

## WELCOME TO VIVEKANANDA ACADEMY

Dear Parents/Guardians/ Readers,

Warm greetings to you,

Welcome to Vivekananda Academy. The situation in the World expects from the present generation with exceptional academic and intellectual creativity. Those are required for their future establishment and/or taking part of leadership by facing continuous competition in India as well as in the Global Scenario. The vision of Vivekananda Academy was the result of several journeys of the Founder Chairman and started in 2007. The parents are giving their greatest gift to their children to educate their wards within affordable cost from Jr. Kg to class X and XI to Class XII through Vivekananda Academy affiliated English medium School to the Council for the Indian School Certificate Examinations (CISCE), New Delhi.

The qualified and experienced Faculty Members of the Vivekananda Academy prepare the young learners of all age group to explore their power which is already in their soul and by which they can strive for framing their future in very competitive situation not only in India but also in abroad.

The Academy is providing facilities to the students with child-friendly environment as per National Education Policy (NEP) of the Government of India and as per guidelines & syllabus of CISCE (Council for the Indian School Certificate Examinations (CISCE), New Delhi for ICSE (Indian Certificate of Secondary Education) up to class X and ISC (Indian School Certificate) for class XI and XII including different co-curriculum activities, cultural events, etc. The Faculty Members and student ratio of the Academy is good from where the learners are getting opportunity of interaction at all levels in all subjects stipulated for each class. All the stakeholders jointly are striving to empower our young learners with the skills required to make sense of the diversities and the potentially, confusing complexities of the future World's Scenario they step into by providing all our strength for the learners' development for establishment in their life. The Academy and Parents work together to mold the child as the best human being and we never compromise on the education, infrastructure or facilities for the students who needs to realize their dreams.

May God be with us all.

Sourindra Pradhan

Principal, Vivekananda Academy



**You are the creator of  
your own destiny**



**- Swami Vivekananda**

#### **BRIEF HISTORY:**

Within the radius of 30 kilometers from Contai Subdivisional town and about 27 Kilometer from Egra Subdivisional town there is no affiliated English medium School of Council for the Indian School Certificate Examinations (CISCE), New Delhi or any other Board except West Bengal Board to educate the students of this area for which the Founder Chairman took steps in 1996 for establishment of an English Medium co-educational School in this area for the benefit of the students for their for the establishment of the student in their future life . Observing all legal formalities, Vivekananda Academy was established on 22nd February, 2007. The Council for the Indian School Certificate Examinations, New Delhi (CISCE) affiliated Vivekananda Academy for ICSE (Indian School Certificate) up to Class X) and ISC (Indian School Certificate) with Science, Commerce and Humanities subjects for Class XI & XII with affordable cost. The curriculum activities for the students have been designed as per syllabus of the CISCE (Council for the Indian School Certificate Examinations, New Delhi) for all round development. Recently the school has decided to introduce Artificial Intelligence (AI) courses. The Academy providing facilities to the students to develop their inter intellectuals step to step to face the challenges in the field of competitive scenario and to establish the student in their life. The Vivekananda Academy providing quality education system and help a child for his/her development and to shape mind of the students to be ethical, happy responsible citizens of the society for the students from Junior KG to Class-X and Class XI and Class XII under one roof or under one umbrella.

#### **ABOUT SCHOOL:**

##### **“COMMITMENT TO EXCELLENCE “**

Vivekananda Academy has made a huge leap in the field of education by providing ample opportunities so that the students can cultivate their innermost talent to pursue their greater aspiration and stronger passion.

- The school has developed from strength to strength in the last few years, balancing a tight rope walk of culture on one side and modern, scientific educational system on the other.
- The school provides such an optimum nourishing ground for every child with its scientific ICSE (Indian Certificate School Examination) and ISC (Indian School Certificate) experienced trained competent teachers, all of which are as per global standard.
- Let your children enjoy a golden chance to expand and explore their hidden talent in a perfect foundation to achieve success and to shine brightest within affordable cost. Inspire them to pen-down their names in the pages of history forever under one roof from Junior KG to Class XII as an affiliated school to the ICSE up to Class X and ISC up to Class XI & XII with Science, Commerce and Humanities. The school also provide to the students all types of sports cultural events, exhibition made by the students exploring their talents each year.

#### **LOCATION:**

The Vivekananda Academy is situated at Village-Depal, P.O.-Depal, under Depal Gram Panchayet, Police Station-Ramnagar, adjacent to the Ramnagar-Egra Road, Sub-Division Contai, District- Purba Medinipur, PIN-721453, West Bengal.

## MOTTO:



*Arise Awake and Stop not till the goal is reached*



- Swami Vivekananda

Vivekananda Academy, Depal, Purba Medinipur pledges to move from strength to strength, nourishing the students from their early years to face their future and goal in life from one platform from Junior KG to Class-XII as per guidelines of CISCE.

## AFFILIATION:

The Council for the Indian School Certificate Examinations (CISCE), New Delhi affiliated “Vivekananda Academy” for Indian Certificate of Secondary Education (ICSE-Class X) and ISC-Class XI and XII for Science, Commerce, Humanities.

