

## Prayer of St. Francis

Lord, make me an instrument of Your peace,

Where there is hatred, let me sow LOVE

Where there is injury, PARDON;

Where there is doubt, FAITH;

Where there is despair, HOPE;

Where there is darkness, LIGHT;

And where there is sadness, JOY

O Divine Master, grant that I may not so much

"Seek to be consoled as to console;

To be understood as to understand;

To be loved as to love;

For it is in giving that we receive,

It is in pardoning that we are pardoned;

And it is in dying that we are born to eternal life.



# St. Francis' College

Shahnajaf Road, Lucknow-226 001

Phone : +91-8858079997



## College Diary

2022 ~ 2023



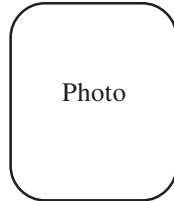


# St. Francis' College

Phone : 8858079997

www.stfrancislucknow.org

## Class VI - XII DIARY - 2022-2023



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*

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### **COLLEGE TIMINGS**

**Summer:** 7.10 a.m. to 1.10 p.m. (Assembly : 7.10 a.m.)  
Recess 10.10 a.m. to 10.30 a.m.

Saturday 7.10 a.m. to 11.20 a.m.  
Recess 9.30 a.m. to 9.50 a.m.

**Winter:** 7.40 a.m. to 1.40 p.m. (Assembly 7.40 a.m.)  
Recess 10.40 a.m. to 11.00 a.m.

Saturday 7.40 a.m. to 11.50 a.m.  
Recess 10.05 a.m. to 10.25 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**

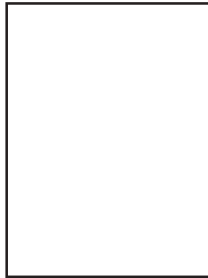
**Summer** : Monday to Friday : 8.30 a.m. - 10.00 a.m.  
**Winter** : Monday to Friday : 9.00 a.m. - 10.30 a.m.

**Parents may meet the Principal at other times by prior appointment.**

**No College business will be transacted after the College hours and on holidays**

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## 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)**

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## **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, lawn 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.

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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 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:

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- i) Pre-Primary - Nursery and KG
  - ii) Primary - I to V
  - iii) Middle and Secondary - VI to X
  - iv) Senior Secondary - XI to 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 organises co-curricular activities like debates, dramatics, elocution, music, art/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, lawn 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

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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.



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**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. Orientation Programmes for parents are organised from time to time during the year.

**7. Publication:**

'The Franciscan', the Annual College 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**

Admission is open to Nursery class for boys who have completed 3 years 6 months as on 1st April of the academic year.

**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 is 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

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(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 failures 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 half yearly and 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 and Maths

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 schools** - 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.

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**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. College Fees**

1. Fees must be paid between 8th & 14th of the FIRST month of each Quarter in Vijaya Bank, Hazratganj, Branch, Lucknow, failing which a Late Fee of Rs. 200/- will be charged between 8th & 14th of SECOND month of each quarter.
2. If fees are not paid **between** the 8th & 14th 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.
3. No exemption or deduction in fees will be made on account of broken periods, holidays, late admission or absence for any cause.
4. In April the fees of April, May and June will be taken in the new fee booklet obtained from the College office after declaring the final result. If the fees are not paid by the 14th April for these three months, the name of the student will not be included in the attendance register of May.
5. The second & third quarter fees should be paid in the first week of July and October respectively The fees of Fourth quarter should be deposited in January. Students of classes X and XII must pay all their fees before their Board exam by 14th January. If the Fees of the last quarter (Fourth quarter) is not paid by 14th February 2021 a late fee of Rs. 500/- will be charged.
6. Fees must be paid online through net Banking, Credit Card/ Debit Card or cash will be accepted in Vijaya Bank, Hazratganj,

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Branch, Lucknow on all working days during the following hours:

Monday to Saturday : 10.00 am to 2.00 pm

7. No Student will be allowed to appear for the examination and report card will not be given unless all dues have been cleared.
8. If the last day of the fee collection falls on Sunday/Holiday, fees will be collected on the next immediate working day.
9. A separate fee chart has been attached to the fee book for the intimation of the parents/guardians.

