

**PERSONAL BIO-DATA**



Name .....

Class .....

School No .....

Blood Group .....

House .....

Home Address .....

Bank A/c .....

Hobbies .....

Phone No. of Parents .....

**Signature of Mother**

**Signature of Father**

*An honest man is the noblest work of God.*

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Phone No. of Parents .....

**Signature of Mother**

**Signature of Father**

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

# SAINIK SCHOOL



## KAPURTHALA

**Principal : Col Prashant Saxena**  
Tel.:01822-232532

**Vice Principal : Lt ColSeema Mishra**  
Tel.:01822-236275

**Adm.Officer : Maj Junaid Bini Saiyidain Beg**  
Tel.:01822-230184

## PERSONAL BIO-DATA

Affix  
passport size photograph

Name .....

Class .....

School No .....

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Home Address .....

Bank A/c .....

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Phone No. of Parents .....

**Signature of Mother**

**Signature of Father**

***An honest man is the noblest work of God.***

## **SAINIK SCHOOL, KAPURTHALA**

### **1. 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, 11Corps 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 Services.
- b. To develop qualities of body, mind and character this 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.
- 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 Majoraja 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, a swimming pool, a gymnasium and a CSD Canteen besides a lot of other facilities.

***Criticism is prejudice made plausible.***

## SCHEDULE OF SCHOOL EXAMINATIONS: 2021 - 2022 (TENTATIVE)

<b>Classes</b>	24 Jul 2021 to 31 July 2021	25 Sept 2021 to 30 Sept 2021	10 Nov 2021 to 17 Nov 2021	15 January 2022 to 05 Feb 2022	01 March 2022 Onwards (Tentative) (Classes VI to VIII) 06 March 2022 to 17 March 2022
<b>VI, VII, VIII</b>	<b>Pre Mid Term</b>	<b>Mid Term</b>	<b>Post Mid Term</b>		<b>Annual Examination</b>
<b>IX, XI</b>	<b>Periodic Test I / Practice Test I</b>	<b>Periodic Test II / Final Terminal</b>	<b>Periodic Test III / Practice Test 2</b>		<b>Annual Examination</b>
<b>X, XII</b>	<b>Periodic Test I / Practice Test I</b>	<b>Periodic Test II / Final Terminal</b>	<b>Periodic Test III / Practice Test 2</b>	<b>Pre Board Examination</b>	<b>Annual Examination</b>

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

### CADETS' CODE OF CONDUCT

#### I. General Behaviour

1. 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.
3. 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 will not accept responsibility for any loss of money/books/clothes etc. The students are advised not to bring 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.***

### **III. Turnout and Hygiene**

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

1. They brush their teeth daily and keep the nails clean and trimmed.
2. They take hair cut on due date and time.
3. They take bath regularly and daily.
4. They comb their hair properly.
5. They polish their shoes daily.
6. 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.
  - d. Keep outdoor sport items in the house.
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.
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 the 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.
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 room 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 House wise dos 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

5. Do not drag the chairs.
  6. Do not rest your elbows on the table.
  7. Do not heap up your plates with food stuff.
  8. While eating do not keep your mouth open.
  9. Do not produce any noise with cutlery.
  10. Do not leave your seat when the meals are in progress.
  11. In case your neighbour's seat is vacant (but the table is laid) do not eat from his plate.
  12. Do not get up for a second helping, instead asks your neighbour to pass the dish over to you.
  13. Do not enter into a dialogue with the bearer or any member of the mess staff.
  14. In case of any complaint towards meals, you are to make an entry in the suggestion register.
  15. Do not start blowing your nose and cleaning your throat while seated at the dining table.
  16. While talking to your neighbours, do not hold the cutlery up in the air.
  17. 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.

***A pint of sweat will save a gallon of blood.***

## 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**

## PRAYER

O Lord! each morning when we come to school  
Bless us with a successful day  
Bless our teachers one and all  
And all 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!

*Out of sight, out of mind.*

## 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 Dhafii 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

## 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.
7. 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.
9. 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.