## OUR VALUES:

- Respect, ■ Empathy, ■ Responsibility, ■ Discipline, ■ Equity, ■ Confidence, ■ Persistence.
- To foster a love of learning, leading to the habit of life-long learning.
- To install a spirit of tolerance and compassionate service.
- To encourage empowerment and personal and professional development of those involved in our students' education.
- To impart a value based and multifarious education through a broad- based and dynamic curriculum that would promote various aspects of a child's development, intellectual, academic, physical and social sector.

## VISION:

The Vivekananda Academy, Depal, Purba Medinipur strives for “Man Making Education” to impart quality education but also to bring the children for their overall development and encouraging each student to develop qualities of self-Discipline, organization, motivation and the enjoyment of working hard that makes them confident and competent member of the Society. We encourage for the development of the students for creating self-confidence, unity in diversity, formation of character and supporting the students/learners in becoming a curious, reflective and critical in their thinking as global Citizens.

## AIMS AND OBJECTIVES:

The Vivekananda Academy, Depal, Purba Medinipur is providing facilities by which the student learners can encourage to develop their clear thinking and talent lying in their respective soul. We are providing such process which is helpful for gradual growth of the child.

- To offer sound education for forming good habits, virtue, discipline and self-reliance, during the years of their studies for a well-balanced programme of personal development.
- To offer each child to develop in the ability to find and use information and materials independently.
- To provide facilities to develop emotional stability through pleasant relationship in the class room and outside the class room.
- A strong emphasis is laid on sports and games, co-curricular activities, project work, cultural programme, Socially Useful Productive Work (SUPW) etc. so as to relate education to the real-life experiences and to take education beyond the confines of the classroom making it into a rich stimulation and creative experience.

- The school aims at imparting a complete and quality education not only by the way of formidably high academic standards, but also by developing all teachers intellectual, physical as a whole all round development.
- Our Endeavor is to enable students to develop analytical mind, intellectual curiosity and moral integrity, a strong sense of values, a disciplined life style and a feeling of companion ship among students.
- Qualified, Trained and Experienced teachers are there to supervise the academic and co-curricular activities. Parents will be kept informed about their students' scholastic and co-curricular achievements.
- Individual attention to every child is the key of the institution gifted children will be given every possible help, assistance and guidance to unfold their latent talents in studies.
- Special emphasis will be given by school management to the development of the learners/ students. He/she will be guided to become a more dedicated, devoted and determined individual. The institution strives to mold the student.

### **OUR UNIQUE PEDAGOGY:**

Implement a curriculum for intellectual, mental, physical, socio-emotional, and spiritual progress to achieve ambidextrous development.

### **OUR EXALANCE:**

- We guide each child to unlock their true potential so that they can set now so that they can set new milestones towards personal excellence and inspire each child to reach greater heights of glory.

### **PERSONAL ATTENTION:**

- Each students overall progress is closely monitored, ensuring that each child instils the skills and confidence to face the challenges of life successfully.

### **BEST IN CLASS INFRASTRUCTURE:**

- Our state -of- the- art infrastructure aids in the smooth and efficient dissemination of learning in the most students-friendly manner.

### **SAFE CAMPUS:**

- We have well -quipped CCTV monitored safe campus. The entire campus is environment friendly.

### **OUR DISCIPLINE CODE:**

- Be honest and truthful;
- Respect all elders and be kind to all;
- Be punctual and diligent;
- Be clean in thoughts, word and deed;
- Be kind to all;
- Be cheerful;
- Do to other for good thing what you wish other to do for you;

### **FACILITIES:**

- Qualified & Experienced Faculties, High Tech Labs. (Physics, Chemistry, Biology, Computer), Competitive Examinations,

- Participation in Social Service Programme, Awards, Prizes, Yogas
- Educational Excursion, Cultural (Music, Dance, instruments etc.)
- Football, Volleyball, Cricket (Separately for Boyes and Girls), Indoor Games, Basket Ball, Health Care Facilities
- CCTV surveillance, Multipurpose Hall

### **WHY VIVEKANANDA ACADEMY, DEPAL, PURBA MEDINIPUR?**

Vivekananda Academy is a community of learners, including students, parents and staffs dedicated to creating an academically rigorous, culturally caring and inclusive learning environment. Our mission is to provide a safe and disciplined learning environment and empowers all students to develop their full potential. We are achieving excellence in academic and co-curriculum activities and making the students goal oriented, critical thinkers to achieving the highest integrity and academic success.

### **WHAT MAKES VIVEKANANDA ACADEMY, DEPAL THE BEST CHOICE OF YOUR CHILD?**

Vivekananda Academy, begins its journey on 22nd. February, 2007. It is an affiliated School to Council for the Indian School Certificate Examinations (CISCE), New Delhi) for ICSE (Indian Certificate of Secondary Education) up to class X and ISC (Indian School Certificate) for Class XI and XII, New Delhi. The school is proving a holistic education to the students.

Apart from academics, Vivekananda Academy has providing all opportunities to develop their knowledge through co-curriculum activities through sports, performing and visual art and other creative activities.

