

VISION

To create a future-ready educational ecosystem that fosters academic excellence, enduring values, and a sense of national pride while nurturing the holistic growth of the students.

MISSION

- To provide holistic, value based and inclusive education to wards of Indian Naval Personnel.
- Maintain a uniform and balanced curriculum that upholds consistent academic standards, enabling seamless student transitions across Naval Schools.
- Cultivate creativity, analytical thinking, and problem-solving skills while instilling integrity, teamwork, and patriotism among the students.
- Encourage holistic development of students, through diverse sports and co-curricular activities in a supportive and inclusive setting.
- Enable continuous professional advancement of educators through capacity-building initiatives and collaborative sharing of expertise and best practices.
- Develop modern, well-equipped learning spaces that provide a conducive environment for all-round development of students.
- Collaborate with national education bodies to ensure alignment with the prevailing education policies.

Academic Year 2026 – 27 commences 01 **APR 26**

SCHOOL TIMINGS			
Classes	Monday to Friday	First Saturday	Third Saturday
I & II	0740h to 1330h	-	-
III to V	0740h to 1345h	0740h to 1200h	-
VI to XII	Monday to Thursday 0740h to 1400h	0740h to 1305h	0740h to 1305h
	Friday 0740h to 1430h		

VISITING HOURS FOR PARENTS ON SCHOOL DAYS (with prior appointment)			
Principal	Headmistress & Vice Principal	Teachers	Counsellor
Monday to Friday 1415h to 1500h		Monday and Thursday 1400h to 1415h	Monday to Friday 1400h to 1430h
		Wednesday 0800h to 0845h	1st, 3rd and 5th Saturdays as per special appointment

OFFICE VISITING HOURS FOR PARENTS	
On School Days and 1 st , 3 rd and 5 th Saturday	0930h to 1300h
DURING VACATIONS	1000h to 1300h

Note: Parents are requested not to drop their wards at the School before 0720h, as students will not be allowed to enter the school premises before this time. The school shall bear no responsibility for supervision of students prior to 0720h.

NAVY CHILDREN SCHOOL (MUMBAI)

BLOCK VII AREA, NEW NAVY NAGAR, COLABA

MUMBAI - 400005.

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

CBSE Affiliation No - 1180008

UDISE No. - 27230100532

School Code – 34076

SCHOOL CONTACTS

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

Email: prin.ncs.mb@gmail.com

CONTACT NUMBERS

Reception: +91 8291614970

Office: +91 8692800401



NAVY CHILDREN SCHOOL MUMBAI



STUDENT PROFILE

Name of student in block capitals (as per Aadhaar card)		
Date of Birth (as per Aadhaar card)		
Class and Section		
House (Angre / Trata / Kunjali / Asvini)		
Aadhaar number	Father	
	Mother	
	Student	
Mobile Number	Father	
	Mother	
Email	Father	
	Mother	
Student's Permanent Education Number (PEN)		
Student's Automated Permanent Academic Account Registry (APAAR) ID		
Mode of Commute to School (Tick the Correct Alternative)		NT Pool Bus / School Bus / Own Arrangement (Specify)
	If NT Pool Bus	Bus Route (Name and Number)_____

Important Note: This data is used *inter alia* for upload/ submission to CBSE and/or other Government - mandated portals as required from time to time. Parents/ Guardians are requested to ensure numerical and factual accuracy of the details submitted herein, since the same will be construed as authentic. In the event of changes (if any) in these particulars, parents/guardians are to communicate the same to the School within seven working days of the change/s being effected. No demands/ requests for changes will be entertained thereafter, to all intents and purposes whatsoever

I/ We hereby certify that :-

(a) We have thoroughly read, familiarised and satisfied ourselves with the stipulations contained in the Note above.

(b) We agree to abide by the rules of the school as mentioned in this School Almanac.

(c) We will not hold NCS(Mumbai) or any of its functionaries responsible for errors of omission or commission that may arise out of inaccuracies/ inconsistencies in the inputs submitted herein by us.

Signature of Student

Signature of Father/ Guardian

Signature of Mother/ Guardian

Date : _____

Date : _____

Date : _____

HOLIDAYS FOR ACADEMIC YEAR 2026 – 27

Ser	Holidays	Date	Day of Week
1	Good Friday	03 Apr 26	Friday
2	Buddha Purnima	01 May 26	Friday
3	Id-ul-Zuha *	27 May 26	Wednesday
4	Muharram	26 June 26	Friday
5	Independence Day	15 Aug 26	Saturday
6	Id-e-Milad	26 Aug 26	Wednesday
7	Raksha Bandhan	28 Aug 26	Friday
8	Ganesh Chaturthi	14 Sep 26	Monday
9	Gandhi Jayanti	02 Oct 26	Friday
10	Dussehra	20 Oct 26	Tuesday
11	Bhaidooj	11 Nov 26	Wednesday
12	Guru Nanak Jayanti (Gurpurab)	24 Nov 26	Tuesday
13	Christmas	25 Dec 26	Friday
14	New Year's Day	01 Jan 27	Friday
15	Makar Sankranti	15 Jan 27	Friday
16	Republic Day	26 Jan 27	Tuesday
17	Holi	22 Mar 27	Monday

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

VACATION / BREAK SCHEDULE

Ser	Type of Vacation	From	To	No. of days
1	Summer Vacation	04 May 26 (Mon)	20 Jun 26 (Sat)	48
2	Autumn Break	16 Oct 26 (Fri)	23 Oct 26 (Fri)	08
3	Diwali Break	06 Nov 26 (Fri)	09 Nov 26 (Mon)	04
4	Winter Break	24 Dec 26 (Thu)	02 Jan 27 (Sat)	10
Total				70

GENERAL INFORMATION ABOUT THE SCHOOL

1. Navy Children School (NCS), Mumbai is a co-educational institution providing education from Std. I to Std. XII. The school is located at Navy Nagar, Colaba, Mumbai. The school follows the curriculum prescribed by the Central Board of Secondary Education (CBSE).
2. Navy Children School, Mumbai functions under the aegis of Navy Education Society (NES), New Delhi and is administered by the Headquarters, Western Naval Command. The school prepares students for the examinations conducted by the Central Board of Secondary Education (CBSE).
3. The motto of the Navy Education Society is:

सर्वोत्तम सर्वत्र सर्वदा

4. **Aim.** The Navy Children School aims at the overall development of each student's personality, with emphasis on fostering a rational outlook and a spirit of inquiry. The school strives to promote academic excellence and nurture in students a lasting enthusiasm for learning and knowledge. It also seeks to instil basic human values, encouraging students to grow into responsible and principled individuals.
5. **Academic Session.** The academic session of the school commences on the first working day of April and concludes on the last working day of March of the following year.
6. **Syllabus and Curriculum.** The medium of instruction is English. For Classes IX and X, students are offered a second language option between Hindi and Sanskrit. Sanskrit is taught as the third language from Std. VI to Std. VIII. **The school does not offer any foreign language.** The school follows NCERT textbooks only. Extra classes for Classes IX to XII may be conducted throughout the academic year to support intensive preparation for examinations. Parents/Guardians are requested to ensure attendance of their wards in such classes, as and when the same are scheduled.
7. **Streams of Study.** Navy Children School, Mumbai offers three streams of study in Classes XI and XII – Science, Commerce and Humanities. Subject structure for each stream is as follows:
 - 7.1. Each stream includes three compulsory subjects.
 - 7.2. Students are required to choose one subject from **OPTION – 1** and one subject from **OPTION – 2** of the stream in which they are enrolled.
 - 7.3. Students must also choose one subject from the set of Skill Subjects offered for the respective stream. Accordingly, each student will study a total of six subjects in the stream opted for. The detailed list of the subjects are as follows:

SCIENCE	COMMERCE	HUMANITIES
COMPULSORY	COMPULSORY	COMPULSORY
ENGLISH	ENGLISH	ENGLISH
PHYSICS	ACCOUNTANCY	HISTORY
CHEMISTRY	BUSINESS STUDIES	POLITICAL SCIENCE
OPTION – 1	OPTION – 1	OPTION – 1
COMPUTER SCIENCE	ECONOMICS	GEOGRAPHY
ECONOMICS	PHYSICAL EDUCATION	ECONOMICS
PHYSICAL EDUCATION		PHYSICAL EDUCATION
BIOLOGY		
OPTION – 2	OPTION – 2	OPTION – 2
MATHS	MATHS	MATHS
PSYCHOLOGY	PSYCHOLOGY	PSYCHOLOGY
PHYSICAL EDUCATION	PHYSICAL EDUCATION	PHYSICAL EDUCATION
	INFORMATION PRACTICES	
SKILL	SKILL	SKILL
FMM	FMM	FMM
YOGA	YOGA	YOGA
DATA SCIENCE	DATA SCIENCE	DATA SCIENCE

8. Awards and Prizes.

8.1. **Recognition of Academic and All-Round Excellence.** The school recognises and encourages excellence in academics, leadership, and overall development of students through the following awards and scholarships:

8.1.1. **Best All-Rounder House Award.** The “Best All-Rounder House” Award, donated by the PTA, is presented annually to the house that demonstrates outstanding performance in academics, cultural, sports, and co-curricular activities throughout the academic year.

