PERSONAL BIODATA

| Name | ************* | | | | |
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| Class | | | | | |
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| School No | | | | | |
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| Discol Curren | | | | | |
| Blood Group | | *************************************** | | | |
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| House | | | <u></u> | | |
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| Home Address . | | | | | |
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| Bank A/c | | | | • | |
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| Hobbies | | | | | |
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| Phone no. of Pa | rents | | | | ~ |
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| | | | | | |
| | An honest | man is the nob | lest work of Go | d. | (1) |



KAPURTHALA

Principal

Col Vikas Mohan

Vice Principal

Lt Col Seema Mishra

Adm Officer

Lt Cdr Dil Preet Singh Kang

Tel.: 01822-230184

Laziness is nothing more than the habit of resting before you get tired.

SAINIK SCHOOL, KAPURTHALA

Introduction

Sainik School, Kapurthala was inaugurated by the then Defence Minister, Sh. VK Krishna Menon on 08 July, 1961. It is a fully residential school for boys, providing Public School Education. It is one of the 31 Sainik Schools started in different states. These schools are run by an autonomous body, known as Sainik Schools Society. The Society has Board of Governors functioning under the Chairmanship of the Defence Minister.

Besides the Board of Governors and the Executive Committee, each school has a Local Board of Administration. The Chief of Staff, Headquarters, 11 Corps is the Chairman of the Local Board of Administration of Sainik School, Kapurthala. The Principal of the School is the Member Secretary.

2 Aim

The scheme to establish Sainik Schools was introduced in 1961 with the primary aim of preparing boys academically, physically and mentally for entry into the National Defence Academy, Khadakwasla.

The other objectives of the scheme are:-

- (a) To remove regional imbalance in the officer cadre of the Defence Serv-
- (b) To develop qualities of body, mind and character which will enable the young boys of today to become good and useful citizens of tomorrow.
- (c) To bring public school education within the reach of the common man.

Be great in act, as you have been in thought.

(d) To prepare those who could not make it to National Defence Academy, for responsible positions in various other walks of life.

3 Location and School Campus

Sainik School, Kapurthala is located in the palace of the erstwhile Majaraja of Kapurthala. This Palace was constructed in 1908 on the pattern of Palace of Versailles built by Louis the XIV of France. The Jagatjit Palace at present houses Sainik School, Kapurthala (total area measuring 1961 kanals and 18 marlas). In addition, the Punjab Govt. has set up a separate water supply, Gymnasium cum Swimming Pool and a few residential quarters for the administrative staff, academic staff and general employees. The School has three football fields, two hockey fields, six basketball courts, four volleyball courts, swimming pool, gymnasium and a CSD Canteen besides a lot of other facilities.

SCHEDULE OF SCHOOL EXAMINATIONS: 2019-2020

(TENTATIVE)

| Classes | 24 July to 31 Jul 2019 | 14 September 2019 To 23 September 2019 | 16 Novemeber 2019 to 25 Novemeber 2019 | 28 January 2020 to 04 February 2020 | 01 March 2020 Onwards (Tentative) (Classes VI to VIII) 7 March 2020 to 17 March 2020 |
|---------------|---|--|--|-------------------------------------|--|
| VI, VII, VIII | Pre Mid Term | Mid Term | Post Mid Term | | Annual Examinations |
| IX, XI | Periodic Test I/ Practice Test I | Periodic Test II/ First Terminal | Periodic Test III/ Practice Test 2 | | Annual Examinations |
| X,XII | Periodic Test I/ Practice Test I | Periodic Test II/ First Terminal | Periodic Test III/ Practice Test 2 | Pre Board Examination | Annual Examinations |

Note: Schedule of examinations is subject to change/updation at any time, during the academic session as per the directions received from CBSE/Sainik School Society.

CADETS' CODE OF CONDUCT

I. General Behaviour

- The School expects the cadets to be polite, friendly, and well behaved in and outside the school. They should be respectful to their elders and teachers, honest and truthful at all times.
- 2. Personal hygiene and cleanliness are essential. Cadets must keep their classrooms and the school clean and tidy.
- Work is worship. A certain decorum should be maintained in the classroom.
 Cadets should be attentive and respectful to their teachers and companions.
- 4. Cadets are to communicate in English at all times in and outside school so as to maintain a suitable level of conversation. Those who are weak in English need to be encouraged.
- 5. The School does not accept responsibility for any loss of money/books/ clothes etc. The students are advised not to bring any valuables to the school. Any item lost/found, needs to be deposited in Vice-Principal's Office.
- 6. No collective petition will be entertained but reasonable and private ones will be sympathetically attended to.
- 7. The boys should switch off lights in the Houses and class rooms, when not required.
- 8. Text Books will be strictly followed as per CBSE guidelines.

II. Paying Mark of Respect & Greetings

Students must wish the Service Officers, Members of the Academic, Administrative staff and visitors. They must salute the Service Officers if they are wearing berets/pugrees.

No matter how big or soft or warm your bed is, you still have to get out of it. 6

III.Turnout and Hygiene

Students must maintain a neat and smart appearance at all times. For this they should ensure that:-

- (a) They brush their teeth daily and keep the nails clean and trimmed.
- (b) They take hair cut on due date and time.
- (c) They take bath regularly and daily.
- (d) They comb their hair properly.
- (e) They polish their shoes daily.
- (f) They dress up for various activities as per orders issued from time to time.

IV. Dormitories

- (1) Students should not:
 - (a) Borrow or lend articles and money.
 - (b) Keep valuables and attractive items with them.
 - (c) Rest in the dormitories unless permitted by the School Medical Officer.
- (2) They should mark their garments and stitch buttons etc. on Sundays/holidays.
- (3) Students should remember to:
 - (a) Visit the toilet before retiring.
 - (b) Make their beds after use.
 - (c) Close taps when not in use.

The more the comfort, the less the courage there is.

(4) They should carry out the orders and instructions passed by the House Appointments.

V. Class Rooms

- (1) Students must be punctual for the classes.
- (2) Perfect silence should be maintained in the class rooms.
- (3) In absence of the teacher, instructions issued by the class monitor should be obeyed by all cadets of the class.
- (4) Students should keep their desks, and class rooms neat and clean.
- (5) The class room furniture and walls etc. must be saved from mutilation. Any damage should be brought to the notice of the Class Teacher.
- (6) Students should keep their books and exercise books properly arranged. Any loss of book or damage should be brought to the notice of the Class Teacher.
- (7) Students should enter and leave their class rooms in single formation and in an orderly manner.
- (8) They should spruce up their class rooms before leaving them at cease work.

General Behaviour

- (9) Text Books will be strictly followed as per CBSE guidelines as published by NCERT/CBSE.
 - No help books or guides are recommended or advised.
- (10) Cadets are strictly forbidden from leaving the school premises without permission.
- (11) Do not move in the corridor or outside class rooms during school hours.

 Always be punctual and properly dressed.

Not failure but low aim is a crime.

