

**CORPORATE MANAGEMENT OF
LATIN CATHOLIC SCHOOLS
DIOCESE OF NEYYATTINKARA**

**SCHOOL
DIARY
2023-2024**

Name of School:

Name:.....Class:.....

Division:.....Roll No:.....

THIS DIARY IS TO BE BROUGHT TO SCHOOL EVERY DAY



PRAYER

"Oh ! Lord,
As we gather here today,
we seek your guidance and
blessings.
Grant us wisdom to learn,
courage to question,
and perseverance to overcome
challenges.
May this classroom be filled with
respect, understanding, and
cooperation.
Bless our minds, hearts, and
efforts as we embark on this
educational journey.

Amen."



PRAYER



STUDENT PROFILE

Name:.....
[Student's Full Name]

Date of Birth:.....

Gender:
[Male/Female/Other]

Grade/Class:.....

Roll Number:.....

Address:.....

City:.....

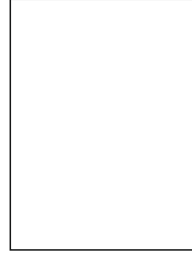
State:.....

Country:.....

Postal Code:

Contact Number:.....
[Student's Contact Number]

Email Address:.....
[Student's Email Address]



Parent/Guardian Information

Parent/Guardian Name:.....

Relationship to Student:.....
[Parent/Guardian's Relationship to Student]

Contact Number:.....

Email Address:.....

Emergency Contact Information

Emergency Contact Name:.....

Relationship to Student:.....
[Emergency Contact's Relationship to Student]

Contact Number:.....

Medical Information

Medications:.....
[Any current medications]

Medical Conditions:.....
[Any existing medical conditions]

Doctor's Name:.....
[Name of the Student's Doctor]

Doctor's Contact Number:.....
[Contact Number of the Student's Doctor]

Please ensure that this student profile is kept up to date with any changes in contact information, medical conditions, or other relevant details. This information is crucial for the well-being and academic progress of the student.



FACULTY PROFILE

Manager :.....

Local Manager:.....

Principal / HM :.....

Class Teacher:.....

Teachers:.....

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INSTRUCTION

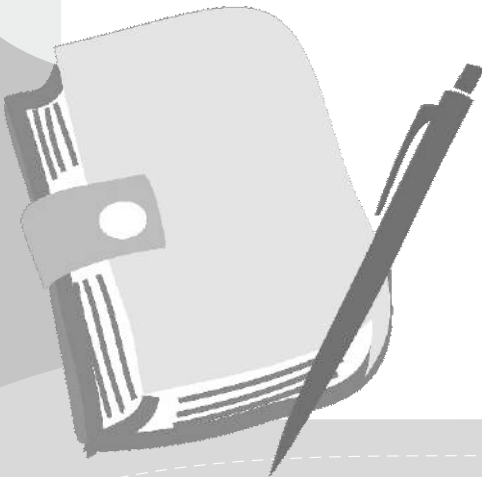
TO THE STUDENTS ...

- Working time of the school is from 9.30 a.m. to 4.15 p.m. Every student must reach school in time.
- Uniform is compulsory on all days in a week except Wednesday.
- School diary should be brought to the class every day.
- Students who make damage to any articles belonging to students or school, must repair or replace them on their own expenses.
- A Student who is absent in the class must come to school along with his/her parent.
- Students who are present in the forenoon classes will not be allowed to go home at noon. If there is any unavoidable situation, students shall submit the letter of their parent to the principal in advance and get permission.
- Students must pay attention to keep the classroom, the surroundings, the garden and the toilets clean and tidy.
- Students can go outside the class only during intervals. Standing crowded in the school veranda or at the side of the road, will be considered a serious short coming.
- Students shall not buy and eat anything sold in unhygienic conditions.
- In the evening and after the classes, students must come out of their classes in line.
- Every student should bestow great attention on his/her studies. Required text books, note books, paper, pen etc. should be kept by each student. They shall not be permitted to go out with the purpose of buying these materials.
- Mobile Phone and all other electronic gadgets are strictly prohibited and those will not be returned
- Homework and record work should be submitted in the prescribed date and time.
- Students must be members of different clubs in the school and must be active participants in other activities.
- Every student must take part in the Moral Science Classes.
- Students should greet other students with dignified terms.