### **SCHOOL TIMINGS:**

- The reporting time in school is 10.00 a.m. The first bell rings at 10.15 a.m. for Assembly.
- The school gates are closed at 10.15 a.m. and late-comers sometimes may not be permitted to enter into the school.
- The parents should take their Wards within 10 minutes after dismissal of classes.
- The class will start from 10.35 a.m. and will continue as per class routine.

### **CERTIFICATES AND AWARDS:**

#### **AWARDS (For Std. JR. KG. to Class V)**

- General Proficiency
- General Progress
- Best in All Round Performance (for Std. Junior KG to Class I)

#### **AWARDS (For VI to XII)**

- Academic Excellence

#### **CERTIFICATES**

- Full Attendance
- Co-curricular activities
- Good Conduct
- Good Initiative
- Prizes to Board Toppers

## TRANSPORTATION:

Academy provides bus facilities to the students in some routes against the payment of charges. The Private vehicles are available on certain radius. Information in respect of charges, timing, pick up point etc. can be obtained from the Accounts Section of the School and all the charges would be paid in advance who require facilities.

## EVALUATION & ASSESSMENT:

The School conducts three Semesters during the academic year after completion of the respective syllabus for each semester. The promotion of a student will be determined on the basis of his/her total performance during the academic year.

## ASSESSMENT AND PROMOTION:

1. Promotion at the end of the year will be based on a total continuous assessment in every subject, on the work done during the year.
2. The report cards should be duly signed by the guardian.
3. 90% of attendance is required to sit for the final examination.
4. Progress Report of tests and examinations will be shown to the parents.
5. A student who fails in any subject or misses an examination will not be allowed for supplementary test.
6. Application for verification of marks will not be entertained.
7. Breach of any of the regulations of conduct or the use of unfair means discovered at the examination will merit the cancellation of the particular paper and the student concerned will be awarded a zero. And if such misconduct is repeated, he will be expelled from the entire examination.
8. In all questions of promotion or failure, the principal's decision is final and it cannot be reconsidered.

## CRITERIA FOR PROMOTION:

A+	91 & Above	C+	51-60
A	81-90	C	41-50
B+	71-80	D	39 & Below Fail
B	61-70	-	-

## LEAVE AND ABSENCE:

1. Parent/Guardian should avoid taking children on long holidays during the working days. There is no procedure to grant permission for such absence or grant leave and should treat as absent.
2. Total number of working days is approximately 225 days. Students must obtain 75% attendance applicable, failing which they may be debarred from taking the examinations which is the pre-requisite condition for the student to sit for Annual Examination for all classes. The school reserves the right to withhold a student from appearing in all the Examinations and also in the Annual Examination or withhold promotion in case the minimum attendance requirement is not fulfilled.
3. The school seeks co-operation from parents in exercising utmost discretion in excusing children from school.



4. If a student is absent from school for one day, the attendance record provided in the dairy should be duly filled by the Parents/Guardian and submitted to the teacher. However, a student absent from school for more than one day must submit an application stating the reason for his absence written briefly and duly signed by his parents. All such application must be addressed to the principal and submitted on the first day of the child's re-joining school.
5. If a student is absent for more than two consecutive days or on any Friday, his parents must meet with the principal to explain the reasons for the absence.
6. In case of long-term illness, the Parent/Guardian must personally inform the Principal and the Class Teacher about the nature and likely durations of the student's illness. A medical certificate in original (not prescription) should be submitted along with the application for leave.
7. Children learners afflicted with contagious or infectious disease or exposed to such disease in their homes must complete the quarantine period before joining school. No student afflicted with any such disease will be permitted to attend the school till he brings medical certificate of fitness and/or the school gets the child examined and finds him fit.
8. Parents/Guardians are expected to plan their holidays/travel plans, family functions, etc. coincide during the time of school vacations. Leave for the same during the season will not be sanctioned.
9. Parents/Guardians are expected to maintain their part in enforcing regularity punctuality and discipline.
10. School hour on all working days are from 10.00 a.m. will continue till end of the routine of the class or extended hours. The Principal can meet with the parents on working days with prior appointment only. No school business will be transacted on Saturday, Sundays and holidays but it may withdraw as per notice of the Principal or designated Officer.

#### ATTENDANCE IS COMPULSORY ON:

1. The students must remain present on the opening and closing day of Vacation, (Summer, Durga puja, Diwali, Christmas/Winter) and each term examination.
2. In the School events such as Sports Day, speech Day, Birth of Day of Swami Vivekananda, Birth Day of the Vivekananda Academy, Independence Day, Republic Day, birth day of National leaders etc. and designated observance days, cultural and literacy programme viz. Music and Dance, Debate, Drama, Elocution, Essay Written, Drawing, Recitation, Quiz, Exhibition, Swaraswati Puja, Sports meet/ Concert practices or Extra Classes etc. and also as per instructions of the Principal or any other designated person.
3. **Failing which he/she is liable to pay a fine of ₹20.00 (Rupees Twenty Only) for each day and to be deposited with the monthly Tuition Fees.**
4. Absence or treating the leave as leave: No leave will be granted if the student absent from the First day/ Last day after/ before the vacation and from School Events like Annual Programmes/Sports/Saturday Activities /Class Visits and in the case of absence in reasons has to be justified. Before or after the vacation full day attendance is compulsory for all the students.
5. All working Saturday, if scheduled, attendance is compulsory for all the students failing which the absentees without valid reasons will be treated from absence from coming to School for one Week.
6. Under normal circumstances, in the case of medical reasons, school only accepts medical Certificate of Allopathic registered medical practitioner (MBBS) only supported with prescription, test reports and medicine bills, as authentication of student's absence from School.

