



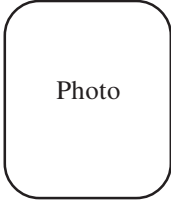
Estd. 1885

St. Francis' College

Phone : 8858079997

www.stfrancislucknow.com

Nursery - V DIARY - 2023-2024



Name
(IN BLOCK LETTERS)

Class Sec Roll No.

Admn. No: House

Date of Birth Blood Group

Aadhar No.

Religion

Address

E-mail

Person to be contacted at the time of emergency

Any health problem :

Telephone No. : (1) (2)

Particulars of siblings studying in this College :

1. Class Sec.

Please read the regulations before signing :

I have read the rules & regulations of the College mentioned in this school diary and I agree to abide by them.

Parents Full Name

Specimen Signature

Father :
(IN BLOCK LETTERS)

.....

Mother :
(IN BLOCK LETTERS)

.....

This Diary is to be brought to school daily

COLLEGE TIMINGS (Class I to V)

Summer: 7.30 a.m. to 1.10 p.m.
Saturday 7.30 a.m. to 11.20 a.m.

Winter: 8.00 a.m. to 1.40 p.m.
Saturday 8.00 a.m. to 11.50 a.m.

(NURSERY & K.G.)

Summer : 8.00 a.m. to 12.00 noon
Saturday : 8.00 a.m. to 10.30 a.m.

Winter : 8.30 a.m. to 12.30 p.m.
Saturday : 8.30 a.m. to 11.00 a.m.

OFFICE TIMINGS

Summer : Monday to Friday : 8.00 a.m. - 12.00 noon.
Saturday : 8.00 a.m. - 10.00 a.m.

Winter : Monday to Friday : 8.30 a.m. - 12.30 p.m.
Saturday : 8.30 a.m. - 10.30 a.m.

PRINCIPAL'S MEETING TIME

Summer : Monday to Friday : 8.30 a.m. - 10.00 a.m.

Winter : Monday to Friday : 9.00 a.m. - 10.30 a.m.

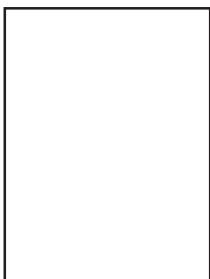
HEAD MISTRESS' MEETING TIME

Summer : 8.00 a.m. - 10.00 a.m.

Winter : 9.00 a.m. - 10.30 a.m.

Parents may meet the Principal at other times by prior appointment. **No college business will be transacted after the College hours and on holidays.**

St. Francis of Assisi



St. Francis, the son of a merchant of Assisi, was born in that city in A.D. 1182. Chosen by God to be a living manifestation to the world of Christ's poor and suffering life on earth, he was early inspired with a high esteem and burning love of poverty and humiliation.

The thought of Jesus the Man of Sorrows, who had no where to lay His head, filled him with holy envy of the poor, and constrained him to renounce the wealth and worldly station which he abhorred.

The scorn and hard usage which he met from his father and townsmen when he appeared among them in the garb of poverty were delightful to him. "Now", he exclaimed, "I can say truly 'Our Father Who art in heaven' ". But divine light burned in him too mightily not to kindle like desires in other hearts.

Many joined themselves to him, and were constituted by Pope Innocent III into a religious order, which spread rapidly throughout Christendom. St. Francis, after visiting the East in the vain quest of martyrdom, spent his life like his Divine Master—now in preaching to the multitudes, now amid desert solitudes in fasting and contemplation.

During one of these retreats he received on his hands, feet, and side the print of the five bleeding wounds of Jesus. With the cry, "Welcome, sister Death", he passed to the glory of his God on October 3, 1226.

— *Courtesy*

"Little Pictorial Lives of the Saints" (1925)

ST. FRANCIS' COLLEGE, LUCKNOW

St. Francis' College is a recognised but unaided Anglo-Indian minority institution established and administered by "The Catholic Diocese of Lucknow", a charitable Religious Society registered in Lucknow under the Societies Registration Act XXI of 1860.

The College was founded in 1885. It was established with the object of imparting modern education primarily to Catholic students in a manner that would conserve their "Religion, Language, Script and Culture," but is open to all, irrespective of religion, caste or community".

This institution is situated in Hazratganj - the central and posh locality of Lucknow and as such, is very convenient for parents/guardians seeking education for their children. The College has a well-maintained, spacious campus with artistic and imposing buildings, playgrounds and well-grown trees along the boundary, providing an atmosphere for good health and education. It is equipped with modern laboratories, spacious classrooms, a well stocked library, gymnasium with a wooden floor, two indoor badminton courts, table-tennis, basket-ball and volleyball courts and two extensive playgrounds for football, hockey, cricket with athletics and a beautiful swimming pool and a well equipped computer lab. The College is the premier and prestigious Institution of the City and as such can be compared favourably with the best institutions not only in Uttar Pradesh, but in the country.

The College aims at giving a value based wholesome quality education to develop along with intellectual excellence and achievement, the multi-faceted personality of the child as a moral and social being, with special emphasis to inculcate healthy moral values. Students are helped to become mature persons, imbued with value to be worthy citizens of our country.

