

# SCHOOL PROSPECTUS

## SCIENCE & HUMANITIES



### SAINT ANDRE SCHOOL


BODHJUNGNAGAR

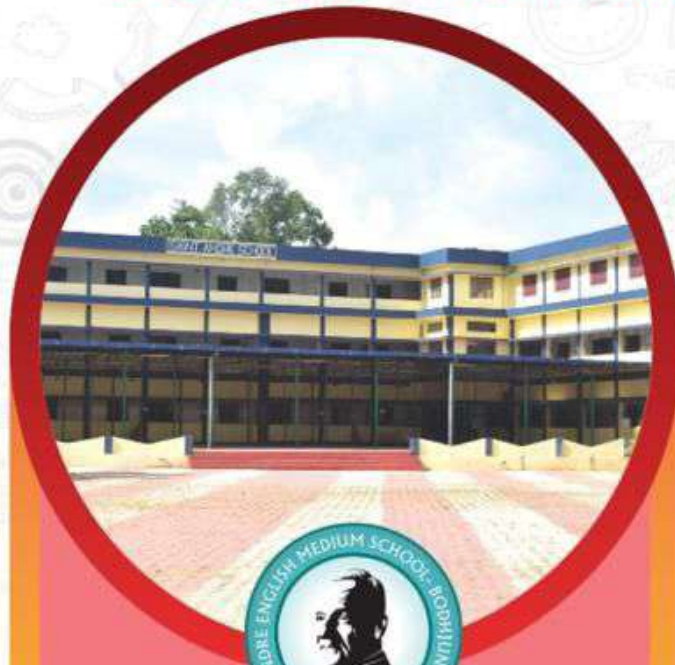
A Unit of Holy Cross Educational Foundation

(Affiliated to Central Board of Secondary Education [CBSE])

Affiliation No. 2030011, Centre No. 35384

 Kamalghat Via, Bodhjungle P.O.,  
West Tripura – 799210.

 8837234257



### SAINT ANDRE SCHOOL

*Bodhjungle*



**04. NAME OF THE LOCAL GUARDIAN OR IMMEDIATE CONTACT – IN CASE OF EMERGENCY:**

HOME ADDRESS & TELEPHONE	
VILLAGE: _____	DISTRICT: _____, PIN: _____
P.O. _____	ADDHAR NO: _____
P.S. _____	PHONE / MOBIL NO. _____

**05. ADMISSION DETAILS:**

ADMISSION REQUIRED	LAST CLASS ATTENDED	RESULT OF THE LAST EXAM
NAME AND ADDRESS OF THE PREVIOUS SCHOOL		SUBJECTS TAKEN IN THE LAST SCHOOL

**06. ATTACHMENTS REQUIRED:**

01	XEROX COPY OF BIRTH CERTIFICATE	06	XEROX COPY OF ST / SC / OBC CERTIFICATE
02	ORIGINAL TRANSFER CERTIFICATE (T.C)	07	XEROX COPY INCOME CERTIFICATE
03	XEROX COPY MARKSHEET	08	XEROX COPY OF RATION CARD
04	XEROX COPY OF AADHAR CARD	09	XEROX COPIES OF BANK PASS BOOK
05	BOOLD GROUP CERTIFICATE	10	PRTC

**DECLARATION BY THE PARENT**

I, \_\_\_\_\_, parent of \_\_\_\_\_ hereby apply for admission of my ward to class \_\_\_\_\_ and declare that all the statements made above are true, complete and correct to the best of my knowledge. I further declare that I am aware of the rules and regulations of the school and I promise to follow these rules and other such rules and regulations the school authorities may frame from time to time. *If I do not get 33 marks in all Subjects (Theory), it shall be considered fail and shall remain back in the same class.* I undertake to pay regularly all the fees and charges of my ward as may be decided by the school authorities.

.....  
Signature of Guardian.....  
Signature of the student**SCHOOL OFFICE USE ONLY**

DATE OF ADMISSION	ADMISSION NO	ADMITTED IN CLASS	PROVISIONALLY ADMITTED IN CLASS	REMARKS

Seal and signature of principal

**Please Note:**

- Date of birth once entered in the school Register will not be changed at any circumstance.
- Birth Certificate is a must for a child to be admitted in K.G-I. No other certificate will be entertained.
- Students seeking admission to class-I above should produce Transfer Certificate and Mark sheet in original along with the Admission form.
- This form will be considered if only the particulars above are completed and necessary Documents are attached.
- Please fill up the Health History Form (By a certified medical Practitioner) and submit along with the Admission form.
- Forms sold can not be refunded.

