
NAVY CHILDREN SCHOOL, MUMBAI

Std. I TO XII

BLOCK VII AREA, NEW NAVY NAGAR, COLABA,
MUMBAI 400 005.

Affiliated to the Central Board of Secondary
Education, Delhi
Region Pune

Affiliation No: 1180008

UIDSE No. 27230100532

School Code: 34076

SCHOOL CONTACTS:

Website: <https://ncsmumbai.nesnavy.in>

Email: prin.ncs.mb@gmail.com

Contact No.

Reception: +91 8291614970

Office: +91 8692800401



NAVY CHILDREN SCHOOL MUMBAI

This almanac must be brought to school everyday

Name of Pupil : _____

Class : _____ Section : _____

House: _____

Class Teacher : _____

Parent's Landline No.: _____

Mob: _____

Email : _____

Mode of Commute for student: NT Pool bus / School bus / Own
Arrangement (Specify) _____

If NT pool bus, Bus Stop _____

I agree to abide by the rules of the school as mentioned in the School
Almanac.

Signature of the Student

Signature of the Parent

VISION OF NCS MUMBAI

1. To be a leading school in India which grooms children of the Naval Community to be individuals with active and creative minds. To nurture in students, a sense of compassion and basic human values as they learn and acquire life skills.
2. To adapt and innovate pedagogical methods so as to achieve academic excellence and emotional well-being.
3. To provide infrastructure that facilitates holistic development and equal opportunities that will bring a smile on the face of every student.
4. To deliver unto society young global citizens who are as much individuals as team players, with as much pride as modesty and as much commitment to honesty as confidence in his/her beliefs.

NAVY CHILDREN SCHOOL **HOLIDAYS FOR THE YEAR 2025 - 26**

Sr. No.	Holiday	Date	Day of Week
1	Mahavir Jayanti	10 Apr 2025	Thursday
2	Good Friday	18 Apr 2025	Friday
3	Buddha Purnima	12 May 2025	Monday
4	Id-ul-Zuha	07 June 2025	Saturday
5	Independence Day Attendance is mandatory	15 Aug 2025	Friday
6	Ganesh Chaturthi	27 Aug 2025	Wednesday
7	Prophet Mohammad's Birthday*Id-e-Milad	05 Sep 2025	Friday
8	Mahatma Gandhi's Birthday/Dushera	02 Oct 2025	Thursday
9	Diwali	20 Oct 2025	Monday
10	Guru Nanak's Birthday	05 Nov 2025	Wednesday
11	Christmas Day	25 Dec 2025	Thursday
12	New Year's Day	01 Jan 2026	Thursday
13	Makar Sankranti	14 Jan 2026	Wednesday
14	Republic Day	26 Jan 2026	Monday
15	Holi	04 Mar 2026	Wednesday
16	Gudipadwa	19 Mar 2026	Thursday
17	Id-ul-Fitr*	21 Mar 2026	Saturday

* Based on holiday declared by Central Government and would be subject to change as per decision of Government of Maharashtra State.

VACATION / BREAK SCHEDULE

Sr. No.	Type of Vacation	From	To	No. of days
1	Summer Vacation	05 May 2025 (Mon)	21 Jun 2025 (Sat)	48
2	Autumn Break	15 Oct 2025 (Wed)	23 Oct 2025 (Thurs)	09
3	Winter Break	24 Dec 2025 (Mon)	05 Jan 2026 (Mon)	13
TOTAL NUMBER OF VACATION/BREAK				70

GENERAL INFORMATION ON THE SCHOOL

The Navy Children School [NCS (Mumbai)] is a co-educational school for classes from Std. I to XII and is located in Navy Nagar, Colaba. This school was commissioned on 14 November 1989 by Mrs. Krishna Jain, President, Navy Wives Welfare Association and follows the CBSE curriculum. It is run by the Navy Education Society (NES) and administered by the Headquarters, Western Naval Command. It prepares pupils for examinations conducted by the Central Board of Secondary Education (CBSE).

The motto of NES is: सर्वोत्तम सर्वत्र सर्वदा।

- Aim:** The Navy Children School aims at the over-all development of each student's personality, laying emphasis on the inculcation of a rational outlook. The school endeavours to achieve academic excellence amongst the students and the development of an insatiable thirst for knowledge. It also aims at promoting basic human values of life.
- Academic Session:** The academic session of the school commences on the first working day of April and ends on the last working day of March.
- Syllabus & Curriculum:** The medium of instruction is English. For Std. IX and X, a second language option (between Hindi and Sanskrit) is given. Sanskrit is taught as a third language from Std. VI to VIII. Prescribed books – NCERT
Extra classes for X & XII will be conducted throughout the year for intense preparation for their Board Exam. School will make all effort to arrange for buses but if it is not possible then parents are requested to make their own arrangement.
- Streams of Study:** NCS, Mumbai offers three streams of Study in std. XI & XII - Science, Commerce and Humanities

SCIENCE	COMMERCE	HUMANITIES
COMPULSORY	COMPULSORY	COMPULSORY
ENGLISH	ENGLISH	ENGLISH
PHYSICS	ACCOUNTANCY	HISTORY
CHEMISTRY	BUSINESS STUDIES	POLITICAL SCIENCE
OPTIONAL - 1	OPTIONAL - 1	OPTIONAL - 1
COMPUTER SCIENCE	ECONOMICS	GEOGRAPHY
ECONOMICS	PHYSICAL EDUCATION	ECONOMICS
PHYSICAL EDUCATION		PHYSICAL EDUCATION
BIOLOGY		
OPTIONAL - 2	OPTIONAL - 2	OPTIONAL - 2
MATHS	MATHS	MATHS
PSYCHOLOGY	PSYCHOLOGY	PSYCHOLOGY
PHYSICAL EDUCATION	PHYSICAL EDUCATION	PHYSICAL EDUCATION
	INFORMATION PRACTICES	

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5. Co-Curricular and Extra Curricular Activities: The school organizes a plethora of literary and cultural activities to further holistic development among the students. To this end the school has Activity Clubs, Cultural Shows, Educational Trips, etc, apart from providing opportunities for elocution, Debates, Quiz, Music, Recitation and a host of other activities.

a) Magazines: The school publishes quarterly newsletter 'Spectrum' for Senior school and biannually for Junior school and annual Magazine 'Synergy' for Senior School and 'Ankur' for Junior School

b) House System

The school has an established House System aimed at fostering team spirit and healthy competition among students. The students are divided into four houses, namely Angre, Trata, Kunjali and Asvini.

HOUSE	COLOUR	MOTO
ANGRE	BLUE	EQUALITY
TRATA	YELLOW	FEARLESSNESS
KUNJALI	GREEN	JUSTICE
ASVINI	RED	MODESTY

THE PREFECTORIAL COUNCIL

ELIGIBILITY CRITERIA FOR PREFECTURAL BOARD

i. Appointment of Members: The following students would be selected as Prefectural Board in Navy Children Schools:-

Ser	Name of the Post	No. of Posts	Schools upto XII	Primary
(a)	Head Boy and Girl	2	XII	V
(b)	Deputy Head Boy & Girl	2	XI	IV
(c)	Sports Captain Boy & Girl	2	XII	V
(d)	House Captains	4	XI	V
(e)	House Vice Captains	4	X	IV
(f)	Cultural Captain & Vice Captain	2	XI & X respectively	IV
(g)	Prefects	8 (2 for each house)	IX	IV
(h)	Discipline Committee	12 (3 from each class)	IX to XII	-

ii. Selection Procedure: Students will have to undergo the following phases for selection:-

- (a) Phase I - Academics and CCA & Sports
- (b) Phase II - Written Test and Interview
- (c) Phase III - Speech and Election

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Phase I

iii. General Guidelines: General Guidelines for applying for any post are as follows:-

- a. Students should have studied in any NCS for a minimum period of one year for filling the nomination.
- b. A student can apply for a maximum of two posts only allocated for respective class i.e., a student cannot apply for more than two posts for a particular category in which he or she belongs to.
- c. Any student debadged in the previous academic year, will not be eligible for any post.
- d. Students involved in serious disciplinary issues are not allowed to contest for any post.
- e. Annual Examinations only will be considered for all posts.

iv. Academic Criteria for Secondary: Eligibility for nomination for student council is as tabulated below:-

Ser	Name of the post	Minimum Marks obtained in Previous Class
(a)	Head Boy and Girl	85 % and above
(b)	Deputy Head Boy and Girl	85 % and above
(c)	Sports Captain Boy and Girl	80 % and above
(d)	House Captains	85 % and above
(e)	House Vice Captains	80 % and above
(f)	Cultural Captain and Vice-Captain	80 % and above
(g)	Prefects	80 % and above
(h)	Discipline Committee	80 % and above

v. Academic Criteria for Primary: Minimum eligibility criteria for Primary students to apply is four A1 scored in annual assessment in previous class.

vi. CCA & Sports: Each certificate of CCA & Sports attached with nomination form will be awarded score as per the given Performa:-

Ser	Level	Position	Individual / Team Event
			Marks Awarded
(a)	International	I	10
		II	8
		III	6
		Participation	4
(b)	National	I	8
		II	6
		III	4
		Participation	2

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Ser	Level	Position	Individual / Team Event
			Marks Awarded
(c)	State / Inter District	I	6
		II	5
		III	4
		Participation	1
(d)	District / Inter School	I	5
		II	4
		III	3
		Participation	1
(e)	School	I	4
		II	3
		III	2
		Participation / Consolation	1
(f)	NCC / Scouts (Any certificate)		3

vii. Important Points:

- For the post of Cultural Captain and Vice-Captain, only CCA certificates will be considered.
- For the post of Sports Captain and Vice-Captain, only Sports certificates will be considered.
- First screening will be done after Phase I.

Phase II

viii. Written Test: Shortlisted students from phase I will appear for the written test:-

- Topics related to general awareness, school related information, qualities expected to have and duties to be carried on by a Council member.
- Paper will be of 50 marks (1M X 20 Multiple Choice Questions = 20 Marks, 2M X 10 short answer questions on school pedagogy = 20 Marks, 5M X 2 long answer questions = 10 Marks)
- “Statement of Purpose”** covering why they want to be a part of the council, what value addition they would bring, their vision about the school, changes they wish to see and how they would achieve will be added as a question in one of the long answer questions mentioned above.

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ix. Interview:

- (a). The candidate will be assessed based on the following attributes and life skills:-

Ser	Name of the post
(i)	Attitude and Inter personal skills
(ii)	Confidence
(iii)	Leadership quality
(iv)	Personality
(v)	Responsibility

- (b). The criteria for the Discipline Committee is based on the merit of the Interview. Judges will use their discretion in selecting the candidates for the committee.
- (c) Screening of students will be done after Phase II. Shortlisted students will participate in the Speech Campaign.

Phase III

- x. **Speech Campaign:** A Speech session will be organized for the shortlisted students based on Phase II marks .

Ser	Assessment Area	Max Marks
(a)	Public Speaking	10
(b)	Communication	10
(c)	Presentation	10
(d)	Interaction	10
(e)	Mannerisms	10

- xi. **Election:** Teachers and Students (Classes IX TO XII / IV and V) will cast their votes. Marks will be awarded based on the percentage of votes obtained

xii. **Weightage for selection:**

- (a). Weightage for Head Boy / Head Girl / Deputy Head Boy / Deputy Head Girl / House Captain / Prefects / Discipline Committee

Ser	Area	Percentage
(i)	Academic	20 %
(ii)	CCA	10 %
(iii)	Sports	10 %
(iv)	Written Test	10 %
(v)	Interview	10 %
(vi)	Speech Campaign	10 %
(vii)	Elections	30 %
(viii)	Consolidated sheet	100 %

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(b). Weightage for Cultural Captain / Cultural Vice Captain.