*Courage grows by daring, fear by delaying.*

## LIST OF SAINIK SCHOOLS

S. No. Sainik School	State	Abbr	Dare of Est.
1. Satara	Maharashtra	SSS	23-06-61
2. Kapurthala	Punjab	SSKP	08-07-61
3. Balachadi	Gujarat	SSBC	08-07-61
4. 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. SujanpurTira	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 Pradesh	-	2018
29. Chandrapur	Maharashtra	-	2019
30. Mainpuri	U.P.	-	2019
31. Jhansi	U.P.	-	2019
32. Sambalpur	Odisha	-	2020
33. Amethi	U.P.	-	2020

*God made the country and man the town.*

## LIST OF PHONE NUMBERS-ACADEMIC STAFF

S.No.	Teacher's Name	Post	Subject	Mobile No.
1.	Mr Jagdish Singh	PGT	Maths	98762 64430
2.	Dr.Harpreet Singh Isher	PGT	Physics	94630 08841
3.	Mr Manohar Lal Chandel	PGT	Chemistry	98155 74379
4.	Mr. Arvind Kumar Srivastav	PGT	Comp. Science	94178 77244
5.	Mr Yadwinder Singh	PGT	Physics	94173 48061
6.	Mr Divyendu Mishra	PGT	Biology	76962 91718
7.	Mr Raj Kumar	PGT	Chemistry	94789 27492
8.	Mr Kuldeep Kumar -	TGT	Maths	94632 68543
9.	Mr Ranvir Singh Rana	TGT	Physics	95017 06556
10.	Mrs Narinder Kaur	TGT	English	94633 56140
11.	Mr Shiv Kumar	TGT	Maths	98726 54111
12.	Mrs Satindetjit Kaur	TGT	Chemistry	94637 62786
13.	Mr Hanuman Prasad Shukla	TGT	Hindi	99152 92644
14.	Mr GC Jena	TGT	Art	94171 14506
15.	Mr Randhir Singh	TGT	Social Science	94178 77075
16.	Mr Malkinder Singh Bajwa	TGT	Maths	94634 84041
17.	Mrs Harjinder Kaur Baiwa	TGI	English	75892 18101
18.	Mr Jai Kishore Prasad Singh	TGT	Hindi	78889 38469
19.	Mr Mriginder Singh	TGT	English	88729 00664
20.	Mr Kamaljit Singh	TGT	Social Science	81462 64100
21.	Mr Anand Prakash Pandey	TGT	Social Science	95309 35359
22.	Mr Munish Sharma	TGT	English	89683 53506
23.	Mr Nelson Dass	Librarian		95306 65753
24.	Mr Rajpal Singh	TGT	Biology	89685 22632
25.	Mr Istinderjit Singh	Lab Assistant		89685 22632
26.	Mr Amarjit Singh	Lab Attendant		94175 96474

*I won't quarrel with my bread and butter.*

## LIST OF PHONE NUMBERS-ADM STAFF

S.No.	Name	Post	Mobile No.
1.	Mr G.S. Arora	(Accountant)	9530643712
2.	Mr Vasanda Kumar	(Off. Supdt.)	94178 77364
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)	9814439348
8.	Mr Ajay Kumar	(UDC)	887629144
9.	Mr Jagdish Chand	(LDC)	9417224618
10.	Mr Sunny Kumar	(LDC)	7888749307
11.	Mr Anil Kumar	(LDC)	7696205956
12.	Mr T. P. Singh	(LDC)	9878093630
13.	Mr Ravinder Singh	(Driver)	9815473387

## NCC & PI STAFF

1.	Sub Sanjay Kumar		7018339476
2.	Hav Arvind Rawat		7302189650
3.	Hav Sanjay		6005169625
4.	Hav Sunil Dutt		8508040049
5.	Mr Parkash Chand	NCC Clerk	9872979675

*An example is a lesson that all men can read.*

## DAILY ROUTINE SUMMER/MNTER

<b>S.N. Activity</b>	<b>Summer</b>	<b>Winter</b>
1. Reveille	0500 h	0530h
2. Cadets leave Houses for PT	0540 h	0610h
3. Cadets fall in and Report	0550 h	0620 h
4. P.T.	0600 h-0640h	0630 h-0710h
5. NCC Parade	0625 h-0710h	0645 h-0725h
6. Bath and Change, Setting of Dorms	0640 h-0735h	0710h-0755h
7. Inspection-Cadets Dress	0735h	0755h
8. Breakfast	0740h-0800h	0800h-0820h
9. Central/House Assembly on all days	081 5h-0835h	0835h-0855h
10. 1st Period	0840h-0920h	0900h-0940h
11. 2nd Period	0920h-1000h	0940h-1 020h
12. 3rd Period	1000h-1040h	1020h-1100h
13. 4th Period	1040h-1120h	1100h-1140h
14. Tea Break	1120h-1140h	1140h-1200h
15. 5th Period	1140h-1220h	1200h-1240h
16. 6th Period	1 220h-1300h	1240h-1320h
17. 7th Period	1300h-1340h	1320h-1400h
18. Lunch	1350h-1420h	1410h-1440h
19. Quiet Hour/Rest/Library	1420h-1520h	1440h-1520h
20. 1st Prep Self Study	1530h-1630h	-
21. Games/Hobbies Fall in and Dispersal	1 630h-1640h	1520h-1530h
22. Games/Out Pass	1 640h-1730h	1530h-1630h
23. Refreshment, Bath & Change	1730h-1820h	1630h-1750h
24. Supervised Prep	1825h-2000h	1800h-2000h
25. Dinner	2005h-2030h	2005h-2030h
26. TV News	2030h-2055h	2030h-2055h
27. Self-study (House Prep Rooms)	2100h-2200h	2100h-2200h
28. Dorm Lights off	2230h	2300h
29. Lights off	2300h	2230n

