



# MANAV SEHYOG SCHOOL

(A Project of Manav Sehyog Society (Regd.), Jalandhar)

Affiliated to C.B.S.E. Vide No. 1630448



## PROSPECTUS





## About Manav Sehyog School

Manav Sehyog School is a project of Manav Sehyog Society (Regd.), Jalandhar. Manav Sehyog Society is a nonprofit organization and has been working tirelessly since 1973 in the service of the mankind. It offers services in the field of education and health care. The school came into existence in 2003. The main aim of the school is to make education accessible to the common man of the society. The underlying concept is that the parents should be able to bear the operational expenses, while the capital expenditure would be incurred by the school management. In this school, the charity donations are used for capital additions and helping the poor students.

The high point of education in MSS is a high academic standard combined with value based teaching. A strong attempt is made to integrate with the fabric of the village culture by organizing such events as awareness rallies in the villages, teaching vocational activities like basic computer skills, the stitching and tailoring to the village ladies, awareness about drugs and alcohol, etc. Our school was the first to teach CPR skills to the students. To meet the green echo requirements, we set up a sewerage treatment plant since being in a village there is no sewerage system. To enhance the listening and speaking skills of the students language lab has been set up. Under go Green project the school has installed Solar plant in the school





## Mission Statement

"Let's make our future generations academically modern, deeply humane and truly Indian."

**Being academically modern** implies one to have scientific temper, broader outlook, open, communicative and rational attitude. It means empowering the child to discern the right from the wrong.

**Being deeply humane** makes one sensitive, harmonious, amicable, friendly and sagacious. It means to encourage non-violence in thoughts, words and deeds.

**Truly Indian** means the skill of assimilation and becoming thousands of years of experience which made India i.e. tolerant, vibrant and universal. It means blending Indian culture with the times without losing its essence, creating self esteem and pride in being responsible and accountable. It also means to help the child to inculcate the values of integrity, discipline and sacrifice.

## Locale

Manav Sehyog School is located in lush green pollution free surroundings 8 kms away from the hub and howl of city of Jalandhar, on Mithapur- Partap Pura Road, at village Shahpur. The location of school in rural settings has a definite purpose. The idea is to provide quality education to the rural masses of India as their isolation deprives their children to get right schooling for their wards.



## CHAIRMAN'S MESSAGE



**Dr. S.K. Sharma**  
(M.S.)

Chairman  
Manav Sehyog School

Dear Parents,

Every child has an immense natural potential of growth and creativity. All that the school needs to do is to provide a proper environment for his/her natural unfolding and realizing his/her full potential. It must provide the right infrastructure and a dedicated teaching faculty, which MSS is providing. The emphasis in our school is not just academic rote learning or book learning, but to let the child grow into a good human being, who is compassionate, caring, loving and aware of his/her duties and responsibilities towards his/her family and the country.

We have a dedicated faculty of teachers, who pay special attention to the students, particularly those who need extra attention, whether they are weak in studies or they want to excel in studies. Both categories of students are paid special attention.

The extracurricular activities and sports are given special attention as a fit body is essential for a hard life ahead. Our sports teams have been excelling in tournaments at various levels. We are planning to add a roller skating rink in the near future.

When we are talking of a quality education, it does not come free and some increase in fee becomes necessary from time to time. Still for some students who need financial help, the school does look after them too on a case to case basis.

I am glad that you are considering this school for admission of your ward. If you need any more information, please contact at 8725071711 the information desk in the school.

## PRINCIPAL'S MESSAGE



**Mrs. Rajni Sharma**

M.Sc., (Maths)  
B.Ed

Dear Parents,

It gives me great pleasure to invite you to take an initial peek into the heart that beats behind the appealing façade of Manav Sehyog School. I thank you for your interest in this exceptional institution which has recorded constant development, in the course of which it has accomplished much, making it one of the best schools recognized for its excellence and therefore much sought after by the fresh applicants.

At Manav Sehyog School, We believe that 'education' is a wholesome, holistic exercise as our mission statement is 'TO MAKE OUR FUTURE GENERATIONS ACADEMICALLY MODREN, DEEPLY HUMANE AND TRULY INDIAN'.

We value individualism, creativity and innovation and strive to nurture them in our students.