Ser	Area	Percentage
(i)	Academic	20 %
(ii)	CCA	30 %
(iii)	Written Test	10 %
(iv)	Interview	10 %
(v)	Speech Campaign	10 %
(vi)	Elections	20 %
(vii)	Consolidated sheet	100 %

(c) Weightage for Sports Captain / Sports Vice Captain.

Ser	Area	Percentage
(i)	Academic	20 %
(ii)	Sports & Games	30 %
(iii)	Written Test	10 %
(iv)	Interview	10 %
(v)	Speech Campaign	10 %
(vi)	Elections	20 %
(vii)	Consolidated sheet	100 %

xiii. Final list will be compiled and results will be announced in the assembly.

6) List of Awards and Prizes

- Best All Round House (Donated by PTA)
- Highest aggregate scorer of Std. XII CBSE Examination in every stream – (By Naval Education Society and NCS)
- Arjun Chikkara Award for the highest scorer of Std. XII (Sc.)
- Nikhil Kumar Rolling Trophy and Cash Award for Best Sports Performance

7) Visits & Excursions

The school encourages educational visits, picnics and excursions for all classes. These activities, under the subtle supervision of the staff, train students to gain confidence and acquire life skills.

8) Games

The school conducts various sports activities like basketball, football, throw ball, volleyball, athletics, table tennis, etc. Children participate in sports activities conducted by Mumbai School Sports Association, CBSE, DSO and various other Inter-School matches.

9) National Cadet Corps

The school's NCC (Junior) troops (Air wing, Army wing and Navy wing) provide opportunities for training in leadership and discipline. They also provide facilities for camps, tours and other outward-bound programmes.

i) Salient features are as follows:-

- a) Enrolment - April to June
- b) Max. 50+50+50 cadets every year, as per vacancy. (Navy, Army and Air Force)
- c) Eligibility Criteria: Age: 13 to 17 years

ii) 'A' Certificate Examination

- a) Second year cadets are eligible for the examination.
- b) An applicant should have attended at least one camp.
- c) Attendance computed over both the years, should be a minimum of 75%.

10) Activity clubs

In order to enhance the potential talents and abilities of the students, the school has instituted several Activity Clubs. These Clubs give an impetus to different co-scholastic activities and also provide an outlet to the children to express their creativity.

Clubs will be conducted during weekdays within school hours. A circular will be sent through the students. Students should give their first and second preferences. Every effort will be made to give the student the preferred Club.

ACTIVITY CLUB LIST AY 2025 - 26

JUNIOR SCHOOL CLASSES - III to V

1) Home Science and Needle & Thread Club
2) DigiMind Club
3) Mind Games Club
4) Cubs & Bulbuls Club
5) Art & Craft Club
6) Literary Club
7) Dance Club
8) Self Defence Club
9) Music Club
10) Nature + Gardening Club
11) Science & Exploration Club
12) Calligraphy Club
13) Pottery Club
14) Quizzing Club

SENIOR SCHOOL CLASSES - VI to VIII

1. Performing Arts
2. Creative hub
3. Stem Club
4. Literary Club
5. Fitness Club

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**ACTIVITY CLUB LIST AY 2025-26
JUNIOR SCHOOL
CLASSES – I & II**

1) Music Club
2) Dance Club
3) Art & Craft Club

Please Note:

- The clubs for classes 1 & 2 will be assigned section wise and will be conducted as appended below

CLASS – I

Music Club	Dance Club	Art & Craft Club
A, B, C, D	E, F, G	H, I, J

CLASS – II

Music Club	Dance Club	Art & Craft Club
A, B, C	D, E, F	G, H

The clubs will be rotated in the months of September and December.

11. Other Activities (Common – Jr. & Sr.) in 2025-26

- **The following activities will be organized during the academic year.**

1. Investiture Ceremony
2. Educational Visits
3. Picnics
4. Annual Days
5. Activity Clubs Display
6. Aquatic Meet

- **Senior School shall also have the following activities:**

1. Yuva Sansad (Youth Parliament) for classes VII & VIII
2. MUN (Model United Nations) for classes IX - XII

- **Detailed Circulars will be sent in due course.**

- 12. Counselling:** Two qualified counsellors provide vocational guidance, personal counselling and assistance in disciplinary dealings. Parents who wish to consult the Counsellor, should take an appointment for consultation via their wards almanac or dedicated email id.

- 13. Learning Centre:** The school has a Learning centre to help certified students with special needs and learning disabilities, under the care of a Special Educator and Occupational Therapist.

ADMISSION SCHEDULE FOR ACADEMIC YEAR 2025-26 IN NCS (MUMBAI)

Category of Admission

All admissions shall be as per the categories mentioned below and would be subject to the availability of seats in the concerned class. For the purpose of admission to Naval schools, the children will be placed in the following categories in descending order of priority, as amended by NES from time to time: -

- (a) **Category 1. Naval personnel: -**
 - (i) Serving personnel (incl Defence Security Corps) posted in station/ city.
 - (ii) Family staying in Separated family/ Selected Place of Residence (SPR) accommodation in station/ city, serving personnel on deputation with other organisations (eg NSG, DRDO etc.) posted in station/ city, superannuated service personnel who exercised choice of home station in last one year of service.
 - (iii) Widows.
- (b) **Category 1A. Personnel from IA and IAF: -**
 - (i) Serving personnel on deputation with IN and posted in station/ city.
 - (ii) Personnel serving in Tri Service organisation in station/ city.
 - (iii) Widows.
- (c) **Category 1B. Personnel from IA and IAF: -**
 - (i) Serving personnel of IA and IAF not on deputation with IN or posted in Tri- Service organization but posted in station / city.
 - (ii) Serving personnel of Indian Coast Guard (ICG).
- (d) **Category 1C.**
 - (i) ESM of IN residing in the city/ station: -
 - (aa) Who retired with pension
 - (ab) Who invalided out on medical grounds with pension.
 - (ii) Serving personnel from IA & IAF who have chosen the city/ Station as SPR.
 - (iii) Wards of school staff, running the school.
- (e) **Category 2. ESM of IN not residing in the city/ station: -**
 - (i) Who retired with pension.
 - (ii) Who invalided out on medical grounds with pension.
- (f) **Category 2A. ESM of IA and IAF: -**
 - (i) Who retired with pension.
 - (ii) Who invalided out on medical grounds with pension.
- (g) **Category 2B. Defence civilians working with IN in the same station/ city.**
- (h) **Category 3. ESM of IN: -**
 - (I) Who retired without pension
 - (ii) Who invalided out on medical grounds without pension.

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- (j) **Category 3A.** ESM of IA and IAF: -
 - (i) Who retired without pension.
 - (ii) Who invalided out on medical grounds without pension
 - (k) **Category 3B.** Personnel of all three Services who are not categorised as ESM.
 - (l) **Category 3C.** Defence civilians working with IA and IAF posted in same station/ city.
 - (m) **Category 4A.** Grand children of service personnel
 - (n) **Category 4B.** All others.
- Note:- For Category 1A to 4B: In case of limited vacancies or tie, a student with higher age may be given priority for admission.

Registration. Registration of students for admission will be done at the beginning of the academic session for classes for which vacancies exist. The respective schools will promulgate firm dates and online applications through school website. Mere registration for admission in the school does not guarantee any admission.

Online Provisional Admission of Category-I Children. All Naval schools are to ensure online provisional admission for Category – 1 students.

Admission of Children coming from Abroad. A ward of serving IN personnel, who went abroad with his/ her parent on their deputation to a foreign country, will be admitted to corresponding class on their return to India in the naval school where admission is being sought (such admission will be over and above the class strength). An undertaking from the parents is to be taken stating that the child studied in a recognised school abroad for admission in class IX and above.

Admission against Vacant Seats. In case, seats remain vacant after 30th June, as the case may be, in the year of admission, the Vice Chairperson SMC is empowered to allow admissions up to the prescribed strength as per the priorities in admission up to 31st July.

Admission Age Criteria. The admission age criteria as per NEP 2020 is to be implemented progressively, as mentioned below:-

Ser		With Effect From	Minimum Age in Years as on 31 Mar of the year in which Admission is Sought
(a)	Balvatika - I	AY 2023 - 24	03
(b)	Balvatika - II	AY 2024 - 25	04
(c)	Balvatika - III	AY 2025 - 26	05
(d)	I	AY 2026 - 27	06
(e)	II	AY 2027 - 28	07

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(f)	III	AY 2028 - 29	08
(g)	IV	AY 2029 - 30	09
(h)	V	AY 2030 - 31	10
(j)	VI	AY 2031 - 32	11
(k)	VII	AY 2032 - 33	12
(l)	VIII	AY 2033 - 34	13
(m)	IX	AY 2034 - 35	14
(n)	X	AY 2035 - 36	15
(p)	XI	AY 2036 - 37	16
(q)	XII	AY 2037 - 38	17

Other conditions for Admission

(a) A child must be of minimum age as indicated in the table as on 31st March in the academic year in which admission is sought for the respective Class (the child born on 1st April should also be considered). An upper age limit for admission in a class is fixed as the minimum age limit plus two years. No child would be eligible for admission in a class if his/ her age is more than this maximum age prescribed. The maximum age would be relaxed by two years for differently abled children. Admission shall be granted as per categories mentioned.

(b) No admission test will be conducted for admission to Class I/ Balvatika I. All the applications received for admission would be arranged as per the Categories. Each category would then be taken up for admission in the order of priority i.e. Category-1 first, Category- 1A next, and so on until all the vacancies are filled.

(c) The number of children from categories other than Categories I, II, and III shall not exceed 30% of the total strength of the school.

(d) A maximum of two children of each Regular employee (post confirmation) of the school may be given admission in the school under concerned category mentioned at Article 0402.

(e) Maximum class strength be limited as per CBSE guidelines.

(f) Students wishing to continue studies at 10+2 level on completion of Class X, will have to seek re-admission as per the CBSE norms. Provisional admission to Class XI shall be given to all in-house students of Class X and then students of other NAVAL SCHOOLS coming with TCs. However, a student seeking fresh admission in Class XI from other schools shall be considered based on merit, availability of seats and the above mentioned categories (Category 1-4B).

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(g) A student coming from another recognised school shall not be admitted to a class higher than the one in which he was studying in the former school unless the transfer certificate states that he/she has been promoted to the next higher class before 30 June.

(h) Direct admission, i.e. admission without a TC shall be made only up to Class VI. If a student, who has not previously attended any recognized school, applies for admission to any of the classes from Class-II to Class-VI, his parent / guardian shall be required to give a full history of his / her previous education and submit an affidavit to the effect that his ward has not attended any recognized school till then. He shall also be required to produce a certificate of proof of age as required for Class I. If a seat is available in the class to which admission is sought, the Principal shall arrange a special test to determine the suitability of the student for admission to that class. Admission shall be granted if the pupil passes the special test. If the parent / guardian's statement under this clause is found to contain any willful misinterpretation of date of birth or other facts regarding the student's educational record, the Principal shall take necessary action as per the latest CBSE/ KVS guidelines on the subject and report the matter to the Management.

(i) To streamline the admission process, all relevant/ required documents applicable to the particular Class of admission as mandated by CBSE from time to time are to be collected from the parent/ guardian.

