



MUNAHI-TECH INTERNATIONAL SCHOOL

KARIKUPPAM MAIN ROAD,
PARANGIPETTAI-608502
Cuddalore District ,Tamilnadu

PEDAGOGICAL PLAN

Spring
CORRESPONDENT
MUNA HI-TECH
INTERNATIONAL SCHOOL
PARANGIPETTAI - 608 502.

Parangipetai
PRINCIPAL,
MUNA HI-TECH INTERNATIONAL SCHOOL,
PARANGIPETTAI - 608 502.

School Letterhead :



MUNA HI-TECH INTERNATIONAL SCHOOL

Karikuppam Main Road, Parangipettai – 608502, Cuddalore District.

☐: 04144-243310/ 09566377277 | Email: info@munainternationalschool.com

About us:

Dr. Rahman's Trust proudly commence MUNA HI-TECH INTERNATIONAL SCHOOL in Parangipettai is an Institution with International Standard in Education, Scholastic Activity, Sports, Infrastructure and Facilities that embrace the demands of modern curriculum.

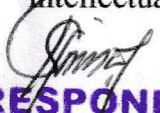
Backed on Dedication, Quality, Orientation, Hard Work and Passion for Education of Dr. Rahman's Trust's Chairman Dr. Abdul Rahman, M.B.B.S., F.R.C.S., F.R.A.C.S., once a dream is today, Learning and Growing by Leaps and bounds with Several Milestones Covered & Feathers to his cap the Dream & Experience are now far Beyond the Horizon.

Our Vision :

MUNA HI-TECH INTERNATIONAL SCHOOL strives to imbue in student the determination and abilities to discover the treasure within explore their talent and develop their skills to accomplish the desired goals and stand out in the challenging world.

Our Mission :

Our mission is to inspire, encourage and guide our students to develop intellectual curiosity and become lifelong learners.


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School :

We are an International School located in Parangipettai, offering highest quality of educational opportunities to our students.

Our mission is to provide a well-rounded environment where students will develop academically, socially, and spiritually.

At Muna Hi-Tech International School, we believe that education should not just focus on academics but also on the development of the body, mind, and soul. We strive to offer our students the best education possible, which is why we are committed in using the latest technology in our classrooms.

Our multimedia room is equipped with projectors and other state-of-the-art equipment to ensure that our students have access to the best resources.

Moreover, we understand the importance of extracurricular activities and have thus provided our students with a wide choice of activities.

From sports to art, our students can explore their interests and develop their talents.

At Muna Hi-tech International School, we are dedicated in providing our students with the best education possible.

Our faculty is committed in helping our students to grow and succeed. We are passionate about our mission and strive to provide our students with the best learning environment possible.

SPECIAL NOTE

A student will be considered for immediate expulsion if selling or dispensing drugs, weapons, alcohol, tobacco products, and other contraband on school property.

SCHOOL DIARY

The school diary will have to be brought to the school daily as it is the official link between the school and parents.


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DECORUM

The school uniform is compulsory for all classes on working days and at school functions. Pupils should come to school neat and tidy. Their hair should be well trimmed and combed.

Note: Wearing gold ornaments is strictly prohibited.

DRESS CODE	BOYS	GIRLS
K.G to IV	Olive green shirt, Olive green trousers, Green Socks and Black Shoes.	Olive green shirt, Olive green skirt, Green Ribbon, Green Socks and Black Shoes.

DRESS CODE	BOYS	GIRLS
V to VIII	Olive green shirt, Olive green trousers, Green Socks and Black Shoes.	Olive green checked tops, Olive green pants with Olive Green Over Coat Green Ribbon, Green Socks and Black Shoes.


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CASUAL DRESS CODE ON SCHOOL APPROVED DAYS:

- The following type of dresses should be avoided
- T-Shirt without collar, Jeans pant, Casual pants with more than 2 pockets, Pencil fit pant, Tight shirt, Tracksuit, 3/4 Shots.

CO-CURRICULAR ACTIVITIES

1. Karate
2. Chess
3. Carom
4. Vocal

CLUB ACTIVITIES

1. English Literary Club
2. Tamil Literary Club
3. Maths Club
4. Science Club
5. Eco Club

SCHOOL FEES PAYMENT

School fees are collected in three instalments as I, II & III term during June, September and November and these three instalments should be paid before 10 of the months respectively.

Fee must be paid by the due date in order for enrolment in the current teaching period to be confirmed.

Delinquent school fees will result in immediate suspension. The student will not be accepted back into school until the delinquent school fees are paid in full.

There will be no admittance to mid-term or final exams if there is an outstanding school fees and/ or fee balance. School documentation (i.e. report cards, transcripts, diploma, etc.,) will not be issued until all delinquent school fees

have been paid.

All fees are payable at the time of registration.

VAN FEES PAYMENTS

- ❖ Van fees details can be had from the school office.
- ❖ Van fees may either be paid every month or annually.

SCHOOL TIMINGS

FOR Junior KG & Senior KG

Assembly	: 9.10 am-09.30 am
Forenoon Session	: 09.30 am-12.00 pm
Lunch Break	: 12.00 pm-01.00 pm
Afternoon Session	: 01.00 pm-03.30 pm
School closing time	: 03.30 pm

FOR CLASSES I to XII

Assembly	: 09.10 am- 09.30 am
Forenoon Session	: 09.30 am-12.40 pm
Lunch Break	: 12.40 pm-01.20 pm
Afternoon Session	: 01.20 pm-04.20 pm
School closing time	: 04.20 pm

OFFICE TIMINGS

Morning	:09.00 am-01.30 pm
Lunch Break	: 01.30 pm-02.00 pm
Afternoon	: 02.00 pm 06.00 pm


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VISITING HOURS

- Principal : 4.30 pm to 5.30 pm
- Teachers : Only on Parent-Teachers meet.
- Parents can meet teachers after school if arranged through Principal and consent given.

