

PROSPECTUS



Shri S.P. Roy. M.Sc, L.L.B.
Secretary

Shri D.K. Singh
President

HINDUSTANI KENDRIYA VIDYALAYA

"Knowledge is power"

As English medium Co- Educational School

[Affiliated to CBSE, 10+2, New Delhi]

A group of premiere Institution under the banner of **Hindustani Educational and Welfare Trust.**



"By education, I mean an all round drawing of the best in child in body, mind and spirit.

- M.K. Gandhi

MESSAGE FROM THE PRINCIPAL

“ Focus on the journey not the Destination. Joy is found not in finishing an activity, but Doing in it.”

Greeting from HKV to all.

Here at the Hindustani Kendriya Vidyalaya we believe that education is a journey and not a destination, school believe that all children have a desire to be successful at something and respond positively when this is recognized. The vision of HKV is to form integrated and responsible diligent person committed to peace and justice and ambitious for outstanding achievements. HKV is a place where we ensure students feel safe; physically and emotionally. It is a place where students and teachers from different backgrounds focus on learning. Here, we genuinely believe that every student have the raw material to be a successful citizen. Thus, teachers here make a conscious effort to give equal opportunities to all. Beside rigorous scholastic programme. The school has marked its name in al spheres such as art and craft, music, variety of sports, environment conservative activities and club activities. The list goes on.....

We are very proud to be able to offer the widest range of learning options to any school in reading, backed up by an excellent welfare structure. We encourage and project on ethos of mutual respect and support where the diversity of people’s backgrounds is used to enrich our community and everyone is treated with equal value and care, staff are committed to working in partnership with students and parents to widen perspectives.

I love being the principal of this school not only does the progress we have make over recent years fill me with enormous pride, but I also know that this is a school where staff and students work exceptionally well together. We are a school that is going places!

A BRIEF HISTORY

HKV is a result of an idea conceived by the Hindustani Educational and Welfare Trust, for the upliftment of the society and it was established in the year 1989. IT is non- profit making registered society which is a linguistic minority institution protected under Article 30 of the Constitution of India and enjoys benefit under the income tax act. The society works under strict financial discipline. Uniqueness of the school is that students come from all strata of society and even the first generation learners become equipped enough to compete with the world. The Vidyalaya is being developed as quality Vidyalaya without making the schooling very expensive. The quality of teaching is kept reasonably high by an appropriate teacher – pupil ratio and provision of a suitable proportion of teachers with high qualifications.

LOCATION

School in Guwahati is situated in Bhangagarh, Dinesh Ojha Road, Bhangagrh, capital of Assam, which is a central place for the local population, having easy communication, but at the same time quite far not to be disturbed by the din of city life. Our Tinsukia campus is sprawled over 25 bighas of land a Laipuli, Tinsukia by te site of N.H. 37. Our Tezpur and Jakhalabandha branches is sprawled over 15 Bighas of land each at Central University Road, Tezpur and N.H. 37, Tetulguri, Jakhalabandha respectively.

SCHOOL CONDUCT

It is stated aim of the school to encourage all students to take responsibility for themselves and develop high standards of self-discipline and social awareness. As a school we believe that it is important to develop an environment that is both ordered and disciplined. In order to achieve this, we set shared expectations within

which the students gain the security to develop. As they mature, students are given more responsibility for their own developments. All staff at HKV endeavor at all time to develop an environment in which this standards of behaviour are expected by all of the students in order to create a well ordered, disciplined environment.

OBJECTIVES OF THE SCHOOL

The HKV is an inclusive school whereby we expect both the high standards of behaviour and students to work to their full potential. The school is recognized for its caring environment where we help individuals develop social awareness and encourage them to gain respect for themselves and each other.

We believe in working closely with parents in order that students can develop their abilities, aptitudes and personalities to the full and the main aim of this school is to impart quality education to children by paying special attention to character building, civil sense and disciplines. The school believe in philosophy that its citizenship goals should be to admit children of all castes, religions and colours without distinction and to inculcate in them a spirit of secularism with no emphasis on any one religion.