GUIDELINES ON ONLINE ADMISSION TO CATEGORY - I STUDENTS IN NCSs

Online Registration:-

1. Online registration portal for admission to NCSs has been made available in respective school website.

2. Procedure for online registration of Category-I students is as below:

(a) Inter NCS Transfer - Parent is to register online by providing personal particulars, category of admission, admission number at previous NCS; upload a copy of serving certificate issued by unit or latest transfer letter or salary statement, Transfer Certificate (TC), if available; and indicate the date from which admission is sought.

(b) Transfer from non-naval school to NCS - Parent is to register online by providing personal particulars, category of admission and upload a copy of serving certificate issued by unit or latest transfer letter or salary statement and Indicate the date from which admission is sought. In addition, recent report card/ mark sheet and TC (If available) from the current school where the child is studying are also to be uploaded.

3. On submission of the application, an acknowledgement of receipt of the application will be shared with the applicant.

Provisional Admission

4. Provisional admission shall be applicable only for Category-I students (Children of serving IN personnel). No screening procedure be followed for admission of Category-1 students.

Confirmation of Admission

5. Admission would be confirmed on submission of original TC and payment of fee. In case neither of the parents are available in the station, legal guardian of the child be authorised by the parent(s) through a notarised affidavit to submit the original copy of the TC.

For Category III to VI: As entry to Navy Nagar is restricted kindly send admission form through Speed Post to the following address - To, The Principal, Navy Children School, Block VII Area, Navy Nagar, Colaba, Mumbai 400005.

6. Birth Certificate

The acceptable proof of age will be the certificate of Birth issued by a competent authority e.g. Municipal Corporation of Greater Mumbai, Notified Area Committee of the place of birth of child for standard I or Transfer certificate from previous school for all subsequent classes.

7. Documents to be produced at the time of Admission for class I

- a) Original BC for verification and copy for submission.
- b) Copy of Aadhaar card

8. Documents to be produced at the time of Admission for class II to VIII

- i) Transfer Certificate
- ii) Report card
- iii) Transfer order
- iv) Copy of Aadhaar card.

9. Documents to be produced at the time of Admission for class IX to XII

- i) Transfer Certificate
- ii) Report card
- iii) Transfer order
- iv) CBSE Registration
- v) Request Letter for Admission
- vi) Serving Certificate
- vii) Demand Draft for Rs 1000/- in favour of Secretary CBSE payable at Pune.

PAYMENT OF FEES

RULES FOR PAYMENT OF FEES AT NCS (MUMBAI)

- I. The school has tied up with State Bank of India, NO 6, The Arcade World Trade Centre, Cuffe Parade, Mumbai - 400 005

II. INSTRUCTIONS FOR PAYMENT OF FEES

Fee defaulters list shall be submitted on monthly basis for perusal of Vice Chairperson by 21st of every month. Fee defaulters list on monthly basis shall be put up to the Chairperson with proposed action. If the fee is not paid within two months, name of the child shall be struck off from the roll of school and the child shall be treated as fresh entrant and admission fee as well as tuition fee from the month last paid shall be charged. Re-admission shall be made subject to clearance of all dues and availability of seat. Non-payment of fees to be discouraged by imposing fine. If fees are not paid by due date, late fee shall be charged as under:

- | | | |
|---|---|-------------|
| (a) Up to 20th of the fee month | - | No late fee |
| (b) From 21st to last day of fee month | - | 100/- |
| (c) From 1st to last day of month next to fee month | - | 250/- |
| (d) After 2 months | - | Readmission |

III. Online Mode:

- (a) Zero charges applicable to the parents for online fees payment.
- (b) How to Install and Access Mobile Application
 - Install the Scientific Study app from the Play Store/App Store.
 - Click on Already have an account? Sign in now
 - Enter school key-ncsmumbai
 - Click next
 - Enter user id and password and log in.
- (c) How to Make an Online Payment
 - Click on links
 - Click on pay online fee
 - Click on submit
 - Select the due installment and click on the Proceed button
 - Click on the Pay button
 - The user will be redirected to the Payment Gateway page.
 - Choose the payment mode: Credit Card/Debit Card/Net banking/ UPI
 - Fill the necessary details. After successful payment, parents will receive the fee receipt as well as a confirmation SMS.

Registration fees for Officers (Serv/ Retd), Sailors (Ser/ Retd) is Rs 200/- and for Def Civ & Civilian is Rs 500/-

WITHDRAWAL FROM SCHOOL

Cases of Withdrawal

Withdrawal by Parents. Parent desirous of withdrawing the child from the school is to apply on the prescribed form for issue of Transfer Certificate.

Withdrawal on Poor Academic Performance (from Classes IX to XII). One failure in a Class for an academic session may be condoned by permitting the student to repeat the class in which he / she fails. If a student fails for the second time, he / she will be ordered to be withdrawn from the school.

Withdrawal on Disciplinary Grounds. In the interest of the school, the Principal, with the prior approval of the Chairperson, SMC, may withdraw a student from school, should the student's conduct, behaviour or influence, in the opinion of the Principal, be detrimental to good order and general discipline.

Withdrawal on Medical Grounds. The school shall arrange for medical examination of students annually. If a student is suffering from any disease and in the opinion of the Medical Authority the attendance of the student in the school is a health hazard to the other students, he / she will be asked to withdraw from the school until the disease is fully cured.

Withdrawal due to Non-Payment of Fees. Non-payment of fees for two months after due date for payment shall be notified to parents. In case of non- payment of fees thereafter, concerned student may be withdrawn from the school. Re-admission may be made subject to clearance of all dues and availability of seat in the class.

ISSUE OF TRANSFER CERTIFICATE

- I) Online Transfer Certificate application feature is provided in Scientific StudyApp. To raise request, parent can apply for transfer certificate.
- ii) Request for Online Transfer certificate is to be given 15 days in advance and Transfer Certificate will be issued only on clearance of all dues.
- iii) Duplicate copy of a Transfer Certificate is not normally issued. Duplicate copy may be issued on production of an affidavit that the original Transfer Certificate has been lost and penalty of Rs 100/- will be charged.
- iv) In case Transfer Certificate has been applied for, there will be no cancellation.
- v) If Transfer Certificate is 11th or any date after 10th, fee for the whole month will be retained by the school.

INSTRUCTIONS TO PARENTS

1. Please read and understand the contents of this almanac. Check it regularly for entries from the school.
2. Parents should furnish to the school, their latest office and residential address and telephone numbers. These are vital in the interest of the safety of the students.
3. See that your child carries textbooks/exercise books according to the timetable for the day. Parents must glance through the books, notebooks and answer papers of their children.
4. Parents should not call up teachers at their residence. The problems/doubts should be emailed to prin.ncs.mb@gmail.com seeking an appointment with the concerned teacher.
5. Encourage your wards to take a balanced interest in studies, cocurricular activities and sports. Ensure that they are prepared for Continuous Assessment.
6. Children are prohibited from bringing crackers, colours etc. to the school. Bursting of crackers or playing with colours is liable to lead to suspension/expulsion of a student from school.
7. Wards should be instructed to be careful about their belongings. Expensive articles like jewellery and excess cash should not be brought to school. In case of violation of this rule the articles will be confiscated.
8. Boys must have a proper haircut. Girls must plait their hair if it is longer than their shoulders.
9. The school discourages distribution of chocolate bars and expensive confectionary on the birthday of the students. Simple wrapped sweets are acceptable.
10. Students should not visit public places in school uniform. They are responsible to the school authorities for their conduct both in school and outside. Misbehaviour in public places will be dealt with severely.
11. Delivery of tiffin, books etc. to the school during working hours, will not be accepted.

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12. Parents will not be permitted to take students home during working hours for any reason, unless there is a medical emergency which has been communicated by the school.
13. UNDER NO CIRCUMSTANCES ARE PARENTS ALLOWED TO DIRECTLY WALK INTO THE CLASS ROOMS. THEY NEED TO HAVE PRIOR APPOINTMENT TO MEET THE TEACHERS IN THE VISITORS' LOUNGE.
14. If you wish to meet the Principal, Vice Principal, Head Mistress or teachers, do visit at the time indicated on the inside of the front cover page.
15. The main gate will be closed after visiting hours of the Principal, Vice Principal and teachers. Please co-operate with the school for the safety & security of our students.
16. Appointment with doctors or any social engagements must not be arranged during school hours. No partial attendance will be permitted. In case of medical appointment/visit to the Hospital in the morning the student will be permitted to enter school up to 10.30 a.m., with a copy of the relevant medical papers of that day.
17. Entry to the office is from Gate No. 2 & 5.
18. Parents are requested to update their contact details on Scientific Study Portal and inform the Class Teacher via email, so that they may be contacted quickly in case of necessity/emergency.
19. In case of damage to school property, the entire cost of replacing will be levied on the student(s) responsible for the damage or the entire group/class in case of damage to class property.
20. It is important for you to interact frequently with your child's teachers on Visiting Days and on PTIs.
21. Please log on to www.ncsmumbai.com for all details regarding the school and on to www.cbse.nic.in for details regarding the Board.
22. It is imperative to note that in any kind of extracurricular or co-curricular activities/ competitions organised by outside agencies, participation by students is solely on discretion of parents.
23. The profit generated during sale of products as a part of Club Activity does not go to the school. These are sent to charitable organisations.

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24. Events like Book sale during PTMs is done solely for the benefit of the community. No share of profit is shared with the school.
25. Parents should help their wards to practice socially acceptable behaviour.
26. Parents to ensure that children are not exposed to abusive language/behaviour or get impacted/affected by it.
27. Parents are required to teach and help students practice basic eating etiquette.
28. Parents to be empathetic themselves towards parents and students with special needs.
29. Parents are suggested to maintain a healthy environment at home and focus on the overall holistic development of the students

Guidelines for Students

1. Students should have 75% attendance for promotion, and for leave over 3 days and above, parents are required to intimate the school.
2. Students should arrive at the School five minutes before the bell rings.
3. Students should be habitually clean and always neatly dressed.
4. The School uniform must be worn neatly on all working days.
5. Nails to be trimmed regularly.
6. It is not advisable to bring valuable articles to the School.
7. Students are not allowed to bring mobile phones/iPods/cameras/smart watch etc. in the School campus. These gadgets, if found in possession of the students within the School campus, will be confiscated and the same will be handed over/ returned at the end of the Academic year.
8. The name, class and section of the pupil should be clearly marked on all the belongings of the student.
9. Students should not take anything ~~longing to others~~

Navy Children Schools aim at behavioural elegance and inculcation of discipline in the students.

Code of conduct for students. The following acts and conduct on the part of students will amount to misconduct:-

- (a) Misbehaviour towards teacher, students or any other employee of the school.
- (b) Internal disturbance of the classes.
- (c) Continued absence from classes without the permission of the teacher/ Head of the school.