*It is easy to flatter; it is hard to praise.*

## LIST OF CLASS TEACHERS 2021 – 2022

S.NO.	CLASS	CLASS TEACHER
1.	XII A	DM
2.	XII B	JSB/HSI
3.	XI A	AKS
4.	XI B	MLC
5.	X A	RDS
6.	X B	JKP
7.	X C	MNS
8.	IX A	HPS
9.	IX B	APP
10.	IX C	MGS
11.	VIII A	KK
12.	VIII B	SK
13.	VIII C	ND
14.	VII A	IJS
15.	VII B	HKB
16.	VII C	SJK
17.	VI A	NPT
18.	VI B	NCT

*Self-praise is no recommendation.*

## ROUTINE - SUNDAY / HOLIDAYS

1.	Reveille	0630h	Summer
		0630h	Winter
2.	Breakfast	0900-0920h	Summer
		0900-0920h	Winter
3.	Washing Make & Mend	0930-1100h	Summer
		0930-1100h	Winter
4.	Prep	1115-1315h	Summer
		1115-1315h	Winter
5.	Roll Call & Lunch	1330-1400h	Summer
		1330-1400h	Winter
6.	Quiet Hour	1400-1545h	Summer
		1400-1545h	Winter
7.	Film/TV	1600-1900h	Summer
		1600-1900h	Winter
8.	Roll Call & Dinner	1930-1955h	Summer
		1930-1955h	Winter
9.	TV News	1930-1955h	Summer
		2000-2030h	Winter
10.	Self-study (House Prep Rooms)	2045-2200h	Summer
		2045-2200h	Winter
11.	Dorm Lights off	2230h	Winter

## LIST OF CLOTHING ITEMS REQUIRED TO BE BROUGHT BY THE CADETS IN NEW SESSION 2020-2021

S.N.	Name of Items	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.	06 Nos.
11.	Vest Sandow	06 Nos.
12.	Under wears	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.

**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 2020

<b>Sr. No.</b>	<b>Holiday on Account of</b>	<b>Date</b>	<b>Day of Week</b>
1	Republic Day	26 January 2021	Tuesday
2	Holi	29 March 2021	Monday
3	Good Friday	02 April 2021	Friday
4	Ram Navami	21 April 2021	Wednesday
5	Mahavir Jayanti	25 April 2021	Sunday
6	Idu'l Fitr	14 May 2021	Friday
7	Buddha Punima	26 May 2021	Wednesday
8	Idu'l Zuhu (Bakrid)	21 June 2021	Monday
9	Independence Day	15 August 2021	Sunday
10	Muharram	19 August 2021	Thursday
11	Janmashtami	30 August 2021	Monday
12	Mahatma Gandhi's Birthday	02 October 2021	Saturday
13	Dussehra	15 October 2021	Friday
14	Milad-Un-Nabi	19 October 2021	Tuesday
15	Diwali (Deepawali)	04 November 2021	Thursday
16	Guru Nanak's Birthday	19 November 2021	Friday
17	Christmas Day	25 December 2021	Saturday

*Hope raises no dust*

## INCHARGES OF VARIOUS CO-CURRICULAR ACTIVITIES

2020-21

### 1. SPORTS ACTIVITIES

Athletics	Mr. M. S. Bajwa (I/C), Mr. Munish Sharma
Football	Mr. R. S. Rana (I/C), Mr. Dev Kumar
Basketball	Mr. Devender Singh (I/C)
Hockey	Mr. M S Bajwa (I/C), Mr. NPT
Volleyball	Mr. Divyendu Misra (I/C), Mr. JKP Singh
Swimming	Mr. Raj Kumar (I/C), Mr. AP Pandey
Boxing Mr. Shiv Kumar (I/C),	Mr. Kamaljit Singh
Cross Country	Mr. AP Pandey (I/C), Mr. H.P. Shukla
Obstacle Mr. Randhir Singh (I/C),	Mr. G. C. Jena
Announcers	Mrs H.K.Bajwa (I/C), Mr. Mriginder Singh