8.1.2. **Highest Aggregate Scorer – Class XII.** Awards are presented by NES, NCS (Mumbai) and PTA to the highest aggregate scorer of the CBSE Class XII Examination.

8.1.3. **Arjun Chikkara Award.** The “Arjun Chikkara Award” is presented to the highest scorer in CBSE Class XII (Science Stream) Examinations.

8.1.4. **Master Shaurya Pathak Memorial Scholarship.** The “Master Shaurya Pathak Memorial Scholarship” is awarded to the highest scorer in CBSE Class XII (Commerce Stream) Examinations.

8.1.5. **NWWA Academic Awards.** Awards sponsored by NWWA are presented to first three toppers of Class X and the first three toppers of each stream of Class XII.

9. **Counselling Services.** Counselling sessions are conducted with the aim of supporting the academic, emotional, and social development of students.

9.1. **Student Counselling.** The School Counsellor provides vocational guidance, personal counselling, and assistance in matters related to emotional well-being, behaviour management, and disciplinary concerns.

9.2. **Parent Consultation.** Parents who wish to consult the counsellor are requested to seek a prior appointment through their ward’s almanac or through the designated school email ID.

9.3. **Career Guidance & Counselling.** The school conducts a structured Career Guidance and Counselling Programme every year through empanelled external agencies and qualified career guidance professionals. The programme includes aptitude assessment, psychometric evaluation, career awareness sessions, stream selection guidance etc to assist students in making informed academic and career choices. Participation in the programme is mandatory for students of Classes IX and XI and optional for students of Classes X and XII. The expenditure towards conduct of the programme is recovered through the school fees as approved by the School Management Committee from time to time. Details regarding the programme shall be communicated separately through circulars from time to time.

10. **Learning Centre.** The School has a Learning Centre to support certified students with special educational needs and learning disabilities. The Learning Centre provides individualised support and appropriate interventions to facilitate effective learning. The centre functions under the supervision of the following trained professionals: -

10.1. Special Educator

10.2. Occupational Therapist

10.3. Speech Therapist

11. **Infirmery and Medical Facilities.** The School maintains an infirmery within the campus to provide first aid and primary medical care to students during school hours. The infirmery is supervised by a trained and qualified nurse. **Only basic first aid and preliminary medical care are provided at the school.** In case of illness or injury requiring further medical attention, parents will be informed immediately and requested to collect their ward from the school.

12. The School does not have any specialised nursing staff or RMP on its staff.

13. Specific attention of all parents/ guardians is drawn to the following: -

13.1. It is possible that a student studying in the School may have some medical condition, which may necessitate special care, supervision and/or attention of competent medical authority, at extremely short notice.

13.2. The School does not have such medical infrastructure/ facilities as may possibly be required in case requirement for the same arises during the School's working hours specified during the Orientation Programme at the beginning of the Academic Year, this School Almanac for AY 2026 – 27, and, as may be subsequently promulgated through School Circulars, from time and time.

13.3. In such cases, parents/ guardians are non-negotiably required to submit a Certificate from a RMP/ the doctor who may be treating their ward **clearly, explicitly and unambiguously** stating: -

13.3.1. that the student is **MEDICALLY FIT** to attend School for the entire duration of the School's working hours.

13.3.2. that the student **neither requires medical supervision nor parental presence** for the entire duration of the School's working hours.

13.3.3. that the student requires/does not require a shadow teacher/attendant to accompany himself / her for the entire duration of the School's working hours.

13.3.4. restrictions (if any) imposed on the student in consideration of his/ her medical condition.

13.3.5. Any specific precautions or emergency measures **(strictly for the School's information only).**

13.4. **Engagement of Shadow Teacher.**

Irrespective of the Registered Medical Practitioner (RMP)/treating doctor certifying/ not certifying that the student requires a shadow teacher, or

where the School, based on its observations and assessment of the student's educational, behavioral, safety or support needs, considers such support necessary notwithstanding the doctor's opinion, the requirement for engagement of a shadow teacher shall be decided by the parent/guardian in consultation with the School. In all such cases, the parent/guardian shall be solely responsible for arranging, appointing and bearing the entire cost of the shadow teacher. The School shall neither provide nor arrange the same.

13.5. Only a female shadow teacher, duly approved by the School, shall be permitted to accompany a student within the School premises. The shadow teacher shall comply with all School rules, safety protocols, confidentiality requirements and directions issued by the school from time to time. The School reserves the right to refuse entry to or discontinue the services of any shadow teacher whose conduct, suitability or compliance with school regulations is found to be unsatisfactory.

14. **Co-Curricular and Extra-Curricular Activities.**

14.1. **Holistic Development.** The school organises a wide range of literary, cultural, sports, and co-curricular activities to promote the holistic development of students.

14.2. **Educational Visits and Excursions.** The school also organises picnics, excursions, and educational visits from time to time to enhance experiential learning and promote the all-round development of students. Participation in such activities will be communicated through official circulars, and parental consent will be obtained wherever required.

14.3. **Participation in Competitions.** Students may participate in different types of competitions and activities organised during the academic year in the form of: -

14.3.1. School-based competitions and activities

14.3.2. CBSE mandated events and competitions

14.3.3. External competitions conducted by other institutions or organisations.

14.4. Insofar as external competitions/ events are concerned, the following issues are pertinent and attention of parents/ guardians is drawn to the following: -

14.4.1. Participation in external competitions is on a purely voluntary basis at the singular parental discretion.

14.4.2. Information and circulars for such external events/ competitions is disseminated by the School only for information of the student community. The same, therefore, is not to be construed as endorsement of the event/competition by the School, to all intents and purposes whatsoever.

14.4.3. It may be noted that while every attempt is made by the School to establish the authenticity of such information prior dissemination of the same, parents/ guardians are to thoroughly satisfy themselves about the contents, and associated terms and conditions, prior confirming participation and/ or payment of any fees/ charges (if any such fees/ charges may have been indicated by the organisers).

14.4.4. The School neither sees/ aspires to nor derives any financial benefit from the conduct of any such external event/ competition.

15. **School Publications.** The school publishes the following magazines and newsletters:

15.1. A quarterly e-newsletter titled "Spectrum".

15.2. An Annual Hindi Magazine, published separately for the Senior School and Junior School.

15.3. The Annual School Magazine published for the Senior School and Junior School separately.

16. **National Cadet Corps (NCC).** The school has NCC (Junior Division) troops in the following wings:

16.1. Air Wing

16.2. Army Wing

16.3. Navy Wing

These programmes provide students with opportunities for training in leadership, discipline, and character building, along with participation in camps, tours, and outdoor training programmes.