KNOW YOUR SCHOOL

- (d) Leaving the school premises or playground during school hours without prior permission of concerned teacher.
- (e) Involve in Ragging/ Bullying/ Cyber bullying/ intimidation of others/ body shaming/ Eve-teasing/ Adam-teasing-misbehaviour towards girl/ boy students or passing lewd comments.
- (f) Rowdy or rude behaviour.
- (g) Damaging/ disfiguring of school property.
- (h) Propagating a strike/ disruption of classes.
- (i) Association with banned organizations.
- (j) Disobeying lawful orders of the teacher/ Head of the School.
- (k) Bringing unauthorized people/ articles (including gadgets like mobile phone and smart watches) inside the school.
- (l) Theft/ pilferage of school/ employee/ student's property.
- (m) Indiscipline involving fighting/ theft/ any other act which may bring disrepute to the student/ school or to the Indian Navy in general.
- (n) Involving acts of moral turpitude.
- (o) Smoking/ Consumption of alcohol/ use of drugs, chewing betel leaves, pan masala, etc
- (p) Use of drugs or intoxicants except on prescription by a registered medical practitioner.
- (q) Use of violence in any form.
- (r) Propagate casteism, communalism or practice of untouchability.
- (s) Carrying any kind of weapon/ firecrackers in the school premises.
- (t) Improper use of computer resources of the school amounting to display or access of unauthorized websites, software portraying indecent / pornographic material.

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- (u) Posting/ uploading/ commenting any kind of derogatory remarks about school/ school staff/ students on social media.
- (v) Inappropriate touch towards same or opposite sex.
- (w) Involving in any form of gambling.
- (x) Being in possession of or viewing/ reading/ screening/ sharing/ forwarding any kind of pornographic/ inappropriate material by SMS/ E-mail or any other medium. They are not to discuss or criticize the school or their teacher or any school staff/ authority on social/ public media.
- (y) Driving two/ four-wheeler to school without a valid driving license and helmet (in case of two wheelers).
- (z) Any other act or misconduct defined as an offence by the law of the land.

Student Discipline Committee

There shall be a **STUDENT DISCIPLINE COMMITTEE** comprising two teachers & a PTA member to investigate, recommend and advise the Principal regarding the penalty for breach of any of the code of conduct by a student. However, the final authority of awarding penalty shall be bestowed upon Principal of the school, who shall take suitable action depending on the gravity of offence, repetitive behaviour and recommendations of Student Discipline Committee.

SCHOOL RULES FOR STUDENTS

The following abridged but salient rules are for strict compliance:-

A. School Almanac and Identity Card

1. Identity Cards must be worn to school on all days. Loss of an Identity Card is a punishable offence.
2. The school almanac must be brought to the school every day.
3. All entries in the almanac from the school must be shown to parents and entries made by the parents to be brought to the notice of the relevant school staff.
4. Any child representing the school must be in proper uniform, be appropriately attired for the concerned activity and must be in possession of his/her Identity Card.

B. Attendance

1. Regular attendance in school is most essential. The minimum requirement of attendance in an academic year is 75%.
2. Leave of absence is given to students on prior application from the parents.
3. Request for leave should be intimated via the Scientific Study Portal.
4. Request for Long leave (more than 7 days), Medical leave, leave during mandatory days to be emailed to prin.ncs.mb@gmail.com
5. Students absent on account of illness are to submit valid medical certificates on return.
6. Students suffering from any communicable disease must observe the prescribed period of quarantine before returning to school. They must also produce a Medical Fitness Certificate at that time.
7. During examinations, if a student has a medical condition which is non-infectious/ non-contagious/ non-communicable, cleared by doctor and can give the exam, they must report at the reception and separate arrangement will be made for such students. Parents to collect the students after examination.
8. Repeated absence without leave or unexplained absence for more than seven consecutive days renders the students liable to have his/her name struck off the rolls. Re-admission will be granted only on payment of all dues and fresh admission fee.

C. Punctuality

All students must be present in school 10 minutes before the scheduled time. The school gate will close at 7.45 a.m. All late arrivals, without justified reasons, may be sent back home. After three late arrivals, parents will be contacted to take the child home.

D. Mandatory Working Days for the Students

1. Independence Day
2. Republic Day
3. Examination days
4. Certain mandatory activities and events will be conducted on Saturdays.

E. Discipline

1. The school aims at behavioural elegance and the inculcation of discipline, individually and in groups, while on school premises, functions as well as during organized trips.
2. They should always remember that the school is judged by their conduct.
3. Irregular attendance, neglect of homework, disobedience or disrespect towards staff or bad moral influence would lead to strict disciplinary action, in accordance with NES Guidelines.
4. **Any damage to school property will be made good by the offending student(s) and would entail disciplinary action.**
5. Classrooms would be locked when not in use. The class monitor will have a key of the classroom. The entire class would be responsible for any damage to class property.
6. Bullying and use of foul language are punishable offences.
7. Students should greet their teachers when they meet them.
8. The school has a 'STUDENT DISCIPLINE COMMITTEE' consisting of teachers and members of the PTA who review disciplinary cases and recommend penalties on the lines prescribed by NES.
9. The school has constituted a committee which will look into reported cases of CHILDABUSE.
10. **Students will be allowed entry to the school only in school uniform.**
11. **Warning Cards:** A system of warning cards has been introduced in the school:
 - a) Gross indiscipline by a student or subsequent act after written warning would entail the signing of a 'Pink Card' by the Principal. The father/parent of the defaulting student will be summoned to the Principal's office and this card will be handed over to him/her.
 - b) A second act of gross indiscipline will result in the issue of a 'Grey Card' with a severe warning.
 - c) A Grey card may be issued as a result of severe and gross indiscipline at the first instance itself.
 - d) Any further act of gross indiscipline by the same student will result in expulsion of the child from NCS, on the authority of the Chairman, NCS (MB).

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- F. Use of Unfair Means*.** All students are expected to maintain the highest standard of honesty in academic and in all other aspects of School life. Use of unfair means in tests or homework is considered as a serious offence. When a student is discovered to have used any dishonest means the following course of action will be initiated: -
- (a) Parents will be notified.
 - (b) The student will be awarded zero marks in the question/paper in which the unfair means were used.
 - (c) For a repeated offence, the student may be expelled from the school or will be liable for such other punishment as may be considered appropriate by the Principal.
 - (d) Where such unfair means/ practices have been found in public examinations like X & XII boards, the rules of punitive actions as promulgated by the respective boards shall apply.

Penalties. For the sake of fairness in disciplinary action to be taken by the teacher/ Head of the School for various disciplinary offences, guidelines are laid down in this paragraph. The guidelines indicate the maximum penalty that may be imposed. It does not indicate that punishments listed will automatically be administered. It must be emphasised that action taken by teachers/ Head of the School is intended to remedy problems as well as provide a safe and secure environment for learning. These guidelines are enumerated below: -

- (a) General classroom misconduct, misbehavior towards teachers/ any other employee of the school, disrupting the activities taking place, excessive noise, excessive talking, distracting action or comments: -
 - (i) 1st Offence. Teacher's discretion/refer to Head of the school.
 - (ii) 2nd Offence. Suspension from the Class for one day with intimation to parents.
 - (iii) 3rd Offence. Suspension from the Class for two days with intimation to parents.
- (b) Smoking or using drugs in School premises, Consumption of alcohol in School premises, possession of cigarettes/drugs or other similar items on person whilst in the School:- Parents to be informed. Appropriate action as deemed fit by the Head of the school under intimation to Chairperson SMC.
 - (i) 1st Offence. Suspension from the Class for One weeks & refer the matter to the parents under intimation to Chairperson SMC.

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- (ii) 2nd Offence. Suspension from the Class for Two week & refer the matter to the parents under intimation to Chairperson SMC.
- (iii) 3rd Offence. Initiation of expulsion procedure with intimation to parents.
- (c) Refusing the lawful directives of a teacher or Head of the school - as deemed appropriate by the Head of the school.
- (d) Theft/ pilferage of employee/ student's property. Stealing or possessing the property of an individual without express permission of the owner: -
 - (i) 1st Offence. Payment of double the cost of the loss and parents to be informed.
 - (ii) 2nd Offence. Payment of double the cost of the loss, parents to be informed & suspension from Class for two days.
 - (iii) 3rd Offence. Payment of loss and initiation of expulsion procedure with intimation to parents.
- (e) Stealing or possessing the School Property or willful destruction of school property: -
 - (i) 1st Offence. Payment of loss with intimation to parents.
 - (ii) 2nd Offence. Payment of loss and suspension from Class for three days with intimation to parents.
 - (iii) 3rd Offence. Payment of loss and initiation of expulsion procedure with intimation to parents.
- (f) Possessing or use of firecrackers and other incendiary items: -
 - (i) 1st Offence. Suspension from Class for three days. Parents to be informed.
 - (ii) 2nd Offence. Suspension from Class for six days Parents to be informed.
 - (iii) 3rd Offence. Initiation of expulsion procedure with intimation to parents.

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- (g) Possession of electronic gadgets like mobile phone, smart watches etc in school premises. – Confiscate and keep under safe custody at school till the end of the Academic Year (31st Mar) with intimation to parents.
- (h) Unacceptable language or name calling towards other students - To be handled by the individual teacher with appropriate reference to Parents/ Head of the school.
- (I) Propagate casteism, communalism or practice of untouchability - an appropriate punishment by the Head of the school.
- (j) Rowdy or rude behavior/ Verbal assault, obscene and vulgar language, gesture or threat towards any student or employee - An appropriate punishment by the Head of the school.
- (k) Propagating a strike, Association with banned organizations, use of violence in any form, Fighting, incitement that results in physical confrontation between students: -
 - (i) 1st Offence. Parents to be informed.
 - (ii) 2nd Offence. Suspension from Class for five days. Parents to be informed.
 - (iii) 3rd Offence. Refer the matter to the Chairman. Parents to be informed.
- (l) Possession of weapons, use of any implement as a weapon, causing injury, harm or destruction to another person's property - The Parents to be informed. Appropriate action as deemed fit by the Head of the school under intimation to Chairperson SMC.
- (m) Leaving the school premises or playground during school hours without prior permission of concerned teacher.
 - (i) 1st Offence. Parents to be informed.
 - (ii) 2nd Offence. Suspension from the Class for one day with intimation to parents.
 - (iii) 3rd Offence. Suspension from the Class for two days with intimation to parents.

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- (n) Bringing unauthorized people / articles inside the school - Appropriate action as deemed fit by the Head of the school
- (o) Absenting from class: -
 - (i) 1st Offence. Refer the matter to the parents.
 - (ii) 2nd Offence. Refer the matter to the parents, record on students Almanac and extra home work.
 - (iii) 3rd Offence. Refer the matter to the Principal for disciplinary action.
- (p) Late coming to School. Late coming to school twice within 30 days period will result in the assignment of one detention unless the student brings a note from parent or guardian explaining the reasons for coming late.
- (q) Habitual Latecomer. Appropriate action as deemed necessary by the Head of the school.
- (r) Driving two/ four-wheeler to school without a valid driving license and helmet in case of two wheelers)
 - (i) 1st Offence. Refer the matter to the parents. Vehicle is to be confiscated and handed over to parent/ owner only.
 - (ii) 2nd Offence. Refer the matter to the parents, warning letter to be issued by Principal and a copy of the same to be forwarded to the Chairperson SMC and the parent's Unit. Vehicle is to be confiscated and handed over to parent/ owner only.
 - (iii) 3rd Offence. Initiation of expulsion procedure with intimation to parents. Vehicle is to be confiscated and handed over to parent/ owner only.
- (s) Involving in acts of moral turpitude/ involve in ragging/ bullying/ cyber bullying/ intimidation of others/ body shaming. Eve-teasing/ Adam-teasing- misbehavior towards girl / boy students or passing lewd comments, Displaying pornographic material, Inappropriate touch towards same or opposite sex, improper use of computer resources of the school amounting to display or access of unauthorized websites / software portraying indecent/ pornographic material, Posting/ uploading derogatory remarks about school/ school staff/ students on social media, any form of gambling: -

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- (i) 1st Offence. Parent will be immediately notified. Student will be placed under suspension, pending investigation under intimation to Chairperson, SMC. All actions as per Article 0708 are to be followed. Student and parent to be counselled by the Head of the school before reinstating to school.
- (ii) 2nd Offence. Initiate action for expulsion from school.