### 2. HOBBY CLUBS

Drawing & Painting	Mr. G C Jena (I/C), Mr. Kuldeep Kumar
Informatics Club	Mr A K Srivastav (I/C), Mr. NCT
Music Club	Mr. Mriginder Singh (I/C), Mr. JKP Singh
Dramatics Club	Mrs Narinder Kaur (I/C), Mr. HK Bajwa
Photography Club	Mr Rajpal Singh (I/C)
Public Speaking & Debating (Srs.)	NET (PGT English)
Public Speaking & Debating (Jrs)	Mr. Munish Sharma (I/C)
Yoga Club	Mr. H.P. Shukla (I/C), Mr. A. P. Pandey
Lawn Tennis Club	Mr. Shiv Kumar (I/C), Mr. M. S. Bajwa
Squash Club	Mr. M. L. Chandel (I/C), Mr. NMT
Dance Club	Mr. Jagdish Singh (I/C), Mr. NPT
Young Newton Club	Mr. Yadwinder Singh (I/C) Mr. Istinderjeet Singh
Band	Mr. R. S. Rana (I/C), Band Master
Alchemist	Mr. Raj Kumar (I/C), Mr. Amarjit
Quizzing	Mr. Kamaljit Singh (I/C), Mr. Randhir Singh
Eco & Gardening	Mr. Divyendu Misra (I/C), Mrs. Satinderjit Kaur
Book Reading	Mr. Nelson Dass (I/C)

*No greater shame to man than inhumanity*

### 3. ACADEMIC DUTIES

Examination Cell	Mr. A K Srivastav (I/C), Mr. Shiv Kumar, Mr. Istinderjeet Singh, Mr. Amarjit Singh
Updating of Result in Website & Website Content	Mr. A K Srivastav (I/c), Mr. NCT
NDA Cell	Maths: Mr. Jagdish Singh, Mr. B K Joshi English NET, Mr. Mriginder Singh
Mr. Yadwinder Singh (I/C)	Physics: Dr. H. S. Ishar, Mr. Yadwinder Singh Chemistry: Mr. M L Chandel, Mr. Raj Kumar Biology: Mr. Divyendu Mishra SSC: Mr. Randhir Singh, Mr. Kamaliit Singh, Mr. A. P. Pandey
CBSE Practical's Time-Table	Mr. M. L. Chandel (I/C), Mr. Divyendu Mishra Mr Shiv Kumar (I/C), Mr. Istinderjeet Singh
Class Adjustment	Dr. HS Ishar, Mr. RD Singh, Mr. Istinderjeet Singh
Photography All Events	Mr. Rajpal Singh
Recorder All Events	Mrs Satinderjit Kaur
AV Room	Mr. Rajnish Kumar (I/c)
Seating Arrangement	Mr. AP Pandey (I/C), Quarter Master
Seating Plan	Mr. AP Pandey (I/C)
School Auditorium	Mr. JKP Singh (I/C)
Debate & Declamation	English - Mr. Munish Sharma, Hindi- Mr. HP Shukla
Essay Writing	English: Mr. Mriginder Singh
Competition	Hindi - Mr. HP Shukla
Art Competition	Mr. G. C. Jena (I/C)

### 4. EVENT ORGANISING COMMITTEE (ANNUAL DAY/NORTH ZONE/OLD BOYS MEET)

Co-ordinator	Dr. Harpreet Singh Ishar
I/C Cultural program	Mr. B. K. Joshi
English Play	Mrs. Harjinder Kaur Bajwa
Punjabi Play	Mrs. Narinder Kaur
Shabad	Mr. NPT
Hindi Group Song	Mr. JKP Singh
Bhangra	Mr. Jagdish Singh, NPT
Music & Recording	Mr. Mriginder Singh
Light & Sound	Mr. R S Rana
Announcers	Mrs. HK Bajwa, Mr. Mriginder Singh
Rangoli	Mrs. Bhadra Kumari, Mrs. Satinderjit Kaur
Stage Decoration	Mr. G C Jena, Mrs. Bhadra Kumari
Annual Report	Mr. Munish Sharma
Preparation of Draft Speeches	Mr. Mriginder Singh