St. Francis' College is promoting Value Education and tries to impart 'Learning to live together' as a vital pillar in the process of education. With the advancement of Science and Technology and explosion of Information, the learner of today is at 'Cross Roads' with a loss to know the right path and the choice to make that. The conflicting role-models that he has in the society, the dubious presentations of the leadership that he encounters in the life often demotivates and demoralises his perceptions. It is in this context, the role of Value Education finds a significant place in the curriculum. This College through Moral Education and Value Education is training the young minds for life, for character building and living; helping all our future generation to lead a life of dignity and self-respect. Human Values, National Values and Social Values are those basic Characteristics of human society which set norms for the elements of social control over the individual and modification of his behaviour and project an ideal for the members of the society to shape their personalities, in conformity with the values.

Besides catering to the scholastic needs of the students the College attaches great importance to Physical Training, Sports and Games, competitions and other extra curricular activities. The College programmes and competitions are occasions for children to display their talents and therefore the School will seek positive encouragements and co-operation from the parents.

- 1. Students:** The College provides education for boys only.
- 2. Medium:** ENGLISH is the medium of instruction. However, great importance is given to Hindi and Sanskrit-the languages of our Nation and cultural heritage and French as a foreign language.
- 3. Sections:**

The College has the following sections:

- i) Pre-Primary - Nursery and KG
- ii) Primary - I to V

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- iii) Middle and Secondary - VI to X
 - iv) Senior Secondary - XI and XII.

4. Affiliation:

The College is affiliated to the Council for the Indian School Certificate Examinations, New Delhi and prepares students for the Indian Certificate of Secondary Education examination (10-Year course-I.C.S.E.) and Indian School Certificate Examination (+2 courses) ISC.

5. Courses of Study:

Curricular: From Nursery to Class X, General education in all the subjects is provided.

For Classes XI and XII the College provides courses of studies in English, Science (Physics, Chemistry, Biology), Commerce, Accountancy, Economics, Mathematics, Computer Science Physical Education and SUPW.

Co-curricular: Besides academic courses, for the all-round development of students, the College provides co-curricular activities like debates, dramatics, elocution, music, art/craft, socially useful and productive works, electronics, food craft, etc.

Religious/Moral Instruction: Religion is taught to Catholic/Christian students. For others, a course of Moral Instruction is given, for inculcation of sound moral values and character formation.

Games and Sports: The College has large play-fields for hockey, football, cricket, indoor badminton, table-tennis, courts for basketball, volleyball and facilities for swimming, gymnastics, skating and Athletics.

Physical Education: For physical education and fitness regular training is provided through P.T., Yoga and swimming as a part of the curriculum.

Function and Programmes: Teachers' Day, Childrens' Day, Parents' Day, Independence Day, Republic Day, Patron's Day, Christmas Day, Workers' Day, etc. are celebrated with cultural and field activities organised according to the spirit of the day and purpose of the function/programme.

NCC: Air Wing of the NCC exists in the College.

Service to the community: Awareness and action oriented programmes, the participation is compulsory for all the students.

Other Activities: Picnics and various projects are undertaken during the year. Students are encouraged to participate in various competitions in and outside the College.

6. Administration:

"The Catholic Diocese of Lucknow"- The Founder Body through the Catholic Education Society Lucknow administers the College.

Management Committee: This Body manages the day-to-day affairs of the College.

Academic Council: Sectional and subject-wise Staff and representatives from the academic Council of the College to manage the curricular and co-curricular activities.

House System: The staff and students are divided into four houses - St. Francis', St. Patrick's, St. George's and St. Andrew's. House Staff, captains and vice captains manage the houses and help in discipline and inter-house activities. Thus qualities of healthy leadership, participation, competition, co-operation, mutual understanding, self-reliance, discipline are learnt and developed in the students.

Student Council: College captain, House captains/Vice captains and other prefects appointed from among the Class XI & XII boys are made responsible for discipline to the extent possible. They become responsible and develop initiative, trust and a sense of fulfilment.

Staff: The College is staffed by well qualified, experienced, competent and committed members motivated and oriented to provide adequate and appropriate teaching and training the students.

Disciplinary Committee: Headed by the Vice-Principal, the House Masters and the P.T.I. see to the discipline on the Campus.

Parent-Teacher meetings: Regular parent-Teacher meetings are held to bring together parents and teachers to coordinate and co-operate for the all round growth of children.

7. Publication:

The Franciscan, the College Annual magazine is published to give an insight to Parents/Guardians and well wishers about the College happenings and to encourage literary skills among the students.

8. Admission

NURSERY (Session 2023-2024)

Admission is open to Nursery class for boys only. The child's Date of Birth should fall within the date between 01.07.2017 and 30.06.2018.

Procedure: Application forms will normally be downloaded from the college website, before the beginning of November for a period which will be notified on the college notice board. The Application forms should be returned to the office, duly filled by a specified date as notified on the Form/Notice Board/College website.

Application Form

The Application Forms should be completed and submitted with:

1. Birth Certificate from Nagar Mahapalika or from the maternity Hospital or Baptism certificate for Christians. Discharge Certificate from the hospital where the child was born is a must
2. Latest passport - size photograph.
3. An affidavit from the Notary stating the date of birth of the student.

Result and Admission: Names of selected candidates will be posted on the college website on the date and time notified on the college notice board with date and time to complete the admission formalities at the office for selected candidates.

No enquiries will be entertained at the office with regard to the results.