Delegation of Power of Punishment. Power of punishment may be delegated to teachers for some of first offences as decided by SMC. All cases of expulsion are to be forwarded to the Chairperson SMC for approval before a student is expelled from the school.

Investigation Procedure for Serious Offences. When circumstances warrant the expulsion or rustication of a student, the following procedure be followed:-

- (a) The Head of the school will inform Chairperson of SMC of the charges.
- (b) Written notice of charges against the student shall be given to the student and his/her parents.
- (c) A formal hearing will be scheduled within 7 days of such notice in the presence of a Board consisting of the Chairperson's representative, Head of the school and PTA representative.
- (d) The parents shall be present at the hearing. Witnesses may be cross-examined by the parents.
- (e) A written record of the hearing shall be kept.
- (f) The Board shall ascertain the facts and confirm the punishment of expulsion or any other lesser punishment as deemed adequate.
- (g) The findings and recommendations of the Board shall be sent to the Chairperson SMC for his approval.
- (h) The Chairperson's decision shall be communicated to the parents.

For a repeated offence the student may be expelled from the school or will be liable for such other punishments as may be considered appropriate by the 'Head of School'. Whilst three consecutive offences for which penalties have been awarded will render him/her liable to expulsion from the school. The Principal also reserves the right to recommend the withdrawal of a student on disciplinary grounds without warning, if circumstances deemed so.

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The expulsion shall debar a student from being re-admitted to any Navy Children School under NES. No student shall be expelled from the School without giving the parents or guardian of the student a reasonable opportunity of showing cause against the proposed action. Expulsion shall be resorted to only in cases of grave offences where the retention of the student in the School is likely to endanger its moral tone of discipline.

Disciplinary Action/ Punishment (Above 8 years & below 14 years old).

The punishments enumerated above do not apply to the Preparatory or Middle-class children below the age of 14 years. Every effort is to be made to discipline the Primary School children using variations of tone. In no case any corporal punishment, be awarded to these children. In some cases of repetitive misdemeanors, age appropriate corrective action may be undertaken for Preparatory and Middle-school children.

Foundational Stage (below 8 years old). Students below the age of 8 years are too young to understand the consequence of their behavior. Hence setting 'code of conduct' for them and/or taking disciplinary measures etc are not recommended. Instead, parents need to be given guidelines in the school almanac as to provide basic training to their children to make them 'school ready'.

LIBRARY RULES

1. Students should make it a matter of personal pride to utilise library books with utmost care.
2. The students are not to take any book from the library without proper entry in the issue register.
3. Only one book will be issued at a time for the duration of one week. It may be re-issued for another week. For such a renewal, the book must be produced.
4. The attention of the librarian should be drawn to damage to books.
5. All the books must be returned before the end of each term. A borrower who fails to return a book will have to pay a fine of ₹1/- per day.
6. Students of Std. X & XII will be required to return all library books and obtain clearance certificate from the Librarian before applying for the CBSE Examination hall ticket.
7. Library cards are not transferable.
8. Students are responsible for the safe upkeep of the books. Any damage caused to the books inside or outside the library will entail a levy of charges.
9. Students should not carry Note Books to the Library during their Library period.
10. They should not scribble / draw / write on / or deface the Library books in any manner.
11. Library Timings:
Monday to Friday: 8.00 a.m. to 4 p.m.
1st, 3rd & 5th Saturdays and during Vacations: 9.00 a.m. - 1.00 p.m.
12. Students should be encouraged to utilise the Library facilities to the maximum.

ONLINE COMMUNICATION

Upon admission of your child, you will be given a unique Scientific Study Portal Id which allows parents to access all information related to their children.

Some of the features of the application are:

- Online Fee Payment
- Access to your child's progress reports once published by school after every exam.
- Daily attendance of your child.
- Request for Leave.
- Parents can update residential address, mobile number and e-mail id in the school's records using Scientific Study App.

BUS RULES

1. Regular transport arrangements are **made by the NT Pool, Mumbai**, for naval children up to Std. XII. Bus Passes and registrations for travel are to be made at NT Pool.
2. All enquiries regarding the Naval School buses to be addressed to the OIC, NT Pool.
3. Students can avail the school transport. Students using the Yellow School bus are responsible for the maintenance of discipline. The following rules must be observed in the interest of safety:
 - (a) Students using the school bus are to be at the specified bus stop at least 10 minutes before the arrival time of the bus.
 - (b) No student may change his/her bus route without written permission from the Bus-in-charge.
 - (c) No waste/object of any kind is to be discarded inside or thrown out of the bus.
 - (d) Students will be held responsible for any damage to the bus if caused by negligence or vandalism.
 - (e) Unruly behaviour is strictly prohibited. Courteous behaviour is expected at all times.
 - (f) No student is permitted to board any bus other than the one he/she is entitled to.
 - (g) Each student using the school bus will be required to fill in an indemnity form before availing the school transport.
 - (h) Bus fees are payable for all 12 months of the year.

KNOW YOUR SCHOOL

SCHOOL UNIFORM

IDENTITY CARD TO BE WORN DAILY	
MONDAY, TUESDAY, THURSDAY, FRIDAY	
BOYS	GIRLS
Navy blue shorts (I to V) Navy blue trousers (VI to XII)	Knee length navy blue skirt with navy blue / black tights or bloomers
Striped half sleeve shirt	Striped half sleeve shirt
Navy blue socks with stripes	Navy blue socks with stripes
School belt with buckle	School belt with buckle
Black shoes with double velcro (I-III) Black shoes with laces (IV-XII) Black sandals during rainy season(I-XII) White sports/canvas shoes for PT days (III-XII)	Black shoes with double velcro (I-III) Black shoes with laces (IV-XII) Black sandals during rainy season(I-XII) White sports/canvas shoes for PT days (III-XII)
Navy blue turban/patka for Sikh boys	Black ribbon/hair band. Shoulder length to be tied in two ponytails & long hair to be plaited
NCS Cap	NCS Cap
White lab coats on lab days (classes IX-XII)	White lab coats on lab days (classes IX-XII)
(Senior Section only) On the days when students have PT, girl students may wear blue track pants with their blue striped shirt.	
WEDNESDAYS	
BOYS	GIRLS
Navy blue track pants without any piping (classes I to XII)	Navy blue track pants without any piping (classes I to XII)
House Colour T-Shirt	House Colour T-Shirt
White socks with 2 stripes of house colour	White socks with 2 stripes of house colour
NCS cap	NCS cap
White Turban/patka for Sikh boys	White ribbon/hair band. Shoulder length to be tied in two ponytails and long hair to be plaited
Black shoes with double velcro (I-III) Black shoes with laces (IV-XII) Black sandals during rainy season (I-XII)	Black shoes with double velcro (I-III) Black shoes with laces (IV-XII) Black sandals during rainy season(I-XII)
WINTER	
Universal Jacket with hood	Universal Jacket with hood

Utmost importance is given to the proper turnout of students, cleanliness, correct uniform material and adherence to prescribed pattern of tailoring. All fabric must be of Teri-cot.

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- Students should not visit public places in school uniform. They are responsible to the school authorities for their conduct both in school and outside. Misbehaviour in public places will be dealt with severely.
- Any child representing the school must be in proper uniform, be appropriately attired for the concerned activity and must be in possession of his/her Identity Card.
- Turn out and Uniform Code:
 1. Neat, freshly washed and ironed uniforms are to be worn by all students.
 2. The students must present a neat and tidy appearance with well-groomed hair. The hair should not touch the shirt collar at the nape of the neck in the case of boys.
 3. Girls are not allowed to keep long hair loose. 'Flicks' and 'fringes' are not permitted. Hair longer than shoulder must be plaited.
 4. Colouring / streaking of hair, tattoos, ear and/or body piercing will not be allowed.
 5. Boys and Girls must necessarily wear their trousers and skirts, respectively, at mid waist level. Wearing of low-slung trousers/skirts will be viewed as a severe violation of the school uniform code and action will be taken against offenders.
 6. Students will be allowed entry to the school only in school uniform.
 7. Ornaments and jewellery of any kind will not be allowed in the school.
 8. Students should not be found in school uniform after school hours, unless the student is representing the school.

Obtaining Documents from the Office

1. For CEA claim and Bonafide Certificate, a request mail has to be sent to prin.ncs.mb@gmail.com clearly indicating the Name, Class, and Section of the student and the required Academic Year.
2. For Transfer Certificate please apply through Scientific Study App Portal.
3. After a week, the required documents may be collected from the school Office on a working day between 0930 – 1230 hours.

CBSE REGISTRATION FOR CLASSES 9TH - 12TH

CLASS IX & XI

1. While filling the form, please ensure that all the details are filled in accordance to the Transfer Certificate submitted at the time of admission to NCS Mumbai.
2. A copy of valid certificate to support Caste category / disability to be emailed to school id. Hard copy of valid certificate to be submitted to the school office.
3. In case of any change in Date of Birth/ name of the student/ father/ mother or any other details, a valid document to be submitted to the school office. Kindly contact School Office for clarifications, if any.
4. Scanned copy of recent Passport sized coloured photograph of the student in school uniform to be emailed to school id.
5. Note: The student's name, class & sec should be clearly mentioned in the email for any correspondence with school.
6. All submissions should be made well within the time allotted for the same.
7. Amount for registration fee will be informed (all students have to pay the fees including NEWADMISSION)
8. CBSE Registration & examination fees of classes IX & XI will be added with respective monthly fee.
9. Career counselling fees of classes IX & XI will be added with respective monthly fees.

CLASS X

1. Class X Registration will be done as per the class IX Registration slip (no separate Google Form will be sent).
2. Amount for registration fee will be informed (all students have to pay the fees including NEWADMISSION)
3. CBSE Registration & examination fees of classes X will be added with respective monthly fee.
4. In case of any observation, kindly correspond on same EMAIL ID.
5. Submit recent passport size colour photograph in school uniform on the same EMAIL ID on or before 31 August 202X.

CLASS XII

1. Class XII Registration will be done as per the class XI Registration slip (no separate Google Form will be sent).
2. Amount for registration fee will be informed (all students have to pay the fees including NEWADMISSION)

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3. CBSE Registration & examination fees of classes XII will be added with respective monthly fee.
4. In case of any observation, kindly correspond on same EMAIL ID.
5. Submit recent passport size colour photograph in school uniform on the same EMAIL ID on or before 31 August 202X.

Qualifying Criteria for Promotion of Class IX and XI Students.

Evaluation parameters and qualifying criteria for classes IX and XI shall be maintained same as that for class X and XII respectively or as per extant CBSE guidelines: -

- (a) For Class IX, a student failing in two out of the five subjects shall be placed in compartment in those subjects. Any student failing in more than two subjects shall be treated as "essential repeat"
- (b) For Class XI, a student failing in one out of the five subjects shall be placed in compartment in that subject. And if any student failing in more than one subject shall be treated as "essential repeat"
- (c) **Supplementary/ Compartment Examination**
Supplementary Compartment examination for classes IX and XI in the pattern of annual examination will be conducted.