***Strike the iron while it is hot.***

5. **ASSEMBLY ORGANISATION** Dr. Harpreet Singh Ishar assisted by House Masters

6. **SCHOOL MAGAZINE:** Mr. Munish Sharma (I/C), Mr. JKP Singh,  
Mr. NPT, NET (PGT English)

7. **EXHIBITION COMMITTEE**

Co-ordinator	Mr. AK Srivastav
Physics	Mr. Yadwinder Singh
Chemistry	Mr. Raj Kumar
Biology	Mr. Divyendu Mshra
Art	Mr. G. C. Jena
Computer Science	Mr. A. K. Srivastav

8. **QUIZ**

Seniors	Mr. Kamjit Singh (I/C), Mr. A P Pandey
Technical Support	Mr. A K Srivastava <b>QM</b> -Mr. Mriginder Singh
Juniors	Mrs. Satinderjit Kaur (I/C), Rajpal Singh
Technical Support	Mr. NCT <b>QM</b> -Mr. Mriginder Singh
Maths	Mr. Kuldeep Kumar (I/C), Mr. Shiv Kumar
Technical Support	Mr. NCT <b>QM</b> - Mr. Kuldeep Kumar

9. **DISCIPLINARY COMMITTEE**

<b>I Qtr (April-June)</b>	<b>II Qtr (July-Sep.)</b>	<b>III Qtr (Oct.-Dec.)</b>	<b>IV Qtr (Jan-Mar)</b>
<b>Presiding Officer</b> Mr. JagdishSingh	<b>Presiding Officer</b> Mr.BKJoshi	<b>Presiding Officer</b> Mr.MLChandel	<b>Presiding Officer</b> Mr.Yadwinder
<b>Members</b> Mr. DivyenduMishra Mrs.NarinderKaur & Hostel Supdt. Of Concerned House	<b>Members</b> Mr.RajKumar Mrs.SatinderjitKaur & Hostel Supdt. Of Concerned House	<b>Members</b> Mr.Kuldeep Kumar Mrs.H.K. Bajwa & Hostel Supdt. Of Concerned House	<b>Members</b> Mr.R.S.Rana Mrs.BhadraKumari & Hostel Supdt. of Concerned House

*Slow & steady wins the race*

## 10. OTHER ACTIVITIES

Boys' Stationery	Mr. Istinderjeet Singh (I/C), Mr. Amarjit Singh
I/C Welfare Committee	Mr. Randhir Singh, Quarter Master, Mr. Vasanda (OS)
Festival Celebration	Mr. H P Shukla, NPT
Press & TV Coverage	Mr. JKP Singh
Mess Committee	Mrs. Bhadra Kumari, Mr. Devender Singh
Prizes, Mementoes & Certificates	Mr. Shiv Kumar (I/C), Mrs. Satinderjit Kaur
Old Boys Association	Mr. M. S. Bajwa, Mr. Munish Sharma
M/C Dinner Nights	Mrs. Narinder Kaur, Mr. Munish Sharma
Cadets' Entertainment Committee	Mr. Nelson Dass, NHT (TGT Hindi), Mr. Mriginder Singh
Recording	NET (PGT English), Mr. Munish Sharma
All Meetings	
I/C Educational Trips	Mr. Raj Kumar
I/C Staff Room	Mr. A P Pandey
Entrance Exam Stationery	Mr. JKP Singh
I/C School Diary & Daily Event	Dr. Harpreet Singh Ishar
Filling of NDA forms	Mr. Mriginder Singh
Women Cell	Mrs. Satinderjit Kaur (I/C), Mrs. Bhadra Kumari
I/C Band	Mr. R S Rana
I/C language Lab	Mr. Mriginder Singh
Poetry Recitation (HH)	Mrs. Narinder Kaur (I/C), Mr. HP Shukla, Mr. NPT
Extempore Speeches	Mr. Munish Sharma
NCC Activities	Mr. Kuldeep Kumar (I/C)
NTSE & Science Olympiad	Mr. Jagdish Singh (I/C), Mr. Randhir Singh
Ek Bharat Shreshtha Bharat	Mr. AP Pandey (I/C), Mr. Mriginder Singh, Mr. NPT Singh
Weak Cadets & Band Boys Classes	Mrs. Divyendu Mishra (I/C), Mr. Shiv Kumar
Weekly Test	Mr. Randhir Singh (I/C), Mr. Istinderjeet Singh Mr. Amarjit Singh
I/C Physics Lab	Mr. Yadwinder Singh
I/C Chemistry Lab	Mr. M.L. Chandel
I/C Biology Lab	Mr. Divyendu Mishra
I/C Maths Lab	Mr. Kuldeep Kumar
I/C Sr. Computer Lab	Mr. A K Srivastava
I/C Jr. Computer Lab	Mr. NCT
Constitutional Day	Mr. Kamaljit Singh (I/C), Mr. Anand Prakash Pandey
G K Test	Mr. Nelson Dass (I/C), Mr. G. C. Jena
News Board	Mr. Nelson Dass (I/C)
Sahodhya Events	Mr. Jagdish Singh (I/C), Mr. MS Bajwa
Diksha Courses	Mrs. HK Bajwa
Motivational Lecture of Serving Officers & Alumini	Mr. Raj Kumar