The date of birth of a student once entered will not be changed. The parent/guardian will have to sign an undertaking to this effect (per cir. No. 110/7-1(5)/1081-82 dated 15th Oct. 1981 of the Inspector of Anglo-Indian School, Lucknow.

Other Classes: Generally there are no admissions to other classes as children from lower classes are promoted and go to the higher classes.

However as some vacancies may arise due to repeaters in lower classes or withdrawals, opportunity is provided to all those who would like to seek admission to other classes.

Procedure: A PLAIN PAPER application should be accompanied by a copy of the final report card of the school last attended.

Only those who had applied for these classes which have vacancies will then be issued cards for the Admission Test/Interview.

Admission Test: Date/Time for tests, will be notified to the applicants.

For Class KG : TEST will be in English and Maths

For Class I-V : TEST in English, Maths & Science

For Class VI-IX : TEST in English, Maths & Science

For Class X & XII : Generally no admissions are made.

For Class XI: For students of the College : Admission to class XI is not automatic for students of Class X of the College. Being a Science & Commerce stream, it will be on the basis of performance during the year and marks obtained at the I.C.S.E. For Science Stream minimum 70% in Mathematics and Science subjects and for Commerce Stream minimum 65% in aggregate must be obtained in ICSE examination.

Admission will be made on the basis of the rules of ICSE after meeting with parents and the students by the Principal.

For those coming from other school - a much higher percentage will be required, depending on the number of seats available in order of merit.

THE PRINCIPAL reserves the right to admit or to refuse admission to anybody at any time without assigning any reason for his action.

Transfer Certificate : No admission can be done unless a T.C. from a recognised school is submitted. Those coming from outside Uttar Pradesh should have their T.C. countersigned by a competent Educational Authority of that place.

The very condition for admission is that the Parents/Guardians comply strictly with the College rules and regulations, co-operate with the College for the welfare of the institution, give sufficient time and care for their wards even after the admissions are over.

9. School Fees

1. Admission Number allotted to each student at the time of Admission/Re-admission will be a permanent bill number for a student to pay the fees as long as the child remains in this college.
2. The School fees to be deposited ONLINE through a payment gateway, which can be accessed from the College website www.stfrancislucknow.com by login in through Parent Mobile app & portal by using their respective User name and Password.
3. Fees must be paid online through Credit Card/Debit Card/Net Banking/UPI payment as per the fee chart.
4. A late fee of Rs. 200/- per quarter will be charged if the fees is not paid by the 20th of the first month of each quarter.
5. If the fees are not paid by 15th of second month of each quarter the name of the defaulter may be struck off the register. In such case re-admission may be done by charging full admission fee.
6. If the fees for the last quarter (4th Quarter) is not paid by 20th January 2024 a Late fee of Rs. 300/- will be charged.
7. Irrespective of the time of admission, fees is payable for the whole academic year. No exemption of deduction in fees will be made on account of broken periods, holidays, late admission or absence for any cause.
8. No child will be allowed to appear for School Examinations unless his fees is paid in full.
9. Under no circumstances will any fee be collected in the School Office.
10. Fees once paid will not be refunded.

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11. A month's notice in writing must be given before a child is withdrawn from the School or a month's fees will be charged in lieu of notice.
 12. All fee payment receipts will be available on the St. Francis College App.
 13. The College will NOT issue any certificate in respect of payment of fee. Parents/Guardians are cautioned to take good care of their online deposit slips, so as to produce their photocopies for the purpose of any reimbursement or tax rebate.
 14. Last date to deposit fees for Class 10 & 12 for the year 2023-2024 is 20th January 2024. ICSE & ISC Board fee is to be paid separately.
 15. Visit the College website (www.stfrancislucknow.com) for Prospectus and Fee structure.
 16. For Fee payment kindly install **St. Francis College** App from Play store or visit the college website (www.stfrancislucknow.com) and click on ONLINE FEE PAYMENT. Username will be CDL admission number of your ward (for example if your ward admission number is 69568 then username will be CDL69568). By default your password is 12345, you can change it.

Before paying the Fees kindly verify your wards details (By going to Profile Button)/

Scholarships/Fee Concession : Are given as exist in the College on merit-cum-need basis. Prizes, shields, awards and certificates are given to the students to recognize their achievements and to provide incentives both in curricular and co-curricular activities.

10. College Uniform

Parents are advised to buy the Uniform as per the list provided, only from the authorised shops. Every student is required to wear the college uniform which consists of the following:-

NURSERY & K.G.

Summer :

- A. T-Shirts Collar Shirt with College Monogram Mafatlal White Rose.
- B. Jumping Shorts with School Logo JCT Phagwara.
- C. Black Socks
- D. **Black Shoes Liberty Velcro.**

Winter :

- A. T-Shirts Collar Full Sleeved Shirt with College Monogram Mafatlal White Rose.
- B. Worsted Grey Pants Graviera 7777
- C. Navy Blue Half Sleeved Sweater With Stripe With College Monogram.
- D. Navy Blue Jacket with cap and School Monogram Modella 666.
- E. **Black Shoes Liberty Velcro.**

CLASS I – V

SUMMER :

- A. Light Grey Short, JCT Phagwara, Shade APC/56
- B. White Plain Shirt Short Sleeved, Mafatlal White Rose.
- C. **Black Shoes Liberty Velcro.**
- D. Black Socks.
- E. College Tie.
- F. College Belt.
- G. House Badge.