**SAINT ANDRE SCHOOL, BODHJUNGNAGAR****A UNIT OF HOLY CROSS EDUCATIONAL FOUNDATION**

(Affiliated to Central Board of Secondary Education [CBSE])

Affiliation No. 2030011, Centre No. 35384

Kamalghat Via, Bodhjungle Nagar P.O., West Tripura – 799210, Mob : 8837234257

**ADMISSION FORM 2025-2026**

To,

The Principal

Saint (Blessed) Andre School,

Kamalghat Via, Bodhjungle Nagar P.O.,

West Tripura – 799 210

FORM NO: SAS/...../.....

Date: .....

**01. NAME OF THE STUDENT (IN BLOCK LETTERS):**

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DATE OF BIRTH: PLACE OF BIRTH: COMMUNITY / TRIBE / CASTE: RELIGION: NATIONALITY: MOTHER TONGUE: LANGUAGE OF COMMUNICATION: BOOLD GROUP : PERMANANT EDUCATION NUMBER (PEN) : **02. FAMILY DETAILS: NAME OF THE FATHER:**

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OCCUPATION: \_\_\_\_\_

GOVT. / PRIVATE: \_\_\_\_\_

**NAME OF THE MOTHER:**

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OCCUPATION: \_\_\_\_\_

GOVT. / PRIVATE: \_\_\_\_\_

**NUMBER OF CHILDREN IN THE FAMILY**

BOYS: \_\_\_\_\_

GIRLS: \_\_\_\_\_

**WHETHER BROTHERS / SISTERS STUDYING AT THIS SCHOOL**

A. \_\_\_\_\_

CLASS &amp; SECTION: \_\_\_\_\_

B. \_\_\_\_\_

CLASS &amp; SECTION: \_\_\_\_\_

**03. ADDRESS:**

HOME ADDRESS & TELEPHONE	OFFICE ADDRESS & TELEPHONE
VILLAGE: _____	_____
P.O. _____	_____
P.S. _____	_____
DISTRICT: _____	_____
PIN: _____	_____
PHONE / MOBILE NO. _____	_____

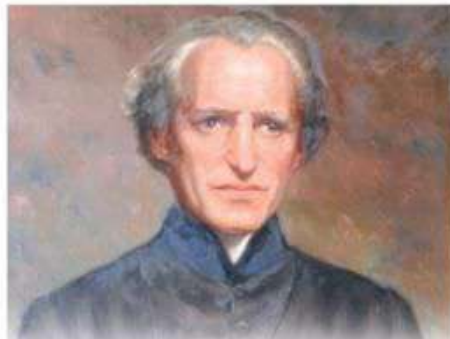
## EDUCATION MINISTRY OF HOLY CROSS

In 1837 Fr. Basil Moreau, the Founder of the Congregation of Santé Croix, (Holy Cross), envisioned education as the main source of empowering the young for a better and brighter world and to uplift the broken society of France. He prepared men and women religious, who wanted to see the world as he saw it, developed and empowered. To this end he founded a Congregation of priests to do pastoral and educational ministry, Marianite sisters to do educational and domestic ministry and he incorporated the Brothers of St. Joseph to do formal and non-formal education. These three branches were brought under the one umbrella of Santé Croix (Holy Cross). Thus Fr. Basil Moreau became a visionary who constantly spoke on the theme of unity as a family to keep the members focused on this meaningful mission of sowing the seed of LOVE and PEACE.

**France:** In 1789, the French Revolution, which rebelled against the political and religious oppression of the day, stripped the country to the bare minimum and created destruction and chaos throughout France. It was a time of great confusion and division in the church, a period of uncertainty and fear, a period of execution and persecution, and a period when the churches, schools and seminaries were all nationalized. Religious congregations and organizations were banned.

In 1802, Napoleon's Concordat made a breakthrough for the revival of the church organizations. There was a mushrooming of charismatic persons and organizations to answer to the needs of the devastated situation of the society. Education was one of the greatest needs of the time. The religious leaders focused all their resources on education and on restoring the fallen society.

