



KATHERINE ACADEMY

Vill- Ara Gate, P.O.- Mahilong, P.S.- Tatisilwai,
Dist- Ranchi - 835103 (Jharkhand)



PROSPECTUS

Prnicipal's Message



Marching ahead with staunch principles to dispel illusions, ignorance and promoting acquisition of knowledge among the masses; we are unfurling the flag of Katherine Academy with dignity and pride.

At the same time realizing that the Gen-Z – our young ones require information at the speed of light and proper guidance. In changing the face of society, school updates itself with the latest teaching pedagogy and also accepts the challenge of nurturing warm, empathetic souls by making them perform “Yoga and Meditation”. We do encourage these young budding citizens to rise for society through various campaigns rather than creating insensitive humans.

We know the world of competition leads to frustration and stress many times. School has taken initiative in this direction by starting meditation at the on set of the day to silence the negative thoughts and build a positive mode.

The school also aims to mentor the students in monitoring themselves in the present scenario, where the cobweb of social networking sites are eating into the vitals of the society by making them realize about the cyber crime and aftermath of the misuse of gadgets through different initiatives.

On the whole the school aims to equip the pupils to be brave, brilliant, eagle eyed towards their aim and be able to pick right from the multiple wrongs.

SR. ASHA PHJC
Principal



AIM OF THE SCHOOL

Katherine Academy aims at the all round development of the pupil through scholastic and co-scholastic excellence.

- ▶ To unfold the potential.
For Harmonious, Integrated, Personality development.
- ▶ To Discover hidden talents. To Develop self confidence, Disciplined Growth, Leadership, Patriotism.



OBJECTIVE OF THE SCHOOL

1. Harmonious development of the child as well as unfolding of his potentialities.
2. Developing the character of the students with attitudes needed for balanced, confident, mature, outgoing and preparation for complete living.
3. Providing knowledge of all such subjects, which are essential for the students to think scientifically and make decision realistically.
4. Inspiring the child to have a spirit of love and respect for all, for God and for our country.
5. Developing qualities like leadership, creativity, nationalism and humanitarian feelings.

SCHOOL TRADITIONS

The students of Katherine Academy take pride of being a part of this institution and are:

1. Hard working, setting high goal and standards and are persistent their effort to achieve them.
2. They aspire to be mentally, physically and psychologically strong.
3. They are aware of social structure and national goals and are able to accept and discharge personal responsibilities.
4. Avoid vulgarity in their talk and behavior. The students try to speak correct English in the school premises.
5. Offer help to any unattended visitor coming across in the school premises.
6. Respectful to the authorities, teachers and elders, greet them help them to carry any heavy things if they are carrying.
7. Realisation that hard, preserving systematic and creative personal efforts is the only stepping stone to real success, especially in studies.
8. Conscious that true nobility consists in being sincere, decent and gentle in speech, behaviour and action.
9. Keep their school clean and neat in and out Katherine Academy loves to leave the school and its premises clean by picking up any wrapper or waste material lying on the ground and placing them in the dustbin provided.
10. Katherine Academy students are brothers and sisters and therefore, everyone is to be treated with brotherly-sisterly dignity and decorum. The desire to observe these above must come from within and must be genuine, only thus can one's character be formed.



TO PARENTS & GUARDIANS

Parents are informed that occasional remarks from the principal/Teacher are sent through School hand book pages and they are encouraged to do likewise.

Parents or Guardians are particularly requested to see the circulars and to attend all parent-Teacher meeting when so requested.

They are also requested to notify the principle of any change of address.

FEEES REFUND

Fee paid will not be redunded after the completion of admission formalities. However, if T.C. is taken during the Term - I (June to November) fees for the Term-I has to be paid completely. If T.C. is taken after the commencement of Term-II i.e. after 1 Dec. the whole year's fees will have to be paid. However if the whole year's fee is paid in the beginning of the session and T.C. is to be taken during the Term-I of the session, the tuition fees of the Term-II will be refunded and once the Term -II commences no fee will be refunded at all.

All fees must be fully cleared before a student is admitted to any of the periodical evaluations. The admission card should be signed by the Accountant and submitted to the class teacher at least three days before the commencement of the Periodical Evaluation.

Mode of payment of the fees

Fee will be accepted only in cash.

If a student absent without giving notice for withdrawal form to the school, fees for the duration is

due even if the absence continues.

The term fee is to be paid in five installments.



LEAVE, ABSENCE, WITHDRAWAL

1. In the school Handbook Leave Record pages have been provided concerning Leave, Only those ought to be used, if leave is taken for a day or two and this record is meant to be used by parents/guardians. The handbook should be presented to the class teacher before or that very day, well in time before attendance is taken, or else, the student will be marked 'ABSENT' by the teacher in which case appropriate punishment will be given including deductions of marks.

2. A student who remains absent for a day without getting the leave sanctioned should on returning to the

school on the next day, bring proper entry in the Absence Record failing which the student may not be allowed to enter the class.

3. The names of those students who remain absent from school or more than 15 days without any application for leave signed by their parents or guardians any duly sanctioned by the Principal will be struck off from the school roll. In case they are re-admitted, the usual admission fees will be charged afresh.