WINTER:

- A. Trouser Grey Worsted Flannel, Graviera 7777.
- B. Navy Blue Pullover.
- C. Blazer with College Crest, Modella 666.
- D. White Long Sleeved Shirt Mafatlal White Rose.
- E. **Black Shoes Velcro Liberty.**
- F. Black Socks.
- G. College Tie.
- H. College Belt.
- I. House Badge

Saturday

SUMMER:

- A. Shorts White JCT PHAGWARA
- B. **Short Sleeved T-Shirt with single Breast Pocket with college Crest in Four House Colours.**
 - 1. Green : St. Patrick's House
 - 2. Red : St. George's House
 - 3. Yellow : St. Francis' House
 - 4. Blue : St. Andrew's House
- C. White Socks.
- D. **House Colour P.T. Shoes Liberty Aura/Columbus.**

WINTER:

- A. White Trousers. JCT Phagwara.
- B. **T-Shirt with College Crest in Four House Colours.**
 - 1. Green : St. Patrick's House
 - 2. Red : St. George's House
 - 3. Yellow : St. Francis' House
 - 4. Blue : St. Andrew's House
- C. White Socks.
- D. **House Colour P.T. Shoes Liberty Aura/Columbus**

For All Sports

- A. Short Sleeved T-Shirt with single breast pocket with College Crest in four house colours.
 - 1. Green : St. Patrick's House
 - 2. Red : St. George's House
 - 3. Yellow : St. Francis' House
 - 4. Blue : St. Andrew's House
- B. White Trousers JCT Bhagwara.
- C. House Colour P.T. Shoes Liberty Aura/Columbus.
- D. White Socks.

House colour P.T. shoes for Classes I - V on Wednesday & Saturday, Compulsory

Note: Boys will not be allowed for selections and house matches without proper uniform stated above.

All students should be careful to attend class and other College functions strictly in College uniform. They should pay special attention to the exact shade of the uniform approved by the College. Boys attending College without proper uniform may not be permitted to attend the classes.

Neatness : "*Cleanliness is next to godliness*". All should come to College neat and tidy; shoes should be well polished and hair cut short. No beard, long hair nor moustache is allowed except for SIKH students. They should wear navy blue turbans.

11. General :

1. Students:

Students must contribute to the high tone of the College by their manners and behaviour in and outside the College, at all times.

Disciplinary rules regarding punctuality, regularity, neatness, respect for elders and teachers, concern for the good of the institution, are to be carefully observed. Any damage caused to the College property either individually or collectively must be made good. The Principal may levy fine/penalty on the individual or the group responsible for the damage.

2. Parents/Guardians:

Parents/Guardians must send their children to the College punctually, regularly and neatly dressed. They should give time to their children by supervising their study, by checking the books they read and the company they keep etc. They must co-operate with the College, by following the rules and regulations of the College, by showing concern for the welfare of the College, by paying their dues on time, by attending the parent-teacher meetings regularly, and by taking proper note of the instructions/notices that may be sent to them from time to time, etc.

3. Details of rules, regulations and guidelines: are given in the College Diary that will be provided at the beginning of the academic session or at the time of admission, to be accepted, signed and observed by Parents/Guardians and students.

4. College Identity Card: Students must have the College identity card in their possession at all times when they come to the campus or go elsewhere in College uniform or represent the college.

Separate identity cards will be issued to students making use of the swimming pool.

12. General :

- (a) **Holidays** - The College will remain closed on all gazetted holidays, on days notified by the Principal and on days ordered by the district administration.
- (b) **Patron's Day** - St. Francis of Assisi is the patron of the College, Patron's Day is celebrated on October 4 annually with programmes appropriate for the occasion.
- (c) **College canteen** - The College provides a canteen for refreshments during Recess.
- (d) **Medical Facility** - Medical / first-aid facility is provided in the College dispensary staffed by a qualified and trained nurse.
- (e) **Cycle stand**- A cycle stand is provided in the College campus.
- (f) **Telephone** - The College telephone number is **8858079997**

13. Rules:

- 1. Students are urged to contribute to the high tone of the College by their manners and general behaviour.
- 2. As far as posture, cleanliness, silence, politeness, honesty, attention to work and respect to teachers and companions are concerned, the College should be looked upon as a place of reverence and discipline.
- 3. Absolute silence must be maintained at all places during the teaching hours, whether it is the library, the laboratories, computer room, the general assembly or on way to and from the class rooms.
- 4. Respect for one's property as well as for that of the College and for the things belonging to others is a mark of a well-bred and responsible student. Any kind of damage done to the College must be made good.

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5. Students must always speak English in the College premises and maintain a high standard in their conversation.
 6. Books, newspapers, pictures, periodicals, games, articles and transistors, electronic instruments cell/mobile and ipods etc. not pertaining to their daily work and not approved by the Principal should not be brought to the College.
 7. The college does not accept responsibility for the loss of books, money, clothes, games, articles, watches, etc. of the students.
 8. Students should at all costs avoid writing, carving on walls or desks as these are detrimental to good education and a sign of low taste.
 9. The Principal may chastise a student for habitual idleness, disobedience or misconduct injurious to the moral tone of the College, by detention after class hours or by other minor punishments. He may even dismiss a student or ask him to discontinue if he is guilty of serious irregularities.
 10. No fines or collection for any purpose whatsoever may be made without the previous sanction of the Principal. So also presentation of gifts to members of the staff requires previous sanction.
 11. In the absence of the teacher, the class monitor assumes responsibility for order and discipline of the class. He should fulfil his duty with loyalty and impartiality.
 12. Students who are given responsibility should carry it out dutifully and impartially and in accordance with the direction of the Principal or the Teacher deputed by him. They should consider it as a service to the College and to their fellow students.
 13. Students can always approach the Principal individually for any reasonable or sympathetic consideration but not collectively.
 14. No student may take private tuition in any subject from any member of the College staff without the written permission of the Principal. All such tuitions must be discontinued one week before the examinations.