One such religious leader was Basil Anthony Moreau, born on February 11, 1799, to Louis



and Louise Moreau. He was the ninth of their fourteen children and showed a quick intelligence and qualities of leadership along with a pious character. He was ordained a priest on August 12, 1821, at the age of 22. Since the formation of the clergy was one of the urgent needs of the time, he was asked by his bishop to train and educate the youth of his time for the priesthood. Thus he became a professor at the philosophy house of the seminary in the Diocese of Le Mans, France.

Soon the international character of the community began to evolve. The Holy Cross priests, sisters and brothers established foundation in Algeria (1840), the United States (1842), Canada (1847), Chile (1943), East Bengal (1853) and in India (1960).

### Saint Andre School, Bodhjunnagar, Tripura:

Saint Andre School, Bodhjunnagar was started as a result of the felt need of the people of surrounding villages by a local managing committee in the year 1986, with 12 children and one master. Due to lack of proper facilities and experience the people offered the school to the Holy Cross Fathers in the year 1991. Since then Saint Andre school has been managed and administered by the Holy Cross Educational Foundation. The members of the Society of the Fathers of Holy Cross are Catholics, a minority community.

## II. HOLY CROSS TRADITION IN EDUCATION

For many of us in Holy Cross, mission expresses itself in the education of youth in schools, colleges and universities. For others, our mission as educators takes place in parishes and other ministries (Constitutions of the Congregation of Holy Cross 2, 16). Teaching in the Holy Cross tradition is clearly a ministry of the Congregation. In our teaching and preaching, we confront the truth of the Gospel.

Jesus our master, called his disciples to be fishers of men and proclaimers of the Kingdom of God (Mk. 3/13-15). Jesus taught with authority about God's Kingdom (Lk. 1/22). He called the disciples to be with him, to bring liberty to the captives and to proclaim the good news to the poor. Fr. Moreau wrote *"We shall always place education side by side with instructions; the mind will not be cultivated at the expense of the heart"* (Circular Letters.36).

The Holy Cross tradition of operating a school and teaching young people began in post-revolutionary France at a time in which Christian education was a crucial concern. For Fr. Moreau, the vocation of a teacher was a special call from God as important as God's call to the religious life. Fr. Moreau defined a Holy Cross education when he said that true education consisted in forming the hearts of young people.

### Holy Cross Education has the following

- A Holy Cross School serves a diverse population.
- A Holy Cross School finds ways of providing educational opportunities for the poor and disadvantaged, even at the cost of considerable sacrifice.
- A Holy Cross School is community and family.
- A Holy Cross School's service includes helping students to get the best education possible.
- A Holy Cross School selects and retains teachers with great care.

- A Holy Cross School helps students become active and informed citizens and instill in them a strong sense of personal self-worth and feelings of accomplishment.
- A Holy Cross School provides an orderly learning environment with efficient and well-maintained facilities.

## SCHOOL REGULATIONS

### Pattern

The School includes classes from K.G-I to Class XII. The curriculum of the Central Board of Secondary Education (CBSE), New Delhi, is followed from K.G-I to Class-XII. English is the medium of instruction; Bengali and Hindi are also included as languages.

### Course of Study

- a. One year of Nursery cum KG-I (48 months completed, 4+).
- b. One year of KG II (4+ and 5+)
- c. Ten years for CBSE.
- d. Two years for +2 (H.S) Board exam.
- e. Public examinations are held at the end of Class X (CBSE) & Class XII (CBSE).
- f. For the CBSE examination, each and every student must take the following subjects:

- 1) ENGLISH.
- 2) BENGALI OR HINDI,
- 3) ENVIRONMENTAL EDUCATION
- 4) SOCIAL STUDIES
- 5) MATHEMATICS,
- 6) SCIENCE
- 7) INFORMATION TECHNOLOGY.

- g. For Senior Secondary sections subjects available are:  
History (027), Political Science (028), Geography (029), Economics (030), Physical Education (048), English (301), and Information Technology (802).

Rules and regulations of the syllabus and assessment of students' performance are in accordance with the standard set by the Central Board of Secondary Education (CBSE), New Delhi.



### Academic Year and Timings

The School academic year commences in April and ends in March.

#### School timing:

07.45 A.M. to 1.30 P.M.

#### On Saturdays School timing:

07.45 A.M. to 12.30 P.M.

#### Second Saturday:

No class/ only office work/Hostel parents visit

These timings are subject to change whenever necessary; it may not always be possible to intimate the change in advance.