The school's genuine concern ensures student's emotional growth along with intellectual excellence. This empowers them to develop their self-esteem, self-awareness and self-confidence. Sharing ideas, analyzing situations and expressing them confidently are essential skills which are honed here, through *Experiential Learning*. Our pedagogy is child – centric with emphasis on inquiry and project-based learning.

Above and beyond rigorous scholastic programmes, Manav Sehyog School is an amalgamation of competent teachers, state-of-the-art infrastructure and an experienced and efficient administration. It is being run under the aegis of well established Management "Manav Sehyog Society" has earned its own niche not only in Jalandhar but across the globe. We ensure the safety of the students as whole school is under CCTV surveillance.

Last but not the least; The parents are the most strengthening power in moulding the future of children. Your consistent support empowers us to do more and more. I pay my gratitude to you for your faith in us. I am confident enough that Manvians will make themselves stronger day by day, adding a leaf to the grandeur of the school.



## Primary-Empowering the Primary Years

**WE BELIEVE IN: INNOVATION, INCLUSION, INTELLECTUAL AMBITION, INTEGRATION & INTERNATIONALIZATION.**

The Primary wing of the school strongly believes in the harmonized physical, intellectual, aesthetic and spiritual development of each child. The primary curriculum aims for a perfect balance of complementary factors that encourage gearing the children to be logical, analytical, critical, creative, innovative and communicative.

## Middle and Secondary

The school aims at sustaining an environment wherein children can excel in scholastic activities, demonstrate superior learning and develop intellectual capacities and skills that prepare them for service to the society. The school covers all aspects of children's development preparing them to be winners in life.

## Senior Secondary

Emphasis is given on honing of skills and competence of each children' to bring out their latent talents and enable them to realize their potential, and blossoms subsequently.







## Education For Life

The school inculcates the twin truths of life: spiritualism and providing a strong foundation for vibrant and healthy being. Our cross curriculum marks the departure from the legacy of bookish learning and lays emphasis on life skills and value education.

Experience activities have also been arranged for the students.

## Life Skills

We promote and empower our children to face the challenges of life and enhance our social environment by responding positively to the real life situations and concerns. Our Life Skills curriculum focuses on inter and intra personal skills for promoting social bonding.

## EDUCATION: BEYOND CLASSROOMS Workshops

Workshops on varied topics are held for students and teachers from time to time to enrich their learning and exposure to the world outside. Parents Orientation Programmes are also held on a regular basis.

## Field Trips

With reference to the syllabi and curriculum, students are taken for different educational trips.



## Physical Development Games & Sports

With a view to promote Games and Sports the school has facilities for playing Football, Volleyball, Basketball, Badminton, Taekwondo and Athletics. Regular periods are allotted to the students for participating in Games and Sports. Specialized coaching for games is conducted to prepare students for participating in various CBSE, State and National level tournaments.



## Aesthetic Development Block

### Art and Craft

Students of the school are guided to excel in fine arts and crafts, be it oil painting, glass painting, rangoli, mask making or jewellery design.

### Dance

Children are encouraged to express themselves through one or the other form of performing arts. Different forms of dance are taught to the students including classical and regional dances in a well designed dance room.

## School Band

The school band consisting of over 24 students has been giving impressive performances. Students play different instruments and give enthusiastic performance during the School Functions, i.e. Annual Day, Republic Day, Independence Day to name a few.



## Music

Instrumental and Vocal music is taught to the students in the fully equipped Music Room right from Montessori to Class – XII. The students are trained for gaining expertise in Tabla, Sitar, Harmonium, Congo, Guitar etc.

## Counselling

The school provides counselling in the following areas:

a) Counselling for students

Career Counselling sessions through various seminars and career talks are conducted regularly for students of class X to XII level, thereby enabling students to make informed career choices.


(a.1) Plan for special Children

The school has a well defined counselling plan for students with special needs, Special children (students with Learning Disability, Attention Deficit Hyperactivity Disorder, Slow Learners etc.) are identified by Class Teachers. Individual teaching plans are chalked out and executed. The child's progress is constantly monitored.