THE CURRICULUM

The curriculum is planned as a whole, with the aim of providing a broad, balanced and relevant programme of study for all. HKV is a co-educational English medium school affiliated to Central Board of Secondary Education, New Delhi. The Vidyalaya prepares pupils for all India Secondary School Examination (AISSE) and All India Senior Secondary Certificate Examination (AISSCE).

PHYSICAL EDUCATION THROUGH CO – CURRICULAR ACTIVITIES. Sport is a prominent feature of school life. Emphasis on regular exercises and physical fitness is built into the programme and all game are supervised by coaches. We aim to team spirit and also to create healthy minds and bodies. Students take parts in various activities including athletics, Basket Ball, Badminton, Volleyball, Cricket, Football, table tennis, Marshal Arts, Yoga, NCC, Scouts and Guides etc. All students are required to take part in physical education lessons, unless they are excused on medical grounds.

EXTRACURRICULAR ACTIVITIES

Clubs are integral part of HKV. The students are obliged to gain practical experience in the course of their academic education. The concept of Clubs is seen as an opportunity for adaptation to life in the group, forming supplement academics and give the students practical training as well work education which they require in day to day life.

Clubs are run in the following activities.

1. Social Awareness and Welfare Club
2. Literary Club
3. Eco Club
4. Mathematics Club
5. Science Club
6. I.T. Club
7. Quiz Club
8. Interact Club
9. Press and Photography Club
10. Art and Craft Club
11. Cultural Club

ACADEMIC SESSION

Academic session starts from 1st April of every year. The summer vacation is for 35 (thirty five) days approximately while the school observes 10 (ten) days. Autumn break and 10 (ten) days winter break.

SCHOOL TIMING

Daily : 8:50 a.m. to 3:00 p.m.

Nursery, LKG, UKG & I : 8:50 am to 1:15 p.m.

Fees Receipt : 9:15 a.m. to 1:00 p.m.

Last working day of the month : 8:50 am to 12:00 Noon.

2nd Saturday : Closed

Other Saturdays : 8:50 a.m. to 12: 40 p.m. (Half day)

All correspondence should be address to :

The Principal/ Secretary

ADMISSION PROCEDURE

- (i) Admission to Vidyalaya is through (a) admission test (b) on the transfer from other Kendriya Vidyalaya affiliated to CBSE course (c) form school recognized by Kendriya Vidyalaya Sangathan CBSE are eligible for such facilities.
- (ii) Eligibility for admission is not enough to secure admission in this school in a class unless seats are vacant or the child is considered suitable is
- (iii) 30th August is the last day for admission except when the student is on transfer from other cities.
- (iv) AL necessary documents as progress report, transfer certificates from the previous school, original date of birth certificate (for nursery school) are to be attached with the admission form. The transfer certificate is be countersigned by the District Education Officer of the District if it is a case of interstate transfer.
- (v) Admission of new students to classes in the Vidyalaya shall be made from the first week of April and shall be finalized in the same month.
- (vi) Admission test will be conducted the Vidyalaya on the dates to be notified by the Principal.
- (vii) Admission will be allowed after a student qualifies himself in the test and submit the T/C of the previous school along with the progress report of the examination passed.
- (viii) If a pupil who has not previously attended any recognized school applies for admission to any of the Classes I to VI, his/her. parents / Guardians shall be required to give full record of previos education and submit an affidavit and if above information is found to contain misrepresentation of the fact, the Principal shall have the power to cancel the admission.
- (ix) The admission test shall be held in the following subjects:
 - a) Primary Classes-(I to V) : English , Maths and G.K)
 - b) Classes (VI to VIII) English, Maths and General Science
 - c) Class IX: English, Maths and General Science.
- (x) No student securing less than 55% will be considered for XI Arts and 60% for commerce. Students securing less 65% marks in MThs and Science will not be considered for science grup.
- (xi) The Principal will arrange Admission test and his/her decision will be final.
- (xii) The student should complete the age of 5 years on 30th September fo the year for admission to Class C but he/ she should be more than 7 years. The age for admission to other classes will be regulated accordingly.