### Admission Regulations

The minimum age for admission to K.G-I is 3 ½ years plus (40-44 months) as on Jan 1st. Together with the application, a photocopy of the birth certificate is to be submitted. In case of higher classes, a Transfer Certificate from the school last attended is required. Admission and assignments to a particular section of the class are entirely reserved to the school authorities. The correct date of birth is to be given at the time of admission. No changes in the date of birth will be entertained. The date of birth once registered cannot be altered.

### Office Hours

The Principal's office hours are from 9 A.M. to 1 P.M. The School office hours are from 08.15 A.M. to 1.30 P.M.

### Rules for payment of School Fees

1. Fees will be received by the Office in charge ONLY. And each month fees have to be cleared before 15th failing which a fine of Rs. 10.00 per month will be levied on all late payments.
2. The School Fees cover twelve calendar months. No reduction is made for holidays or broken periods.
3. No students will be allowed to sit for any terminal examination unless all school dues have been cleared before the respective examination.
4. The school fees and other dues are liable to be revised at any time.
5. Certificates or results will be withheld from pupils who have arrears of fees. Fees for the vacation months are to be paid in advance.
6. Pupils joining or leaving the school during the year will have to pay all the fees of that quarter. April-June/July-September/October-December / January-March)
7. Parents /Guardians may pay all the fees at a time in the beginning of the year in which case 5% reduction will be made.

### Academic Session

The School Academic year for classes VI – X is divided into two terms:

Term I : April to September

Term II : October to March

All Classes are having Unit test before Term I and Term II

### Vacations

The School has two short vacations for Puja and Christmas and a long vacation for summer.

### Examinations

As per CBSE board rules



### Promotion to higher class depends upon:

- a) Regularity in attendance (minimum 80%)
- b) Quality of day-to-day participation in class.
- c) Written work and projects assigned by the subject teacher.
- d) Satisfactory performance at the class tests.
- e) The minimum mark required for pass for subjects out of 100 is 40 and for subjects out of 50 is 20.
- f) The Progress Report of Half Yearly will be shown to the guardians in the school only. During that time the guardians get an opportunity to talk to the class teacher concerned. However, guardians of classes IX and X should meet their wards teachers a minimum of four times in a year.

### Home Works and Assignments

1. Home work is any assignment given by the teacher to be done at home; it may include writing, reading, memorizing, drawing etc.
2. Every student is expected to do the Home Work regularly; it is a sign of a good student.
3. Those who have not done their homework will not be allowed to sit in the class.
4. It is the duty of the guardians to make sure that the students do the homework.
5. If a student is found to be not doing the homework regularly a warning will be issued to the student through the guardian and after a total of such three warnings in an academic session in any subject the student will be issued Transfer Certificate.
6. Silly reasons like headache and visits to relative's house and any kind of functions will not be considered as valuable reasons for not doing the homework.



### Hand writing & use of pen, pencil etc.

1. Every student is expected to submit a page of Hand Writing as instructed from the school.
2. If any student doesn't submit the Hand writing than the student should write 5 pages minimum while submitting the same Hand Writing copy the next time.
3. All classes the Hand Writing is to be done with pencil only.
4. If there is no improvement in the Hand writing of a student it is to be brought to the notice of the guardian and Principal by the teacher concerned.
5. The Hand-writing copies are submitted to the teachers and given back to the students by the class leaders and the defaulters names are given to the Class Teacher by the leaders.
6. Students of K.G-I to class-II are allowed to use only pencil for writing.
7. Students of Class-III to Class- VII are allowed to use only ink-pens or gel pens and not ball pens.
8. The students are allowed to write the notes only in black and blue colours.
9. Students are not allowed to use red or green colour pens, blade, knife, correction ink and calculator in the school.
10. Students are not allowed to use in the school geometry box, scales and note books with mathematic equations and formulas.

## School Uniform

### Nursery to K.G-II

The students of Nursery to K.G-II will have the same uniform on all the days. They are not given ties.

### I to III

The students of classes I to X

\* On Monday and Tuesday : White blue check shirts with black strip/ Full pants new belt with new socks with red border and black shoes with lace

\* On Wednesday and Friday: white dress will be put.

\* On Saturday: they will wear house T-shirt and Black track pants with with Canvas Shoes.

NB: Girls will wear Tunic/Frocks.

### IV to XII

The students of classes IV to XII

\* On Monday and Tuesday : White blue check shirts with black strip/ Full pants new belt with new socks with red border and black shoes with lace

\* On Wednesday and Friday: white dress will be put.