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15. Any student who is persistently insubordinate or is repeatedly and wilfully mischievous or if guilty of malpractices in connection with examinations or has committed an offence of serious indiscipline/misbehaviour, or who in the opinion of the Principal has an unwholesome influence on his/her fellow pupil, may be removed for a specified period or expelled permanently from the College. The Principal may punish a student in a manner suited to the Office, by detention after College hours, imposition of fines, or by removal from the institution without any previous warning.

14. Leave or Absence

1. A minimum attendance of 75% of the working days is required for promotion. Students should come in time for the general assembly. Late comers are liable to be sent home.
2. No student should leave the college premises during the College hours without the written permission of the Principal which is granted on the written request of the parents.
3. No leave of absence for the whole day or a part thereof is granted except for serious reasons and only on the previous written application of the parents or guardians.
4. A student who is irregular to class due to festivals, marriage celebrations, trips, visits to relations and places and frequent late comers will be asked to discontinue.
5. Except for duly approved reasons extension of vacation is not permitted. Students who extend their holidays for more than seven days after vacation without sanction will have their names struck off the rolls.
6. Application for medical leave for more than three days should be accompanied by a medical certificate by a doctor who is MBBS. If this leave continues for more than seven days, the Principal must be intimated.
7. All leave applications should bear the signature of the parents or in their absence of guardian. Failure to bring such an application for leave, will make the students liable to be sent

home. Provision is also available to send the leave application ONLINE through the **Campus Care Portal**.

8. A student who is absent from the class continuously for ten days for more without the leave sanctioned by the Principal/ Head Mistress may have his name struck off the rolls without any notice. If re-admitted he will have to pay the full admission fee.

15. Co-Curricular Activities

1. All the boys are exhorted to take part in games, sports and other College activities organised by the College.
2. Participation in the Inter-house activities and attendance at College functions when called upon to do so, is obligatory. The Principal can take action against those students who absent themselves from such activities.

GAMES TIMINGS: **Winter** 3.00 p.m. to 5.00 p.m.

Summer 4.00 p.m. to 6.00 p.m.

3. Boys should learn to play games in a pure team spirit and in a spirit of sportsmanship, remembering at all times that behaviour on the field is as important as behaviour in a class room.
4. **Swimming/Skating** : A swimming pool with a swimming coach and a lifeguard is available. Students should make it a point to learn swimming as part of their education.
 - a) Swimming is compulsory for the students of classes 1 to 8.
 - b) Students of Classes 9 to 12 who, wish to avail the swimming pool may deposit the required fee in the College office.
 - c) The College shall not be held responsible for any unforeseen incident, even fatal, that may occur while using the swimming pool/skating rink.

16. Examination

1. On examination days no student is allowed to enter the examination halls or classrooms before the general assembly.
2. No leave other than medical leave, is normally sanctioned during examination period provided a medical certificate from such medical authority as will satisfy the Principal is submitted on the day the student is absent.

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3. In any case a medical certificate is not a guarantee for granting promotion. If a student falls sick for a part or the whole examination he should have the required pass marks from the other examinations held during the year.
 4. Students will be disqualified if they are detected in giving or obtaining or attempting to give or obtain unfair assistance at the examination or if they have in their possession while in the examination hall or classroom, any book memorandum or pocket book, notes or paper except the question paper of the current exam. Unused answer sheets must be submitted to staff invigilators.
 5. A student having less than 75% of attendance will not be allowed to appear for **Annual Examinations as per Council rules.**

17. Promotion Rules

1. Pass marks in each subject is 33% upto class IX and 35% for class XI.
2. **Class IX** students must appear in all six subjects including English and **Class XI** students will appear in all the five subjects uncluding English. For promotion, Council rules will be followed.
3. Total marks of Unit Tests, Half-Yearly & Final Examination with equal weightage shall be taken into consideration for promotion.
4. All cases of doubt regarding promotion are left entirely to the discretion of the Principal. Parents must not come for reconsideration once the decision has been made.
5. The results of Unit Test-I, Half-Yearly Examination, Unit Test-II and Final Examination of the student are hosted on the College Website which can be viewed by login into the Students Portal.
6. The College does not undertake to retain answer scripts after distributing the report cards.
7. A student failing for two successive years will have to be withdrawn
8. A month's notice for withdrawal must be given in writing, duly acknowledged, to the office, or a month's fee in lieu thereof,

before the withdrawal of a candidate. Generally it takes a week after submitting the withdrawal form to issue the Transfer Certificate.