EXAM SCHEDULE FOR AY 2025-26

CLASSES - III TO V

UNIT TEST I (07 July to 19 July 2025)		
DAY	DATE	SUBJECT
FRIDAY	11-07-2025	G.K.
MONDAY	14-07-2025	COMPUTER
TUESDAY	15-07-2025	MATH
WEDNESDAY	16-07-2025	EVS
THURSDAY	17-07-2025	ENGLISH
FRIDAY	18-07-2025	HINDI

HALF YEARLY EXAM - (08 Sep to 26 Sep 2025)		
DAY	DATE	SUBJECT
MONDAY	15-09-2025	COMPUTER
WEDNESDAY	17-09-2025	G.K.
FRIDAY	19-09-2025	HINDI
MONDAY	22-09-2025	MATH
WEDNESDAY	24-09-2025	EVS
FRIDAY	26-09-2025	ENGLISH

UNIT TEST II (08 Dec to 20 Dec 2025)		
DAY	DATE	SUBJECT
FRIDAY	12-12-2025	G.K.
MONDAY	15-12-2025	COMPUTER
TUESDAY	16-12-2025	ENGLISH
WEDNESDAY	17-12-2025	HINDI
THURSDAY	18-12-2025	MATH
FRIDAY	19-12-2025	EVS

ANNUAL EXAM - (27 Feb to 18 March 2026)		
DAY	DATE	SUBJECT
FRIDAY	06-03-2026	COMPUTER
MONDAY	09-03-2026	G.K.
WEDNESDAY	11-03-2026	EVS
FRIDAY	13-03-2026	ENGLISH
MONDAY	16-03-2026	HINDI
WEDNESDAY	18-03-2026	MATH

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Exam Schedule for Classes VI - IX and XI

Date	Class VI	Class VII	Class VIII	Class IX	Class XI
27 Feb 26	Computer	Computer	Computer	-	English
02 Mar 26	GK	GK	GK	AI	Phy./B. Studies/Geog.
05 Mar 26	English	S. St	Hindi	Maths	Chem./Acc./Political Sc.
09 Mar 26	Science	Maths	Maths	English	Maths/Psychology
11 Mar 26	Hindi	English	Sanskrit	Science	Biology/CS/IP
13 Mar 26	S. St	Sanskrit	English	S. St	Physical Education
16 Mar 26	Sanskrit	Science	S. St	Hindi/Sanskrit	Economics
18 Mar 26	Maths	Hindi	Science	-	History
20 Mar 26	-	-	-	-	Skill Subject
23 Mar 26	-	-	-	-	Fine Arts

Pre-Board Examination for Classes X & XII to be conducted as follows:-

Ser	Pre-Board	Class X	Class XII
(a)	01 Dec 25	-	Fine Arts
(b)	03 Dec 25	AI	English
(c)	05 Dec 25	Maths	Physics/ B. Studies/Geography
(d)	08 Dec 25	English	Chemistry/ Accountancy/Pol. Sc.
(e)	10 Dec 25	SSt	Maths/Psychology
(f)	12 Dec 25	Hindi/ Sanskrit	Biology/ CS/ IP
(g)	15 Dec 25	Science	Physical Education
(h)	17 Dec 25	-	Economics
(j)	19 Dec 25	-	History
(k)	22 Dec 25	-	Skill Subject

Examination Block Dates: AY 2025-26

(a) Classes I-IX and XI

Ser	Name of Exam	Class I to IX	Class XI
(i)	UT-1	07-19 Jul 25	25 Jul-04 Aug 25
(ii)	Half Yearly Exam	08-26 Sep 25	08-26 Sep 25
(iii)	UT-II	08-20 Dec 25	08-22 Dec 25
(iv)	Annual Exams	27 Feb-18 Mar 26	27 Feb-23 Mar 26

(b) Class X and XII

Ser	Name of Exam	Dates
(i)	Pre Mid-Term/RT-I	07-19 Jul 25
(ii)	Mid-Term / HY	08-26 Sep 25
(iii)	Post Mid –Term/RT-II	07-20 Nov 25
(iv)	Common Pre-board	01-22 Dec 25

NOTE:-

Datasheet and syllabus will be given two weeks prior to the examination.

Class I & II continuous assessment as per HPC.

Subject to change as per CBSE notifications.

PTI dates will be promulgated closer to the date.

NAVY CHILDREN SCHOOL, MUMBAI
CCA ACTIVITIES A.Y. 2025-26
CLASSES - I & II

NAME	EVENTS		TYPE
	CLASS I	CLASS II	
APRIL			
02.04.25	Circle time	Circle time	Activity
09.04.25	Vegetable printing- fruits and vegetables	Vegetable printing- fruits and vegetables	Activity
16.04.25	Drawing	Drawing	Activity
23.04.25	Tree plantation	Tree plantation	Activity
30.04.25	House making using origami sheets	House making using origami sheets	Activity
JUNE			
25.06.25	Circle Time	Circle Time	Activity
JULY			
02.07.25	Clay Modelling	Clay Modelling	Intra Class
09.07.25	Character Dramatization (Selection)	Character Dramatization (Selection)	Inter Section
16.07.25	Character Dramatization (Final)	Character Dramatization (Final)	Inter Section
23.07.25	Best out of waste	Best out of waste	Intra Class
30.07.25	Independence Day Quiz (Selection)	Independence Day Quiz (Selection)	Inter House

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AUGUST			
06.08.25	Independence Day Quiz (Final)	Independence Day Quiz (Final)	Inter House
13.08.25	Hindi Story Telling with hand puppets (Selection)	Hindi Story Telling with hand puppets (Selection)	Inter Section
20.08.25	Hindi Story Telling with hand puppets (Final)	Hindi Story Telling with hand puppets (Final)	Inter Section
SEPTEMBER			
03.09.25	English Poem Recitation (Selection)	English Poem Recitation (Selection)	Inter Section
10.09.25	English Poem Recitation (Final)	English Poem Recitation(Final)	Inter Section
17.09.25	Folk Dance Competition (Selection)	Folk Dance Competition (Selection)	Inter Section
24.09.25	Folk Dance Competition (Final)	Folk Dance Competition (Final)	Inter Section
OCTOBER			
08.10.25	Annual Day Practice	Annual Day Practice	
29.10.25	Annual Day Practice	Annual Day Practice	
NOVEMBER			
12.11.25	English Handwriting Competition	English Handwriting Competition	Intra Class
19.11.25	Spell-O-Fun(Selection)	Spell-O-Fun(Selection)	Inter Section
26.11.25	Spell-O-Fun (Final)	Spell-O-Fun(Final)	Inter Section

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DECEMBER			
03.12.25	Math-O-Thon (Selection)	Math-O-Thon (Selection)	Inter Section
10.12.25	Math-O-Thon (Final)	Math-O-Thon (Final)	Inter Section
17.12.25	Patriotic Group Song (Practice)	Patriotic Group Song (Practice)	Inter Section
JANUARY			
07.01.26	Patriotic Group Song (Practice)	Patriotic Group Song (Practice)	Inter Section
15.01.26 (Thursday)	Patriotic Group Song (Final)	Patriotic Group Song (Final)	Inter Section
21.01.26	Badge Making	Badge Making	Activity
28.01.26	Club Display Practice	Club Display Practice	
FEBRUARY			
04.02.26	Club Display Practice	Club Display Practice	
11.02.26	GK Quiz(Selection)	GK Quiz(Selection)	Inter House
18.02.26	GK Quiz (Final)	GK Quiz (Final)	Inter House
25.02.26	Show and Tell Competition	Show and Tell Competition	Intra Class

NOTE: A monthly descriptive CCA schedule will be sent on Scientific Studies portal and class Whatsapp groups.

Annual Day:- 2nd week of November

KNOW YOUR SCHOOL

NAVY CHILDREN SCHOOL, MUMBAI
CCA ACTIVITIES A.Y. 2025-26
CLASSES - III TO V

NAME	EVENTS			TYPE
	Class III	Class IV	Class V	
APRIL				
02.04.25	NCS got talent (Circle time)	NCS got talent (Circle time)	NCS got talent (Circle time)	Activity
09.04.25	House meeting	House meeting	House meeting	
16.04.25	Character Dramatization (Selection)	Character Dramatization (Selection)	Character Dramatization (Selection)	Inter Section
23.04.25	House meeting	House meeting	House meeting	
30.04.25	Character Dramatization (Final)	Character Dramatization (Final)	Character Dramatization (Final)	Inter Section
JUNE				
25.06.25	Best out of waste	Best out of waste	Best out of waste	Intra Class
JULY				
02.07.25	House Meeting	House Meeting	House Meeting	
09.07.25	Circle Time	Circle Time	Circle Time	Activity
23.07.25	Hindi Story Telling using puppets (Selection)	Hindi Story Telling using puppets (Selection)	Hindi Story Telling using puppets (Selection)	Inter Section
30.07.25	Hindi Story Telling using puppets (Final)	Hindi Story Telling using puppets (Final)	Hindi Story Telling using puppets (Final)	Inter Section

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AUG				
06.08.25	Independence Day Quiz (Selection)	Independence Day Quiz (Selection)	Independence Day Quiz (Selection)	Inter House
13.08.25	Independence Day Quiz (Final)	Independence Day Quiz (Final)	Independence Day Quiz (Final)	Inter House
20.08.25	English Poem Recitation (Selection)	English Poem Recitation (Selection)	English Poem Recitation (Selection)	Inter Section
SEPT				
03.09.25	English Poem Recitation (Final)	English Poem Recitation (Final)	English Poem Recitation (Final)	Inter Section
24.09.25	Literary Fest	Literary Fest	Literary Fest	
OCT				
08.10.25	Annual Day Practice	Annual Day Practice	Annual Day Practice	
29.10.25	Annual Day Practice	Annual Day Practice	Annual Day Practice	
NOV				
2nd Week	ANNUAL DAY			
12.11.25	Ad Mad Show (Selection)	Ad Mad Show (Selection)	Ad Mad Show (Selection)	Inter Section
19.11.25	Ad Mad Show (Final)	Ad Mad Show (Final)	Ad Mad Show (Final)	Inter Section
26.11.25	Navy Day Quiz (Selection)	Navy Day Quiz (Selection)	Navy Day Quiz (Selection)	Inter House
DEC				
03.12.25	Navy Day Quiz (Final)	Navy Day Quiz (Final)	Navy Day Quiz (Final)	Inter House
10.12.25	Veer Baal Diwas	Veer Baal Diwas	Veer Baal Diwas	Activity

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JAN				
07.01.26	Patriotic Group Song (Practice)	Patriotic Group Song (Practice)	Patriotic Group Song (Practice)	Inter Section
21.01.26	Patriotic Group Song (Final)	Patriotic Group Song (Final)	Patriotic Group Song (Final)	Inter Section
28.01.26	Club Display Practice	Club Display Practice	Club Display Practice	
FEB				
04.02.26	Club Display Practice	Club Display Practice	Club Display Practice	
11.02.26	Math-O-Thon (Selection)	Math-O-Thon (Selection)	Math-O-Thon (Selection)	Inter Section
18.02.26	Math-O-Thon (Final)	Math-O-Thon (Final)	Math-O-Thon (Final)	Inter Section

NOTE: A monthly descriptive CCA schedule will be sent on Scientific Studies portal and class Whatsapp groups.