## Collaborating With Parents

We at Manav Sehyog School, Jalandhar acknowledge the fact that positive interaction between school and home is vital to a child's development and education. The parents, in association with the school need to work together to create a secure and conducive place for learning. A variety of programmes are aimed at enhancing the relationship between parents, children and school.

## Admission Policy

Every year in the month of March the school admits students in all classes except class X and XII. The age limit for the admission to various classes as on 1 April is 

AGE LIMIT	CLASS
2 ½ to 3 ½ Years	Nursery
3 ½ to 4 ½ Years	LKG
4 ½ to 5 ½ Years	UKG
5 ½ to 6 ½ Years	Class 1

## The Principal Reserves The Right of Admission

Only transfer cases will be considered for admissions to class X and XII that too with the prior permission of CBSE and depending on the availability of seats.

Documents required at the time of admission

- Admission form duly completed.
- Original Date of Birth certificate (to be returned after verification)
- Residence Proof (a photocopy of Unique ID Card/ Voter Card/Passport)
- Four passport size photographs (Student, Parents/Guardian)
- Transfer certificate of previous school (Original) and e portal
- Result card of previous exam passed.
- Proof of sibling (real brother / sister only) studying in the school i.e. photocopy of the latest Fee slip.
- Migration certificate if child is not from CBSE (for class XI).
- Certificate of proof for economically weaker section of society and disadvantaged group as per list given by DOE.

Note:-

- All dues/ admission charges are to be paid at the time of admission.
  - Admission of the students, who have given fake information, shall be cancelled.
  - Admission of the student not paying fee at regular times shall be cancelled.
- Subject can be changed within 15 days from admission date on payment of fee of rupees 100 Per subject (For the students of Class XI only)

1	Pre-Primary	Nursery to U.K.G.
2	Primary	Class I - V
3	Middle	Class VI –VIII
4	Secondary	Class IX – X
5	Senior Secondary	Class XI- XII



## Infrastructure & Facilities

### School Auditorium

The school has a mini auditorium. Since its inception, it has seen several school programmes and functions being organized successfully and has been creating a new range of star performers who regale the student-parent audience with gusto every time.



## Laboratories

The school has spacious and well-equipped laboratories for Physics, Chemistry, Biology, S.S.T, Eng, Maths and Computer Science. Students are imparted practical education under the watchful eyes of the teachers.







The School has 60 highly qualified, experienced teachers for imparting education and guidance to the children. Staff members attend workshops to hone their skills for teaching as well as mentoring the students effectively. In addition the school functions smoothly with the help of office staff and the support staff.



## Safety & Security Measures

All measures have been taken by the school authorities to ensure safety and security of all students and staff members. The supervision of the campus is aided by the closed-circuit TVs. Firefighting readiness is also in place. Entry of visitors is restricted and monitored. School follows separate dispersal plan for safe and smooth departure of students. School has constituted a Sexual Harassment Committee to ensure immediate action on any untoward incident.

## Awards & Scholarships

The school provides awards to meritorious students in academics as well as for outstanding performance in music, dance, art & painting, games and sports every year. A number of fee waivers are awarded on merit cum means basis.





## Wings of Learning

### Pre-Primary- Empowering the Formative Years

The formative years at Manav Sehyog School are spent in an environment conducive to the spirit of inquisitiveness as propagated by Madam Maria Montessori, where children have continuous and free access to a full range of Montessori equipments appropriate to their age. The early years are the most crucial years of a child's growth and the school aims to facilitate optimum development of each child with the team of teachers giving their unconditional love.

We incorporate various developmental activities in the school curriculum where a child gets the opportunity to identify his/her talent and skills, special assemblies to mark the celebration of important national and religious festivals which make the learning experience an exciting and fun filled one. As educators we keep evolving and growing with the attitude that we strive to nurture happy and lifelong learners.





## Along With The Six Main Subjects Lay Down By The C.B.S.E

English, Hindi, Regional Language, Mathematics, Science and Social Studies- the school offers G.K. and Computers as teaching subjects. The C.B.S.E. pattern expects the school to lay great emphasis on Art Education and Work Experience along with Physical and Health Education. The school offers proper guidance and training in these subjects too.