INSTRUCTION

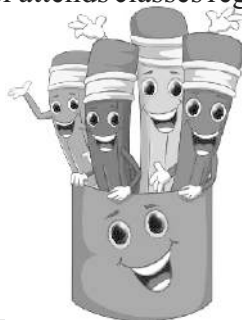
- You should not greet others with the colloquial terms in Malayalam such as 'Eda', 'Poda', 'Edi', 'Podi' etc. Instead, you should call their name lovingly and respectfully.
- Keep solemnity during prayer time and stand in attention while national anthem is being sung.
- Whenever you get something from others, accept it with the words 'Thank you' or in Malayalam 'Nandi'/Upakaram/'Valare Nandi', 'Valare Upakaram' etc. Similarly, if somebody hits you or tread on your feet, you shall apologize to him/her saying sorry / excuse me/ or in Malayalam 'Kshemikkanam'/Namasthe etc.
- When you meet teachers, Priests, nuns, elders and other respected persons, you should greet them saying 'Good morning' / Afternoon / Evening or in Malayalam 'Namaskaram'/Namasthe etc.
- Don't Pluck flowers from school garden or write on the wall. If you see pieces of papers and leaves lying in the school surroundings, pick them up and put into the waste box.
- If you get, lost / abandoned materials, they should be given in the office.
- On all days of school assembly, every student should come to the school ground in line and stand in the allotted place with decorum. After the assembly too, students must keep their line till they reach their class.



INSTRUCTION

TO THE PARENTS...

- Parents must come to the school at least once in a month to gather details of the behaviour of their students, their improvement in studies and their interest in co-curricular activities.
- Pay great attention to know whether your son / daughter does the home work regularly at home.
- Take care what your son / daughter does academically during day time/ night and on holidays.
- Co-operating with the activities of the school, every parent has to work for the progress and development of the school.
- If a student makes any complaint on any matter of school, before taking a decision, Parents must discuss the matter with the authorities of the school.
- Parents can discuss the problems of their children with the teachers in the presence of the principal. They should not discuss with teachers during class time.
- Parents should co-operate with the teachers in the matter of disciplining and formation of students.
- Parents should accompany the students who are absent from the class.
- Father or mother must come to the school for signing the progress card.
- If a student faces any problem of ill-health, parents shall inform the class teacher and the principal of the matter.
- Take care your son / daughter brings lunch from home regularly.
- Parents must contact the school authorities and ensure that their son / daughter attends classes regularly



A FEW GUIDELINES FOR STUDIES

- Spend a fixed time for studies everyday.
- Lessons taught each day must be learn the same day itself.
- Submit the homework and record work in the prescribed date and time.
- While reading texts, short notes must be taken down from them. Make the best uses of the School Library.
- Moderateness in plays, games, recreations, food, entertainment etc. will do more help to your studies.
- Students should note in the diary the matters told by the teachers in the class everyday.
- Study your lessons repeatedly in the company of abest friend.



June 2023

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
23	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 ENVIRONMENT DAY	6	7 WORLD FOOD SAFETY DAY	8 WORLD OCEAN DAY	9	10
11	12	13	14 WORLD BLOOD DONOR DAY	15	16	17
18	19	20	21 INTERNATIONAL DAY OF YOGA/ WORLD MUSIC DAY	22	23	24
25 ANTI ALCOHOLIC DAY	26	27	28	29	30	1



July 2023

AUGUST 2023

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1 WORLD DOCTOR'S DAY
2	3 ST. THOMAS DAY	4	5	6	7	8
9	10	11 WORLD POPULATION DAY	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 KARGIL VIJAY DIWAS	27	28 WORLD HYPATITIS DAY	29 INTERNATIONAL TIGER DAY
30	31	1	2	3	4	5



August 2023

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30		31	1	2	3	4	5
6	HIROSHIMA DAY	7	8	9 NAGASAKI DAY QUIT INDIA DAY	10	11	12 INTERNATIONAL YOUTH DAY
13		14	15	16	17	18 SREEKRISHNA JAYANTHI	19 PHOTOGRAPHY DAY
20		21	22	23	24	25	26
27		28 AYYANKALI JAYANTHI	29	30	31	1	2



September 2023

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2 COCONUT DAY
3	4	5 TEACHERS' DAY	6	7	8	9
10	11	12	13	14 HINDI DAY	15 ENGINEERS DAY INTERNATIONAL DAY OF DEMOCRACY	16 WORLD OZONE DAY
17	18	19	20	21 SREE NARAYANA GURU SAMADHI/ ALZHEIMER'S DAY	22	23
24	25 WORLD RIVERS DAY	26 DAY OF DEAF/ WORLD CONTRACEPTION DAY	27	28	29	30 INTERNATIONAL TRANSLATION DAY



October 2023

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 GANDHI JAYANTHI	3 WORLD HABITAT DAY	4 MAHANAVAMI WORLD ANIMAL WELFARE DAY	5 VIJAYADASHAMI	6	7
8 NAMI DAY/ INDIAN AIR FORCE DAY	9 WORLD POST OFFICE DAY	10 NATIONAL POST DAY WORLD MENTAL HEALTH DAY	11 INTERNATIONAL DAY OF GIRL CHILD	12	13 WORLD SIGHT DAY	14
15 WORLD STUDENTS DAY	16 WORLD FOOD DAY	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4