4. In case of illness, the leave application must be submitted to the Principal, preferably on the day itself. Also, the parents should produce a medical certificate.
5. Leave will be granted only in case of illness and in exceptional cases in applied well in advance listing valid reasons and given in writing. Without proper sanction of leave, no student shall absent himself/herself from the school at all.
6. For un-excused absence/late coming, appropriate punishment including deduction of marks will be given.
7. No student should leave the classroom without the permissions of the teacher. In case of leaving the premises during school hours, permission must be obtained from the Principal or the co-ordinator.
8. Absence of students from class for merely family functions is entirely discouraged and the school does not hold itself responsible for a student who suffers in her/his daily progress for lack to strict adherence to attendance rules.
9. No leave will be granted to Test and Periodic Evaluation days except for grave reasons. In such cases, parent have not come personally with proper application.
10. When the school a student for competition, games etc. It is entered in the Handbook and is to be signed by the teacher-in-charge. In the attendance, it will be marked present.
11. Attendance is compulsory on Independence Day, Republic Day, Teacher's Day, Children's Day, Sports Day, Annual Day, School Day, Open House Day the week before starting in an exam, last day before starting a holiday or opening day after the holidays and any other day the school specifies, on which no leave will be considered.

EVALUATION RULE

1. The Fees card should be duly signed by the Accountant/ fees in-charge and submitted to the class teacher by every student at least 3 days in advance before every Periodic evaluation.
2. No student may absent herself/himself from the Periodic evaluation or the tests except when prevented due to reasons of ill-health in which case a medical certificate should be produced along with separate application by the parent in person.



3. In any case the school guarantees no alternative provision for a student who absents herself/himself from any test/periodical evaluations.
4. Calculators are not allowed in the periodical evaluations. Students can use Logarithm Tables provided by the school.

5. Answer papers of Annual Evaluation will not be shown. Both Test and Periodical Examination (except annual) reports have to be signed by the parent on the Open House Day in the school. After which it will be shown to the parents only after taking a written appointment.,



6. Any student found cheating or attempting to cheat in the Test or Periodical Evaluation will be given a zero in the paper or any other punishment, even dismissal at the discretion of the principal.
7. Any kind of talking, making signs, subsequently cancelling of the papers, changing seat or using or carrying chits will be understood as an attempt to cheat. They are punishable with expulsion from the examination room.

PROMOTION RULE

1. Absence from Class Evaluation/Periodical Evaluation shall be entirely at the risk of a total loss of performance score.
2. Students securing minimum 33% ('D' Grade) in the aggregate shall be declared eligible for taking up the next higher class.
3. A chance for supplementary (Compartment) examination may be granted only to those students who pass in all other subject except one.
4. It is compulsory to appear for all class evaluations, to be eligible for appearing in the Annual examination.
5. A student must attain a minimum 75% attendance during the academic session.
6. Promotion to the higher course of studies is decided by a committee; hence their decision is final and will not be changed.
7. In the elective subjects passing in both theory and practical is compulsory.
8. A pass Transfer Certificate will not be issued under any circumstance to a student who has not been given promotion to the next higher course of studies.



LIBRARY RULES

1. All students from class I onwards can make use of the library.
2. Books will be issued only to the students from class-II onwards.
3. No student is authorized to pass on a book taken from the library to anyone else.
4. Books must be returned in the same condition.
5. Any books lost, must at once be paid for or replaced.
6. Library will remain open throughout the school hours.
7. Strict silence must be observed in the library.
8. All books have to be returned within 7 days.
9. If the books are not returned on the assigned date, a fine of Rs.5/- per day, per book will be charged (including holiday).
10. Books must be duly returned before commencement of the examination.
11. A student guilty of disobedience of the librarian or of disorderly conduct is liable to be debarred from the library.



FEE REGULATIONS

1. Parents are requested to keep the fee receipt issued to them and produce them in proof of payment needed.
2. The Non-Payment of the fee will debar a pupil from receiving his/her examination report or any other certificate. He/She shall not to be qualified to next class.



3. No reduction is made for the vacation or for break period.
4. School fees can be paid for the whole year or in installments allotted.
5. In case a student fails to pay the fees on schedule date late fee Rs.50/- per installment will be charged.
6. No money shall be refunded once the admission formalities are completed.
7. School fees can be increased from time to time without any prior notice, according to the financial condition of the institution, price, rise and Demand of CBSE.

ADMISSION TO OTHER CLASSES

1. Admission to other classes will depend on the availability of the seats.
2. The Original Mark Sheet of the last examination from the previous school (and other testimonials such as the transfer order of the parent etc.) should be submitted while registering for admission.

ADMISSION FORMALITIES

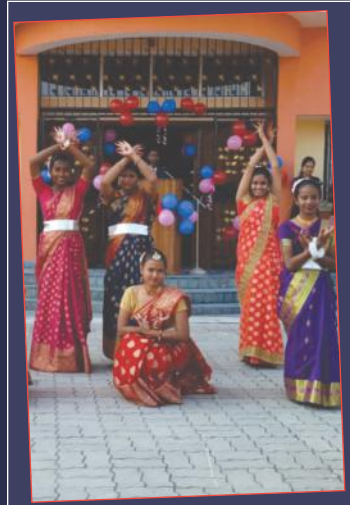
1. A selected student should come along with both the parents to take admission.
2. A true copy of the Mark Sheet, Transfer Certificate (Duly Countersigned) and two Passport size Photographs should be brought along.
3. No Provisional Admission will be given.
4. Once the name of the ward is announced in the selectors list, the admission formalities should be completed within the dates allotted to them after which seats will not be kept reserved.
5. No donation is accepted by this institution for admission to any class.
6. The Managing Committee is the final and binding authority regarding the admission-rules and policies.

ADMISSION POLICIES

Admission are open to all irrespective of caste creed or religion and are subjected to availability of seats and students eligibility.

ADMISSION IN NURSERY

Children completing three years on 1st April are eligible to apply for admission to Nursery.



“Let us always tread the path of honesty.”

-St. Katherina Kasper