**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:-

##### **SUMMER:**

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

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### Saturday

- A. **Short Sleeved T-Shirt with Single Breast Pocket with college Crest in Four House Colour. (VI–VIII)**
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. White Short/Long Sleeved Shirt Mafatlal White Rose. (IX-XII)
- D. White Socks.
- E. **Liberty Plain White P.T. Shoes (IX–XII)**
- F. College Tie
- G. College Belt
- H. House Badge
- I. **House Colour P.T. Shoes Liberty Spectra/Columbus. (VI–VIII)**

### 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 Phagwara.
- C. Liberty White P.T. Shoes.
- D. White Socks.

**Note:** Boys will Not Be Allowed for Selection 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**

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**hair cut short. Hair must be trimmed so as not to touch ears or shirt collar. No beard, long hair nor moustache is allowed except for SIKH students. They should wear navy blue turbans.**

**11. Guidelines :**

**1. For 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. For 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.

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**12. General Information:**

- (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. Students coming to College on two-wheelers must inform the Principal in writing alongwith a copy of a valid permanent Driving License.
- (f) **Telephone** - The College telephone number is :  
**8858079997**

**13. Basic Rules & Regulations :**

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.
5. Students must always speak English on College campus and otherwise also maintain a high standard in their conversation.

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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.
  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



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has an unwholesome influence on his 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 E-care Portal.
8. A student who is absent from the class continuously for ten days for more without the leave sanctioned by the Principal

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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/Skating 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.
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.

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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% for classes VI to 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 including 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.

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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.
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,

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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.
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.**

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**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.org](http://www.stfrancislucknow.org)

**22. E-Care :**

**Phone :** 7388700565

**E-mail :** [contact@stfrancislucknow.org](mailto: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 - गन - मन अधिनायक जय हे  
भारत भाग्य विधाता ।  
पंजाब, सिंध गुजरात, मराठा  
द्राविड़ उत्कल बंग,  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंग  
तब शुभ नामे जागे,  
तब शुभ आशिष मांगे  
गाहे तब जय गाथा  
जन गण मंगलदायक जय हे,  
भारत भाग्य विधाता  
जय हे, जय हे, जय हे,  
जय जय जय जय हे ॥

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## 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.

— **Ernest 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.**

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## List of Holidays – 2023

### JANUARY

09th	Sunday	Guru Govind Singh Jayanthi
14th	Friday	Makarsankranti
26th	Wednesday	Republic Day

### FEBRUARY

15th	Tuesday	Mohd. Hazrat Ali's Birthday
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### MARCH

1st	Tuesday	Mahashivratri
18th	Friday	Holi

### APRIL

10th	Sunday	Ram Navami
14th	Thursday	Dr. Bhim Rao Ambedkar Jayanthi / Mahavir Jayanti
15th -18th	Friday to Monday	Good Friday, Holy Saturday, Easter, Easter Monday.

### MAY

03rd	Tuesday	Id-ul-Fitr*
16th	Monday	Buddh Purnima

### JULY

10th	Sunday	Id-ul-Zuha (Bakrid)*
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### AUGUST

9th	Tuesday	Muharram*
12th	Friday	Raksha Bandhan
15th	Monday	Independence Day
18th	Thursday	Janamsathmi

### OCTOBER

02nd	Sunday	Gandhi Jayanthi
05th	Wednesday	Dussehra
09th	Sunday	Barawafat/Id-e-Milad*
24th	Monday	Diwali

### NOVEMBER

8th	Tuesday	Guru Nanak's Birthday/Kartik Purnima
24th	Thursday	Guru Teg Bahadur Shaheed Diwas

### DECEMBER

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

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## Senior School Prayers

### MONDAY

O God, Our Father, we have come to you, this day, that you may make us able,

To walk in your light  
To act in your strength  
To think in your wisdom  
To speak in your truth  
To live in your love;

So that when all the days are done we may come to dwell in your glory. O God, help us always;

To praise rather than to criticise  
to sympathise rather than to condemn  
to encourage rather than to discourage  
To build up rather than to destroy  
To think of people at their best  
Rather than at worst.  
This we ask of you. Amen.

Our Father in heaven, holy be Your name, Your kingdom come, Your will be done, on earth as in heaven. Give us today 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. For the kingdom, the power and the glory are Yours, now and forever. Amen

### TUESDAY

Give us this day, our Father,  
Reverence, to realise your presence;  
Humility, to know our own need;  
Trust, to ask your help,  
Obedience, to accept whatever you say to us,  
So that it may, this day, be good for us to be here,  
Help us, O God, to remember that  
All great things have their price;

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Help us to remember that

There is no learning without study  
There is no achievement without work  
There is no skill of body or mind without discipline.

Help us to remember that

There is no purity without vigilance  
There is no friendship without loyalty  
There is no love without the sacrifice of self.