November 2023

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
25	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 KERALA PIRAVVI	2	3	4
5 WORLD TSUNAMI DAY	6	7 NATIONAL CANCER AWARENESS DAY	8	9 LEGAL SERVICE DAY	10	11 NATIONAL EDUCATION DAY
12	13	14 CHILDREN'S DAY// DIABETES DAY	15	16	17	18
19	20	21 WORLD TELEVISION DAY	22	23	24	25
26 NATIONAL CONSTITUTION DAY	27	28	29	30	1	2



December 2023

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 WORLD AIDS DAY	2 NATIONAL POLLUTION CONTROL DAY
3 WORLD DAY OF THE HANDICAPPED	4 INDIAN NAVY DAY	5	6	7 INDIAN ARMED FORCES FLAG DAY	8	9
10	11 INTERNATIONAL MOUNTAIN DAY	12	13	14 WORLD ENERGY CONSERVATION DAY	15	16
17	18 MINORITIES RIGHTS DAY	19	20	21	22 NATIONAL MATHEMATICS DAY	23 FARMERS DAY
24 NATIONAL CONSUMERS DAY	25 CHRISTMAS DAY	26	27	28	29	30
31	1	2	3	4	5	6



January 2024

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 NEW YEAR/ GLOBAL FAMILY DAY	2	3	4	5	6 WORLD WAR ORPHANS DAY
7	8	9	10	11	12 NATIONAL YOUTH DAY	13
14	15 INDIAN ARMY DAY	16	17	18	19	20
21	22	23	24	25 NATIONAL TOURISM DAY	26 REPUBLIC DAY OF INDIA	27
28	29	30 WORLD LEPROSY ERADICATION DAY	31	1	2	3



February 2024

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 INDIAN COAST GUARD DAY	2	3
4 WORLD CANCER DAY	5	6	7	8	9	10
11	12 DARWIN DAY	13	14	15	16	17
18	19	20 WORLD DAY OF SOCIAL JUSTICE	21	22 WORLD SCOUT DAY	23	24
25	26	27	28 NATIONAL SCIENCE DAY	29	1	2



March 2024

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1 WORLD CIVIL DEFENSE DAY	2
3 WORLD WILDLIFE DAY/ WORLD HEARING DAY	4 NATIONAL SAFETY DAY	5	6	7	8 INTERNATIONAL WOMEN'S DAY	9
10	11	12	13	14	15	16 NATIONAL VACCINATION DAY
17	18	19	20	21 WORLD FORESTRY DAY	22 WORLD WATER DAY	23 WORLD METEOROLOGICAL DAY
24	25	26	27 WORLD THEATER DAY	28	29	30
31	1	2	3	4	5	6



Ist UNIT TEST TIME TABLE

DAY	DATE	TIME	SUBJECT

Ist TERM TIME TABLE

DAY	DATE	TIME	SUBJECT



Ist SEMESTER EXAM TIME TABLE

DAY	DATE	TIME	SUBJECT

IIInd UNIT TEST TIME TABLE

DAY	DATE	TIME	SUBJECT



IInd TERM TIME TABLE

DAY	DATE	TIME	SUBJECT

IInd SEMESTER EXAM TIME TABLE

DAY	DATE	TIME	SUBJECT



IIIrd UNIT TEST TIME TABLE

DAY	DATE	TIME	SUBJECT

ANNUAL EXAM TIME TABLE

DAY	DATE	TIME	SUBJECT



LEAVE RECORDS

Date	Reason	Days	Signature of Guardian	Signature of Class Teacher



LEAVE RECORDS

Date	Reason	Days	Signature of Guardian	Signature of Class Teacher

PAYMENT OF FEES

MONTH	COMPUTER	TRANSPORT	
JUNE			
JULY			
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			



EVALUATION

SUBJECT	JULY		ONAM EXAM		OCTOBER	
	Marks	Total Marks	Marks	Total Marks	Marks	Total Marks
Malayalam - I						
Malayalam - II						
English - I						
English-II						
Hindi						
Sanskrit						
Science						
Biology						
Physics						
Chemistry						
Social Science - I						
Social Science - II						
Mathematics						
I.T						
Guardian's Sig.						
Class Teacher Sig						
Headmaster Sig						



EVALUATION

SUBJECT	NOVEMBER		CHRISTMAS EXAM		FEBRUARY	
	Marks	Total Marks	Marks	Total Marks	Marks	Total Marks
Malayalam - I						
Malayalam - II						
English - I						
English-II						
Hindi						
Sanskrit						
Science						
Biology						
Physics						
Chemistry						
Social Science - I						
Social Science - II						
Mathematics						
I.T						
Guardian's Sig.						
Class Teacher Sig						
Headmaster Sig						



TEACHER’S OPINION

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If you are going through hell, keep going.-Winston Churchill



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If at first you don't succeed, try, try again.- W. E. Hickson



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He travels the fastest who travels alone.-Rudyard Kipling



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