*As your sow, so shall you reap.*

**SCHOOL CALENDAR 2021-2022**  
**(Subject to availability of Cadets on the campus)**  
**EVENT**

April 21	PPL Address to Cadets Good Friday (Holiday) Filtration Meeting and declaration of result of class IX & XI Hindi Essay writing Competition Distribution of Cadets to Hobby Classes by respective I/Cs Mess Committee meeting Interhouse Basketball Competition starts (Srs. & Jrs.) English Essay writing competition Holiday (Ram Navami) Interhouse Basketball Final (Srs. & Jrs.) Interhouse Hockey Competition starts (Srs. & Jrs.) Hobby Classes
May 21	Art Competition Interhouse Hockey Final (Srs. & Jrs.) Hobby Classes PTA Meet (Election of Parent Rep.) Interhouse Volleyball Competition starts (Srs. & Jrs.) Hobby Classes Interhouse English Debate Seniors Idu'l Fitr (Holiday) Hobby Classes Interhouse Volleyball Final (Srs. & Jrs.) Interhouse Football Competition starts (Srs. & Jrs.) Holiday (Buddha Purnima) Interhouse Hindi Debate Srs. Presentation on Topic "Handling Misbehaviour during online Classes" by Mr.D Misra
June 21	Interhouse Football Final (Srs. & Jrs.) Hobby Classes Cadets can leave for Summer break after lunch Summer Break starts
July 21	Reporting of cadets by 1700 hrs & staff by 1000 hrs. Bakrid (Holiday) Presentation on Topic " Designing MCQs " by Mr. R D Singh Selection of School and House Appointments Pre Mid Term (VI - VIII), PT - I (IX - XII) starts Pre Mid Term & PT - I concluded

***Knowledge comes, but wisdom lingers***

## EVENT

Aug 21	Investiture ceremony practice starts Hobby Classes Interhouse Hindi Declamation (Jrs.) Investiture ceremony PTA Meet after Tea Break Interhouse English Declamation (Jrs.) ID Parade practice starts Hobby Classes Presentation on Topic " Informal testing for identifying children with learning problems " by Mrs. Narinder Kaur Independence Day Hobby Classes Muharram (Holiday) Interhouse Hockey Competition (HH) Interhouse Swimming Competition Hobby Classes Mess Committee meeting Janamashtami (Holiday) Intehouse Quiz (Srs.)
Sept 21	Hobby Classes Intehouse Maths Quiz (Srs.) Teachers' Day celebration UPSC NDA written exam (Tentative) Hobby Classes Intehouse Quiz (Jrs.) Interhouse Football Competition (HH) Hobby Classes Presentation on Topic " Pocso Act 2020" by Mr. Rajpal Singh Hobby Classes Mid Term (VI- VIII) & PT II (IX - XII) exam starts
Oct 21	Mahatma Gandhi Birthday (Holiday) Mid Term & PT II exam concluded Interhouse Boxing competition starts (Srs. & Jrs.) Interhouse Boxing Final (Srs. & Jrs.) Interhouse Poetry Competition (HH) Hobby Classes Presentation on Topic " Parent Teacher communication" by Mr. RS Rana Dussehra (Holiday) PTA Meet after Tea Break Milad- Un -Nabi (Holiday) Hobby Classes Annual Athletic Meet starts