16.4. **Salient Features.**

16.4.1. Enrolment takes place between April and June.

16.4.2. A maximum of 50 cadets each are enrolled annually in the Navy, Army, and Air Wings.

16.4.3. Age group: 13 to 17 years

16.5. **'A' Certificate Examination.**

16.5.1. Second-year cadets are eligible to appear for the 'A' Certificate Examination.

16.5.2. Cadets must have attended at least one NCC camp.

16.5.3. A minimum attendance of 75%, computed over both years of training, is required.

17. **House System.** The school follows an established House System aimed at fostering team spirit, leadership, cooperation, and healthy competition among students. Students are divided into four houses:

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

18. **Prefectorial Council (Student Council).** The Prefectorial Council (Student Council) at Navy Children School, Mumbai comprises student leaders selected through a formal and structured selection process. The Council provides students with opportunities to develop leadership, responsibility, teamwork, and organisational skills while assisting the school in maintaining discipline and promoting school activities.

18.1. Composition of the Prefectorial Council.

Ser	Name of the Post	No. of Posts	Secondary and Higher Secondary	Primary
1.	Head Boy	1	XII	V
2.	Head Girl	1		
3.	Deputy Head Boy	1	XI	IV
4.	Deputy Head Girl	1		
5.	Sports Captain (Boy)	1	XII	V
6.	Sports Captain (Girl)	1		
7.	House Captain	4	XI	V
8.	House Vice Captain	4	X	IV
9.	Cultural Captain	1	XI	IV
10.	Cultural Vice Captain	1	X	IV
11.	Prefect	8 (2 for each house)	IX/ X	IV
12.	Discipline Committee Member	12 (3 each from class IX to XII)	IX to XII	-

18.2. **Selection Procedure.** Candidates applying for posts in the Prefectorial Council shall undergo a three-phase selection process.

Phase I	Academics, CCA, Sports and NCC/ SCC/ Scouts
Phase II	Written Test and Interview
Phase III	Speech and Election

18.3. **General Guidelines for Applicants.** The following guidelines apply to all candidates applying for posts in the Prefectorial Council:

18.3.1. A student may apply for a maximum of two posts only.

18.3.2. Students aspiring to become part of the Student Council must submit a nomination form within the stipulated time.

18.3.3. A penalty of five negative marks will be imposed on students who have been issued a warning letter within the two years preceding the date of nomination.

18.3.4. A student who has been suspended on disciplinary grounds within the previous two years shall not be eligible for candidature.

18.3.5. Marks obtained in the Annual Examination of the previous class only shall be considered for evaluation.

18.4. Phase I

18.4.1. **Eligibility Criteria.** The minimum eligibility criteria for students applying for Prefectorial Council posts are as follows:

Ser	Post	Marks obtained in Annual Exam of the Previous Class	
		Secondary	Primary
1.	Head Boy and Head Girl	75% and above	Four A1 scores
2.	Deputy Head Boy and Deputy Head Girl	75% and above	
3.	Sports Captain (Boy and Girl)	60% and above	
4.	House Captains/ Vice Captains	70% and above	
5.	Cultural Captain/ Vice-Captain	70% and above	
6.	Prefects	70% and above	

18.4.2. **Weightage of Academic Performance (Only for Secondary and Higher Secondary Classes).** Marks obtained in the Annual Examination of the previous class will be converted into scores as follows:

Ser	Marks Range	Score	Weightage towards Final Score (20%)
1.	95 - 100	50	10
2.	90 - 94.99	45	09
3.	85 - 89.99	40	08
4.	80 - 84.99	35	07
5.	75 - 79.99	30	06
6.	70 - 74.99	25	05
7.	65 - 69.99	20	04
8.	60 - 64.99	15	03

18.4.3. Weightage for Participation in CCA / Sports.
Participation in CCA and sports achievements will be evaluated based on certificates submitted with the nomination form.

Ser	Level	Position	Score
1.	International	I	50
		II	45
		III	40
		Participation	35
2.	National	I	40
		II	35
		III	30
		Participation	25
3.	State/ Inter District	I	30
		II	25
		III	20
		Participation	15
4.	District/ Inter School/ Zonal	I	20
		II	15
		III	10
		Participation	05
5.	School	I	10
		II	05
		III	03
		Participation	02

18.4.4. Weightage for Participation in NCC / Scouts / SCC.

Ser	Criteria	Score	Weightage for Final Score (5%)
1.	Participation in National Level RD Parade	50	2.5
2.	Participation in National Level Camps	40	2.0
3.	Participation in other Camps	30	1.5
4.	Appointment/ NCC 'A' Certificate	20	1.0
5.	Participation as a cadet	10	0.5

Candidates will undergo initial screening after Phase I. Shortlisted candidates will proceed to Phase II.

18.5. Phase II. Candidates will be screened by the Selection Committee. Shortlisted candidates will proceed to Phase III.

18.5.1. Written Test. Candidates shortlisted after Phase I shall appear for a Written Test comprising questions based on

18.5.1.1. General awareness

18.5.1.2. School-related information

18.5.1.3. Leadership qualities

18.5.1.4. Duties and responsibilities of Student Council members

18.5.2. The question shall comprise of: -

Ser	Type of Questions	Total
1.	Multiple Choice Questions (1 mark each)	20 marks
2.	Short Answer Questions (2 marks each)	20 marks
3.	Long Answer Questions (5 marks each)	10 marks
	Total	50 marks

18.5.3. Statement of Purpose (SoP). Candidates must submit a Statement of Purpose outlining the reason as to why they wish to become a member of the Student Council, the value they intend to bring to the school, their vision for the school, changes they would like to see and how they plan to achieve these goals.

18.5.4. Interview. Candidates will be assessed on the following attributes: -

Ser	Area of Assessment	Max Marks
1.	Attitude and Interpersonal skills	10
2.	Confidence	10
3.	Leadership qualities	10
4.	Personality	10
5.	Responsibility	10

18.6. Phase III.

18.6.1. **Speech Campaign.** Candidates shortlisted after Phase II will participate in a Speech Campaign.

Ser	Area of Assessment	Max Marks
1.	Relevance of the Content	10
2.	Communication	10
3.	Presentation	10
4.	Interaction	10
5.	Mannerisms	10
Total		50

18.6.2. **Election Process.** Teachers and students from the respective eligible classes will cast their votes. Marks will be awarded based on the percentage of votes received.

Ser	Percentage of Votes	Marks
1.	75% and above	50
2.	50 to 74.9%	40
3.	25 to 49.9%	30
4.	15 to 24.9%	20
5.	14.9% and below	10

18.7. **Consolidated Result Sheet.** The Selection Committee will prepare a consolidated result sheet.

18.7.1. **Head Boy / Head Girl / Deputy Head Boy / Deputy Head Girl / House Captain / Prefect.**

Ser	Selection Criterion	Weightage	
		Secondary	Primary
1.	Academic	20%	-
2.	CCA	10%	15%
3.	Sports	10%	15%
4.	Written Test	10%	15%
5.	Interview	10%	15%
6.	Speech Campaign	10%	15%
7.	Elections	25%	25%
8.	NCC/ Scouts/ SCC	5%	-

18.7.2. Cultural / Sports Captain and Vice Captain.

Ser	Selection Criterion	Weightage	
		Secondary	Primary
1.	Academic	20%	-
2.	CCA/ Sports	25%	30%
3.	Written Test	10%	15%
4.	Interview	10%	15%
5.	Speech Campaign	10%	15%
6.	Elections	20%	25%
7.	NCC/ Scouts/ SCC	5%	-

18.8. Declaration of Results. The final results of the Prefectorial Council selection will be announced during the school assembly after approval from the Vice Chairperson, School Management Committee (SMC).

19. Activity Clubs. In order to enhance the talents, interests, and abilities of students, the school has instituted a number of Activity Clubs. These clubs provide opportunities for students to participate in a variety of co-scholastic activities and serve as a platform for students to explore their creativity, develop new skills, and cultivate teamwork and leadership qualities. Activity clubs are conducted periodically during the academic year and encourage students to actively participate in creative, intellectual, cultural, and environmental initiatives.