Punjabi is introduced in class I

We offer four streams for the students of class XI and XII

Medical:- English (core), Biology, Physics, Chemistry ,Phy-Edu/ Computer Science

Non-Medical:- English (Core), Physics, Chemistry, Maths., Phy-Edu./ Computer Science

Commerce:- Eng.(core), Accountancy, Business Studies, Economics, Phy. Edu./ Computer Science

Humanities:- Eng. (core), Pol. Sci./, Economics/, History/ Punjabi / Maths/Phy. Edu./ Computer Science

## MEDIUM OF INSTRUCTION IS ENGLISH

### FEE DEPOSIT SCHEDULE

DURATION	COLLECTED IN
APRIL	1st to 10th. April
MAY	1st to 10th. May
JUNE	1st to 10th. June
JULY	1st to 10th. July
AUGUST	1st to 10th. August
SEPTEMBER	1st to 10th. September
OCTOBER	1st to 10th. October
NOVEMBER	1st to 10th. November
DECEMBER	1st to 10th. December
JANUARY	1st to 10th. January
FEBRUARY & MARCH	1st to 10th. February

### GENERAL INSTRUCTIONS

- For fee particulars/amount, contact fee clerk.
- On the last working day of the month the name of the child will be struck off from the rolls for non- payment of fee.
- The name of the child is restored only after payment of all arrears of fee including the late fee fine.

**To avoid the fine, kindly deposit the fee before 10th of every month. No separate circular for depositing the fee will be issued by the school.**

- Late fee fine Rs 10/- per day shall be levied.
- No refund of fee will be made in any case, if a student seeks withdrawal during mid of the session.
- Parents have the option to pay the fee for the whole year in advance.

### WITHDRAWALS

- If a child has to be withdrawn from school, parents are requested to give one calendar month's notice in writing failing which one month's fee will be charged in lieu thereof.
- Admission fee is not refundable in any case.
- One calendar month's notice is a must for withdrawal of bus facility..
- The school leaving certificate will be issued only after clearance of the school dues



पद्मराजी लीगे गए और उन्हें अपनी जिम्मेदारी को पूरी निष्ठा प्रणामाचार्यों द्वारा श्रद्धा दिखाई गई। सभी विकासियों ने श्रद्धापूर्वक विद्यार्थी के सभी विकास और स्कूल और विद्यालयों के लिए पूरी निष्ठा के साथ अपना कहलया निभारगे। कार्यवाही प्रणामाचार्य ने चुने गए सभी प्रतिनिधियों को बांध दिये और कहा कि स्कूल के सभी विद्यार्थी दुने हुए सभी प्रतिनिधियों और स्कूल में अनुसूचित का परिवार दुने हुए सभी विद्यालयों में



## OUR CORE TEAM



**Dr. S.K. Sharma**  
Chairman (MS)



**Sh. M.R. Gupta**  
Co-Chairman



**Dr. (Mrs.) Sushma Chopra**  
Member



**Sh. K.K. Malhotra**  
Member



**Sh. Alok Sondhi**  
Member



**Sh. Vimal Jain**  
Member



**Sh. Ashok Verma**  
Member



**Sh. Vinesh Jain**  
Member



**Sh. J.C. Arora**  
Member

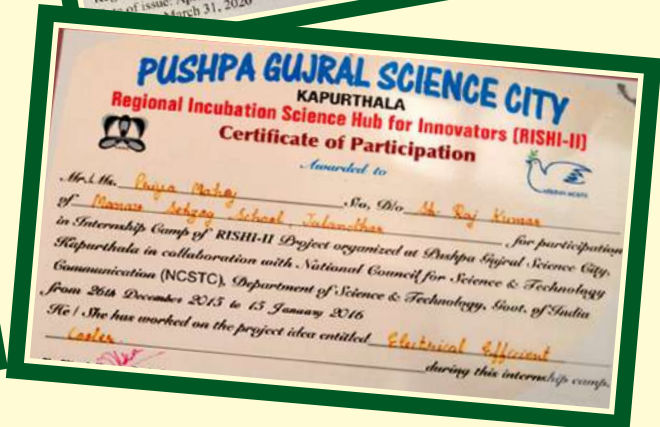


**Sh. C.S. Maingi**  
Member



**Mrs. Rajni Sharma**  
Principal (MSS)









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