#### STUDIES AND EXAMINATIONS:

Every student should devote a lot of time for study and give himself/herself enough time to prepare his/her daily lessons.

- At the end of each term, students will be examined in the matter studied during the term.
- To pay separately examination fees, Saraswati Puja charges.

- To pass an examination, a student should obtain a minimum of 40% in each subject. He/she should secure 90% or above to get a distinction.
- The students will be liable to clear the dues before issuance of admit card positively otherwise he/she will not be allowed to sit in the respective examination and no separate examination will be taken by the school.
- Any student who obtains or gives dishonest help during an examination will not be allowed to continue with remaining examination thereafter.

## ADMISSION:

For the Academic Session 2026-2027, admission will remain open to Boys & Girls from Junior KG to Class IX & XI.

- Admission fee payment must be made at the time of Admission with one month Tuition fee.
- Admission for a particular year is neither refundable or transferable to any other year.

## ADMISSION PROCESS:

The eligibility criterion for various classes is based on the child's age. For the next academic year, the applicant's age as of 31st March 2026 as recorded in the birth certificate, will determine the eligibility for admission to a particular class.

Recommended Age Criteria for Admission in the are as follows: -

S. No.	Class	Age Criteria
1.	Junior KG.	4-5 Years
2.	Sr. KG.	5-6 Years
3.	Class – I	6-7 Years
4.	Class – II	7-8 Years

The parents/guardians will have to collect Prospectus for the year 2026-2027 against payment of ₹300 (Non-refundable) during office hours wherein Application Form and others details are available in the prospectus.

The duly filled forms should be submitted to Accounts, Section of the school within 07 days from the date of obtaining the Prospectus. No photocopy of Application form will be accepted by the Accounts Section or by the Principal in any circumstances. Even in the case of ward of the staff of the school.

The following documents are required at the time of Admission -

- Recent photograph of the ward should be affixed on the form, four recent photographs to be handed over at the time of admission of the students for next class along with two passport size photographs of their parents/authorized guardians
- An attested copy of the birth certificate issued by the Municipality/Panchayet
- We do admit children of every caste and creed
- No child of less than 4 years admitted to Junior KG
- The student will be admitted with a Transfer Certificate from the other school last attended, if transferred from another School
- Irrespective of the time of admission, fees will be charged from the beginning of the academic session to end of the academic session i.e. 12 months



#### **WITHDRAWAL/INFORMATION REGARDING TRANSFER CERTIFICATE:**

1. Withdrawal of student from the school is not permitted for admission in other school which may issue after determining the valid cause only in the case of transfer of service from one place to another.
2. If any students are admitted in another School without clearing all the dues and/or obtaining Transfer Certificate, in that case, the School Authority shall have every right to take all legal actions/steps for realization of money receivable from the students or through the school where he/she will be admitted and the school will not issue the Transfer Certificate after admission in another school.
3. A written notice of one calendar month is to be given by the parents/ guardians to the Principal before obtaining a transfer certificate for admission in another school.
4. No transfer certificate will be issued to any student until all dues to the school are paid in full.
5. In case of an Emergency, the Principal may apply his/her discretionary power to issue the Transfer Certificate to a student within 7 days from the date of such application from the parent/guardian concerned. In such a case the parent/guardian shall have to pay the subsequent month's fees, along with all dues, if any.
6. Three month's tuition fees and Annual charges (Session) will be charged if a request for a Transfer Certificate/withdrawal is made at any time within 3 months after reopening of the new academic session/after taking admission.
7. The transfer certificate charges is ₹500/- payable at the Account Office before submitting the application for the Transfer Certificate. The receipt for the same is to be attached to the application.

#### **DOCUMENTS REQUIRED FOR ADMISSION:**

- Self-attested photo copy of the birth certificate from competent authority and AADHAAR CARD and the transfer certificate in original. Income certificate /Declaration
- Self-attested photo copy of the SC or ST or OBC certificate
- Certificate obtained from the previous school which is essential at the time of admission.
- Parents photo 4 (2+2) copies
- Students photo 4 copies
- Medical certificate with blood group certified by the Doctor not below M.B.B.S required for issuance of Identity Card
- Result of last examination with valid transfer certificate

#### **ACADEMIC SESSION:**

From April to March of the next calendar year.

#### **EXAMINATION:**

Before issuance of the Admit Card for the Terminal Examination, Half Yearly Examination and Annual Examinations all dues should be cleared before issuance of Admit Card for the respective examinations.