VI. Dining Hall

- (1) Students are to march Housewise to the Dining Hall for all meals.
- (2) Students are to sit in Dining Hall as per given Seating Plan
- (3) They should enter the Dining Hall in a single line when ordered.
- (4) Discipline should be maintained in the Dining Hall and conversation should be in a subdued voice.

Don'ts

- (a) Do not drag the chairs.
- (b) Do not rest your elbows on the table.
- (c) Do not heap up your plates with food stuff.
- (d) While eating do not keep your mouth open.
- (e) Do not produce any noise with cutlery.
- (f) Do not leave your seat when the meals are in progress.
- (g) In case your neighbour's seat is vacant (but the table is laid) do not eat from his plate.
- (h) Do not get up for a second helping, instead ask your neighbour to pass the dish over to you.
- (i) Do not enter into a dialogue with the bearer or any member of the mess staff.
- (j) In case of any complaint towards meals, you are to make an entry in the suggestion register.
- (k) Do not start blowing your nose and cleaning your throat while seated at the dining table.
- (I) While talking to your neighbours, do not hold the cutlery up in the air.
- (m) While handing over the cutlery to anyone, please see that the sharp edge is towards you.

I never knew how strong I was until I had to forgive someone who wasn't sorry and accept an apology I never received.

स्कूल गीत

जीवन है पाया जिस लिए, हम करके वो दिखलायेंगे, कठिनाइयों पर जूझ के भारत के गुण हम गायेंगे। प्रेमी ही क्या वो देश के जो त्याग कर पाये नहीं,

इन्सान क्या जो मौत से डर लक्ष्य तक जाये नहीं खेलेंगे होली आग से तूफान बन हम छायेंगे.

जीयेंगे माँ तेरे लिए तेरे लिए मिट जायेंगे जीवन है पाया जिस लिए हम करके वो दिखलायेंगे।।

प्रार्थना

वह शक्ति हमे दो दयानिधे, कर्त्तव्य मार्ग पर डट जावें। पर सेवा, पर उपकार में हम, निज जीवन सफल बना जावें। हम दीन-दुखी, निबलों-बिकलों के सेवक बन संताप हरें। जो हैं अटके भूले-भटके उनको तारें खुद तर जावें। छल-दंभ द्वेष पाखंड-झूठ, अन्याय से निशि दिन दूर रहें। जीवन हो शुद्ध-सरल अपना, शुचि प्रेम सुधारस बरसावें। निज आन-मान मर्यादा का प्रभु ध्यान रहे, अभिमान रहे। जिस देश जाति में जन्म लिया, बलिदान उसी पर हो जावें। वह शक्ति हमे दो दयानिधे, कर्त्तव्य मार्ग पर डट जावें। पर सेवा, पर उपकार में हम, निज जीवन सफल बना जावें।

A pint of sweat will save a gallon of blood.

प्रतिज्ञा

भारत हमारा देश है। हम सब भारतवासी भाई-बहन हैं। हमें अपना देश प्राणों से भी प्यारा है। इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है। हम उसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे। हम अपने माता-पिता, शिक्षकों और गुरूजनों का सदा आदर करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे। हम अपने देश और देशवासियों के प्रति वफ़ादार रहने की प्रतिज्ञा करते हैं। उनके कल्याण और समृद्धि में ही हमारा सुख निहित है।

।। जयहिन्द।।

PRAYER

O Lord, each morning when we come to school Bless us with a successful day Bless our teachers one and all And our friends both big and small, Bless our parents whose love we share And keep them always in your care. We thank thee, dearest Lord For this new morning with its light For rest and shelter of the night For health and food, for love and friends, Now guide me through another day When at school and when at play, And keep me safe from all evils. May I cherish noble thoughts May I do all things I ought Enlighten our minds Strengthen our memories And direct our wills to do what is right. O God, grant us courage to seek truth And make us truly wise, by leading us From darkness to light. May all in this world be happy, May they be healthy May they be comfortable And never miserable!

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 and
I shall always strive to be
worthy of it.

I shall respect my parents, teachers and all elders 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.

Jai Hind

NCC SONG

Ham Sab Bharatiya Hain, Ham Sab Bharatiya Hain. Apni Manzil Ek Hai, Ha, Ha, Ha, Ek, Hai, Ho, Ho,

Ho, Ek, Hai

Ham Sab Bharatiya Hain

Kashmir Ki Dharti Rani Hai,

Sartaj Himalaya Hai

Sadiyon Se Hamne Isko Apne Khoon se Pala Hai

Desh ki Raksha Ki Khatir Hum Shamshir Utha Lenge;

Bikhre-Bikhre Tarey Hain Hum Lakin Jhilmil Ek Hai

Ha, Ha, Ha, Ek Hain

Ham Sab Bharatiya Hain

Mandir Gurdware Bhi Yahan

Aur Masjid Bhi hai Yahan

Girja Ka Hai Ghadiyal Kahin

Mullah Ki Kahin Hai Azaan

Ek Hi Apna Ram Hai, Ek Hi Allah Taala Hai,

Ek Hi Allah Taala Hai, Rang Birange Deepak Hain Ham,

Lekin Jagmag Ek Hai Ha, Ha, Ha, Ek Hai, Ho, Ho,

Ho, Ek Hai

Ham Sab Bharatiya Hain, Ham Sab Bharatiya Hain

Courage grows by daring, fear by delaying.

NDA CODE

I believe that a cadet must be Truthful, Trustworthy, Honest and Forthright in all circumstances. I will not lie, cheat or steal nor will I mislead or deceive anyone. I undertake to live up to this code faithfully and to encourage my comrades continuously to do so.

CADETS' COMMANDMENTS

- 1) Be loyal to the school and the country.
- 2) Be physically fit, mentally alert and morally upright.
- 3) Be disciplined and obedient.
- 4) Be brave, enthusiastic and cheerful in all eventualities.
- 5) Be dutiful, studious and willing to serve the school and the country in future.
- 6) Choose the harder right instead of easier wrong.
- Be pure in thought and deed, courteous and polite in conduct with the subordinates and weak.
- 8) Do not lie, cheat, steal or abet the same.
- Feel pride in being a cadet of this school and avail opportunities offered by the school.
- 10) Your honour is supreme and place service before self.

A war represents the failure of diplomacy.