FEES

Management reserves the right to raise the fees as per its discretion.

In tuition fee is not paid on time, the school reserves the right to strike off the name of such students from its roll.

Students whose dues are not arid completely will be barred from appearing in Half yearly/ Annual Examination.

ASSESSMENT STRUCTURE/ SCHEME

1. Scholastic area-

a) As per CBSE guidelines a new assessment system will be followed as the CCE term pattern is replaced with single annual examination.

b) Apart from the internal assessment made throughout the academic year the following examination will be held mentioned below.

Pre-mid term- In the month of June.

Mid Term- In the month of September

Post Mid Term- in the month of December- January

Annual examination – March

Periodic tests, mid-term and the post midterm would conduct with portion of syllabus cumulatively covered and annual exam with 100% syllabus.

Internal assessment will cover Periodic Tests, Note Book submission, Subject enrichment activities etc.

2. Co- scholastic activities are important for the holistic development of the students. These activities will be graded on 5 point grading scale.

3. Discipline significantly impacts career shaping thus attendance, sincerity, behavior of values of the students will also be graded on a five point scale. (A-E).

4. The School authority reserves its right to promote the students to the next class even if a student fails the aforesaid norms and this decision will be based on the cumulative performance of the students for the whole academic session.

5. Third language has been introduced in Class I- V and students can make a choice between Assamese and Sanskrit.

6. Report cards of weak students will be retained in the office of the Principal. Parents are requested to come and discuss the report with Principal within a week of distribution of report cards, failing which the students will not be allowed to attend school.

PROMOTION RULES FOR CLASS XI

1. In Class XI, a candidate must obtain not less than 33% marks in each subject. He has to pass separately in theory and practical with 33% marks in subjects with practical exam.

2. The final Assessment of a pupil at the end of academic session shall be based on the achievement fo the student as 20% of Weekly tests, 30% of the Half yearly Examination and 50% of the Annual Examination.

3. Students securing less than 33% marks in maximum 2 subjects will eligible to appear in supplementary examination in those subjects.

4. If a student fails in theory or practical he/ she should secure 33% marks in supplementary examination to be eligible for promotion to the next class.

REWARDS SANCTIONS AND SCHOLARSHIPS

The school takes pride in the high standard of behaviour of its students. There is a system of rewards for good work and sustained effort and there is a clear set of expectations about codes of conduct. The topper of Class X, Board exam is given scholarship if he/ she continues higher education at HKVs. The children who secure 80% and above in Class X board, get 50% benefit in admission charges in Class XI.

ATTENDANCE

- A pupil will be eligible to appear in the session Ending Examination if he/ she has completed 75% attendance.
- Leave to student for absence is granted only on an application addressed to the Principal through Class Teacher submitted in time (definitely the same day, rarely the next day in unavoidable circumstances) duly attested by the parents/ guardians if parents is not with the students.
- The period of leave with reasons should also be recorded with in the student's calendar by the parents with signature.
- In case of illness, a Medical certificate must be attached with the application. Long absence except in case of illness should be discouraged.
- The name of the students will be struck off the rolls of the Vidyalaya if he/ she is absent for more than a week continuously without sanction of leave.