19.1. Classes I and II.

Culture And Heritage Club	Nature Club
Dance Club	Art And Craft Club
Music And Rhythm Club	Gardening Club

19.2. Classes III, IV and V.

Brain Wave Club	Culture And Heritage Club	Eco Friendly Club	Health And Hygiene Club	Cubs And Bulbuls
Math & Science Stem Club	Art And Craft Club	Pottery Club	Fit-Freak Club	-
Literary Club	Music Club	Mini Gardening Project Club	Clean- Slate Club	-
ICT / Robotics Club	Dance Club	Waste-Wise Club	Nutri-Nuts Club	-
Quiz Club	Theater/Dramatics Club	Green Talk Crew Club	Mind Game Club	-

19.3. Classes VI, VII and VIII.

Class VI	Class VII	Class VIII
Culture, Care & Conservation Club	InkSpire Club (Hindi And English)	Brain Wave Club
History And Heritage	Debate And Extempore	Maths
Health And Wellness	Character Enactment and Dramatics	Science
Basic Etiquettes	Book Reading And Book Reviewing	Science
Environment Sustainability	Creative Writing and Calligraphy	ICT
Community Services	Public Speaking	Robotics
		Quiz

19.4. Activities Common for Junior and Senior Sections. The following activities and events will be conducted throughout the academic year for students of both the Junior and Senior Sections:

- 19.4.1. Independence Day Celebrations
- 19.4.2. Republic Day Celebrations
- 19.4.3. Investiture Ceremony
- 19.4.4. Educational Visits
- 19.4.5. Picnics
- 19.4.6. Sports Day
- 19.4.7. Activity Clubs Display
- 19.4.8. Aquatics Meet (for Classes VI to XII)
- 19.4.9. Yuva Sansad (Youth Parliament) (for Classes VII and VIII)

20. Admission Guidelines for AY 2026–27.

20.1. Category of Admission. All admissions shall be as per the categories mentioned below (**in order of priority indicated**) and would be subject to the availability of seats in the concerned class: -

Ser	Category	Eligibility
1.	1	Wards of Naval Personnel: (a) Serving personnel (including Defence Security Corps) posted in station/city. (b) Family staying in Separated Family/ Selected Place of Residence (SPR) accommodation in station/city; serving personnel on deputation with other organisations (e.g. NSG, DRDO etc.) posted in station/city; superannuated service personnel who exercised choice of home station in last one year of service. (c) Widows.
2.	1A	Wards of personnel from other Services: (a) Serving personnel on deputation with IN and posted in station/city. (b) Personnel serving in Tri-service organisations in station/city. (c) Widows.
3.	1B	Wards of personnel from other Services: (a) Serving personnel of other Services not on deputation with IN or posted in Tri-service organisations but posted in station/city. (b) Serving personnel of Indian Coast Guard (ICG).

4.	1C	(a) Wards of ESM of IN residing in city/station: (i) Retired with pension. (ii) Invalided out on medical grounds with pension. (b) Wards of serving personnel from other Services who have chosen the city/station as SPR. (c) Wards of school staff running the school.
5.	2	Wards of ESM of IN not residing in city/station: (a) Retired with pension. (b) Invalided out on medical grounds with pension.
6.	2A	Wards of ESM of other Services: (a) Retired with pension. (b) Invalided out on medical grounds with pension.
7.	2B	Wards of Defence Civilians working with IN in the same city/station.
8.	3	Wards of ESM of IN: (a) Retired without pension. (b) Invalided out on medical grounds without pension.
9.	3A	Wards of ESM of other Services: (a) Retired without pension. (b) Invalided out on medical grounds without pension.
10.	3B	Wards of personnel of all three Services who are not categorised as ESM.
11.	3C	Wards of Defence civilians working with other Services posted in same station/city.
12.	4A	Grandchildren of Service Personnel.
13.	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.

20.2. Registration. Registration of students for admission will be done at the beginning of the academic session for classes in which vacancies exist. Firm dates and online applications will be promulgated through the School website. Mere registration for admission in the School does not guarantee any admission and is not to be construed as such.

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

20.4. **Guidelines for Admission – Category I.** Online registration portal for admission to NCSs has been made available on the School website. Procedure for online registration of Category-I students is as below:

20.4.1. **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.

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

20.4.3. **Provisional Admission.** Provisional admission shall be applicable only for Category – I students (Children of serving IN personnel). No screening procedure will be followed for admission of Category – I students.

20.4.4. **Confirmation of Admission.** Admission would be confirmed on submission of original TC and payment of applicable fees. In case neither of the parents are available in the station, legal guardian of the child be authorized by the parent(s) through a notarized affidavit to submit the original copy of the TC.

Note: 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.

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

Ser	Class	With Effect From AY	Minimum Age in Years as on 31 Mar of the year in which Admission is Sought
(a)	Balvatika – I	2023 – 24	03
(b)	Balvatika – II	2024 – 25	04
(c)	Balvatika – III	2025 – 26	05
(d)	Class I	2026 – 27	06
(e)	Class II	2027 – 28	07
(f)	III	2028 – 29	08
(g)	IV	2029 – 30	09
(h)	V	2030 – 31	10
(i)	VI	2031 – 32	11
(j)	VII	2032 – 33	12
(k)	VIII	2033 – 34	13
(l)	IX	2034 – 35	14
(m)	X	2035 – 36	15
(n)	XI	2036 – 37	16
(o)	XII	2037 – 38	17

20.5. Other Conditions for Admission

20.5.1. **Age Eligibility.** 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).

20.5.2. 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.

20.5.3. The maximum age would be relaxed by two years for differently abled children. Admission shall be granted as per categories mentioned.

20.5.4. **Category Strength.** The number of children from categories other than Categories I, II, and III shall not exceed 30% of the total strength of the school.

20.5.5. **Admission for Wards of School Staff.** 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.

20.5.6. Maximum class strength be limited as per CBSE guidelines.

20.6. **Admission to Class XI.** 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).

20.7. **Admission from Other Recognized Schools.** Student coming from another recognized 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.

20.8. **Direct Admission (Without TC).** 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. The Principal shall arrange a special test to determine the suitability of the student for admission to that class. If the parent/ guardian's statement is found to contain any willful misrepresentation regarding date of birth or educational record, necessary action shall be taken as per the latest CBSE/ KVS guidelines and the matter will be reported to the Management.

20.9. **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 the 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 recognized school abroad for admission in Class IX and above.

20.10. Admission Against Vacant Seats. In case seats remain vacant after 30th June 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.

20.11. Documents Required for Admission.

20.11.1. Class I

20.11.1.1. Original Birth Certificate for verification and copy for submission

20.11.1.2. Copy of updated Aadhaar Card

20.11.2. Classes II to VIII

20.11.2.1. Transfer Certificate

20.11.2.2. Report Card

20.11.2.3. Transfer Order

20.11.2.4. Copy of updated Aadhaar Card

20.11.3. Classes IX to XII

20.11.3.1. Transfer Certificate

20.11.3.2. Report Card

20.11.3.3. Transfer Order

20.11.3.4. CBSE Registration

20.11.3.5. Request Letter for Admission

20.11.3.6. Serving Certificate

20.11.3.7. Demand Draft for Rs. 1000/- in favour of Secretary CBSE payable at Pune

21. Payment of Fees. The school has tied up with State Bank of India, No. 6, The Arcade, World Trade Centre, Cuffe Parade, Mumbai – 400005, for facilitation of fee payment.

21.1. The Fee Defaulters List shall be prepared and submitted on a monthly basis for the perusal of the Vice Chairperson by the 21st of every month. The same list shall also be placed before the Chairperson along with proposed action against fee defaulters.

21.2. If the fee is not paid within two months, the name of the child shall be struck off from the rolls of the school. The child shall thereafter be treated as a fresh entrant, and the following charges shall be applicable:

21.2.1. Re-admission Fee

21.2.2. Tuition fee from the month last paid

Re-admission shall be granted subject to clearance of all dues and availability of seats. Non-payment of fees shall be discouraged by imposing the prescribed late fee penalty.