18. The College Library

1. Strict silence has to be observed in the library at all times.
2. No one is permitted to take a book from the library without the permission of the librarian and having it duly entered.
3. Books are issued to the use of the borrower and should not be lent to anybody else.
4. Reference books will not be issued.
5. Boys should take great care in handling the books. Tearing of pages and pictures from the books and magazines is an awfully bad habit which must be avoided at all costs.
6. The attention of the Librarian must be drawn to the books that an intending borrower finds damaged.
7. Damage done to the books and magazines must be made good by the borrower. In case the book is lost the entire cost has to be deposited with the Librarian.
8. Failure to return a book by the due date incurs a fine of Re. 1.00 per day for the time the book is overdue.
9. Books and magazines taken out for reference must be placed in the same place from where they were taken.
10. All books must be returned before the beginning of each examination. Failure to do so will debar the student from appearing at the examination.
11. It is highly recommended that the students take the guidance of the teachers while selecting the books.

19. Science Laboratories

1. No equipment or chemicals except the ones provided for the practical, should be handled by the boys.
2. Damage to the equipment or breakage will have to be made good by the boys. All dues must be cleared before the final examination.

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3. Boys are strictly warned not to take any equipment or chemical out of the laboratories without the explicit permission of the teacher in charge.

20. Recommendation to Parents/Guardians

1. Parents are expected to co-operate with the College authorities and the teachers by enforcing regularity and discipline, supervising the lessons, taking active part in the College activities and by sending the boys with proper uniform.
2. Occasional remarks from the teachers and the Principal are made in the College diary for the information of the parents. In such cases they must sign the diary to show their acknowledgement.
3. Parents are expected to sign the note books when they are sent for it. Failure to do so may put their children to great inconvenience. They should particularly check their leave and absence record.
4. When communicating with the Principal, parents/guardians are requested to mention in their letter the name of the student, class and section.
5. Parents/Guardians are not permitted to see their boys or interview the teachers during the College hours without the permission of the Principal.
6. Tipping the servants either during or after the College hours must be avoided at all costs.
7. Parents must intimate the College whenever their residential address or telephone numbers are changed in order to communicate to them on urgent matters, in the interest of their children.
8. Whenever notice is given for the parents-teachers meeting the parents must attend it and discuss the progress of their children/wards. They can always help towards the progress of the institution by way of suggestions, guidance, material sides and specially by their co-operation.

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9. This is a minority institution established and administered by the Catholic Diocese of Lucknow with its own stream of administration and as such it does not recognise any association.
 10. **Possession of Mobile/Cellular phones/ cameras/ Ipods/ pendrives/smart watches or any other electronic gadgets by students in the campus is strictly prohibited, and a fine of Rs. 500/- will be imposed on offenders and the above are liable for confiscation.**

USE OF SOCIAL/ELECTRONIC MEDIA:

Students should refrain from writing/posting/commenting negatively against fellow-students, staff members or the School Management. Strict disciplinary action will be taken against those students who misuse the social media and defame the school.

BULLYING : Bullying is strictly prohibited in the college campus. All should respect fellow students with dignity. Strict action will be taken against the students who indulge in Bullying.

21. Website : www.stfrancislucknow.com

22. E-Care :

Phone : 8858079997 • **E-mail :** contact@stfrancislucknow.org

23. Conclusion

1. The Manager/Principal reserves the right to waive off any of the rules contained in this prospectus, without assigning any reason for his actions.
 2. The interpretation of any rule in this prospectus as well as any amendment to it rests solely and entirely with the Governing Body of the College. Its interpretation shall be final and binding on parents and students of this institution and no case shall lie in any Court of Law in respect of this decision.
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STUDENT PLEDGE

"India is my country and all Indians are my brothers and sisters
I love my country and I am proud of her rich and varied
heritage. I shall always strive to be worthy of her.
I shall give respect to my parents, teachers
and all elders and treat every one with courtesy.
To my country and my people, I pledge my
devotion. In their well being and
prosperity alone, lies my happiness."

— Jai Hind



राष्ट्रीय गान

जन - गण - मन अधिनायक जय हे
भारत भाग्य विधाता ।
पंजाब, सिंध गुजरात, मराठा
द्राविड़ उत्कल बंग,
विन्ध्य हिमाचल यमुना गंगा
उच्छल जलधि तरंग
तव शुभ नामे जागे,
तव शुभ आशिष माँगे
गाहे तव जय गाथा
जन गण मंगलदायक जय हे,
भारत भाग्य विधाता
जय हे, जय हे, जय हे,
जय जय जय जय हे ॥

THE COLLEGE ANTHEM

Tho' no bugles may blow and no drums beat,
Tho' we hear not the marching of proud feet,
Tho' no flags and no pennons the day greet,
We will answer when duty shall call

To the end we'll be true; we'll forget not
All the care Alma Mater thou spared not,
To the spirit of Francis we'll fail not,
We will answer when duty shall call.

Through the beat of the day and the burden,
And thro' sweat and thro' toil without guerdon,
to dishonour we shall not be lured in;
We will answer when duty shall call.

With a heart and a will where the right be,
Altho' arduous the task there or light be,
We'll be found in the thick where the fight be,
We will answer when duty shall call.

— **Earnest Vivian Vance.**

Prayer before Class

God, our Father You have created us, You have given us our parents, teachers and friends and the college to study. Help us this day to study well and to take part in all the activities. Help us, to be good, to love You and to love and help one another. Amen.

Prayer after Class

Father, we thank You for the day, for the studies, games and all that we learnt. Bless our parents, teachers and friends and guard and protect us as we go home. Amen.

