



## PROSPECTUS

Of

JANTHUM ENGLISH MEDIUM SCHOOL

Motto: Truth, Love & Service

A Govt. Recognized

Janthum, Kamalpur, Dhalai

Tripura pin: 799286

## PREFACE

I am very glad and joy that the prospectus of the Janthum English Medium High School is publishing for the first time by the blessing of all mighty God. This prospectus is contained schools guideline for the students and guardians.

If a students and guardians read carefully he/she will be have knowledge about the rule & Regulation of the Institution which had been passed by the Governing body of the school.

I hope this prospectus will be helpful to the learner as well as guardians.

Finally whatever we do May God is the glory. Amen

With regards



Mr. Banin Halam  
President  
JEMS

## PROSPECTUS

### 1. INSTITUTION:

*MOTTO: Truth, Love & Service.*

II Timothy 2:5: Study to show them self approved unto God. A workman that needed not to be ashamed, rightly dividing the word of truth.

JANTHUM ENGLISH MEDIUM HIGH SCHOOL is a Christian institute established and administered by the Janthum Bong Colony Rural Development Society (JRDS) in collaborations with Evangelical Free Church of India (EFCI) Local Church. The Janthum English Medium School is established on 15<sup>th</sup> August, 1989. A.D.

### 2. OBJECTIVES OF THE SCHOOL:

- i. To provide good quality modern education including a strong component of culture, inculcation of values, awareness of the environment, adventure activities and physical education to the talented children from rural areas without regards to their family's socio-economic condition.
- ii. To ensure that students attain a reasonable level of competency in three languages as envisaged in three languages formula.
- iii. To serve for improvement of quality of school education in general through sharing of experiences and facilities.
- iv. The medium of instruction is English while Bengali/Lushai is taught as second language.
- v. Hostel is available for S/T Students both boys and girls.

### 3. RULES AND REGULATION OF THE SCHOOL:

- i. Students are expected to demonstrate an increasing self-discipline with age and to exercise the freedom given to them responsibly; they should show gentleness and courtesy to their companions.
- ii. A teacher atmosphere is necessary for good teaching. So, no outsider is allowed to visit class room without a proper permission of the principal during School hour.

- iii. Pupils are responsible for the safe custody of their books and belongings, which must be marked clearly with their names.
- iv. Any complaint or suggestion regarding pedagogy, curriculum etc. should be made in writing to the Principal.
- v. Except Second Saturday, all other Saturdays are working days. (School & office closed on every Sunday).
- vi. If there are any un-circumstances local holidays, the principal will be announcing in the Assembly before one day.
- vii. All the dues should be cleared before each Terminal Examination or else the student will not be allowed to sit for the examination.
- viii. If the pupils could not cleared his/her all kinds of school fees of academic year, his/her Annual examination result/mark sheet will not to be get.
- ix. Pupils are expected to regularly prepare their lesson & do their home work. Those who have not done their home work will not be allowed to sit in the class.
- x. No students will be allowed to sit in the class room without proper uniform.
- xi. Student should treat their class room as sacred place, they are expected to maintain silence and order in the class room.
- xii. Participation in games, Physical training, Cultural activities and socially useful productive works, is compulsory, exemption will be granted on medical ground only.
- xiii. Student will be dismissed from the School/Hostel if he/she is dishonest, stealing someone's property (things) or Irregular attendance.
- xiv. English should be spoken in the school at all times in order to acquired fluency in speaking the language.
- xv. Those students are able to get highest marks and carried the best position in their classes will get honour by the school authority.
- xvi. Transfer certificate can be issued only three days after the application has been submitted to the office of the Principal, a fee will be charged for any extract from the school register.
- xvii. Pupils may leave the school after writing application to the Principal on any reason.
- xviii. All case of sickness should be reported to the Superintendent or Principal immediatly.

4. Admission:
- i. In order to optimally utilize the infrastructure and facilities available in this Institution, it has been decided by the school authority to create vacant seats, In Kg-I to class VIII through admission test.
  - ii. How to Apply for Admission: Application form and prospectus should be collect from office of the Principal or Accountant of Janthum English Medium High School paying by Rupees 75/- seventy five only.
  - iii. Application form duly completed in all respect must reach the office of the Principal Janthum English Medium High School before admission test. Dully filled application forms must sent through register post AD. If the candidate prefers to submit application form in person, he/she is advised to get the acknowledgement from the office of the Principal, Janthum English Medium High School.
  - iv. Selection test for admission will be conducted at Janthum English Medium High School by proper notice. The candidate must appear eligible test for admission, if he/she does not appear the selection test, candidate will be cancel automatically.
5. ELIGIBLE: only those candidates who have studied in class I to class VIII during the academic season in the Government, Govt. aided and Private Govt. Recognized schools functioning. Candidates will consider for the admission only into that school for which he/she has appeared for selection test.
6. SCHOOL/HOSTEL RE-OPENNING:

All students are expected to be presented on the campus on the school re-opening day. This applies the beginning of the academic year. In case of sickness/Death etc. other should take responsible by their parents as well as teacher. Those who came late, not having prior information obtain prior permission will be fined as follows:-

- i. Up to 5 (five) days from the day of re-opening Rs.10/- per day.
  - ii. Up to 7 (seven) days from the day of re-opening Rs.14/- per day.
  - iii. If the exceeds five days, the matters will be referred to the head of the school Authority.
7. DISCIPLINE: "It is basic ingredients of discipline; one who cannot himself/herself, cannot be a Discipline and cannot lead others to disciplinship. A discipline person not only helps himself but helps other also".
- (a) To keep cleanses the campus office, class rooms, dormitories etc. keeping the campus tidy is the responsibilities of every students.
  - (b) Personal cleanliness is very important; modesty in dress and hair styles is demanded of all the students. Non-compliance with this rule may deprive a student of his privileged to continue at the Hostel and School.
  - (c) Any student is not allowed to go outside without permission from any staff/warden.
  - (d) Accommodation fees should be taken according to necessary.
  - (e) Visitors/ Guardians will be allowed in the Hostel only on every second Saturday 11:00 A.M to 3:00 P.M
  - (f) Avoid bad habit – Smoking, Drinking Alcohol and others is strictly prohibited in the Hostel/School campus.
  - (g) Boys Hosteller/Girls are not allowed to go and enter dormitories of other section they should inform warden.
8. CARE OF PROPERTIES:
1. No one should write on the furniture or walls or damage any school articles. Damage by accident should be reported to the Authority at once. Any damage caused to school property, the property of other student must be punished/fine.
  2. Hostel properties are common property for common good. A joint effort is required to protect, preserve and use it responsibility to the utmost benefit of all. Any damage to the Hostel/School property will require restitution, or else penalty given details below:
    - (h) . Computer @ 20000/- (ii) Television @ 10000/- (iii) Fan @ 800/- (iv) Cot @ 1000/- (v) Door @ 500/- (vi) Windows @ 500/- (vii) Long bench @ 300/- (viii) Joint Bench @ 500/- (ix) Black Board @ 50/- (x) Table @ 500/- (xi) Chair @ 300/- (xii) Bulb @ 150/- (xiii) Filter @ 700/-

9. EXAMINATION:

- (a) Every last week of the month there will be monthly test on every subject.
- (b) Any examination time schedule will notified before 15 days.
- (c) Any sort of malpractices in examinations, student will be suspended immediately.
- (d) Student who fails in three subjects, result will be summarily dismissed.
- (e) There will be three examinations in the academic year, 1<sup>st</sup> terminal, 2<sup>nd</sup> terminal and annual.

10. RESULT: all kinds of Examination result will be notified in the school Notice Board will also available on net [www.jemsdhalai.in](http://www.jemsdhalai.in).

11. TEACHER AND STAFFS

- i. Every teacher and staffs should be maintain their attendance register and the mentioned records must fill up in due time.
- ii. Every subject teacher should be discuss the subject topics before providing any note of the same matters in the class.
- iii. Subject teachers must be producing all effective notes on the board.
- iv. Subject teacher should be check the students note copy or fair copy while it is properly noted or not in their fair copies in their respected classes.
- v. If any defective notes or suggestions found by the class teacher against any subject teacher should be inform to the Principal in due time.
- vi. Every subject teacher must be exercising the questions and answers according to the standard of questions Board of the school.
- vii. No backbiting allows in the office, staffs are responsible for creating conducive atmosphere for the students to study, to grow in knowledge and wisdom and should not be biased.
- viii. If any subject or class teacher has failed to provide notes he/she will be brought against on disciplinary act.

## 12. PARENTS AND GUARDIANS

- i. Parents are requested to see that their children attend school punctually and to ensure that those who come to take children home are there at the time school closes.
- ii. Parents/guardians are requested not to meet their children or consult a teacher during school hours without the permission of the principal as the staff may not leave the class room during the school hours.
- iii. Parents are requested to co-operate with the work of the school by enforcing regularity and discipline by taking a general interest in the children's progress.
- iv. After every examination the guardians are requested to look into the performance of their children and put their signature on the progress report.

## 13. ATTENDANCE

- i. 75% class attendance is required to sit for examination. Except on medical grounds another 10% of class attendance may be considered.
- ii. 75% of attendance is a must for every student for promotion. If the student is absent for more than three consecutive days, he/she should submit documents stating his/her reason of absence to the principal.
- iii. Regular attendance at the school is important for development of their daily lesson; it builds up a sense of devotion to duty and a habit for regularly to attend the classes.
- iv. The student should arrive to the school time. Parent's co-operation is much appreciated to show that punctuality may be ensured.

14. BOOKS: Every student should buy text book, note book, pen, pencil, etc from the office.



15. SCHOOL UNIFORMS

K.C to class – III

For Boys: White shirts half – Sleeves,  
Blue short pants

For Girls: White shirts half – Sleeves,  
Blue skirts

Class – IV to Class – X

For Boys: White shirts half – Sleeves,  
Blue and white long pants pants.