21.3. **Late Fee Structure.** If fees are not paid by the due date, the following late fee shall be charged:

Ser	Period of Payment	Late Fee
1.	Up to 20th of the fee month	No late fee
2.	From 21st to the last day of the fee month	₹100
3.	From 1st to the last day of the month next to the fee month	₹250
4.	After two months	Re-admission required

21.4. **Zero charges are applicable to parents for online fee payment.**

21.5. Parents are to install and access the Scientific Study Mobile Application using the following procedure:

21.5.1. Install the Scientific Study App from the Play Store / App Store.

21.5.2. Click on "Already have an account? Sign in now."

21.5.3. Enter the School Key: ncsmbmbai

21.5.4. Click Next

21.5.5. Enter the User ID and Password and log in.

21.6. **Procedure for Online Fee Payment.**

21.6.1. Click on Links

21.6.2. Select Pay Online Fee

21.6.3. Click Submit

- 21.6.4. Select the due installment and click on Proceed
- 21.6.5. Click on the Pay button
- 21.6.6. The system will redirect to the Payment Gateway page
- 21.6.7. Choose the payment mode
- 21.6.8. Enter the required details and complete the transaction
- 21.6.9. After successful payment, parents will receive Fee receipt, and Confirmation SMS.

21.7. **Registration Fees.** The registration fee structure is as follows:

Ser	Category	Registration Fee
1.	Officers (Serving / Retired)	₹200
2.	Sailors (Serving / Retired)	₹200
3.	Defence Civilians	₹500
4.	Civilians	₹500

22. **Issue of Transfer Certificate.**

22.1. The facility for applying for a Transfer Certificate (TC) is available online through the Scientific Study App. Parents are required to submit the request through the application portal.

22.2. Requests for a Transfer Certificate must be submitted at least 15 days in advance. The Transfer Certificate will be issued only after clearance of all outstanding dues.

22.3. A duplicate copy of the Transfer Certificate is not normally issued. However, a duplicate may be issued upon submission of an affidavit stating that the original Transfer Certificate has been lost, along with a penalty fee of ₹100/.

22.4. Once the Transfer Certificate request has been submitted, the request cannot be cancelled.

22.5. If the Transfer Certificate is issued after the 10th day of a month, the fee for the entire month shall be retained by the school.

22.6. **Request for Certificates.**

22.6.1. For Children Education Allowance (CEA) claims and Bonafide Certificates, parents must send a request via email to: prin.ncs.mb@gmail.com

22.6.2. The email should clearly mention:

Name of the student

Class and Section

Academic Year for which certificate is required

22.6.3. Requests for Transfer Certificates must be submitted through the Scientific Study App Portal.

22.7. Collection of Documents. The requested documents can be collected after one week from the date of application. Documents may be collected from the School Office on working days between 0930h and 1230h.

23. Guidelines for Parents.

23.1. Parents are requested to read and understand the contents of this almanac carefully and check it regularly for entries, instructions, and communications from the school.

23.2. Parents shall furnish to the school their latest office and residential addresses, mobile numbers, and email IDs, and ensure that the same are updated on the Scientific Study (SS) Portal as well as communicated to the school through email.

23.3. Parents are required to ensure timely submission and updating of Aadhaar and APAAR details as and when required by the school.

23.4. Under no circumstances shall parents or students enter the school premises after visiting hours or on holidays, or attempt to seek approval for the same. Parents are requested to cooperate with the school in the interest of the safety and security of students.

23.5. Parents are not permitted to enter classrooms directly under any circumstances. Meetings with teachers shall take place only in the visitors' room and only with prior appointment.

23.6. Parents wishing to meet the Principal, Vice Principal, Headmistress, or teachers must do so only during the visiting hours confirming to the procedure indicated in the almanac.

23.7. Entry to the school office shall be only through Gate No. 2.

23.8. Academic Support at Home.

23.8.1. Parents are advised to ensure that their ward carries the required textbooks and notebooks according to the timetable.

23.8.2. Parents should regularly check their child's books, notebooks, answer sheets, and classwork to monitor progress and encourage continuity in learning.

23.8.3. Parents should encourage their wards to take a balanced interest in studies, co-curricular activities, and sports, and ensure that they are adequately prepared for Continuous Assessment.

23.8.4. Appointments with doctors or social engagements should not be scheduled during school hours. In case of a genuine medical appointment or hospital visit in the morning, the student may be permitted to report to school up to 1030h, subject to submission of relevant medical documents of that day.

23.9. **Books, Stationery, and Other Materials.** The school will provide a list of prescribed books and stationery required for the academic year. Parents are free to purchase the same from any bookstore of their choice.

23.10. Delivery of tiffin, books, notebooks, or other items to the school during working hours shall not be accepted.

23.11. Safety, Belongings, and Conduct.

23.11.1. **Students are prohibited from bringing crackers, Holi colours, or any such unsafe material to school. Violation of this rule may result in suspension or expulsion.**

23.11.2. **Parents should instruct their wards to take proper care of their belongings. Expensive articles including items of jewellery should not be brought to school. Any such article brought to school in violation of this rule is liable to be confiscated.**

23.11.3. In case of any damage to school property, the entire cost of repair or replacement shall be recovered from the student(s) responsible, or from the entire group/class, as the case may be.

23.12. Food and Birthday Distribution. The school discourages the distribution of unhealthy food items and expensive confectionery on students' birthdays.

23.13. Communication with the School.

23.13.1. Parents are requested not to call teachers after working hours. Any problems, doubts, or concerns should be communicated through email to prin.ncs.mb@gmail.com

23.13.2. Parents are encouraged to interact regularly with teachers during visiting days, PTIs, PTMs, and orientation programmes.

23.13.3. Parents are requested to read and take note of all circulars issued by the school from time to time.

23.13.4. Parents may visit the school website for updated school information and the CBSE website for Board-related information.

23.14. Timings, Reporting, and Dispersal.

23.14.1. Parents shall not be permitted to take their ward home during school hours, including on examination days, except in the case of a genuine medical emergency, either duly communicated by the parents or informed by the school authorities.

23.14.2. Parents are requested not to drop their ward before 0720h, as the school shall not be responsible for supervision prior to that time.

23.14.3. If students are required to report early to school or stay back after school hours for extra classes, rehearsals, school events, or other activities, the same shall be notified through a circular issued in advance.

23.15. Participation in External Activities. Participation in any co-curricular or extra-curricular activities or competitions organised by external agencies shall be solely at the discretion of the parents.

23.16. The profit generated during the sale of products as part of Club Activities shall not accrue to the school and shall instead be utilised for charitable purposes.

23.17. Events such as Book Sale during PTMs are conducted solely for the benefit of the community, and no share of profit is received by the school.

24. Code of Conduct for Students.

24.1. Acts of Misconduct. The following shall be constituted as acts of the Misconduct in school

24.1.1. Misbehaviour towards teachers, fellow students, or any other employee of the school.

24.1.2. Causing disturbance in the classroom or disrupting the conduct of classes.

24.1.3. Continued absence from classes without permission of the teacher or Head of School.

24.1.4. Leaving the school premises or playground during school hours without prior permission.

24.1.5. Involvement in ragging, bullying, cyberbullying, intimidation, body shaming, eve-teasing, Adam-teasing, misbehaviour towards students, or passing lewd comments.

24.1.6. Rowdy, rude, violent, or indecent behaviour.

24.1.7. Damaging, disfiguring, or defacing school property.

24.1.8. Propagating a strike or causing disruption of classes.

24.1.9. Association with banned organisations.

24.1.10. Disobeying lawful orders of the teacher or Head of School.

24.1.11. Bringing unauthorised people or articles, including mobile phones, smart watches, and similar gadgets, into the school.