PARENTS-TEACHERS QUALITY CIRCLE


This is a representative body of parents and teachers.

The main aims of the PTQC:

- a) To make the parents involve themselves actively in the various activities of the school.
- b) To bring about better understanding of the problems of the children through frequent parent-teacher interaction.
- c) To acquaint the parents with the uniform pattern of education.
- d) To arrange lectures, seminars and cultural programmes for students, teachers and parents. There should be a wholesome co-operation among parents and teachers to work towards moulding the total personality of the children. Meetings will be held occasionally, parent's attendance at these meetings is earnestly solicited.

CERTIFICATES

Special certificates will be awarded annually to those who distinguish themselves in competitions, sports, co-curricular activities and for the 100% attendance.


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PROSPECTUS

ADMISSION AND WITHDRAWALS

1. The pupil seeking admission should accompany his parent/guardian who is accredited to fill in the details and sign the application.
2. No student will be allowed to attend the class pending formal enrolments.
3. Admission may be refused to a candidate who is too old or too young to the class into which admission is sought.
4. Children who complete 3 years before 31st July are eligible for admission into the L.K.G
5. The date of birth recorded will never be altered.
6. If parents want to get transfer certificate of their ward, have to give a time of one week.

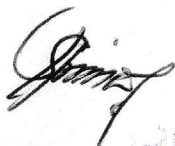
SCHOOL RULES AND REGULATIONS

1. Possession of this Diary is mandatory during all working days.
2. All must present at school assembly at 9.10 am in full school uniform and ID Card.
3. Late comers will not be admitted into the class without an admission note from the Principal.
4. Leave of absence is granted on written application from the parent to the Principal and that too only for serious reasons. Oral messages will be marked absent. Students who do not have 80% attendance will not be promoted to next class. Long leave will not be granted for personal reasons.
5. Pupils require leave during school hours should obtain permission from the Principal before availing it.
6. Visiting of wash rooms should be restricted to the cause, any habitual moment from the class after every interval should not be practiced.
7. Change of classroom for co-scholastic periods should be done in silence and in an orderly manner.
8. Pupil must present for all school functions and parents should make it a point to attend when invited.

9. Irregular attendance, habitual idleness, disobedience, want of attention of studies, failure to show progress in studies are sufficient reasons for the forfeiture in the scroll.
10. Being a co-ed school, it is expected that students behave in a manner which brings a good name to school community.
11. As a student, shouting or whistling is certainly not a desirable practice, within or outside the campus.
12. Any damages to school property must be made good by the parents.
13. The school does not accept any responsibility for the loss of book, money, valuables etc. Every pupil is asked to be responsible for his/her own things with him/her.
14. No books, magazines, periodicals, etc., other than the prescribed syllabus should be brought to school.
15. Wearing gold ornaments is strictly prohibited.
16. Parents/Guardians are not allowed to see their children or teachers during the school hours. Those who wish to enquire or register complaints about their child's education should do so to The Principal and not to the class teachers. As an alternative, parents can use the column 'Parents Remarks' of the school diary.
17. Cell Phones and other gadgets are strictly prohibited
Inside the school campus.
18. Parents/Guardians may meet the class teachers of their children to enquire about their progress at the Parents-Teachers meeting only. Attendance for Parents-Teachers meeting is mandatory.
19. English being the medium of instruction, only English will be the lingua franca in the school.
20. Purchase of Text-books and note books should be made from the school.
21. The school does not guarantee the success of a pupil's studies unless his/her/parents /guardians co-operate with the school authorities and execute their part in enforcing regularity and discipline. They must see that their children do their home task and prepare their lessons daily. They will have to insist punctuality and regularity to attend classes.
22. The Management reserves the right to issue TC when the student does not obey the rules of the school.

EXAMINATIONS AND PROMOTION

1. Every student is ought to focus special attention to his/her studies at home.
2. Grades in the tests / examinations will be given only to those who secure 40% in all subjects.
3. Pupils those who are absent themselves for any reason from any examination or midterm test will not be re-examined and they are considered as failed.
4. Absence in one or more subjects involves the loss of marks in those subjects and excludes the pupil will be reckoned in the order of merit or grade in the examination.
5. Will full breach in any of the regulations of conduct in the examination will be resulted in expulsion from the school scroll.
6. Progress report cards are issued at the end of each mid-term test and terminal examinations. Parents are requested to present in the school on the announced date of counselling and receive the progress report in person.
7. Promotion will be based on the terminal examinations and the mid- term tests are to be treated seriously. Parents should look after that children do not absent themselves from the tests, since every mark is important for promotion.
8. The results of the examination are final and cannot be reconsidered. Answer papers will neither be shown nor be revalued at any cost.
9. The management reserves the right to delete or alter or change whatever has been stated without assigning any reason or whatsoever.
10. This diary is prepared with utmost prudence. However, if there were mistakes, it should be by oversight, which will not bind us legally.



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Grading and Ranking

A – Excellent	94–100	4
B – Above average	85–93	3
C – Average	75–84	2
D – Below average	65–74	1
F – Failure	64 or below	0

Grade Point Average (GPA) Calculation

GPA is computed using the above quality points. Beginning with grade nine, all subjects, whether passed or failed, are included in the computation. A minimum of 48 credits is required for graduation. In addition, each student must complete a 200-hour community service graduation requirement. AP and Honours classes are weighted by one point. Grades are recorded on the transcript and GPA is computed in January and May.

Contact Information :


Muna Hi-Tech International School,

Dr. Bijoya Chandra Padhy M.A (Eng.); M.Phil; B.Ed; D.Litt.(Hon.)

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