LIST OF SAINIK SCHOOLS

| s. No. | Sainik School | State | Abbr | Date of Est. | | |
|-----------|--|------------------|------------------|--------------|--|--|
| 1. | Satara | Maharashtra | SSS | 23-06-61 | | |
| 2. | Kapurthala | Punjab | SSKP | 08-07-61 | | |
| 3. | Balachadi | Gujarat | SSBC | 08-07-61 | | |
| <i>4.</i> | Kunjpura | Haryana | SSK | 24-07-61 | | |
| 5. | Chittorgarh | Rajasthan | SSC | 07-08-61 | | |
| 6. | Korukonda | A.P. | SSKK | 18-01-62 | | |
| 7. | Kazhakootam | Kerala | SSKT | 26-01-62 | | |
| 8. | Purulia | W.B. | SSP | 29-01-62 | | |
| 9. | Bhubaneshwar | Odisha | SSB | 01-02-62 | | |
| 10. | Amravathinagar | Tamilnadu | SSA | 16-07-62 | | |
| 11. | Rewa | M.P. | SSR | 20-07-62 | | |
| 12. | Tilaiya | Jharkhand | SST | 16-09-63 | | |
| 13. | Bijapur | Karnataka | SSBP | 16-09-63 | | |
| 14. | Goalpara | Assam | SSG | 12-11-64 | | |
| 15. | Ghorakhal | Uttarakhand | SSGK | 21-03-66 | | |
| 16. | Nagrota | J&K | SSN | 22-08-70 | | |
| 17. | Imphal | Manipur | SSI | 07-10-71 | | |
| 18. | Sujanpur Tira | H.P. | SSST | 02-07-78 | | |
| 19. | Gopalganj | Bihar | SSGG | 12-10-03 | | |
| 20. | Nalanda | Bihar | SSNL | 12-10-03 | | |
| 21. | Punglwa | Nagaland | SSPN | 01-04-07 | | |
| 22. | Kodagu | Karnataka | SSKG | 18-10-07 | | |
| 23. | Ambikapur | Chattisgarh | SSAP | 01-09-08 | | |
| 24. | Rewari | Haryana | SSRW | 01-05-09 | | |
| 25. | Kalikiri | A.P. | SSKL | 20-08-14 | | |
| 26. | Chhing Chhip | Mizoram | SSCC | 21-04-17 | | |
| 27. | Jhunjhunu | Rajasthan | SSJ | 28-04-18 | | |
| 28. | East Siang | Arunachal Prades | n - | 2018 | | |
| 29. | Chandrapur | Maharashtra | _ | - | | |
| 30. | Mainpuri | U.P | - 200 (*) | i dinaka 🗕 😅 | | |
| 31. | Jhansi | U.P | - | | | |
| | | | ne town. | [15 | | |
| | God made the country and man the town. | | | | | |

| | S.no. Teacher'sName Post Subject | | | | | |
|-------|----------------------------------|-------------|------------------|--------------------------|--|--|
| S.no. | Teacher'sName | Post | SACADEMIC S | TAFF | | |
| 1. | Mr Jagdish Singh | PGT | Subject Maths | Mobile No. | | |
| 2. | Mr Bhushan Kumar Joshi | PGT | Maths | 9876264430 | | |
| 3. | Dr Harpreet Singh Ishar | PGT | Physics | 9592596035 | | |
| 4. | Mr Manohar Lal Chandel | PGT | Chemistry | 9463008841 | | |
| 5. | Mr. Arvind Kumar Srivastav | PGT | Computer Science | 9815574379 | | |
| 6. | Mr Yadwinder Singh | PGT | Physics | 9417877244 | | |
| 7. | Mr Divyendu Misra | PGT | Biology | 9417348061 | | |
| 8. | Mr Raj Kumar | PGT | Chemistry | 7696291718 | | |
| 9. | Dr SK Gautam | PGT | English | 9478927492 | | |
| 10. | Mr Kuldeep Kumar | TGT | Maths | 7986198493 | | |
| 11. | Mr Ranvir Singh Rana | TGT | Physics | 9463268543 9501706556 | | |
| 12. | Mrs Narinder Kaur | TGT | English | 9463356140 | | |
| 13. | Mr Shiv Kumar | TGT | Maths | 9872654111 | | |
| 14. | Mrs Satinderjit Kaur | TGT | Chemistry | 9463762786 | | |
| 15. | Mr Hanuman Prasad Shukla | TGT | Hindi | 9915292644 | | |
| 16. | Mr GC Jena | TGT | Art | 9417114506 | | |
| 17. | Mr Randhir Singh | TGT | Social Science | 9417877075 | | |
| 18. | Mr Malkinder Singh Bajwa | TGT | Maths | 9463484041 | | |
| 19. | Mrs Harjinder Kaur Bajwa | TGT | English | 7589218101 | | |
| 20. | Mr Jai Kishore Prasad Singh | TGT | Hindi | 7888938469 | | |
| 21. | Mr Mriginder Singh | TGT | English | 8872900664 | | |
| 22. | Mr Kamaljit Singh | TGT | Social Science | 8146264100 | | |
| 23. | Mr GP Awasthi | TGT | Hindi | 9041603238 | | |
| 24. | Mr Anand Prakash Pandey | TGT | Social Science | 9530935359 | | |
| 25. | Mr Munish Sharma | TGT | English | 8968353506 | | |
| 26. | Mr Nelson Dass | Librarian | | 9530665753 | | |
| 27. | Mr Rajpal Singh | TGT | Biology | 8968522632 | | |
| 28. | Mr Istinderjit Singh | Lab Assista | ant — | 8968522632 | | |
| 29. | Mr Amarjit Singh | Lab Attenda | ant — | 9417596474 | | |
| 30. | Mr Rajneesh Kumar | TGT | Computer Science | 7589056825 | | |
| 31. | Mr Daljit Singh | TGT | Punjabi | 6239715765 | | |
| 32. | Mr Satish Kumar | Band Maste | er — | 8847341263 | | |
| | | | | | | |

I won't quarrel with my bread and butter.

LIST OF PHONE NUMBERS-ADM STAFF

| 0.70 | Name | Post | Mobile No. |
|-------|-----------------------|---------------------------|------------|
| S.no. | Mr GS Arora | (Accountant) | 9530643712 |
| | Mr Vasanda Kumar S. | (Off. Supdt.) | 9417877364 |
| 3. | Mrs Asha Sharma | (Qr. Master) | |
| 4. | Mr Raj Kumar | (Mess Manager) | 9464195556 |
| 5. | Mrs Bhadra Kumari | (Hostel Supdt.) | 9478050107 |
| 6. | Mr Devender Singh | (Hostel Supdt.) | 9463762868 |
| 7. | Mr Pardeep Kumar | (UDC) | 9417039348 |
| 8. | Mr Ajay Kumar | (UDC) | 8847629144 |
| 9. | Mr Jagdish Chand | (LDC) | 9417224618 |
| 10. | Ms Suman Sharma | (LDC) | 7696205747 |
| 11. | Mr Sunny Kumar | (LDC) | 7888749307 |
| 12. | Mr Anil Kumar | (LDC) | 7696205956 |
| 13. | Mr TP Singh | (LDC) | 9878093630 |
| 14. | Mr SC Sharma | (Nursing Asstt.) | 8580572123 |
| 15. | Mr Dev Kumar | (Hostel Warden) | 9815650277 |
| 16. | Hony Capt Puran Singh | (Hostel Warden) | 7589271443 |
| 17. | Mr Ravinder Singh | (Driver) | 9815473387 |
| 18. | Mr Rakesh | (Driver) | 9876060033 |
| 19. | Ex Hav Kundan Singh | (Hostel Warden) | 9463007752 |
| 20. | Mr Mohan | (LDC cum Supervisor) | 9992696536 |
| | NC | C & PI Staff | |
| 1. | Sub Vikram Singh | | 6395427125 |
| 2. | BHM Rakesh Chaudhary | | 7057977973 |
| 3. | Hav Satveer Singh | | 7972795378 |
| 4. | Hav Suman Kumar | and the second second | 7837006094 |
| 5. | Hav Sunil Dutt | | 8580840049 |
| 6. | Mr Parkash Chand | NCC Clerk | 9872979675 |
| 30) | An example is a lesso | on that all men can read. | 17 |