\* On Saturday: they will wear house T-shirt and Black track pants with with Canvas Shoes.

NB: Girls will wear selwar and dupata.

\* Every student is expected to wear the school ID card around the neck everyday in the school once it is given to them.

\* Skirts for girls should be knee length.

### Leave Rules

1. Leave of absence will be granted only for serious reasons on previously written application from parents or guardians.

2. Except for reasons of ill health and unavoidable circumstances, a previous written application from the guardian is required for any leave of absence.



3. In case of absence without leave, the students, on returning to the school, must produce the reason of absence certificate from his/her Parents or Guardian.

4. If any pupil has been absent for he/she should not enter the class without first obtaining permission from the Class Teacher or Principal as required.

5. If a student is absent for more than a day then he/she should get permission from the Principal.

6. Those who are absent because of sickness or accident should produce a certificate from doctor.

7. A student returning to school after contracting a contagious or infectious disease should produce a Doctor's Fitness Certificate permitting him/her to attend classes, without any danger to other students.

8. For those staying in rented houses will not be given leave for visiting their houses on school days.

9. Any pupil who absents himself/herself for one calendar month without a written permission from the Principal shall have his/her name struck off the rolls. To be re-admitted he/she will have to pay fresh admission fees as well as all fees for the said period of absence.

10. Attendance on opening and closing day is compulsory.

### Library Rules.

1. Library books may be issued once in two weeks.

2. When taking a book, if any defect is noticed, it should be brought to the notice of the Librarian.

3. Books lost or damaged must be replaced by the borrower.

4. Books overdue may be returned on any library day with a fine of Rs. 5/- per day.

## Discipline

1. Pupils are expected to regularly prepare their lessons & do their homework.

2. It is obligatory to wear the uniform prescribed for the season on class days and at school functions. Those who are not correctly dressed in conformity with the regulation of the school will not be admitted to the classes.

3. Pupils who travel by the school buses are expected to observe strict discipline inside the buses as well as at the bus stops. Those who do not deport themselves in an orderly manner are liable to forfeit their transport facilities. No pupil is allowed to get down at any bus stop other than one indicated in the application form.

7. Those who do not report to class for one week after the vacation will have their names struck off the rolls. The Principal reserves the right to consider applications for the readmission of such pupils.

8. Pupils should treat their classrooms as sacred places. They are expected to maintain silence and order in the classrooms. Those who disturb the class will be sent out of the classroom. During the absence of a teacher from the class, pupils must obey the leader appointed to maintain good order.

9. Running, playing or shouting in the school building is not permitted. During the class hours pupils should move along the corridors in silence and in order.

10. Participation in games, physical training, cultural activities and socially useful productive works, are compulsory. Exemption will be granted on medical grounds only.

11. Pupils are strictly forbidden to form any association or to engage themselves in any group activity or to raise funds for any purpose without the permission of the Principal or an officer authorized by him on his behalf.

12. Books, cardigans, Tiffin boxes, water bottles, etc. belonging to the pupils should bear the name of the owner. The school does not hold itself responsible for articles lost in the school premises.

13. Pupils are not allowed to buy, sell or exchange any articles among themselves in the school premises.

14. No one should write on the furniture or walls or damage any school articles. Damage by accident should be reported to the Principal at once. Any damage caused to school property or to the property of another student must be made good.

15. Pupils shall not circulate books, magazines or periodicals in the school without the permission of the Principal.

16. Irregular attendance, habitual idleness, theft, dishonesty, immoral conduct, insubordination, neglect of home work, disobedience or disrespect towards the members of the staff, unruly behaviour or immoral influence justifies dismissal.

17. English should be spoken in the school bus and in the school premises at all times in order to acquire fluency in speaking the language.

18. Certificates of any sort will be issued only two days after the application has been submitted to the office. A fee of Rs. 50/- will be charged for any extract from the school registers.

19. A student missing from the class room during class hours without the permission of the teacher concerned even if it is for practices of any kind will be viable to punishment.

20. Without the written permission from the Principal, pupils will not be allowed to leave the school during school hours.

21. Once a student is found absent from school for more than a week (7) days consecutively without prior permission and information a student will be debarred from the school. A fresh re-admission will be required.

22. Pupils of this school are not permitted to bring Mobile phones, Electronic gadgets, unauthorized CDs, magazines, Fancy watches and Gold ornaments to the school and other valuable goods.