Secondary Section CCA Calendar

Month	Activity	Class
April	•House Meeting	6TH TO 12TH
03 May	•Annual Day	6TH TO 12TH
June	•Debate	9TH TO 12TH
July	•Extempore	6TH TO 12TH
August	•Independence Day Quiz •Street Play •Hackathon	6TH TO 12TH
October	•Graffiti	6TH TO 12TH
November	•Fusion Band	6TH TO 9TH AND 11TH
December	•Stand up Comedy •Start up •Navy Day Quiz	6TH TO 8TH 9TH & 11TH 6TH TO 9TH & 11TH
January	•Club Display •Republic Day Quiz	6TH TO 9TH AND 11TH

JUNIOR SECTION		
NCS SPORTS CALENDAR AY 2025-2026		
MONTH	CLASS / CATEGORY	EVENT
APRIL & MAY	I & II	ATHLETICS 50M RUN, SHUTTLE RUN, LONG JUMP
	I TO V (AS PER CATEGORY)	AQUATIC ELIMINATION ROUND
	III, IV & V	ATHLETICS TRACK EVENTS & FIELD EVENTS
JUNE & JULY	I & II	MOTOR SKILL DEVELOPMENT ACTIVITIES
	III, IV & V	BADMINTION
AUGUST & SEPTEMBER	I & II	ONE LEG HOP & CATCH
	III, IV & V	CHESS & CARROM
OCTOBER & NOVEMBER	I & II	TENTATIVE ANNUAL AQUATIC MEET & DODGEBALL (TEAM EVENT)
	III, IV & V	BASKETBALL (TEAM EVENT)
DECEMBER & JANUARY	I & II	FOOTBALL (TEAM EVENT)
	III, IV & V	FOOTBALL & KHO-KHO (TEAM EVENT)

NOTE : All shortlisting will be done during regular games period.

SENIOR SECTION		
NCS SPORTS CALENDAR AY 2025-2026		
MONTH	CATEGORY	EVENT
APRIL & MAY	VI, VII & VIII , IX, X & XII	FOOTBALL
		BASKETBALL
	VII & VIII , IX, X & XII	VOLLEYBALL
	VI, VII & VIII , IX, X & XII (as per Age Category)	AQUATIC TRIAL
JUNE & JULY	VII & VIII , IX, X & XII	KABADDI
	VI TO XII (as per Age Category)	BADMINTON
AUGUST & SEPTEMBER	VI TO XII (as per Age Category)	CHESS
		2ND ROUND OF AQUATIC TRIALS
	VI to XII	KHO KHO
OCTOBER	VI TO XII	TENTATIVE ANNUAL AQUATIC MEET
		MARATHON
	X & XII	ATHLETICS TRIAL
NOVEMBER & DECEMBER	VI TO IX & XI	ATHLETICS TRIAL

राष्ट्रीय गान

जन गण मन अधिनायक जय हे
भारत भाग्य विधाता ।
पंजाब सिंध गुजरात मराठा
द्राविड़ उत्कल बंग ।
विंध्य हिमाचल यमुना गंगा
उच्छल जलधि तरंग ।
तव शुभ नामे जागे
तव शुभ आशिष मांगे
गाहे तव जय गाथा ।
जन गण मंगल दायक जय हे
भारत भाग्य विधाता ।
जय हे ! जय हे ! जय हे !
जय जय जय जय हे ।

वन्दे मातरम्

वन्दे मातरम् सुजलाम् सुफलाम्
मलयज शीतलाम्
शस्य श्यामलाम् मातरम्
वन्दे मातरम्

शुभ्र ज्योत्सना पुलकित यामिनीम्
फुल्ल कुसुमित दुमदल शोभिनीम्
सुहासिनीम् सुमधुर-भाषिणीम्
सुखदाम् वरदाम् मातरम्
वन्दे मातरम्

THE NATIONAL PLEDGE

India is my country.
All Indians are my brothers and sisters.
I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall give my parents, teachers
And all my elders respect
And treat everyone with courtesy.
To my country and to my people
I pledge my devotion.
In their well being and
Prosperity alone, lies my happiness.



हमारी प्रतिज्ञा

भारत हमारा देश है ।
हम सब भारतवासी भाई बहन हैं ।
हमें अपना देश प्राणों से भी प्यारा है ।
इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है ।
हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे ।
हम अपने माता पिता, शिक्षकों और
गुरुजनों का आदर करेंगे और सबके
साथ शिष्टता का व्यवहार करेंगे ।
हम अपने देश और देशवासियों के प्रति
वफ़ादार रहने की प्रतिज्ञा करते हैं ।
उनके कल्याण और समृद्धि में ही हमारा सुख निहित है ।

KNOW YOUR SCHOOL

SCHOOL PLEDGE

As a student of Navy Children School,
I pledge that I will be truthful,
trustworthy, honest and forthright under all circumstances.
I will obey my teachers
and follow all rules concerning discipline.

I am proud of my school.
I will, at all times,
endeavour to uphold its reputation
by my conduct, bearing and manner
both within and outside the school. I will not do anything
that will bring dishonour to me, my parents or my school
I will totally devote my time in school
for studies and to take part
in as many co-curricular and extra-curricular activities as possible.
I promise to faithfully live up to this pledge.



SCHOOL SONG

Our pride, our pride, our pride
Navy Children School our pride.
When duty calls, always ready
With courage in our hearts,
When duty ends, always ready
To climb another mast.

Our pride, our pride, our pride
Navy Children School our pride.
Her banner we shall hold up high
And guard her honour till we die.
And though one day, we will part,
She will always be in our hearts.

We feel the pride and the joy
Of being a Naval girl and boy,
So let the cheering out in the pool
Long live our dear
Navy Children School

Our pride, our pride, our pride
Navy Children School, our pride.

जय भारती

जय जय जय जय भारती
सेवा करेंगे हम देश की।
जय जय जय जय भारती
हमें प्यारी है आज़ादी।

रक्षा करेंगे सागर तट की
ताकत बढ़ायेंगे भारत की।
याद करो उन वीरों की
शान है जो नौसेना की।

PRAYERS

MONDAY

हम को मन की शक्ति देना मन विजय करें
दूसरों की जय से पहले खुद को जय करें। ...हम...

भेद भाव अपने दिल से साफ कर सकें
दूसरों से भूल हो तो माफ कर सकें
झूठ से बचें रहें, सच का दम भरें
दूसरों की जय से पहले खुद को जय करें ...हम...

मुश्किलें पड़ें तो हम पे इतना कर्म कर
साथ दें तो धर्म का चलें तो धर्म पर
खुद पे हौसला रहे वदी से न डरें।
दूसरों की जय से पहले खुद को जय करें ...हम...

TUESDAY

तुम्हीं हो माता, पिता तुम्हीं हो, तुम्हीं हो बन्धु सखा तुम्हीं हो।
तुम्हीं हो साथी, तुम्हीं सहारे, कोई न अपना सिवा तुम्हारे।
तुम्हीं हो नैया, तुम्हीं खिचैया, तुम्हीं हो बन्धु, सखा तुम्हीं हो,
|| तुम्हीं हो ||
जो खिल सकेंगे वो फूल हम हैं, तुम्हारे चरणों की धूल हम हैं।
दया की दृष्टि सदा ही रखना, तुम्हीं हो बन्धु, सखा तुम्हीं हो,
|| तुम्हीं हो ||

WEDNESDAY

असतो मा सद्गमय ।
तमसो मा ज्योतिर्गमय ।
मृत्योर्मा अमृतं गमय ।
दया कर दान विद्या का हमें परमात्मा देना,
दया करना हमारी आत्मा में शुद्धता देना ।
हमारे ध्यान में आओ, प्रभु आँखों में बस जाओ,
अंधेरे दिल में आ करके परम ज्योति जगा देना ।
वहा दो प्रेम की गंगा, दिलों में प्रेम का सागर
हमें आपस में मिल — जुलकर प्रभु रहना सिखा देना
हमारा कर्म हो सेवा हमारा धर्म हो सेवा,
सदा ईमान हो सेवा व सेवक जन बना देना ।
वतन के वास्ते जीना वतन के वास्ते मरना
वतन पर जाँ फिदा करना, प्रभु हमको सिखा देना ।

THURSDAY

THERE SHALL BE SHOWERS OF BLESSINGS

There shall be showers of blessings
This is the promise of love
There shall be seasons refreshing
Sent from the Saviour above

Chorus:

Showers of blessings
Showers of blessings we need
Mercy drops round us are falling
But for the showers we plead

There shall be showers of blessing
Send them upon us O Lord
Grant to us joys a-refreshing
Come and now honour thy Lord

There shall be showers of blessing
O that today they might fall
Now as to God we are confessing
Now on Almtly we call

FRIDAY

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो ना ।
हम चलें नेक रस्ते पे हम से
भूल कर भी कोई भूल हो ना ।

दूर अज्ञान के हों अंधेरे
तू हमें ज्ञान की रोशनी दे
हर बुराई से बच के रहें हम
जितनी भी दे भली जिंदगी दे ।
वैर हो ना किसी का किसी से
भावना मन में बदले की हो ना
हम चलें...
इतनी शक्ति ...

हम ना सोचें हमें क्या मिला है
हम ये सोचें किया क्या है अर्पण
फूल खुशियों के बाँटे सभी को
सब का जीवन ही बन जाए मधुवन
अपनी करुणा का रस तू वहा के
कर दे पावन हर एक मन का कोना
हम चलें...
इतनी शक्ति ...

SATURDAY

ऐ मालिक तेरे बंदे हम
ऐसे हों हमारे करम....
नेकी पर चले और बदी से टलें ,
ताकि हँसते हुए निकले दम.
ऐ मालिक तेरे बंदे हम

ये अँधेरा घना छा रहा,
तेरा इंसान घबरा रहा,
हो रहा बेखबर, कुछ ना आता नज़र,
सुख का सूरज छुपा जा रहा॥

है तेरी रोशनी में जो दम,
वो अमावस को कर दे पूनम,
नेकी पर चले और बदी से टलें,
ताकि हँसते हुए निकले दम॥
ऐ मालिक तेरे बंदे हम

बड़ा कमज़ोर है आदमी,
अभी लाखों हैं इस में कमी।
पर तू जो खड़ा, है दयालु बड़ा,
तेरी कृपा से धरती थमी।
दिया तूने हमें जब जनम,
तू ही ले लेगा हम सब के ग़म।
नेकी पर चले और बदी से टले,
ताकि हँसते हुए निकले दम।
ऐ मालिक तेरे बंदे हम.....

जब जुल्मों का हो सामना,
तब तू ही हमें थामना,
वो बुराई करें, हम भलाई करें,
नहीं बदले की हो भावना ॥

बढ़ उठे प्यार का हर कदम,
और मिटे बैर का ये भरम,
नेकी पर चलें और बदी से टलें ,
ताकि हँसते हुए निकले दम॥
ऐ मालिक तेरे बंदे हम

सारे जहाँ से अच्छा

सारे जहाँ से अच्छा हिंदोस्ताँ हमारा ।
 हम बुलबुले हैं इसकी, ये गुलसिताँ हमारा ।।
 सारे जहाँ.....
 पर्वत वो सबसे ऊँचा, हम्साया आसमाँ का ।
 वो संतरी हमारा, वो पासवाँ हमारा ।।
 सारे जहाँ.....
 गोदी में खेलती हैं, जिसकी हज़ारों नदियाँ ।
 गुलशन है जिसके दम से, रश्क-ए-जनाँ हमारा ।।
 सारे जहाँ.....
 मज़हब नहीं सिखाता, आपस में बैर रखना ।
 हिंदी है हम वतन है हिन्दोस्ताँ हमारा ।।
 सारे जहाँ.....