#### **GAMES & SPORTS:**

The Games & Sports and Physical Exercise are compulsory under the supervision of the qualified teacher/instructor. In each year, Annual Sports meet are organized as per schedule to be determined. The students are always encouraged for participation of the social service activities.

## ANNUAL FUNCTION:

The school organized Annual Function with the active participation of the students preferably and the capable selected students participate in the function, parents, well-wisher and the local people are invited to encourage the students and enjoy all activities of the students.

## EXCURSION & PICNIC:

In each year, the school organized an Excursion for the students and/or Picnic for the students for which separate charges will be applicable.

## REGULARITY RECORD:

- The student should reach in the school campus within 10.00 a.m.
- School begins with the Prayer/ Assembly at 10.15 a.m. and students must be on time for it and be present in the Assembly as mentioned separately.
- A fine will be charged @ ₹5.00 per day in case of absence without sanction of leave. The Fine will be added with the tuition fee for the month.

## EARLY DEPARTURE:

- Early departure is availed when there is an emergency at home or when a student gets sick in the school and in both the cases the parents will have to submit the application to the Principal or his absence to the Designated person for their consideration.

## FEE STRUCTURE:

- **Fees** – The school and other fee dues are to be paid before the 12th of every month. Payment made after 12th will invite a fine discussed in another point **failing which a late fee of ₹5/- will be levied up to the end of month and thereafter ₹10/- per month cumulatively** and it will continue accordingly till payment of tuition fees.
- **All students from Classes VI to X will have to deposit ₹1000/- and ₹2000/- for Class IX to XII will have to deposit as Security Deposit at the beginning of their scholastic year.**
- Security Deposit will be returned back without interest at the time of leaving the Academy against the production of receipt for the same and after deduction amount for the loss of any articles by him/ her in any form in laboratory, Library and others, if any.
- No reduction is made for holidays or absence period students are liable to be charged full fees as long as their names are officially on the rolls.
- Fees and others once paid will not be refunded in any reasons even in the case of transfer of the student from the School after Admission/Re-admission.
- Fees for the holiday's months must be paid in advance before the school closes.
- Deduction will be made from Security Deposit for breakages and damages (if any), and the balance if any, will be refunded to the parents without interest when their wards leave the school. Receipt of Security Deposit must be produced for refund.
- The school reserves the right to increase the Tuition Fees and other Fees Subscription Fees at any time of the year if considered necessary.
- Fee should be deposited in cash without fine in the Accounts Section.
- Fee with fine is to be paid in the school Accounts Section only.
- The outstanding dues should be cleared before all the term exams, half yearly examination and annual examination.

- Payment made through mobile transfer through any teacher will not be accepted by the Accounts Department and the entire responsibility lying with the Guardian.
- Parents should retain the receipts issued to them and produce them as proof of payment as and when required specially before issuance of Admit Card for payment of respective examinations fees who wish to make the payment of monthly tuition fees through any other person which will not be accepted by the School.
- The last date for the payment of fees without fine has been mentioned in the School Diary.
- No concession in admission fees/Books/Dresses will be given in the name of two or more children coming from the same family except the deserving candidate.
- Underprivileged Children/Student will be concession in tuition only.
- School fees are calculated for a twelve-month cycle.
- No concession in admission fees/yearly fees will be given to the wards of any Staff and no concession fees in monthly tuition fees will be given.

## REGULARITY & CONDUCT:

### SCHOOL RULES AND REGULATIONS -

**VIVEKANANDA ACADEMY** has developed disciplinary norms which reflect the **school's basic principles and aims.**

1. Special importance is given to nourish moral values and self-discipline among the students.
2. The enrolment of the student concerned may be terminated in case of unauthorised, unjustified or unexplained absence, irregular attendance, disobedience or objectionable behaviour in school premises.
3. No students will be allowed to leave the school campus during school hours without prior permission of the school authority.
4. Parents are not allowed to see their wards or meet teachers during class hours without the special permission of the Principal/ In-charge/Co-ordinator.
5. No student will be allowed in the school premises without the prescribed Uniform whenever they step into the school premises and they must come to school in proper uniform.
6. It is compulsory for students to speak in English within the school campus.
7. Students are responsible for the safe custody of their own belongings.
8. Bringing gadgets or device is strictly prohibited, If the students bring the above items, it will be seized as non-refundable items and the Academy will destroy the same without showing any reason or cause either to the student or his/her parents or guardians;
9. Bringing of mobile phones, tab, head phone or any other electronic devices, forbidden books, magazines are strictly prohibited inside the school premises.
10. Destruction or damaging of school property is a punishable offence. Guardians are liable to pay the cost of the school property broken, or damaged by their child.
11. Students should not come to school wearing valuable ornaments and carrying of excess money over and above ₹100/- is not allowed.
12. Students are responsible for the safe custody of their own books and belongings.
13. Each article of the student must be legibly marked with the student's Name, Class and Section.
14. The students should attend the School on the Closing and Opening day of the vacation or any other leave for continuing days.
15. Parents and Guardians are not allowed to meet their wards or interview teachers during school hours except in the office for payment of tuition fees or any other fees. The parents/guardians may meet with the Teachers after prior permission of the Principal/In-charge/Co-ordinator after School hour.