In winter: Navy blue sweaters.

For Girls: White shirts half – Sleeves,  
Blue and white Skirts

In winter: Navy blue sweaters

For Saturday school T-shirt

16. THINGS TO BRING BY HOSTELERS:

- (a) Bedding
- (b) Mosquito's net
- (c) Looking glass
- (d) Big cup/mock or steel mug
- (e) Bucket
- (f) Plate
- (g) Brush with tooth paste

PRAYER DURING THE ASSEMBLY

O my God, we come to you seeking knowledge. Help us to study well and do the task of this day. Bless our parents, our teachers and all our companions. Make us kind, truthful and considerate towards all. Enlighten our minds and be with us all through the day. This we ask of you in the name of our Lord Jesus Christ. Amen.

### STUDENT'S PLEDGE TO THE NATION

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. I shall always strive to be worthy of it. I shall give my parents, teachers and all elders respect 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.

### SCHOOL ANTHEM

A happy band  
From far and near,  
We need to learn, the rights today.  
Be loved our school J.E.M.S.  
Our love for thee shall never fail.  
For God is so our strength,  
In him we do and dare,  
The right against the wrong  
Will chariest and revealed  
And proudly let us stand,  
United heart and hands,  
And pray that God may bless and keep  
JEMS

PUNCTUALITY: Punctuality should be maintained at all times. Time table may be changeable according to time & situations.

1. RISE AND SHINE	5:00 AM
2. QUIET TIME	5:20 AM
3. STUDY	5:35 AM
4. MEAL	8:30 AM
5. SCHOOL	9:30 to 3:00 PM
6. REST	3:15 to 4:15 PM
7. WORKING	4:20 to 5:00 PM
8. EVENING MEAL	5:15 To 6:00 PM
9. STUDY HOUR	6:15 to 7:00 PM
10. WORSHIP SERVICE	7:15 to 8:00 PM
11. LIGHT OFF	9:00 P.M

LORD PRAYER: OUR FATHER

Our Father who art in Heaven  
 Hallowed be Thy name  
 Thy kingdom come  
 Thy will be done on Earth,  
 As it is in Heaven  
 Give us today our daily bread,  
 And forgive those who trespass against us  
 And lead us not into temptation  
 But delivers us from evil,  
 For Thine is the kingdom and power  
 And the Glory forever and ever, Amen.

## RULES & REGULATION FOR HOSTEL WARDEN'S

1. Get up in time and sleep in time.
2. See the children mark their beds on time, neat & clean, sweep their room.
3. See the children go for bathing / washing, check their dirty clothes.
4. Check the students have soap, oil detergent, mosquito net, bed sheet, towel, bucket, plate's etc.
5. Ensure all the children are in the study hall during study hour.
6. Help the students with their study and their home work.
7. Check the students get medicine when they are sick, warden should arrange person in case of sickly hospitalization in consultation with Headmaster / authority.
8. Send the student's home on any ground should be done in consultation with the principal maintaining out and in record of boarder obtain guardian signature.
9. Recreation time should be spent with the children.
10. Ensure that Guardians / Visitors do not enter inside the hostel building during their visit.
11. Distribution of rice, curry will be done by warden with help of selected students.
12. Warden should see that the students keep the toilet, urinal, bedroom, study room and school campus clean.
13. It is the duty of the warden to inform the guardian about their children's performance in exam and give the parents advice.
14. Wardens are responsible for creating conducive atmosphere for the children to study, to grow in knowledge and wisdom and should not be biased.
15. Alcohol and other intoxicants are strictly prohibited.
16. Wardens are should do their best to exploit and bring out the difference talents hidden in the pupil.
17. Use of harsh language should be avoided.

18. Warden should organize the children for item presentation during important day celebration like – Independence Day, Teacher's day, etc.
19. Warden should strictly see that the students do not indulge in chewing tobacco, beetle nut etc.
20. If a warden wants to go for marketing outside the campus or on leave he/she must obtain prior permission from the Principal.
21. If the children want to go marketing set the time with the principal and guide the children till you return from where you go, see the children buy reasonable things.
22. It is the duty of warden to organize timely social work to clean the school and surrounding areas.
23. Warden should know a time to appreciate the children, the time to laugh with them and the time to chide in their wrong deeds.
24. A warden should try to develop each child should never discourage them.
25. In case of mess marketing, it is the duty of warden to see the shortage in the kitchen and the same with the children.
26. Warden having frequent visitors from outside may spoil the school atmosphere, so, it should be discouraged.
27. A warden should have cordial and healthy relationship with the children.
28. Male warden entering female hostel, female warden entering hostel is not allowed.
29. Warden should see that all the school properties and the ring wells water are used judiciously by the children while bathing and washing.
30. Warden should receive the visitors and guardians with a pleasing personality. They should not allow any visitor inside during study hours etc

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