HOW TO CONDUCT YOURSELF

- Be a regular student. Come to School in clean and tidy school uniform.
- Let there be grace and sense of purpose in your work and movement.
- Be regular in moving assembly. Be quiet and take active part in its conduct.
- Extend your help in keeping the class room and the school campus clean. Don't scatter bits of paper in the floor. Should you find any remove them. Neither disfigure the walls nor damage the school furniture and other properties. Report damage or losses immediately to the Class Teacher or Principal. Any damage will be made good by the persons responsible. Switch off the lights and fans before leaving Classrooms. Save water and electricity.
- Don't loiter around outside the classroom while the school is in session.
- Bring only prescribed textbooks and note books only.
- Should you find anything belonging to school or any other student, deposit it in the office.
- While going out of the class when the school is in the session, take Class – Pass.
- Read Newspapers and Magazines regularly. Don't mark, underline or annotate them.
- Don't do anything that is derogatory to your self- respect.
- Students are strictly prohibited from bringing cell phone. Any one caught having a cell phone will be fined Rs. 1000/-
- Your work and conduct should be such that brings a good name to the school. This will open a bright future to you.
- Carry out the instruction of Class monitor, house leader and do the work regularly.
- Follow- up the corrections and suggestions by the teachers.
- Every student must possess the calendar and carry it to school every day.
- No leave is sanctioned nor is a pupil allowed to go away from the school during school hours without prior written application from the guardian. Unauthorized absence even for a day must be recorded in the calendar and duly signed by the guardian with reason for going absent. If a student remains absent for more than three days without information, he/she will have to pay fine. A student not attending class on the opening of the academic session or after the summer, autumn

and winter holidays. Will be liable for a fine of Rs. 200/-. No leave application will be entertained in this regard.

- Any student coming to school without school calendar or not in proper uniform may be asked to go back home or may fine.
- Students are not allowed to chew pan, chewing gum and betel nut or any other toxic substances in school.

Any students who violate the school rules and decorum may be given T.C. immediately.

TO GUARDIANS

- Please co-operate with school in ensuring effective education for your children. This can be done by (i) Providing facilities of studies at home (ii) Providing textbooks and other requirements of your ward (iii) Assisting and guiding in doing homework (iv) Assisting your ward in removing his deficiency in particular subjects (v) Depositing fees as per rules (vi) Providing proper school uniform.
- Please look into your ward's school calendar frequently and see to it that the assigned homework is done regularly.
- Please see and countersign the remarks made in the school calendar regularly.
- If you feel or notice that your ward is not making the desired progress, kindly see the Principal. You are always welcome to the school to assure the progress of your ward.
- You may contact the Subject and Class teacher personally on any Saturday after 12:40 p.m. Please do not disturb the class by visiting the Classroom.
- Please always ensure that your ward comes regularly in the school in neat, clean and tidy school uniform. Don't force the authority for exemption.
- Please don't give costly things to your wards.
- Please don't send your ward in the school when they are having any infectious disease.
- Please ensure that your ward be escorted safely to school and back home.
- Students should not bring motorbikes inside the school compounds.
- Lane leading to school bring narrow the guardians with cars are advised to drop their ward near UCO Bank, otherwise you are responsible for late arrival of students and teachers in the school.
- Tell your driver to do the same. Advise your child to walk the lane upto the school rather than hiring a rickshaw or an auto.
- In case of illness, prior written permission can be taken for the principal to bring the vehicle inside.

HINDUSTANI KENDRIYA VIDYALAYA

(10+2) AFFILIATED TO C.B.S.E., NEW DELHI

CO- EDUCATION ENGLISH MEDIUM

GUWAHATI

Dinesh Ojha Path, Bhangagarh, Guwahati- 781005

Affiliation No.- 230014, Phn No- 0361- 2529395

e-mail- hindkv@yahoo.com. Website. www.hindustanikv.org.

TINSUKIA

N.H.- 37, Laipuli, Tinsukia.

Affiliation No. 230016 Phn No.- 0374-2310137

e-mail- hkvtinsukia@gmail.com website –www.hkvtinsukia.org

TEZPUR

Bhittar Paroowa, Univeristy Road, Tezpur- 784001

Phn No.- 9954624005, 9864578540

Email – hkvtzp@sify.com website hkvtzpur.org

JAKHALABANDHA

N.H.- 37, Tetulguri, Jakhalabandha, Nagaon

Phn No- 03672- 239240, 9864887412

e-mail- jakhalabandhahv@gmail.com