*Creativity comes from a conflict of ideas.*

## EVENT

Oct 21	Annual Athletic Meet Final Hobby Classes Interhouse Maths Quiz (Jrs.) Mess Committee meeting
Nov 21	Annual Day (Tentative), Cadets can leave for Deepavali break after lunch Deepavali (Holiday) Reporting of cadets by 1700 hrs & staff by 1000 hrs. Post Mid Term (VI- VIII) & PT III (IX - XII) exam starts Post Mid Term (VI- VIII) & PT III (IX - XII) exam concluded Guru Nanak Birthday (Holiday) Interhouse Cross Country Presentation on Topic " Understanding Bullying" by Mr. AP Pandey PTM after Tea Break
Dec 21	Interhouse Obstacle competition OBA Meet Cadets can leave for winter vacations after breakfast Winter vacations starts Christmas Day (Holiday)
Jan 22	Reporting of cadets by 1700 hrs. Presentation on Topic " Introduction to Cyber Crime" by Mr. Mriginder Singh CBSE Practical's (Tentative) RD parade practice starts NCC 'A' certificate exam (Tentative) Republic Day Pre Board / Pre Final (X - XII)
Feb 22	Pre Board / Pre Final exam concluded Presentation on Topic " Parent Teacher communication" by Mr. Nelson Dass NCC 'B' certificate exam (Tentative) PTM after Tea Break Group photograph Farewell Dinner to Class XII
Mar 22	Annual exam (VI - VIII) starts (Tentative)

*Note: (If the cadets are not available in campus, than some activities will be conducted online and will be intimated on whatsapp groups)*

***A man is but a product of his thoughts. What he thinks he becomes.***

## 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.
2. Parent/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 updated 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.
6. 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 fails to report on time due to medical reason, a medical certificate from Civil Hospital will be submitted.
10. Parents are not to visit classes and dorms.
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 than 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".

***Else, the cadet will be penalized as per school order.***

## **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 or 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.
5. All cadets are advised to be regular during practicals.
6. All work be done in the presence of supervisor/instructor.
7. No student will be permitted in the Laboratory without Lab-coat (XI & XII)

### **RULES OF SCHOOL LIBRARY**

1. Maintain silence in the school library.
2. 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.
3. 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.
4. While returning the book, the borrower will ensure that the date of return is correctly entered and each entry is signed by the Librarian.
5. A borrower from whom fine or some other recovery is long over-due will be debarred from borrowing books from the school library.
6. 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.***

**TIME TABLE**

Days/Period	Period										
	I	II	III	IV	BREAK	V	VI	VII	I PREP	II PREP	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

**TIME TABLE**

Days/Period	Period										
	I	II	III	IV	BREAK	V	VI	VII	I PREP	II PREP	
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

*Knowledge comes, but wisdom lingers*

## SHRAMDAAN

### Sr. Class/ Area to be looked after No. Section

1. VI A Area around auditorium up to School Boundary Wall
2. VI B Area around Chemistry lab up to main road
3. VI C Baiza Garden & Lawn in front of library and road
4. VII A Area around Aeroplane up to main gate
5. VII B Area around School-Hospital and Sahodhya Garden
6. VII C Cricket Ground & Kacha Road from main gate to football ground including obstacle
7. VIII A Area adjacent to Generator set and road from hostel to palace
8. VIII B Ground in front of Gym up to Hockey ground and GTO
9. VIII C 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 up to Patel including road from Holding House Gate including to Dhobhi Ghat
12. IX C First 02 football ground with obstacles
13. X A 01 Football Ground obstacles and Gazibo
14. X B Old Swimming Pool (Maharaja's Swimming Pool)
15. X C Island Structure behind Bal Niketan
16. XI A Area of Smriti Sthal & Fountains next to SS upto Bal Niketan
17. XI B Area Near Tennis & Squash Courts including Gazibo

## 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 erect 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.

*Where there is unity, there is victory*

## PT/PARADE SCHEDULE FOR SESSION 2021-22

The schedule for the morning session w.e.f. 01 April 2022 is as follows: -

Day	Drill	NDA Classes	PT	Cross	Timings	Duty
<b>Monday</b>	XI & XII	-	VI to X	-	0600-	T/O Kuldeep Kumar, PI Staff & PTI Staff
<b>Tuesday</b>	VIII, IX, XI & XII	XII	VI, VIII & X	-	-do-	All ANOs, PI Staff & PTI Staff
<b>Wednesday</b>	-	XII	VI to XI	-	-do-	PTI Staff
<b>Thursday</b>	IX	XII	VI, VII, IX, X & XI	-	-do-	T/O AK Srivastar T/O HP Shukla & PTI Staff
<b>Friday</b>	VIII	XII	VI, VII, IX X & XI	-	-do-	T/O RS Rana
<b>1st - Sat</b>		XII	IX, X & XI	VII & VIII	-do-	All House Masters, Hostel Supdt & PTI Staff
<b>2nd - Sat</b>		XII	VII, VII & XI	IX & X	-do-	All House Masters, Hostel Supdt & PTI Staff
<b>3rd - Sat</b>		-	VI, VIII, IX & X	XI & XII	-do-	All House Masters, Hostel Supdt & PTI Staff
<b>4th - Sat</b>	- Shramdan All House (0600-700hrs)					All House Masters, Hostel Supdt