Success is the progressive realization of a worthy goal.

—**Earl Nightingale.**

List of Holidays – 2024

JANUARY

5th	Thursday	Guru Govind Singh Jayanthi
26th	Thursday	Republic Day

FEBRUARY

5th	Sunday	Mohd. Hazrat Ali's Birthday
18th	Saturday	Mahashivratri

MARCH

7th to 9th	Tue/Wed/Thur	Holi
30th	Thursday	Ram Navmi

APRIL

4th	Tuesday	Mahavir Jayanti
7th -10th	Friday to Monday	Good Friday, Holy Saturday, Easter, Easter Monday.
14th	Friday	Dr. Ambedkar Jayanti
22nd	Saturday	Eid-ul-Fitra*

MAY

5th	Friday	Buddh Purnima
9th	Tuesday	Mahavir Ji ka Mela

JULY

29th	Saturday	Muharram*
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AUGUST

15th	Tuesday	Independence Day
31st	Thursday	Rakshabandhan

SEPTEMBER

7th	Thursday	Janamasthmi
28th	Thursday	Barawafat/Id-e-Milad*

OCTOBER

2nd	Monday	Gandhi Jayanthi
24th	Tuesday	Dussehra

NOVEMBER

12th	Sunday	Diwali
24th	Friday	Guru Teg Bahadur Shaheed Diwas
27th	Monday	Guru Nanak's Birthday/Kartik Purnima

DECEMBER

25th	Sunday	Christmas
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**Subject to visibility of moon*

Junior School Prayers

MONDAY

Two little eyes to look at you
Two little ears your word to hear
Two little feet to walk your way
Two hands to work for you all day
Take them, O Father, let them be
Obedient, kind and useful for you.

Our Father, in heaven, Holy be your name, Your kingdom come,
Your will be done on earth as in heaven. Give us this day our
daily bread. Forgive us our sins, as we forgive those who sin
against us. Do not bring us to the test. But deliver us from evil.
Amen.

TUESDAY

Oh heavenly Father, we praise and honour you, this morning
Thank you for giving us another day.
Thank you heavenly Father, for your lovely world
and all the things You have created
We praise You for the fresh start we have this morning.
Show us ways of helping other people.
May your loving spirit make us happy.
We thank you O God, for this fair earth,
The glittering sky, the silver sea,
for all their beauty, all their worth,
Their light and glory from You.
Our Father

WEDNESDAY

Heavenly Father thank you for books
that give us so much knowledge
Thank you for the people who write our stories and who
make our toys,

Make us ready to share our books and toys with other children.

Dear God for three things I pray.

To know You more clearly,

To love You more dearly,

To serve You more nearly, every day.

Take my hands, O Father, let them work for You,

Make them strong and gentle, kind in all I do

Help me follow you God, with all my heart

Make my hands kind and quick to work for You.

Our Father

THURSDAY

Now before I go to class let me not forget to pray

To God who kept me through the night

And woke me in the morning light

Help me God to love You more

Than I ever loved You before.

In my work and my play

Please be with me through this day

Heavenly Father hear my prayer

Night and day I'm in your care

Look upon me from above

Bless the home I dearly love

Bless the friends with whom I play

Help me to be kinder day by day.

Our Father

FRIDAY

O God, Our Father we thank You

For mother's love, for father's care,

For brother strong, and sister fair.

For love at home and school each day

For guidance lest we go astray

Father in heaven we thank You

For Your dear everlasting arms

That bear us over all ills and harms
O God, our Father, Who has surrounded us with so many
blessings
Help us to appreciate our parents
for their love towards us at all times
Our friends for their companionship and affection;
and our teachers for their help in training and teaching us;
May we give our best to all of them
May we be kept from selfishness which takes all this
goodness for granted.
Our Father

SATURDAY

Bless, O God this our College, and all who learn therein
That within these walls may dwell the spirit of tolerance and
good will
We who work here may be linked together in the firm bond
of fellowship
Help us to love one another
Respect the poor and needy
Thank you for all the things made available for us in this College
Teach us to keep them safe that others may use them too.
Our Father.....

SHOWERS OF BLESSING

There shall be showers of blessing
This is the promise of love
There shall be seasons refreshing
Sent from the saviour above
Chorus: Showers of blessing
Showers of blessing we need
Mercy drops round us are falling,
But for the showers we plead.
There shall be showers of blessing
Send them upon us, O'Lord
Grant to us now a refreshing
Come and now honour thy word.

BIND US TOGETHER

Bind us together Lord,
Bind us together with cords
That cannot be broken
Bind us together Lord
Bind us together
Bind us together with love.....
There is only one God.
There is only one king.
There is only one body
That is why we sing. (Chorus)
With cords of compassion and love,
With hearts that know how to feel
With hands that reach out in kindness,
And words that comfort and heal (Chorus)

LOVE IT WAS

Love it was that made us,
And it was love that saved us,
Love was God's plan when He made man,
God's divine nature is love.
Born of God's love we must love Him,
That's why He made us to love Him,
But only when we love all men,
Can be partake of God's love!(2)

Love is a wonderful thing.
Joy in our heart it will bring.
Where there's true love there is God.
And where there is God there is love!