DAILY ROUTINE SUMMER/WINTER

| | Summer | |
|---|--------------|--------------------------|
| Activity | 0500 h | Winter 0530 h |
| 1. Reveille | 0540 h | 0610 h |
| 2. Cadets leave Houses for PT | 0550 h | 0620 h |
| 3. Cadets fall in and Report | 0600 h-0640h | 0630 h-0710h |
| 4. P.T. | 0625 h-0710h | 0645 h-0725h |
| 5. NCC Parade | 0640 h-0735h | 0710 h-0755h |
| 6. Bath and Change, Setting of Dorms | 0735h | 0755h |
| 7. Inspection-Cadets Dress | 0740h-0800h | 0800h-0820h |
| 8. Breakfast | 0815h-0835h | 0835h-0855h |
| 9. Central/House Assembly on all days | 0840h-0920h | 0900h-0940h |
| 10. 1st Period | 0920h-1000h | 0940h-1020h |
| 11. 2nd Period | 1000h-1040h | 1020h-1100h |
| 12. 3rd Period | 1040h-1120h | 1100h-1140h |
| 13. 4th Period | 1120h-1140h | 1140h-1200h |
| 14. Tea Break | 1140h-1220h | 1200h-1240h |
| 15. 5th Period | 1220h-1300h | 1240h-1320h |
| 16. 6th Period | 1300h-1340h | 1320h-1400h |
| 17. 7th Period | 1350h-1420h | 1410h-1440h |
| 18. Lunch | 1420h-1520h | 1440h-1520h |
| 19. Quiet Hour/Rest/Library | 1530h-1630h | - |
| 20. 1st Prep Self Study | | 1520h-15 ^{30h} |
| 21. Games/Hobbies Fall in and Dispersal | | 1530h-16 ^{30h} |
| 22. Games/Out Pass | 1640h-1730h | 1630h-1 ^{750h} |
| 23. Refreshment, Bath & Change | 1730h-1820h | 1000h-2000n |
| 24. Supervised Prep | 1825h-2000h | 2005h-2 ⁰³⁰¹¹ |
| 25. Dinner | 2005h-2030h | 2020h-2050" |
| 26. TV News | 2030h-2055h | 0100h-22001 |
| 27. Self-study (House Prep Rooms) | 2100h-2200h | 2230h |
| 28. Dorm Lights off | 2230h | 200h |
| 29. Lights off | 2300h | 2300. |
| 14.1 | | |

It is easy to flatter, it is harder to praise.

LIST OF CLASS TEACHER (2019-20)

| S.No. | Class | Class Teacher |
|-------|----------------------------|-------------------------|
| 1. | XII A | Mr Jagdish Singh |
| 2. | В | Mr BK Joshi |
| 3. | XI A | Dr Harpreet Singh Ishar |
| 4. | В | Mr ML Chandel |
| 5. | ХА | Mr Raj Kumar |
| 6. | В | Mr. Kuldeep kumar |
| 7. | С | Mr HP Shukla |
| 8. | X A | Mr. GP Awasthi |
| 9. | В | Mr. Rajpal Singh |
| 10. | C | Mr JKP Singh |
| 11. | VIII A | Mr GC Jena |
| 12. | B ₁₂₄ 251 12123 | Mr. Mriginder Singh |
| 13. | С | Mr AK Srivastav |
| 14. | VII A | Mr Daljit Singh |
| 15. | В | Mr. RS Rana |
| 16. | C | Mr Istinderjit Singh |
| 17. | VI A | Mr Narinder Kaur |
| 18. | В | Mrs Satinder Jit Kaur |
| 19. | C | Mr. RK Chauhan |
| | | |

Self-praise is no recommendation.

ROUTINE-SUNDAY/HOLIDAYS

| Reveille | 0630h | Summer |
|-------------------------------|--|---|
| | 0630h | Winter |
| Breakfast | 0900-0920h | Summer |
| | 0900-0920h | Winter |
| Washing Make & Mend | 0930-1100h | Summer |
| | 0930-1100h | Winter |
| Prep | 1115-1315h | Summer |
| | 1115-1315h | Winter |
| Roll Call & Lunch | 1330-1400h | Summer |
| | 1330-1400h | Winter |
| Quiet Hour | 1400-1545h | Summer |
| Tig. 15 Kel, Mil | 1400-1545h | Winter |
| Film/TV | 1600-1900h | Summer |
| Barrier Bertreit (1986) | 1600-1900h | Winter |
| Roll Call & Dinner | 1930-1955h | Summer |
| | 1930-1955h | Winter |
| TV News | 2000-2030h | Summer |
| | 2000-2030h | Winter |
| Self-study (House Prep Rooms) | 2045-2200h | Summer |
| | 2045-2200h | Winter |
| Dorm Lights off | 2230h | |
| | Breakfast Washing Make & Mend Prep Roll Call & Lunch Quiet Hour Film/TV Roll Call & Dinner TV News Self-study (House Prep Rooms) | New Self-study (House Prep Rooms) 0630h |

The greatest remedy for anger is delay.

TO BE BROUGHT BY THE CADETS IN NEW SESSION 2019-20

| S.NO. | Name of Item | Qty. |
|-------|---|-------------------------|
| 1. | Bed Sheet White | 03 Nos. |
| 2. | Trouser Black | 02 Nos. |
| 3. | Trouser Dark Grey | 02 Nos. |
| 4. | Shirts Full Sleeves Sky Blue | 03 Nos. |
| 5. | Shirts Half Sleeves Sky Blue | 03 Nos. |
| 6. | Shoes Black Oxford Pattern | 01 Pair |
| 7. | Sports Shoes White | 01 Pair |
| 8. | Socks Black (Mid Calf length, without any logo) | 06 Pairs |
| 9. | Socks White (Mid Calf length, without any logo) | 06 Pairs |
| 10. | Handkerchief | 06 Nos. |
| 11. | Vest Sandow | 06 Nos. |
| 12. | Underwears | 06 Nos. |
| 13. | Toilet Items Including a bucket & a mug | As per requirement |
| 14. | Pillow Cover White | 02 Nos. |
| 15. | Towel | 01 Pair |
| 16. | Bathroom Slippers | 01 Pair |
| 17. | Shorts Blue Terricot | 02 Nos. |
| 18. | Night Suit Blue/White | 02 Nos. |
| 19. | Mattress | As per requirement |
| 20. | Permanent Marker | 01 No. |
| 21. | Alarm Clock | 01 No. |
| 22. | Lab Coat (Class XI & XII) | 01 No. |
| Voto | the property will be pro | cured by the school and |

Note: - 1. Any item found deficient with the cadets will be procured by the school and the money for the same will be deducted from their personal account.

2. The cadets should not wear ankle socks.

Quality education lays the foundation of good character.