24.1.12. Theft or pilferage of school property, staff property, or student property.

24.1.13. Fighting, theft, or any act bringing disrepute to the student, school, or the Indian Navy.

- 24.1.14. Acts involving moral turpitude.
- 24.1.15. Smoking, consumption of alcohol, drugs, chewing betel leaves, pan masala, or other prohibited substances.
- 24.1.16. Use of inhalers except under a valid prescription from a registered medical practitioner.
- 24.1.17. Use of violence in any form.
- 24.1.18. Propagating casteism, communalism, or practising untouchability.
- 24.1.19. Possession of weapons, firecrackers, or any dangerous object in the school premises.
- 24.1.20. Improper use of computer resources, including access to unauthorized websites or software portraying indecent or pornographic material.
- 24.1.21. Posting, uploading, commenting on, or circulating derogatory remarks about the school, school staff, or students on social media.
- 24.1.22. Inappropriate touch towards same or opposite sex.
- 24.1.23. Involvement in gambling in any form.
- 24.1.24. Possessing, viewing, reading, screening, sharing, or forwarding pornographic or inappropriate material by SMS, email, or any other medium. Students shall also not discuss or criticize the school, teachers, staff, or school authorities on any public or social media platform.
- 24.1.25. Driving a two-wheeler or four-wheeler to school without a valid driving licence and, in the case of a two-wheeler, without a helmet.
- 24.2.26. Any other act of misconduct that constitutes an offence under the law of the land.

25. **Student Discipline Committee.** The school has a Student Discipline Committee comprising of two teachers and one PTA member. The Committee shall investigate cases of misconduct and make recommendations to the Principal regarding disciplinary action. The Principal shall remain the final authority for awarding penalties, based on gravity of the offence, repetitive nature of misconduct and recommendations of the Student Discipline Committee.

26. **Anti-Bullying Policy.**

26.1. The school is committed to providing a safe, respectful, inclusive, and secure environment for all students. In accordance with CBSE guidelines and NES directives, the school follows a zero-tolerance policy towards bullying and harassment in any form.

26.2. Bullying includes repeated or intentional acts such as:

- 26.2.1. Physical aggression or damage to property
- 26.2.2. Verbal abuse, teasing, name-calling, or threats
- 26.2.3. Social exclusion, spreading rumours, or humiliation
- 26.2.4. Cyberbullying through digital or social media platforms
- 26.2.5. Sexual harassment or any unwelcome behaviour

26.3. All complaints of bullying shall be handled with confidentiality, sensitivity and prompt action. The school shall adopt corrective and reformative measures, along with strict disciplinary action where necessary, in accordance with CBSE, NES, and statutory provisions.

26.4. Students are encouraged to report such incidents to Class Teacher, School Counsellor or Any trusted authority. No student shall face retaliation for reporting a genuine concern.

26.5. Students, parents, and staff are expected to cooperate in upholding a culture of respect, empathy, discipline, and dignity.

27. **Mobile Phone and Electronic Device Policy.**

27.1. In accordance with CBSE and NES guidelines, the school follows a strict policy to ensure a safe, disciplined, and distraction-free learning environment. This policy applies to all students of Classes I to XII during school hours, examinations, school transport, co-curricular activities, school-organised events and trips.

27.2. Students are strictly prohibited from bringing or using mobile phones or electronic gadgets on the school campus unless explicit written permission has been granted by the school for academic or emergency reasons.

27.3. Prohibited items include mobile phones, smart watches, tablets, earphones, cameras, power banks, gaming devices. Simple analog or digital watches without connectivity of any description are permitted.

27.4. In exceptional cases related to travel or safety, prior written permission from the school is mandatory. In such cases, the mobile phone must be switched off, deposited at the reception on arrival and collected only after dispersal.

27.5. Any unauthorised device found with a student shall be confiscated immediately, returned only at the end of the academic session handed over only to the parent/guardian against a signed undertaking.

27.6. Repeated violations or misuse, including use during examinations, shall invite strict disciplinary action.

27.7. Students shall not record, photograph, or circulate any content relating to the school, staff, or peers. Misuse of digital media shall be dealt with under School Discipline and Cyber Safety norms.

27.8. In case of emergency, parents may contact the school office, and students may use the school landline.

27.9. The school shall not be responsible for loss or damage to unauthorised devices brought by students.

28. **School Rules for Students.**

28.1. **School Almanac and Identity Card.** Identity Cards must be worn to school on all working days. Loss of an Identity Card shall be treated as a punishable offence. The school almanac must be brought to school every day. All entries made by the school in the almanac must be shown to parents. Similarly, entries made by parents must be brought to the notice of the concerned school staff. Any student representing the school must be in proper uniform, appropriately attired for the concerned activity, and in possession of his/her Identity Card.

Students appearing for Board Examinations shall carry their School Identity Card and CBSE Admit Card on all examination days. These documents are important official records and must be preserved carefully. Any loss, damage or misplacement due to negligence shall be the responsibility of the student and parent/guardian. The school shall not be responsible for inconvenience arising out of such loss, and issue of duplicate documents, wherever permissible, shall be subject to the applicable rules and procedures.

28.2. Student Attendance Policy.

28.2.1. CBSE Mandatory Attendance Requirement (Classes X and XII). Students of Classes X and XII must maintain a minimum attendance of 75% to be eligible to appear for the CBSE Board Examinations. Attendance shortage may result in denial of examination eligibility unless condonation is approved by CBSE in exceptional cases. Condonation is considered by CBSE only in the following cases duly supported by relevant documentation:

28.2.1.1. Medical emergencies

28.2.1.2. Participation in national/international competitions

28.2.1.3. Grief or emergency in the immediate family

28.2.1.4. Serious circumstances approved by the Head of School

Note: In such cases final decision wrt condonation of absence / short fall in absence below the CBSE mandated limit for falls only with in the per view of CBSE the school is not within any position to regularise / condone such absence to all intend and purposes whatsoever. Medical emergencies must be supported by a Medical Certificate from a Registered Medical Practitioner for the exact period of leave availed.

28.2.2. Minimum Attendance (Classes I – IX and XI).

Students are expected to maintain 75% attendance to ensure continuity of learning and eligibility for promotion. A student may not be allowed to appear in the session-ending examination without a minimum of 75% attendance up to 15 March of the academic session, including attendance carried over from a previous school in case of transfer admission.

28.2.3. The following days shall be treated as mandatory attendance days:

28.2.3.1. Independence Day

28.2.3.2. Republic Day

28.2.3.3. Examination Days

28.2.3.4. Certain mandatory activities and events conducted on Saturdays

28.2.4. All students must be present in school 10 minutes before the scheduled time. **The school gate will close at 0740h.** Students reporting late without justified reason will be sent back home. After three late arrivals, parents will be called to take the child home.

28.3. **Use of Unfair Means.** All students are expected to maintain the highest standards of honesty in academics and all other aspects of school life. Use of unfair means in tests, examinations, or homework is treated as a serious offence. When a student is found using unfair means:

28.3.1. Parents shall be informed.

28.3.2. The student shall be awarded zero marks in the concerned question/paper.

28.3.3. In case of repeated offence, the student may be expelled or awarded such punishment as deemed appropriate by the Principal.

28.3.4. In Board Examinations, action shall be governed by the rules prescribed by the respective Board.

28.4. **Penalties for Disciplinary Offences.** To ensure fairness, the following guidelines are laid down regarding disciplinary action. These indicate the maximum penalties and do not imply that such punishment shall be awarded automatically in every case.

Ser	Offence	Penalties
1.	General classroom misconduct, misbehaviour towards teachers/ any other employee of the school, disrupting the activities taking place, excessive noise, excessive talking, distracting action or comments	1st Offence - Teacher's discretion / refer to Head of School
		2nd Offence - Suspension from class for one day with intimation to parents
		3rd Offence - Suspension from class for two days with intimation to parents

2.	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	1st Offence - Suspension from the Class for One weeks & refer the matter to the parents under intimation to Chairperson SMC.
		2nd Offence - Suspension from the Class for Two week & refer the matter to the parents under intimation to Chairperson SMC.
		3rd Offence - Initiation of expulsion procedure with intimation to parents.
3.	Refusing the lawful directives of teacher or Head of the school	As deemed appropriate by the Head of the school.
4.	Theft/ pilferage of employee/ student's property. Stealing or possessing the property of an individual without express permission of the owner	1st Offence - Payment of double the cost of the loss and parents to be informed.
		2nd Offence - Payment of double the cost of the loss, parents to be informed & suspension from Class for two days.
		3rd Offence - Payment of loss and initiation of expulsion procedure with intimation to parents.
5.	Stealing or possessing the School Property or willful destruction of school property	1st Offence - Payment of loss with intimation to parents.
		2nd Offence - Payment of loss and suspension from Class for three days with intimation to parents.
		3rd Offence - Payment of loss and initiation of expulsion procedure with intimation to parents.
6.	Possessing or use of firecrackers and other incendiary items	1st Offence - Suspension from Class for three days. Parents to be informed.
		2nd Offence - Suspension from Class for six days Parents to be informed.
		3rd Offence - Initiation of expulsion procedure with intimation to parents.
7.	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.
8.	Unacceptable language or name calling towards other students	To be handled by the individual teacher with appropriate reference to Parents/ Head of the school
9.	Propagate casteism, communalism or practice of untouchability	An appropriate punishment by the Head of the school.