16. Gifts to the members of the staff in cash or kind is not allowed except with the permission of the Principal/In-charge/Co-ordinator.
17. The date of birth of a student once entered shall not be changed.
18. Student must possess a copy of the school diary which is to be brought on all working days.
19. Late-comers and absentees from school will not be admitted to class without permission of Principal/In-Charge.
20. Students are not allowed to leave the school premises without the permission of the Principal/In-charge.
21. No leave of absence is granted, except on written application from parents. Mere sending of an application is not sufficient; the sanction of leave must be obtained.

### **SOME FRUITFUL ACTIVITIES OF THE SCHOOL:**

*“One step to VIVEKANANDA ACADEMY is a million steps to your child’s future”*

Experience, success, hard work are our valuable assets to provide new ray of light in education system. We give a right dimension to every student to achieve his/her goal. The school provides fresh air in the stagnant education system and nurtures talent properly and explores in a right way.

#### **Co-curricular and extra-curricular activities:**

The school provides a variety of co-curricular and extra-curricular activities, spreading over the entire session, as an integral part of the school curriculum. The students are encouraged and inspired to participate in these activities to nurture their hidden talents and exhibit their creativity.

#### **Competitions for the students:**

1. English Rhyme competition
2. Drawing competition
3. Debate (from class VIII to X)
4. Quiz (from class VIII to X)
5. Dance
6. Song
7. Essay competition
8. Fancy dress for Girls (For JR.KG to Class-I)
9. Cricket

### **SUPPORTIVE INFRASTRUCTURE:**

#### **SCHOOL BUILDING**

The school building is partly three storied and partly one story having large verandah in each floor in front of the Class Room, a vacant portion are lying in front of the School building used by the students for some sports and other activities of the students besides that there is a big playground situated adjacent to the Vivekananda Academy.

#### **CLASSROOMS**

*“The centre for learning”*

Large, airy and well ventilated classrooms with supportive teaching aids provide a perfect abode for the students to learn lesson with utmost interest from the core of their hearts.

## **LIBRARY**

*"Store house of knowledge"*

The school has a furnished library, enriched with a variety of books, magazines, journals, carrier guides, and fiction & non-fiction books, reference books for the students.

## **COMPUTER LAB**

*"For utilizing highest efficiency in education"*

The well-furnished computer lab offers the students to invite creativity in education by using latest technology through internet. They can enhance their intelligence and efficiency at the highest level by using computer, a wonderful and mastermind gift of modern science as per instructions of the teacher.

## **PHYSICS LAB**

*"For stimulating exploratory zeal to know the advance concept of physics through experiments"*

Well-furnished physics lab helps the students to dedicate themselves to know the theoretical and experimental aspects of fundamental problems in physics with latest scientific apparatus.

## **CHEMISTRY LAB**

*"To grow interest about marvelous achievement of chemistry"*

Well-equipped chemistry lab provides the students the latest apparatus and amenities to do high end scientific experiments and also helps in exploring things which are unknown to mankind.

## **BIOLOGY LAB**

*"To motivate the students to gain scientific knowledge in Biology"*

Laboratory experiments help to grow inquisitive mind among the students and provide them with ample opportunities to question, observe and experiment with scientific phenomena to satisfy their quest for knowledge in Biology.

## **DANCE ROOM/ MUSIC ROOM FACILITY**

Dance room provides ample opportunity to learn various forms of Indian form such as folk dance, classical and semi-classical dance, Rabindra nritya, etc. Highly talented dance and music teacher are devoted to provide a suitable platform for the students to explore and nourish their hidden talents and aesthetic efficiency at the highest level. God gifted talents and nurture their inborn values.

## **PLAY GROUND**

*"Generating sound mind in a sound body"*

The school provides play-ground, giving all the students to enjoy playing together and be the part of a group. Playing variety of outdoor games in the playground help the students to develop their physical and mental co-ordination, strength and flexibility, supporting social and emotional development at the highest level.

## **SPECIAL AMENITIES PROVIDED BY THE SCHOOL:**

- Security personnel and CCTV for 24 Hours close electronic surveillance, ensuring safety of pupils on school campus.
- Generator.
- Separate toilets for girls and boys of the school.
- Projector show brings vivacity among children.

## COMMITTEES OF THE SCHOOL FROM THE TEACHERS:

(1) Core Committee, (2) Academic Committee, (3) Examination Committee, (4) Cultural Committee, (5) Discipline Committee, (6) Magazine Committee, (7) Library, (8) POC SO.

## SCHOOL UNIFORM:

- The wearing of the school uniform on all class days and at school functions in school is compulsory for all students.
- The wearing of the school blazer on all class days during winter season is compulsory and even at the Annual school function in school is compulsory for all students.
- Students found in incorrect or non-regulatory school uniform or blazer will not be permitted to attend classes and Annual Function.
- All students are to be cleaned.
- Students found wearing different shades, fashionable pleats, designs and patterns on their school uniforms will not be permitted to attend school till the uniform is altered to the specifications given herein.
- Use of bleaches, dyes, colors and gels are prohibited.
- No fancy clips or hair grips are allowed.
- Girls are not allowed to grow and color their fingernails at any level in the School.
- The wearing of wristbands, rings, etc. are prohibited.