LIST OF CLOSED HOLIDAYS-2019

| S.No. | Holidays on Account of | Date | Day of Week |
|-------|---------------------------|--------|-------------|
| 1. | Republic Day | 26 Jan | Saturday |
| 2. | Maha Shivratri | 04 Mar | Monday |
| 3. | Holi | 21 Mar | Thursday |
| 4. | Mahavir Jayanti | 17 Apr | Wednesday |
| 5. | Good Friday | 19 Apr | Friday |
| 6. | Buddha Purnima | 18 May | Saturday |
| 7. | Idu'l Fitr | 05 Jun | Wednesday |
| 8. | Idu'l Zuha (Bakrid) | 12 Aug | Monday |
| 9. | Independence Day | 15 Aug | Thursday |
| 9. | Janmashtami | 24 Aug | Saturday |
| 10. | Muharram | 10 Sep | Tuesday |
| 11. | Mahatma Gandhi's Birthday | 02 Oct | Wednesday |
| 13. | Dussehra | 08 Oct | Tuesday |
| | Diwali (Deepavali) | 27 Oct | Sunday |
| 14. | | 10 Nov | Sunday |
| 15. | Milad-Un-Nabi | 12 No | - acday |
| 16. | Guru Nanak's Birthday | | wodnesday |
| 17. | Christmas Day | 25 De | C VI |

Hope raises no dust.

INCHARGES OF VARIOUS CO-CURRICULAR ACTIVITIES: 2019-20

| | مداد | Activitie | S |
|----|--------|-----------|---|
| 1. | Sports | Activitie | |

(a) Athletics Mr MS Bajwa I/C & Mr Munish Sharma

(b) Football Mr RS Rana -I/C & Mr Dev Kumar

(c) Basketball Mr Devender Singh-I/C

(d) Hockey Mr MS Bajwa -I/C & Mr Daljit Singh

(e) Volleyball Mr Yadwinder Singh-I/C & Mr JKP Singh

(f) Swimming Mr D Misra-I/C & Mr Rajpal Singh

(g) Boxing Mr Kuldeep Kumar -I/C & Mr Anand Prakash Pandey

(h) Cross Country Mr RD Singh -I/C & Mr Rajpal Singh

(i) Announcers Mrs Narinder Kaur & Mr Mriginder Singh

2. Hobby Clubs

(a) Drawing & Painting Mr GC Jena -I/C & Mr Kuldeep Kumar

(b) Informatics Hobby Mr AK Srivastav -I/C & Mr Rajnish Chauhan

(c) Music Club Mr Mriginder Singh -I/C & Mr GP Awathi

(d) Dramatics Club Mrs Narinder Kaur -I/C & Mrs H K Bajwa

(e) Photography Club Mr Rajpal Singh - I/C

(f) Public Speaking and

Debating (Seniors) Dr SK Gautam -I/C

(g) Public Speaking and

Debating (Juniors) Mr Munish Sharma -I/C

(h) Yoga Mr HP Shukla -I/C & Mr Anand Prakash Pandey

No greater shame to man than inhumanity.

4. Event Organising Committee (Annual Day/North Zone/Old Boys)

(a) Co-ordinator Mr Jagdish Singh

(b) I/C Cultural Program Dr HS Ishar

(c) English Play Mrs HK Bajwa

(d) Punjabi Play Mrs Narinder Kaur

(e) Shabad Mr Daljit Singh

(f) Hindi Group Song Mr JKP Singh

(g) Bhangra Mr Daljit Singh

(h) Music and Recording Mr Mriginder Singh

(i) Light and Sound Mr MS Bajwa

(j) Announcer Mrs Narinder Kaur, Mr Mriginder Singh

(k) Rangoli Mrs Bhadra Nair, Mrs Satinderjit Kaur

(I) Stage Decoration Mr GC Jena, Mrs Bhadra Nair

(m) Annual Report Dr SK Gautam

(n) Preparation of Draft Speeches Dr SK Gautam

5. Assembly Organisation Mr Jagdish Singh assisted by House Master

6. School Magazine Mr Munish Sharma -I/C

Mr JKP Singh

Mr Daljit Singh

Mrs Narinder Kaur

A rolling stone gathers no moss.

7. Exhibition Committee

(a) Co-ordinator Mr M L Chandel

(b) Physics Mr Yadwinder Singh

(c) Chemistry Mr Raj Kumar

(d) Biology Mr D Misra

(e) Art Mr GC Jena

(f) Computer Science Mr AK Srivastav

Mr RK Chauhan

8. Quiz

(a) Seniors Mr Kamaljit Singh-I/C

& Mr Anand Prakash Pandey

Technical Support Mr AK Srivastav

(b) Juniors Mrs Satinderjit Kaur -I/C & Mr Rajpal Singh

Techincal Support Mr Mriginder Singh

(c) Maths Mr Kuldeep Kumar -I/C & Mr Shiv Kumar

Technical Support Mr R K Chauhan

(d) Online IPSC GK Test Mr AK Srivastav -I/C & Mr Nelson Das

Disciplinary Committee

| Qtr (Apr-June) | II Qtr (July-Sep) | III Qtr (Oct-Dec) | IV Qtr (Jan-Mar) |
|----------------------|-------------------|--------------------|-------------------|
| Presiding Officer | Presiding Officer | Presiding Officer | Presiding Officer |
| Dr.HS Ishar | Mr ML Chandel | Mr Yadwinder Singh | Mr D Misra |
| Members | Members | Members | Members |
| Mr Raj Kumar | Mr Kuldeep Kumar | Mr RS Rana | Dr SK Gautam |
| Mrs Satinderjit kaur | | Ms Preeti | Mrs Narinder Kaur |
| Hostel Supdt of | Hostel Supdt of | Hostel Supdt of | Hostel Supdt of |
| Concerned House | Concerned House | Concerned House | Concerned House |

Slow & steady wins the race.

| (i) (i) (i) (i) (j) (i) | Mess Committee Prizes, Mementoes Certificates Old Boys Association M/C Dinner Nights | Mr Istinderjit Singh & Mr Amarjit Singh Mr ML Chandel Mr HP Shukla Mr JKP Singh Mrs Bhadra Nair Mrs Shiv Kumar & Mrs Satinderjit Kaur Mr MS Bajwa & Mr Munish Sharma Mrs HK Bajwa Mr Nelson Das |
|--|--|--|
| (i) | Committee | refs |
| G | Recording All Meetings | Dr SK Gautam (Conference VPPL and above) Mr Munish Sharma (Senior Master's Conference) |
| (1 | x) I/C Educational Trips | Mr Raj Kumar |
| (; | I/C Staff Room | Mr Anand Prakash Pandey |
| 1) | n) Entrance Exam Stationery | Mr JKP Singh |
| (r | | Mr Jagdish Singh-I/C |
| (0 | | Market |
| (r | | Mro Novinalanda |
| - | Tanting of the State of the Sta | Mrs Satindariit I |
| (q | A CARLON AND A CARLON FOR | Mr RS Rana |
| (r) | - gaage Lab | Mr Mriginder Singh |
| (s | Poetry Recitation (HH) | Mrs HK Bajwa |
| (t) | Extempore C | Mr HP Shukla |
| (u | Por Speeches | Mr Munish Sharma |
| | | Mr Kuldeen Kum |
| 7 | Languages are pe | digrees of nation. |