*Pain is temporary greatness is forever.*

## LIST OF HOUSE MASTER, TUTOR & HOSTEL SUPDT.

S.N.	HOUSE	LL/Mobile	House Master	Tutor	Hostel Supdt
1	TILAK	01822-238710 94634 84041	Mr. M. S. Bajwa	Mr. Mriginder Singh	Mr. Devender Singh
2	BHAGAT	01822-238712 94173 48061	Mr. Yadwinder Singh	Mr. A.K. Srivastava	Mr. Devender Singh
3	PATEL	01822-238711 94789 27492	Mr. Raj Kumar	Mr. Munish Sharma	Mr. Devender Singh
4	AZAD	01822-238714 98155 74379	Mr. M. L. Chandel	Mr. B. K. Joshi Shiv Kumar	Mr. Devender Singh
5	SAROJINI	01822-238818 76962 91718	Mr. Divyendu Mishra	Mr. Jagdish Singh	Mr. Devender Singh
6	CHITT	01822-238818 94632 68543	Mr. Kuldip Kumar	Mr. Istinderjeet Singh NPT	Mr. Devender Singh
7	TAGORE	01822-238716 81462 64100	Mr. Kamaljit Singh	Mr. Randhir Singh	Mrs. Bhadra Kumari
8	MOTILAL	01822-238817 94171 14506	Mr. G. C. Jena	Mr. H P Shukla	Mrs. Bhadra Kumari
9	LAJPAT	01822-238819 95309 35359	Mr. Rajpal Singh	Mr. JKP Singh	Mrs. Bhadra Kumari
10	SUBHASH (GIRLS)	01822-238820 89683 53506	Mr. HK Bajwa	Mr. Satinderjit Kaur	Mrs. Bhadra Kumari
11	NALWA	01822-238821 75892 18101	Mrs. RS Rana	Mr. AP Pandey	Mrs. Bhadra Kumari
12	RANJIT	01822-23882 94633 56140	Mrs. Narinder Kaur	Mrs. Nelson Dass NCT	Mrs. Bhadra Kumari

### DRESS CODE FOR CADETS

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

*Honesty if the best policy.*

## 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	10nos
5	60 M Run sprint	12sec	14sec	16sec

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	10sec	12sec	14sec

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	9sec	11sec	13sec

## 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

*Before commanding others, learn to command yourself*



## HONOUR

1. 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.
3. You shall not by any action or omission, 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.

## DUTIES & RESPONSIBILITIES OF SCHOOL APPOINTMENTS

### 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.
2. 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 cadet-officials 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 home sickness, fitness, academics, administration, discipline etc.
18. To meet the officers at 1345 hrs every day 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. To 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

## **II. SCHOOL ADJUTANT**

A School Adjutant 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.
2. To promote self-discipline amongst cadets.
3. 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.
6. To ensure that the cadets are properly 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 every day.
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.

***Necessity is the mother of invention.***

14. To ensure that the cadets don't indulge in ragging of any sort, especially physical man handling and use of abusive language.
15. To carry out the duties and responsibilities of the School Captain in the latter's absence.
16. To listen to the problems of the cadets and attempt to solve them with the help of the Staff and Management.
17. To meet the Officers at 1345 hrs every day 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.
18. 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.
19. With the help of the House Captains, ensure cadets maintain silence during an event.
20. 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.
21. To ensure that the school flag is hoisted and lowered in time.
22. To ensure that the junior appointments in carry out their responsibilities'
23. 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.
24. Any other duty assigned by School authorities.

### **III. SPORTS CAPTAIN, NCC CAPTAIN, ACADEMIC CAPTAIN**

1. To demonstrate a high level of leadership as well as motivational and sporting ability.
2. To assist the PT instructors / NCC Officers / School Staff in Sports/NCC activities/literary events.
3. 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:

1. To encourage the house-mates in various 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.***