## FOR GIRLS:

- Navy Blue divided Skirt & Yellow Shirt with Blue Collar, Hair Ribbons'
- Socks/ Stockings – white (for girls)
- Shoes: Leather – Black with laces, medium toe
- Canvas – White

## FOR BOYS:

- Blue Trouser & Yellow Shirt
- Socks/ Stockings – White (for boys)
- Shoes: Leather – Black with laces, medium toe
- Canvas – White

## WINTER UNIFORM (DECEMBER – MARCH):

- Blazer: Navy blue with specially stitched School Logo

## PHYSICAL TRAINING UNIFORM AND OUT DOOR SPORTS AND GAMES:

### GIRLS:

- White divided Skirt, blue T Shirt (Symbolic);
- White PT Shoes;
- White with blue stripped socks;
- White ribbon for girls (compulsory);



**BOYS:**

- White Trousers or Knickers, blue T Shirt (Symbolic);
- White PT Shoes;
- White with blue striped socks;

**NOTE : FOR ALL SCHOOL BOOKS & OTHERS, PLEASE CONTACT TO SCHOOL OFFICE**

**REQUEST TO PARENTS / GUARDIANS:**

Parents retain their rights and duties in the education of their children, even though they delegate them in part to the school. The support and collaboration of parents are in all cases considered indispensable for the success of the work of education carried out by the School.

Parents' POSITIVE CO-OPERATION with the school is absolutely essential for the constructive upbringing of their son/ward. They are strongly exhorted to cooperate with the school.

- By urging their wards to be regular and punctual in attendance.
- By checking the School diary on a regular basis.
- By seeing that their wards are diligent at their homework and lessons.
- By insisting on neatness and cleanliness in their books and personal appearance.
- It is not permitted to make call over phone or to meet with the students during the class hours.

**PARENTS-SCHOOL RELATION:**

- Parents are expected to co-operate with the school authorities by ensuring that the children observe punctuality and discipline; prepare of their lessons and take an active part in the activities of the school.
- Parents are requested to give personal attention to the children and help them in their doubts as far as possible
- Parents should check the school calendar regularly and sign any reports recorded by the teachers, and the assignments and homework given.
- In the case of any necessity Parents/guardians are requested to contact with the Co-ordinator/Principal.
- Criticism of a teacher by a parent in students' presence must be avoided. In the case of a legitimate complaint, the principal must be contacted in writing.
- The school authorities are not responsible for the safety of a student 10 minutes after the school hours. Necessary arrangements must therefore be made to take the children to their respective home immediately after the school hours.
- No school Business will be Transacted during Holidays or Outside the school Hours.

Prospectus and form for admission can be obtained from the office of the Vivekananda Academy on cash payment of ₹300. On every working day from the Accounts Department except Saturday & Sunday and other holidays.





# VIVEKANANDA ACADEMY

Affiliated to the council for the  
Indian School Certificate Examinations (CISCE),  
New Delhi for ICSE and ISC. WB-369  
Vill.: Depal, P.O.: Depal, Dist.: Purba Medinipur,  
Pin-721453, West Bengal

Form No.:

Regd. No.

Year:

## APPLICATION FORM FOR ADMISSION

This Application form has to be filled before any application for admission can be considered. Filling the form does not ensure admission. Incomplete and incorrect forms will be treated as invalid. The application form should be filled in by hand in block letters.

1.	(a)	Applicant's Name: (Capital letter)			
	(b)	Gender:	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	Recent colour passport size photograph of <b>STUDENT</b>	
	(c)	Present Address:			
	(d)	Permanent Address:			
	(e)	Religion:			
	(f)	Place of Birth:			
	(g)	Date of Birth: (Photo copy of Birth certificate)	DD.MM.YYYY		
	(h)	Aadhaar Card No.: (Photo Copy)			
	(i)	Nationality:	INDIAN <input type="checkbox"/> OTHER <input type="checkbox"/> _____		
	(j)	Status:	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> GEN. <input type="checkbox"/> CATEGORY (Self attested copy of Certificate)		
	(k)	Class to which admission is sought:			
	(l)	Identification Marks:			
	(m)	Present School, if any:			
	(n)	History of serious illness, major operation, physical handicap, if any:			
	(o)	Income Certificate / Declaration:			
	(p)	Transfer Certificate: (In the case of Transfer)			

2.	(a)	Father's Name:		Recent colour passport size photograph of <b>FATHER</b> of the student
	(b)	Qualification:		
	(c)	Occupation:		
	(d)	Name, Address & Tel. No. of place of occupation:		
	(e)	Designation:		
	(f)	Special Interest:		
	(g)	Mobile No.:		
3.	(a)	Mother's Name:		Recent colour passport size photograph of <b>MOTHER</b> of the student
	(b)	Qualification:		
	(c)	Occupation:		
	(d)	Name, Address & Tel. No. of Place of occupation:		
	(e)	Designation:		
	(f)	Special Interest:		
	(g)	Mobile No.:		
4.	(a)	Guardian's Name:		Recent colour passport size photograph of <b>GUARDIAN</b> of the student
	(b)	Qualification:		
	(c)	Occupation:		
	(d)	Name, Address & Tel. No. of Place of occupation:		
	(e)	Designation:		
	(f)	Special Interest:		
	(g)	Mobile No.:		
5.	Correspondence Address and Telephone and Mobile No.:			
6.	Name and address of the persons to be contacted (in case of emergency) and Mobile & Telephone number:			
7.	Details of other children (s):			
	Name	Age	School	Class

Signature of Student who are able to sign : ..... Or,

Signature of the parents : .....