10.	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.
11.	Propagating a strike, Association with banned organizations, use of violence in any form, Fighting, incitement that results in physical confrontation between students	1st Offence - Parents to be informed 2nd Offence - Suspension from Class for five days. Parents to be informed. 3rd Offence - Refer the matter to the Chairperson SMC. Parents to be informed
12.	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.
13.	Leaving the school premises or playground during school hours without prior permission of concerned teacher	1st Offence - Parents to be informed. 2nd Offence - Suspension from the Class for one day with intimation to parents. 3rd Offence - Suspension from the Class for two days with intimation to parents.
14.	Bringing unauthorized people/ articles inside the school	Appropriate action as deemed fit by the Head of the school
15.	Absenting from class	1st Offence - Refer the matter to the parents. 2nd Offence - Refer the matter to the parents, record on students Almanac and extra home work 3rd Offence - Refer the matter to the principal for disciplinary action
16.	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.
17.	Habitual Latecomer	Appropriate action as deemed necessary by the Head of the school.
18.	Driving two/ four-wheeler to school without a valid driving license and helmet in case of two wheelers)	1st Offence - Refer the matter to the parents. Vehicle is to be confiscated and handed over to parent/ owner only. 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.
		3rd Offence - Initiation of expulsion procedure with intimation to parents. Vehicle is to be confiscated and handed over to parent/ owner only.
19.	Involving in acts of moral turpitude/ involve in ragging/ bullying/ cyber bullying/ intimidation of others/ body shaming. Eve-teasing/ Adam-teasing- misbehaviour 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	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. 2nd Offence - Initiate action for expulsion from school.

28.5. Library.

28.5.1. The students are not to take any book from the library without proper entry in the issue register.

28.5.2. 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.

28.5.3. 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 rupee 1/- per day.

28.5.4. Students of Std. X and XII will be required to return all library books and obtain clearance certificate from the Librarian before applying for the CBSE Examination Hall ticket.

28.5.5. 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.

28.5.6. Students should not carry Note Books to the Library during their Library period. Penalties will be levied.

28.5.7. They should not scribble / draw I write on / or deface the library books in any manner.

28.5.8. Students are encouraged to utilise the library facilities to the maximum.

28.5.9. Library Timings is as amended below:

Ser	Days	Timings
1.	Monday to Friday	0800h to 1600h
2.	1st, 3rd and 5th Saturdays and during vacations	0900h to 1300h

28.6. **ERP Implementation - Scientific Study Portal.** Upon admission of a child, parents will be provided a unique Scientific Study Portal ID to access information related to their ward. In case of siblings studying in the school, the same ID and password shall be provided for login. Details of each child may be accessed by changing the name in the application. The portal provides access to the following:

28.6.1. Online fee payment

28.6.2. Student's progress reports after each examination

28.6.3. Daily attendance

28.6.4. Leave request facility

28.6.5. Updating of residential address, mobile number and email

28.7. **Bus Rules.**

28.7.1. Regular transport arrangements are made by NT Pool, Mumbai, for naval children up to Std. XII. Bus passes and travel registration are to be completed at NT Pool. Management of school buses, hiring of bus attendant and conductor is undertaken by NT Pool only and any issue related to it should be taken up with NT Pool.

28.7.2. All enquiries regarding Naval School buses shall be addressed to the OIC, NT Pool.

28.7.3. Students availing school transport are responsible for maintaining discipline. The following rules shall be observed:

28.7.3.1. Students must be present at the specified bus stop at least 10 minutes before the scheduled arrival time of the bus.

28.7.3.2. No student shall change his/her bus route without written permission of the Bus-in-Charge.

28.7.3.3. No waste or object of any kind shall be discarded inside or thrown out of the bus.

28.7.3.4. Students shall be held responsible for any damage caused to the bus due to negligence or vandalism.

28.7.3.5. Unruly behaviour is strictly prohibited. Courteous and disciplined behaviour is expected at all times.

28.7.3.6. No student shall board any bus other than the one allotted to him/her.

28.7.3.7. Each student using the school bus shall be required to submit an indemnity form before availing school transport.

29. **School Uniform.**

Monday, Tuesday, Thursday, Friday	
Boys	Girls
Navy blue shorts (I - V)	Knee length navy blue skirt with navy blue /
Navy blue trousers (VI - XII)	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 double Velcro (I - III)
Black shoes with laces (IV - XII)	Black shoes with laces (IV - XII)
Black sandals during rainy season (I - XII)	Black sandals during rainy season (I - 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 (IX-XII)	White lab coats on lab days (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 (I - XII)	Navy blue track pants without any piping (I - 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 double Velcro (I - III)
Black shoes with laces (IV - XII)	Black shoes with laces (IV - XII)
Black sandals during rainy season (I - XII)	Black sandals during rainy season (I - XII)
Winter	
Blue zipped jacket with hood as promulgated by the school	Blue zipped jacket with hood as promulgated by the school
Identity Card to be Worn Daily	

29.1. Utmost importance is given to the proper turnout of students, cleanliness, correct uniform material, and adherence to the prescribed pattern of tailoring.

29.2. Students will be allowed entry into the school only in the prescribed school uniform at all times.

29.3. Any student representing the school must be in proper uniform, appropriately attired for the concerned activity, and must carry his/her Identity Card.

29.4. Students must wear neat, clean, washed, and properly ironed uniforms at all times.

29.5. Students must maintain a neat and tidy appearance with well-groomed hair. In the case of boys, hair should not touch the shirt collar at the nape of the neck.

29.6. Girls are not permitted to keep long hair loose. Flicks and fringes are not allowed. Shoulder-length hair must be properly plaited.

29.7. Hair colouring, streaking of hair, tattoos, and ear or body piercing are strictly prohibited.

29.8. Boys and girls must wear trousers and skirts respectively at the mid-waist level. Wearing low-slung trousers or skirts will be considered a serious violation of the school uniform code, and disciplinary action will be taken.

29.9. Ornaments and jewellery of any kind are not permitted in school.

29.10. Students should not remain in school uniform after school hours, unless they are participating in or representing the school in an official activity.

30. CBSE Registration.

30.1. Classes IX and XI.

30.1.1. While filling the registration form, parents and students must ensure that all details are entered exactly as per the Transfer Certificate submitted at the time of admission to NCS Mumbai.

30.1.2. A copy of the valid certificate supporting Caste Category or Disability, if applicable, must be emailed to the school

email ID. The hard copy of the certificate must also be submitted to the school office.

30.1.3. In case of any change in the Date of Birth, Name of the Student, Father, Mother, or any other details, a valid supporting document must be submitted to the school office. Parents may contact the school office for any clarification.

30.1.4. All required documents and submissions must be made within the stipulated time period.

30.1.5. The amount for registration fee will be communicated separately, and all students, including new admissions, must pay the prescribed fee.

30.1.6. CBSE Registration and Examination Fees for Classes IX and XI will be added to the respective monthly fee.

30.2. Class X.

30.2.1. Class X registration will be done as per the Class IX registration slip, and no separate Google Form will be issued.

30.2.2. The registration fee amount will be communicated by the school, and all students, including new admissions, are required to pay the fee.