Help us to remember that

There is no joy without service  
There is no discipleship without devotion  
There is no crown without a cross (suffering)

So help us to be willing to pay the price that we may  
enter into our reward. Amen.

### **WEDNESDAY**

O God, our Father, bless us and keep us all through today,  
At our work, make us, diligent, ever showing ourselves to be  
workmen who have no need to be ashamed.

In our pleasure, help us to find delight only in such things as  
bring no regrets to follow.

In our home, make us kind and considerate-ever trying to  
make the work of others, easier, and not harder

In our dealings with our fellowmen, make us courteous and  
kind

In our dealing with ourselves, make us honest to face the truth  
And in every moment of this day make us ever to remember  
that

You see us and that in You we live and move and have our  
being

So grant that we may do nothing which would bring shame  
to ourselves, grief to those who love us, and sorrow to you.

Amen.

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## **THURSDAY**

O God, our Father, help us all through this day so to live that we may bring help to others, credit to ourselves and to the name we bear and joy to those who love us, and to you.

Help us to be

Cheerful when things go wrong;  
Persevering when things are difficult  
Serene when things are irritating.

Enable us to be,

Helpful to those in difficulties;  
Kind to those in need;  
Sympathetic to those whose hearts are sore and sad.

Grant that,

Nothing may make us lose our temper,  
Nothing may take away our joy;  
Nothing may ruffle our peace.  
Nothing may make us bitter towards any man

So grant that all through this day those whom we work with and all whom we meet, may see in us the reflection of God, our Master, whose we are and whom we seek to serve. This we ask for love's sake. Amen.

## **FRIDAY**

O God, our Father, whose love is in every creature  
Whom Thine hands have made as we begin this day,  
We request you to bless all people everywhere.

Bless those who are servants, and help them to serve with diligence;

And bless those who are masters, and help them to direct and to control with justice and with mercy.

Bless those who are rich, and help them to remember that they must hold all their possessions in stewardship for Thee and bless those who are strong and fit and grant that they may never use their good health selfishly; and bless those who are

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weak and ailing, keep them from all discouragement and discontent.

Bless those who are happy, and let them not forget thee in the sunny weather bless those who are sad and ease the pain and comfort the loneliness of their heart.

Bless the animals who are the friends and servants of man.

Bless each of us, and grant that we may live our life as those who have been with God, our Father. This we ask for Your love's sake. Amen.

### **SATURDAY : Prayer of St. Francis**

Lord, make me an instrument of Your peace,  
Where there is hatred, let me sow LOVE  
Where there is injury, PARDON;  
Where there is doubt, FAITH;  
Where there is despair, HOPE;  
Where there is darkness, LIGHT;  
And where there is sadness, JOY  
O Divine Master, grant that I may not so much  
"Seek to be consoled as to console;  
To be understood as to understand;  
To be loved as to love;  
For it is in giving that we receive,  
It is in pardoning that we are pardoned;  
And it is in dying that we are born to eternal life. Amen

### **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*

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**Tentative Activities  
Academic Year 2022-2023  
(Senior Section)**

**APRIL**

1<sup>st</sup> : Beginning of New Academic Session

**MAY**

7<sup>th</sup> : Parent – Teachers’ Meeting

16<sup>th</sup> May -30<sup>th</sup> June : SUMMER VACATION

**JULY**

1<sup>st</sup> : School Re-opens after Summer Vacation

11<sup>th</sup>-16<sup>th</sup> : UNIT TEST 1

**AUGUST**

20<sup>th</sup> : Parent Teachers’ Meeting

**SEPTEMBER**

12<sup>th</sup>–22<sup>nd</sup> : HALF YEARLY EXAMINATIONS

**OCTOBER**

4<sup>th</sup> : Patron’s Day Celebrations

8<sup>th</sup> : Parents Teachers’ Meeting

**DECEMBER**

1<sup>st</sup> – 7<sup>th</sup> : UNIT TEST II

22<sup>nd</sup> : WINTER VACATION BEGINS

**2023**

**JANUARY**

2<sup>nd</sup> : College Re-opens after Winter Vacation

**FEBRUARY**

4<sup>th</sup> : Parent –Teachers’ Meeting

20<sup>th</sup> : FINAL EXAMINATIONS BEGINS

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### Home Work Not done

Date	Lapse	Teacher/Parent's Signature

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### Home Work Not done

Date	Lapse	Teacher/Parent's Signature



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**Dress Code/Hygiene**

Date	Lapse	Teacher/Parent's Signature

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**Dress Code/Hygiene**

Date	Lapse	Teacher/Parent's Signature