(v) NTSE & Science Olympiad Mr BK Joshi -I/C

Mr D Misra

Mr R D Singh

Mr Nelson Das

(w) Ek Bharat Shreshta Bharat Mr BK Joshi -I/C

Dr SK Gautam

Mr R D Singh

Mrs Narinder Kaur

Mr J K P Singh

A WORD TO THE PARENTS

- 1. In order to allow the School to keep parents informed about the progress of their wards, parents should inform their latest mobile numbers, mailing address to the school administration during admission. Any change should be immediately brought to the notice of the School
- Parents/guardians are permitted to meet their wards on second Sunday of the month only from 0930 hrs to 1300 hrs. Parent's Day will not be observed during Exam days.
- 3. Parents are requested to watch, their ward's progress in academics (result is uptaded on the school website) and outdoor activities carefully.
- 4. Parents must meet the Housemaster, if their ward's progress is not satisfactory/otherwise.
- 5. Use of mobile phones, electrical appliances and electronic gadgets in the school premises is strictly PROHIBITED. In case a cadet is found in possession of aforesaid items, he will be penalized as per school orders.
- Parents are requested to have regular correspondence with their ward in order to keep themselves fully apprised of their progress in various fields.
- 7. Parents have to ensure that their wards meticulously follow the booking out and booking in schedule.
- 8. Parents are requested to ensure that their wards utilise vacation period for studies & completing the home work.
- 9. Parents are requested to send their wards back to school after each break or vacation as per scheduled time. If the cadet fail to report on time due to medical reason, a medical certificate from Civil Hospital will be submitted. Else, the cadet will be penalized as per school order.
- 10. Parents are not to visit classes and dorms.

When you make a Goal. All the Universe conspires in helping you achieve it. 37

- 11. No leave will be sanctioned other than authorised vacation and emergencies
- 12. Parents are advised to go through the school website for accessing the updates about the school. (result, activities)
- 13. Parents must visit the school, whenever the school requires their presence while handling cases of indiscipline.
- 14. Parents will not give more then Rs 200 as cash to their wards. It is the responsibility of cadet to keep the cash secured. In case of theft the school will not be held responsible.
- 15. Parents must apprise the school in case their ward is undergoing any course of medicine, or he is allergic to any drug. No medicine will be handed over to the cadet by the parents without information of school. In case the school is not informed and cadet resorts to self medication school will not be held accountable.

PROMOTION POLICY

As per CBSE / Sainik Schools Society guidelines

LABORATORY AND WORKSHOP RULES

- 1. In the laboratory/workshop, follow the instructions given by teachers.
- 2. Any breakage of loss must be reported immediately.
- 3. The cadets should come prepared with the theory of experiment, which they have to perform in laboratory or workshop.
- 4. Students should come to laboratory with complete practical record and observation note book.
- All cadets are advised to be regular during practicals.
- All work be done in the presence of supervisor/instructor.
- 7. No student will be permitted in the Laboratory without Lab-coat (XI & XII)

Work is Worship.

RULES OF SCHOOL LIBRARY

Maintain silence in the school library.

1.

- Any book lost/torn must be informed to the Librarian immediately and the book lost by the borrower shall have to be replaced within 15 days time from the date of loss by the borrower.
- Each borrower is supposed to examine the condition of the book when it is issued and has to ensure that the damage, if any, is mentioned in the loan register.
- While returning the book, the borrower will ensure that the date of return is correctly entered and each entry is signed by the Librarian.
- A borrower from whom fine or some other recovery is long over-due will be debarred from borrowing books from the school library.
- Stealing of books/magazines from the school library is a serious offence. If a student is caught stealing books/magazines from the library, he/she will have to pay double the cost of the book.

Change is the strongest son of life.

SHRAMDAAN

| | Disca! | Area to be looked after |
|-------|-------------------|---|
| S.No. | Class/ Section | |
| | | Area around auditorium upto School Boundary Wall |
| 1. | VIA | Area around Chemistry lab upto main road |
| 2. | VIB | Baiza Garden & Lawn infront of library and road |
| 3. | VIC | Area around Aeroplane upto main gate |
| 4. | VII A | Area around School-Hospital and Sahodhya Garden |
| 5. | VIIB | Cricket Ground & Kacha Road from main gate to |
| 6. | VIIC | Cricket Ground & Natina Hold Holl Holl Ground including obstacle |
| | | football ground including obstacle Area adjacent to Generator set and road from hostel to |
| 7. | VIII A | |
| | | Ground infront of Gym upto Hockey ground and GTO |
| 8. | VIII B | |
| 9. | VIIIC | Area inside Gym & Swimming pool with Gazibo & new tubewell |
| 10. | IX A | Area behind Lajpat House to Ranjit-Nalwa House Entrance Gate |
| 11. | IX B | Area behind Mess upto Patel including road from Holding House Gate including to Dhobhi Ghat |
| 12. | IX C | First 02 football ground with obstacles |
| 13. | ΧA | 01 Football Ground obstacles and Gazibo |
| 14. | ХВ | Old swimming pool (Maharaja's Swimming Pool) |
| 15. | хс | Island Structure behind Bal Niketan |
| 16. | XIA | Area of Smriti Sthal & Fountains next to SS upto Bal |
| 17. | XIB | Niketan |
| | VID | Area Near Tennis & Squash Courts including Gazibo |
| | | |

Knowledge comes, but wisdom lingers.

PT/PARADE SCHEDULE FOR SESSION 2019-20

The schedule for the morning session w.e.f 07 Apr 19 is as follows :-

| Ė | Day | Drill | NDA | PT | Cross | Timings | Duty |
|----------|-----------|----------|-------------|---------------|------------|---------|--------------------|
| | | | Classes | | Country | | |
| M | londay | XI & XII | - | VI to X | - | 0600- | T/O Kuldeep |
| | | | | | | 0640 | Kumar, PI |
| | | | | | | | Staff & PTI Staff |
| Tı | jesday | VIII, IX | XII | VI,VII & X | - | -do- | All ANOs, PI |
| | | XI & XII | | | | | Staff & PTI Staff |
| W | ednesday | - | XII | VI to XI | - 1 | -do- | PTI Staff |
| Th | ursday | X | XII | VI, VII, VIII | - | -do- | T/O SK Gautam, |
| | - | | | X & XI | | | T/O HP Shukla |
| | | | | | | | & PTI Staff |
| Fri | day | VIII | XII | VI, VII, IX | | -do | T/O RS Rana |
| | • | | | X&XI | | | |
| | Ist-Sat | - | XII | IX, X &XI | VII & | -do | All House Masters, |
| | | | | | VIII | | Hostel Supdt & |
| | | | , | | | | PTI Staff |
| | IInd-Sat | - | XII | VII,VIII | IX&X | -do | All House Masters, |
|) atı | | | | & XI | , | | Hostel Supdt |
| Saturday | | | | | | | & PTI Staff |
| | Illrd-Sat | - | - | VII, VIII, | XI & XII | -do | All House Masters, |
| | | - | | IX & X | | | Hostel Supdt & |
| | | | | | | | PTI Staff |
| | IVth -Sat | -Shra | amdan All F | Houses (0600 | 0-0700hrs) | | All House Masters |
| - 1 | All | J | | , | , | | & All Hostel Supdt |
| | Classes | | | | | | |
| \perp | 5100000 | | | | | | |

Pain is temporary greatness is forever.