Date:     /     /

Place:

## UNDERTAKING BY THE PARENTS :

1. The information given in the form are true to our knowledge and belief.
2. Our ward is not suffering from any contagious or hereditary disease, neither in any case, concerning our Ward pending in the Court of Law.
3. We hereby certify and undertake that our ward and we shall follow all rules, regulations, procedures, directions and the overall rules of the school till completion of ISC as stated on the prospectus.
4. I will pay the monthly and other fees, Subscription for Saraswati Puja & Others etc. regularly as per directions of the school.
5. We understand that the decision of the Management of the School shall be final and binding on us.
6. We agree that our ward and we shall abide by all the rules and regulations of the School in force now and to be implemented afterwards by the School in future.

Date:     /     /  
Place:

Signature of Father: .....

Signature of Mother: .....

Signature of Guardian: .....







## VIVEKANANDA ACADEMY

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Vill.: Depal, P.O.: Depal, Dist.: Purba Medinipur,  
Pin-721453, West Bengal

Form No.:

Regd. No.

Year:

### APPLICATION FORM FOR ADMISSION - CLASS XI

This Application form has to be filled before any application for admission can be considered. Filling the form does not ensure admission. Incomplete and incorrect forms will be treated as invalid. The application form should be filled in by hand in block letters.

1.	(a)	Applicant's Name: (Capital letter)		
	(b)	Gender:	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	Recent colour passport size photograph of <b>STUDENT</b>
	(c)	Present Address:		
	(d)	Permanent Address:		
	(e)	Place of Birth:		
	(f)	Religion:		
	(g)	Date of Birth: (Photo copy of Birth certificate)	DD.MM.YYYY	
	(h)	Aadhaar Card No.: (Photo Copy)		
	(i)	Nationality:	INDIAN <input type="checkbox"/> OTHER <input type="checkbox"/> _____	
	(j)	Status:	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> GEN. <input type="checkbox"/> CATEGORY (Self attested copy of Certificate)	
	(k)	Class to which admission is sought:	XI in Stream - Science <input type="checkbox"/> /Commerce <input type="checkbox"/> /Humanities <input type="checkbox"/>	
	(l)	Details of previous School, if any. Name of the School		
	(m)	History of serious illness, major operation, physical handicap, if any:		

2.	(a)	Father's Name:		Recent colour passport size photograph of <b>FATHER</b> of the student
	(b)	Qualification:		
	(c)	Occupation:		
	(d)	Name, Address & Tel. No. of place of occupation:		
	(e)	Designation:		
	(f)	Special Interest:		
	(g)	Mobile No.:		
3.	(a)	Mother's Name:		Recent colour passport size photograph of <b>MOTHER</b> of the student
	(b)	Qualification:		
	(c)	Occupation:		
	(d)	Name, Address & Tel. No. of Place of occupation:		
	(e)	Designation:		
	(f)	Special Interest:		
	(g)	Mobile No.:		
4.	(a)	Guardian's Name:		Recent colour passport size photograph of <b>GUARDIAN</b> of the student
	(b)	Qualification:		
	(c)	Occupation:		
	(d)	Name, Address & Tel. No. of Place of occupation:		
	(e)	Designation:		
	(f)	Special Interest:		
	(g)	Mobile No.:		
5.	Correspondence Address and Telephone and Mobile No.:			
6.	Name and address of the persons to be contacted (in case of emergency) and Mobile & Telephone number:			
<p>Subject selection is a significant endeavor. Parents and Students are requested to include their choice below. ISC students are advised to take five subjects for better results and SUPW and Community Service which is the compulsory subject.</p>				

Signature of Student who are able to sign : .....

Signature of the parents : .....

Date:     /     /

Place:

## UNDERTAKING BY THE PARENTS :

1. The information given in the form are true to our knowledge and belief.
2. Our ward is not suffering from any contagious or hereditary disease, neither in any case, concerning our Ward pending in the Court of Law.
3. We hereby certify and undertake that our ward and we shall follow all rules, regulations, procedures, directions and the overall rules of the school till completion of ISC as stated on the prospectus.
4. I will pay the monthly and other fees, Subscription for Saraswati Puja & Others etc. regularly as per directions of the school.
5. We understand that the decision of the Management of the School shall be final and binding on us.
6. We agree that our ward and we shall abide by all the rules and regulations of the School in force now and to be implemented afterwards by the School in future.

Date:     /     /  
Place:

Signature of Father: .....

Signature of Mother: .....

Signature of Guardian: .....