हम होंगे कामयाब

हम होंगे कामयाब ।।३।। एक दिन ।
 ओ हो मन में है विश्वास, पूरा है विश्वास,
 हम होंगे कामयाब एक दिन ।
 होगी शान्ति चारों ओर ।।३।। एक दिन ।
 हम चलेंगे साथ-साथ, डाले हाथों में हाथ
 हम चलेंगे साथ-साथ एक दिन ।
 ओ हो मन में है विश्वास, पूरा है विश्वास
 हम चलेंगे साथ-साथ एक दिन ।
 नहीं डर किसी का आज ।।३।। एक दिन
 ओ हो मन में है विश्वास, पूरा है विश्वास
 नहीं डर किसी का आज एक दिन ।
 होगी जीत सच्चाई की ।।३।। एक दिन
 ओ हो मन में है विश्वास, पूरा है विश्वास
 हम होंगे कामयाब एक दिन

WHERE THE MIND IS WITHOUT FEAR

WHERE the mind is without fear and the head is held high;
Where knowledge is free;
Where the world has not been broken up
Into fragments by narrow domestic walls;
Where words come out from the depth of truth;
Where tireless striving stretches its arms towards perfection;
Where the clear stream of reason has
Not lost its way into the dreary desert sand of dead habit;
Where the mind is led forward by thee into ever-widening
Thought and action
Into that heaven of freedom, my Father, let my country awake.

Rabindranath Tagore

.....
COMMUNITY SONG

We shall overcome (2)
We shall overcome someday,
Oh! Deep in my heart
I do believe
That we shall overcome someday.

We'll walk hand in hand (2)
We'll walk hand in hand someday
Oh! Deep in my heart
I do believe
That we'll walk hand in hand someday.

We shall live in peace (2)
We shall live in peace someday,
Oh! Deep in my heart
I do believe
That we shall live in peace someday.

We are not afraid (2)
We are not afraid today,
Oh! Deep in my heart
I do believe
That we are not afraid today.

APRIL 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

APRIL 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
3	4	5
10 Mahavir Jayanti	11	12
17	18 Good Friday	19
24	25	26

NOTES

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01 April 2025

02 April 2025

03 April 2025

04 April 2025

05 April 2025

07 April 2025

08 April 2025

09 April 2025

10 April 2025

11 April 2025

12 April 2025

14 April 2025

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16 April 2025

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18 April 2025

19 April 2025

21 April 2025

22 April 2025

23 April 2025

24 April 2025

25 April 2025

26 April 2025

28 April 2025

29 April 2025

30 April 2025

MAY 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
5	6	7
12 Buddha Purnima	13	14
19	20	21
26	27	28

MAY 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

NOTES

[illegible]

01 May 2025

02 May 2025

03 May 2025

05 May 2025

06 May 2025

07 May 2025

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10 May 2025

12 May 2025

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19 May 2025

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21 May 2025

22 May 2025

23 May 2025

24 May 2025

26 May 2025

27 May 2025

28 May 2025

29 May 2025

30 May 2025

31 May 2025

JUNE 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
2	3	4
9	10	11
16	17	18
23	24	25
29	30	

JUNE 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
5	6	7 Id-ul-Zuha
12	13	14
19	20	21
26	27	28

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02 June 2025

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24 June 2025

25 June 2025

26 June 2025

27 June 2025

28 June 2025

30 June 2025

JULY 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

JULY 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
3	4	5
10	11	12
17	18	19
24	25	26

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01 July 2025

02 July 2025

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11 July 2025

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19 July 2025

21 July 2025

22 July 2025

23 July 2025

24 July 2025

25 July 2025

26 July 2025

28 July 2025

29 July 2025

30 July 2025

31 July 2025

AUGUST 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
4	5	6
11	12	13
18	19	20
25	26	27 Ganesh Chaturthi

AUGUST 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
	1	2
7	8	9
14	15 Independence Day	16
21	22	23
28	29	30

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01 August 2025

02 August 2025

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21 August 2025

22 August 2025

23 August 2025

25 August 2025

26 August 2025

27 August 2025

28 August 2025

29 August 2025

30 August 2025

SEPTEMBER 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

SEPTEMBER 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
4	5 Id-e-Milad	6
11	12	13
18	19	20
25	26	27

NOTES

[illegible]

01 September 2025

02 September 2025

03 September 2025

04 September 2025

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25 September 2025

26 September 2025

27 September 2025

29 September 2025

30 September 2025

OCTOBER 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
		1
6	7	8
13	14	15
20 Diwali	21	22
27	28	29

OCTOBER 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
2 Mahatma Gandhi's Birthday/ Dushera	3	4
9	10	11
16	17	18
23	24	25
30	31	

NOTES

[illegible]

01 October 2025

02 October 2025

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25 October 2025

27 October 2025

28 October 2025

29 October 2025

30 October 2025

31 October 2025

NOVEMBER 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
30		
3	4	5 Guru Nanak's Birthday
10	11	12
17	18	19
24	25	26

NOVEMBER 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
		1
6	7	8
13	14	15
20	21	22
27	28	29

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01 November 2025

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28 November 2025

29 November 2025

DECEMBER 2025 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

DECEMBER 2025 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
4	5	6
11	12	13
18	19	20
25 Christmas Day	26	27

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01 December 2025

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25 December 2025

26 December 2025

27 December 2025

29 December 2025

30 December 2025

31 December 2025

JANUARY 2026 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
5	6	7
12	13	14 Makar Sankranti
19	20	21
26 Republic Day	27	28

JANUARY 2026 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
1 New Year's Day	2	3
8	9	10
15	16	17
22	23	24
29	30	31

NOTES

[illegible]

01 January 2026

02 January 2026

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26 January 2026

27 January 2026

28 January 2026

29 January 2026

30 January 2026

31 January 2026

FEBRUARY 2026 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
2	3	4
9	10	11
16	17	18
23	24	25
29	30	

FEBRUARY 2026 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
5	6	7
12	13	14
19	20	21
26	27	28

NOTES

[illegible]

02 February 2026

03 February 2026

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NOTES

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MARCH 2026 - PLANNER		
MONDAY	TUESDAY	WEDNESDAY
2	3	4 Holi
9	10	11
16	17	18
23	24	25
29	30	

MARCH 2026 - PLANNER		
THURSDAY	FRIDAY	SATURDAY
5	6	7
12	13	14
19 Gudipadwa	20	21 Id-ul-Fitr*
26	27	28

02 March 2026

03 March 2026

04 March 2026

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21 March 2026

23 March 2026

24 March 2026

25 March 2026

26 March 2026

27 March 2026

28 March 2026

30 March 2026

31 March 2026

RECORD OF PARENT/GUARDIAN'S CONTACT WITH SCHOOL

[illegible]

RECORD OF PARENT/GUARDIAN'S CONTACT WITH SCHOOL

[illegible]

RECORD OF PARENT/GUARDIAN'S CONTACT WITH SCHOOL

[illegible]

RECORD OF SCHOOL'S CONTACT WITH PARENT / GUARDIAN

[illegible]

RECORD OF SCHOOL'S CONTACT WITH PARENT / GUARDIAN

[illegible]

RECORD OF SCHOOL'S CONTACT WITH PARENT / GUARDIAN

[illegible]

SCHOOL HEALTH CARD

(To be filled by Medical Officer)

GENERAL INFORMATION

NAME.....
CLASS.....SECTION.....
FATHER'S/ MOTHER'S NAME.....
AGE.....SEX.....
CONTACT NUMBER.....
DOB.....

MEDICAL HISTORY.....
ALLERGY (IF ANY)

HEIGHT	WEIGHT	VISION RE/LE	DENTAL	SKIN INFECTION
ENT	RS (Adventitious sound)	PA	CVS (Murmur +/-)	ADDITIONAL REMARKS

DATE.....
MEDICAL OFFICER'S SIGNATURE.....

NAVY CHILDREN SCHOOL, MUMBAI

AUTHORISATION SLIP

(To be submitted to the Class Teacher within 15 days)

I hereby allow _____ / _____ (Name of guardians)

To collect my child from school during working hours.

Name of Pupil (in full): _____

Std. _____ Sec. _____

Mode of Commute for student: NT Pool bus / School bus / Own
Arrangement (Specify) _____ Bus Stop _____.

Name of Guardian 1 : _____

Contact Number _____

Occupation: _____

Address (Res.): _____

Name of Guardian 2: _____

Contact Number _____

Occupation: _____

Address (Res.) _____ /

Signature of Parent : _____

Signature of guardian 1: _____

Signature of guardian 2 : _____

MEDICAL RECORD OF THE CHILD
(To be filled up by the parents/guardian)
(IN CAPITALS)

1. Name of Pupil: _____
2. Age in Years: _____
3. Blood Group: _____
4. Does your child have: _____
 - (a) Congenital Heart Problem Yes / No
 - (b) Epilepsy Yes / No
 - (c) Diabetes Yes / No
 - (d) Breathing Ailments Yes / No
 - (e) Distress during Physical Activity Yes / No
 - (f) Allergy to any food stuff or medical ointments of First Aid
Yes / No Specify: _____
 - (g) Any Other (which the Class Teacher should know):

5. Any other disease for which the child is on regular medication: Yes / No Specify: _____
6. Emergency Contact Number which will be received at all times: _____

(*In case you answered 'Yes' for any above, please send a medical note with advice for Class Teacher)

Signature of Parent

Date:

NAVY INDEMNITY FORM
(To be submitted to the class Teacher within 15 days)

To
The Principal
Navy Children School
Mumbai

This is to certify that I permit my child / ward

to travel in the School / Navy bus for school excursion / any activity
outside the school.

Navy Children School / NT Pool / any other concerned authority
shall not be responsible for any unforeseen event beyond its
control.

Signature of the Parent

Address _____

Contact No. _____

Place: _____

NAVY CHILDREN SCHOOL, MUMBAI

FOR OFFICE USE

(To be submitted to the Class Teacher within 15 days)

Name of Pupil (in full): _____

Std. _____ Sec. _____ House _____

Mode of Commute for student: NT Pool bus / School bus / Own
Arrangement (Specify) _____ Bus Stop _____

Aadhar No. of the student: _____

Aadhar No. of Father: _____

Aadhar No. of Mother: _____

Name of Parent/Guardian: _____

Occupation: _____

(Only for children of serving personnel) Rank: _____ Cat. _____

Personal No.: _____ Unit: _____

Mother's Name: _____

Occupation: _____

Address (Res.): _____

E-mail: _____

Tel. No.: _____

Address (Off.): _____

Tel. No.: _____

School activities in which you would help:

We appreciate support from parents in the following area: (Please tick your choice)

Assistance with Discipline of students during events Cultural Activities ☐

Assistance with Cultural Activities ☐

Assistance in Performing Arts during Annual Days ☐

Willingness to accompany students on outdoor visits ☐

Help with costumes ☐

Give teaching assistance. Subject: _____

Any Other: _____

Specify Day/Days on which you can assist in the school: _____

I/We have read the rules mentioned in the almanac and agree to abide by them and see that my/our child conforms to the rules required of him/her, in conduct and studies.

Signature of Father
Date

Signature of Mother
Date



NAVY CHILDREN SCHOOL, MUMBAI							
1 st Bell: 0745 hrs 2 nd Bell: 0750 hrs Assembly: 0750 – 0805 hrs				Name of Teacher: _____			
TIME TABLE STD I to XII							
PRD.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
I							
II							
III							
IV							
BREAK							
V							
VI							
VII							
VIII							