HOUSE APPOINTMENT - STAFF

| Houses | LL/Mobile | House Master | House Tutor | Hostel Supdt |
|---------------|--------------|-------------------|----------------------|-------------------|
| Tilak | 01822-238710 | Mr MS Bajwa | Mr ML Chandel, | Mr Puran Singh |
| | 7627820371 | | Mr RS Rana | |
| Bhagat | 01822-238712 | Mr Yadwinder | Mr Kuldeep Kumar | Mr Kundan Singh |
| | 7627820369 | Singh | Mr RK Chauhan | |
| Patel | 01822-238711 | Mr Raj Kumar | Dr HS Ishar | Mr Kundan Singh |
| . 4" | 7627820370 | | Mr JKP Singh | . 72 |
| Azad | 01822-238714 | Dr SK Gautam | Mr BK Joshi | Mr Dev Kumar |
| | 7627820368 | - | Mr Mriginder Singh | |
| Sarojini | 01822-238715 | Mr D Misra | Mr AK Srivastav | Mr Devender |
| | 7627820367 | | Mr Istinderjit Singh | Singh |
| Subhash | 01822-238820 | Mr Munish | Mr Nelson Das | Mr Puran Singh |
| | 7627820362 | Sharma | | |
| Lajpat | 01822-238819 | Mr Anand Prakash | Mr Rajpal Singh | Mr. Devender |
| | 7627820363 | Pandey | | Singh |
| Chittaranajar | 01822-238818 | Mr RD Singh | Mr GP Awasthi | Mr Puran Singh |
| | 7627820365 | | - , | |
| Motilal | 01822-238817 | Mr Shiv Kumar | Mr Daljit Singh | Mr Kundan Singh |
| | 7627820364 | | | |
| Tagore | 01822-238716 | Mr Kamaljit Singh | Mr GC Jena | Mr Dev Kumar |
| | 7627820366 | | | |
| Ranjit | 01822-238822 | Mr HP Shukla | Mrs Satinderjit | Mrs Bhadra Nair |
| | 7627820361 | | Kaur | |
| Nalwa | 01822-238821 | Mrs HK Bajwa | Mrs Narinder Kau | r Mrs Bhadra Nair |
| | 7627820360 | | | |

Honesty is the best policy.

MESS ETIQUETTE

The mess is our home. We have to maintain a certain amount of decency and decorum in the mess. This is an institution we should take pride in and observe the laid down rules/regulations to maintain and keep up its dignity. Some tips on Mess Etiquette have been listed below:

Dos and Don'ts

- (a) Observe punctuality
- (b) Follow the dress regulations strictly
- (c) While seated, sit errect without leaning lazily on the back of the chair.
- (d) Mess is the place where you can talk. Therefore, talk freely but in a soft and subdued voice with your immediate neighbour on the Dining Table.
- (e) When you take or leave your seat you must seek permission from your neighbour by saying "Excuse me."
- (f) After the meal is over, replace your chair gently.
- (g) Complaints, if any, should be lodged with Duty Master or Mess Manager who in turn must put up to the Adm Officer.
- (h) After the meals, leave the dining hall gracefully.

DRESS CODE FOR CADETS

| Details of Dress | Day/Time |
|---|-----------------|
| Blue shorts, White vest, House Colour T-shirt, | |
| White PT/Sport Shoes White Socks, | PT/Games |
| (Games Time) White Handkerchief for Sikh Boys | |
| School Uniform :- | |
| a) Khaki Shirt, Khaki Shorts/Trouser, School Belt, | Mon, Tue, |
| Formation Sign, Name Tab, Black OP Shoes, Black | Thu, Fri |
| Socks, Maroon Turban, Cap with School Badge, Khaki | , |
| Jersey (During Winter) | |
| During Summer/Winter | |
| b) Sky Blue Shirt, Dark Grey Trousers, Black Belt, | |
| Black Shoes, Black Socks, Maroon Blazer with School | Wed, Sat |
| Tie (during Winter), Maroon Turban/Patka | |
| c) Sky Blue Shirt, Black Trousers, Black Shoes, | Evening Prep |
| Black Socks, Black Belt, Maroon Blazer with School | & Dinner Time |
| Tie (during Winter), Maroon Turban/Patka | |
| d) Night Suit (White/Sky Blue Colour) Slippers | Night Prep Time |
| | in Houses |

Before commanding others, learn to command yourself.

PT TEST-STANDARDS

Class VI, VII, VIII

| S.No. | Event | Excellent | Good | Satisfactory |
|----------|--------------------|-----------|--------|--------------|
| 1. | 2.4km | 15min | 16min | 17min |
| 2. | 5 mtr. Shuttle Run | 11nos | 10nos | 9nos |
| 3. | Sit-Up | 25nos | 20nos | 15nos |
| 4. | Push-ups | 16nos | 14nos | |
| 5. | 60 M Run sprint | 10sec. | 12sec. | 10nos |
| <u> </u> | | 10000. | 12860. | 15sec |

Class IX & X

| S.No. | Event | Excellent | Good | Satisfactory |
|-------|--------------------|-----------|--------|--------------|
| 1. | 2.4km | 12min | 13min | 15min |
| 2. | 5 mtr. Shuttle Run | 13nos | 12nos | 11nos |
| 3. | Sit-Up | 25nos | 20nos | 15nos |
| 4. | Push-ups | 16nos | 14nos | 10nos |
| 5. | 60 M Run sprint | 15sec. | 17sec. | 6sec |

Class XI & XII

| S.No. | Event | Excellent | Good | Satisfactory |
|-------|--------------------|-----------|--------|--------------|
| 1. | 2.4km | 12min | 13min | 15min |
| 2. | 5 mtr. Shuttle Run | 15nos | 13nos | 11nos |
| 3. | Sit-Up | 30nos | 25nos | 20nos |
| 4. | Push-ups | 30nos | 25nos | 20nos |
| 5. | Chin-ups | 7nos | 5nos | 3nos |
| 6. | 60 M Run sprint | 13sec. | 15sec. | 17sec |

ROPE CLIMBING STANDARDS

VI, VII, VIII, IX, X, XI, XII with aid of legs

SWIMMING STANDARDS

| Class | Distance |
|---------------|----------|
| Class VI to X | 25 mts |
| XI & XII | 50 mts |

A well begun is half done.

HONOUR

- Honour is that attribute of a person, which impels him to be steadfast in his allegiance to what is right, and what is conventionally accepted as correct in personal and public life.
- 2. In your days here as a cadet, it means disciplined conduct, sincerity in your work, moral courage, integrity of the highest order.