MAKE ME A CHANNEL OF YOUR PEACE (Prayer of St. Francis of Assisi)

Make me a channel of your peace.
Where there is hatred let me bring your love.
Where there is injury your pardon Lord,

And where there's doubt true faith in You.
Oh Master grant that I may never seek;
So much to be consoled as to console,
To be understood as to understand,
To be loved as to love with all my soul. (Chorus)
Make me a channel of your peace,
Where there's despair in life let me bring hope,
Where there is darkness, Lord, your shining light,
And where there's sadness, ever joy. (Chorus)
Make me a channel of your peace,
It is in pardoning that we are pardoned.
In giving to all men that we receive.
And in dying that we're born to eternal life.

PRAISE THE LORD

This little guiding light of mine
I'm going to let it shine - 3
Let it shine all the time
Let it shine.

1. Take this little light round the world
I'm going to let it shine. - 3
Let it shine, all the time,
Let it shine.
2. Hide it under the bushel-Oh No
I'm going to let it shine-3
Let it shine, all the time
Let it shine.

WALKING WITH THE LORD

Walking with the Lord,
We are walking in the morning,
Lift up your hearts,
For you're walking with God

singing to the Lord,
We are singing in the sunshine,
Lift up your hearts.

For you are singing to God
Hand in Hand with everyone,
We're in walking walking
Black and white and brown, together,
Walking walking
Singing new songs now
Living new lives, building new bridges,
Walking distant miles
Well we're walking with the Lord.....

Rain and storm will not prevent us,
Walking Walking.
Faith and hope and love, will send us
Walking Walking.
Crossing all barriers,
Climbing all stiles
Breaking through forces,
Walking distant miles,
Well we're Walking with the Lord.....

O GIVE THANKS TO THE LORD

Chorus: O give thanks to the
Lord for he is good (3 times)
Yes, eternal is his love.

I will sing to my God never ceasing
All my life, I will tell of His wonders,
He's the maker of all, earth and heaven.
Of the oceans the seas and all they hold! (Chorus)

The Almighty is faithful forever,
He is just to the poor and the outraged
It is he who gives bread to the hungry
Who delivers the captives from all chains (Chorus)

He gives sight to the blind in his mercy
And he raises the lowly, the humble
It is he who gives shelter to strangers
Every orphan and widow he defends! (Chorus)

IF I WERE A BUTTERFLY

If I were a butterfly I thank you Lord that I could fly
And if I were a bird in a tree
I thank you Lord for making me free
And if I were an elephant
I thank you Lord for my long trunk
But I just thank you Father for making me

Chorus- For you gave me this world and you gave me this
life.

You gave me everything needed in life
But I just thank you Father for making me

2. If I were a fish in the sea
I thank you Lord that I could breathe
And if I were a leaf on a tree,
I thank you Lord for making me green
And if I were a sun in the sky,
I thank you Lord for the beautiful light.
But I just thank you Father for making me.

PRAYER BEFORE EXAMINATION

O God, help me, at my examination today, to remember
the things, which I have learned and studied,
Help me to remember well, and to think clearly,
Help me, not to be, so nervous and excited.
Keep me, calm and clear-hearted,
Help me, to try hard and to do my best
I ask this through your name. *Amen*

Tentative Activities
Academic Year 2023-2024
(Junior Section)

APRIL

3rd : Beginning of New Academic Session

MAY

13th : Parent – Teachers’ Meeting

15th May - 2nd July : SUMMER VACATION

JULY

3rd : School Re-opens after Summer Vacation

11th-16th : UNIT TEST 1

AUGUST

5th : Parent Teachers’ Meeting

SEPTEMBER

15th–21st : HALF YEARLY EXAMINATIONS

OCTOBER

4th : Patron’s Day Celebrations

7th : Parents Teachers’ Meeting

NOVEMBER

1st to 3rd : EXPRESSION

18th : SPORTS DAY

DECEMBER

4th – 9th : UNIT TEST II

23rd : WINTER VACATION BEGINS

JANUARY - 2024

3rdnd : College Re-opens after Winter Vacation

FEBRUARY - 2024

10th : Parent –Teachers’ Meeting

1st : FINAL EXAMINATIONS BEGINS

IMPORTANT DAYS

1. 23rd January Birthday of Subhash Chandra Bose
2. 30th January Martyrs Day
3. 8th March International Women's Day
4. 11th March Commonwealth Day
5. 1st May Labour Day
6. 12th May Mother's Day
7. 25th May World Family Day
8. 6th June Environment Day
9. 16th June Father's Day
10. 1st July Van Mahotsav Week (First week of July)
11. 11th July World Population Day
12. 12th August International Youth Day
13. 20th August Sadbhavna Diwas
14. 26th August Birth Anniversary of Mother Teresa
15. 29th August National Sports Day
16. 8th September Girl Child Day
17. 21st September International Day of Peace
18. 27th September World Tourism Day
19. 2nd October Gandhi Jayanti &
International Day of Non-violence
20. 4th October St. Francis of Assisi - Patron's Day
21. 24th October UNO Day
22. 31st October National Integration Day
23. 14th November Children's Day
24. 3rd December World Disabled Day
25. 10th December International Human Right's Day

Home Work Not done

Date	Lapse	Teacher/Parent's Signature

Home Work Not done

Date	Lapse	Teacher/Parent's Signature

Dress Code/Hygiene

Date	Lapse	Teacher/Parent's Signature

Dress Code/Hygiene

Date	Lapse	Teacher/Parent's Signature