THE HONOUR CODE

The following commandments constitute the Honour Code.

- 1. You shall not lie, steal or cheat or tolerate those who do it.
- 2. You shall not do anything selfish or mean, including letting down a colleague for self-interest.
- You shall not by any action or ommission, bring the name of the school into disrepute.
- 4. You shall accept your responsibility voluntarily.
- 5. You shall always be courteous to your teachers.
- 6. You shall respect senior cadets and treat younger cadets with consideration.
- 7. You shall always uphold the honour of the School.
- 8. You shall keep yourself as well as your surroundings clean.

Justice delayed is justice denied.

DUTIES & RESPONSIBLITIES OF SCHOOL APPOINMENTS

I. SCHOOL CAPTAIN

A School Captain is responsible to the Senior Master for the following:-

- 1. To be a role model and lead by example in punctuality, turnout, respect to elders, manners, public speaking, impartiality and other aspects of discipline and courage.
- To ensure that all the School Appointments perform their duties properly and ensure that their conduct and behaviour is exemplary.
- 3. To pass orders to House Captains and other appointments which he receives from School Administration, especially Principal, VP, AO and Senior Master. To pass instructions of the Officers, to the school, during Roll Calls.
- 4. To ensure that the cadets are correctly dressed and punctual at Mess, for Classes, Assembly, Games Roll Call etc.
- 5. To assist the Senior Master and the staff during functions and VIP visits.
- 6. To ensure that the activities of the School progress smoothly even when there is no staff to supervise. To ensure arrangements for the School Assembly, Flag Hoisting, CCA, Cultural, Sports Functions etc are made. To ensure that the cadets are responsible for various activities including cadetofficials are detailed in advance.
- 7. To ensure that in the School, no activity occurs which is detrimental to the interest of the School. In the event of any violation of the school rules or any disturbance, the School Captain is to control the situation with the help of other School Appointments and also report to the Duty Master/Senior Master immediately.
- 8. To ensure that no cadet leaves the School Campus without proper authority.
- 9. To ensure that cadets pay proper compliments to the staff and ladies and wish them whenever they meet/pass by.
- 10. To ensure that the School Flag is hoisted and lowered in time.
- 11. To impress on the cadets the need for self-discipline.
- 12. To be present at the forefront of all school events.

Your attitude determines your direction.

- 13. To instil discipline among cadets with the help of School Adjutant and other School and House Appointments.
- 14. To carry out the responsibilities of the School Adjutant during the latter's absence.
- 15. To handover Parade State in time to the Duty Master at all Roll Calls and Assemblies
- 16. To say School Prayer during assembly and grace during meal.
- 17. To project the problems of the cadets, including those related to health and homesickness, fitness, academics, administration, discipline etc.
- 18. To meet the Officers at 1345 hrs everyday after Classes and apprise them of the problems and activities as well as to take down instructions for the rest of the day and the next day.
- 19. To inform the Duty Master and Officers of any unusual happenings or event like homesickness, depression, rebelliousness, continued sickness, etc; any incident of indiscipline like a fight, quarrel, ragging, mutiny, theft, forgery, late-coming, absenteeism, skipping meals, malingering, littering, visiting out of bound places, consuming alcohol, smoking, using electric gadgets, malpractice in exams, disobedience of orders etc even if it involves own classmates.
- 20. To undertake tree plantation and tending to saplings with the help of the House Captains.
- 21. Counselling defaulting cadets to follow rules and regulations; in the case of repeated offenders report to the Vice Principal/Adm. Officer/Senior Master for further constructive action.
- 22. To handle problems which are within one's capacity and attempt to find the solutions with the help of the Staff and Management. School Captain is responsible for the welfare and training of all the juniors.
- 23. The keep the campus green and clean with the help Juniors.
- 24. To guide the junior appointments in carrying out their responsibilities.
- 25. To lead the School Parade on ceremonial occasions.
- 26. To guide/direct visitors with in the School.
- 27. To motivate young visitors to join the School and NDA.
- 28. Any other duty assigned by school authorities.

Necessity is the mother of invention.

II. SCHOOL ADJUTANT

- A School Adjutant is responsible to the Senior Master for the following:-
- To be a role model and lead by example in punctuality, turnout, respect to elders, manners, public speaking, impartiality and other aspects of discipline and courage.
- 2. To promote self-discipline amongst cadets.
- To be present at the forefront of all school events.
- 4. To ensure that the cadets wake up in time and also go to bed by Lights-Out time.
- 5. To ensure that the cadets report everywhere in time.
- To ensure that the cadets are propely dressed according to the uniform of the day.
- 7. To ensure that the cadets march properly in squads on the road.
- 8. To ensure that cadets follow Mess Etiquette and Table Manners.
- 9. To ensure that cadets bathe themselves and wash their under garments everyday.
- 10. To ensure that the cadets pay compliments and respect to all the elders at the School.
- 11. To ensure that the cadets don't indulge in acts of vandalism or destruction of public or private property.
- 12. To ensure that the cadets don't indulge in ragging of any sort, especially physical manhandiling and use of abusive language.
- 13. To carry out the duties and responsibilities of the School Captain in the latter's absence.
- 14. To listen to the problems of the cadets and attempt to solve them with the help of the Staff and Management.
- 15. To meet the Officers at 1345 hrs everyday after classes and apprise them of the problems and activities as well as to take down instructions for the rest of the day and the next day.

Genius is one percent inspiration and ninety-nine percent perspiration.

- 16. To take rounds of the Hostels, Study Rooms (on Sunday during Prep) Classrooms, Band Room and Games Field to see if everyone is following the schedule of activities at that moment and the cadets are present where they are required to be.
- With the help of the House Captains, ensure cadets maintain silence during an event.
- 18. To inform the Duty Master and Officers of any unusual happenings like homesickness, depression, rebelliousness, continued sickness, etc; any incident of indiscipline like a fight, quarrel, ragging, mutiny, theft, forgery, late-coming, absenteeism, skipping meals, malingering, littering, visiting out of bounds places, consuming alcohol, smoking, using electronic gadgets, malpractice in exams, disobedience of orders etc even if it involves own classmates.
- 19. To ensure that the School flag is hoisted and lowered in time.
- 20. To ensure that the junior appointments in carry out their responsibilities.
- 21. To ensure the School Band performs its tasks including beating of drum during marching to School and back, prompting and is punctual for all events.
- 22. Any other duty assigned by School authorities.

III. SPORTS CAPTAIN, NCC CAPTAIN, ACADEMIC CAPTAIN

- To demonstrate a high level of leadership as well as motivational and sporting ability.
- To assist the PT Instuctors/NCC Officers/School Staff in Sports/NCC activities/ literary events.
- They will assist School Captain and School Adjutant in various events and wherever required

IV. HOUSE APPOINTMENTS

The House appointments are responsible for the House Master for the following:

- To encourage the house-mates in verious sports, co-curricular activities and general upkeep of the House.
- 2. They will assist the school appointments in maintaining silence in the houses as well as various activities.

A good health is above wealth.