30.2.3. CBSE Registration and Examination Fees for Class X will be added to the respective monthly fee.

30.3. Class XII.

30.3.1. Class XII registration will be carried out as per the Class XI registration slip, and no separate Google Form will be issued.

30.3.2. The registration fee amount will be informed by the school, and all students, including new admissions, must pay the required fee.

30.3.3. CBSE Registration and Examination Fees for Class XII will be added to the respective monthly fee.

31. **Assessment Scheme.**

31.1. **Class IX.**

31.1.1. The assessment scheme for Class IX shall consist of Annual Examination (80%) and Internal Assessment (20%), as per CBSE guidelines. Assessment will be grade-based for both scholastic and co-scholastic areas.

31.1.2. The average of best two out of three periodic tests will be considered as per CBSE norms. The Weightage Distribution will be as under:

Ser	Category	Weightage
1.	PT-1 / PT-2 (Average of best two out of three periodic tests)	5%
2.	Multiple Assessment	5%
3.	Portfolio (Best of)	5%
4.	Subject Enrichment	5%
5.	CFE / Annual Examination	80%

31.2. **Class XI.** The weightage of tests and examinations for Class XI shall be as follows:

Ser	Category	Weightage
1.	Average of Unit Test I and Unit Test II	25%
2.	Half Yearly Examination	25%
3.	Annual Examination	50%
	No re-examination will be conducted for students who do not appear in the final examination except only in cases of genuine medical reasons, subject to submission of a valid medical certificate.	

32. **Promotion Policy.**

32.1. **Promotion Policy for Classes I to IV and VI to VII.** The No Detention Policy as per the Right to Education (RTE) Act shall continue to be followed for Classes I to IV.

32.2. **Promotion Policy for Classes V and VIII.**

32.2.1. A student must secure a minimum of 33% marks in each subject, including both Theory and Internal Assessment.

32.2.2. An overall aggregate of 33% (33 marks out of 100) is required to be declared Pass.

32.2.3. Students who do not meet the promotion criteria shall receive additional academic support and will be given an opportunity to appear for a re-examination within three weeks after the declaration of results.

32.2.4. If the student fails to meet the promotion criteria in the re-examination, he/she shall be retained in Class V or VIII, as applicable.

32.2.5. No child shall be expelled from the school until the completion of elementary education, ensuring that every student has the opportunity to complete schooling.

32.3. Promotion Policy for Class IX.

32.3.1. The qualifying marks in each subject shall be 33%, including both Theory and Internal Assessment.

32.3.2. Students must secure an overall minimum of 33% marks for promotion to the next class.

32.3.3. Students offering five subjects and failing in two core subjects (English, Hindi, Mathematics, Science, Social Science) shall be placed in Compartment in those subjects.

32.3.4. Students failing in more than two subjects shall be treated as Essential Repeat.

32.3.5. For promotion purposes, the sixth subject (additional subject offered by the school, such as Artificial Intelligence) shall not replace any core subject.

32.4. Promotion Policy for Class XI.

32.4.1. Students must secure 33% marks in each subject.

32.4.2. Students must secure 33% separately in Theory and Practical/Internal Assessment components where applicable.

32.4.3. For promotion, students must secure 33% aggregate marks taken together across Periodic Test I, Half Yearly Examination, Periodic Test II, and Annual Examination in each subject.

32.4.4. Students failing in one subject will be placed under Supplementary Examination.

32.4.5. Students failing in more than one subject shall be treated as Essential Repeat.

32.4.6. Students must secure 33% marks in the supplementary examination (theory only) to qualify for promotion to the next class.

32.4.7. For promotion purposes, the sixth subject (additional subject offered by the school) shall not be considered as a replacement for any core subject.

Note: It is mandatory for all students to appear in the Annual Examination for promotion to the next higher class.

33. **Examination Block Dates for AY 2026 – 27.**

33.1. **Classes I to VIII.**

Ser	Name of Exam	Date
1.	UT I	09 Jul 26 - 20 Jul 26
2.	Half Yearly	10 Sep 26 - 27 Sep 26
3.	UT II	10 Dec 26 - 20 Dec 26
4.	Annual Exam	27 Feb 26 - 17 Mar 27

33.2. **Classes IX and XI.**

Ser	Name of exam	Class IX	Class XI
1.	UT I	09 Jul 26 - 20 Jul 26	21 Jul 26 - 31 Jul 26
2.	Half Yearly	10 Sep 26 - 27 Sep 26	10 Sep 26 - 28 Sep 26
3.	UT II	10 Dec 26 - 20 Dec 26	10 Dec 26 - 21 Dec 26
4.	Annual Exam	22 Feb 27 - 07 Mar 27	22 Feb 27 - 15 Mar 27

33.3. **Classes X and XII.**

Ser	Name of Exam	Dates
1.	Pre Mid-Term/RT- I	07 Jul 26 - 19 Jul 26
2.	Mid -Term / HY	08 Sep 26 - 26 Sep 26
3.	Post Mid –Term/RT- II	07 Nov 26 - 20 Nov 26
4.	Common Pre-board	01 Dec 26 - 21 Dec 26

Note: Syllabus will be promulgated few days before exams.

34. **Examination Schedule for AY 2026-27.**

34.1. **Classes I to V.**

Note: - Exam schedule for Class I to V wrt Unit Test1, Half Yearly Exam, Unit Test 2 will be promulgated closer to the block dates

Annual Exam (24 Feb 26 to 17 Mar 27)		
Day	Date	Subject
Monday	01 Mar 27	G.K.
Wednesday	03 Mar 27	Hindi
Friday	05 Mar 27	Maths
Monday	08 Mar 27	English
Thursday	11 Mar 27	EVS
Monday	15 Mar 27	Computer

34.2. Classes - VI to IX and XI.

Note: - Exam schedule for Class VI to IX and XI wrt Unit Test1, Half Yearly Exam, Unit Test 2 will be promulgated closer to the block dates

Common Final Exams (22 Feb 27 – 15 Mar 27)					
Date	Class VI	Class VII	Class VIII	Class IX	Class XI
22 Feb 27	-	-	-	Hindi/ Sanskrit	English
24 Feb 27	Computer	Computer	Computer	Maths	Physics / B.Studies / Geography
26 Feb 27	GK	GK	GK	English	Chemistry/ Accountancy/ Political Science
01 Mar 27	English	Social Science	Hindi	Science	Maths/ Psychology
03 Mar 27	Science	Maths	Sanskrit	Social Science	Biology/CS/IP
05 Mar 27	Hindi	English	Maths	AI	Physical Education
08 Mar 27	Social Science	Sanskrit	Science		Economics
11 Mar 27	Sanskrit	Science	Social Science		History
15 Mar 27	Maths	Hindi	English		Skill Subject

34.3. Pre-Board Examination for Classes X and XII.

Note: - Exam schedule for Classes X and XII wrt Pre Mid-term, Mid-Term and Post Mid-term will be promulgated closer to the block dates

Ser	Pre-Board	Class X	Class XII
1.	01 Dec 26	Hindi/ Sanskrit	English
2.	03 Dec 26	Maths	Physics/ B. Studies / Geography
3.	07 Dec 26	English	Chemistry/ Accountancy/ Political Science
4.	09 Dec 26	Social Science	Maths/Psychology
5.	11 Dec 26	AI	Biology/ CS/ IP
6.	14 Dec 26	Science	Physical Education
7.	16 Dec 26		Economics
8.	18 Dec 26		History
9.	21 Dec 26		Skill Subject

SCHOOL ADVISORIES

The section contains all the advisories issued by the school from time to time. Parents are requested to take note and ensure compliance.

Limitation of Liability. To all purposes and intents whatsoever, neither the School nor any of its functionaries including the School Management Committee will be responsible / liable/ answerable for any direct, indirect, incidental, emotional, psychological, financial, physical or consequential damages(including without limitation, damages resulting from loss of use, loss of profits, interruption or loss of business, lost goodwill, lost revenue and lost opportunity) arising out of inability or unwillingness on part of any parent and/or guardian to take cognizance of and/or adhere to any of the cautions indicated herein. The foregoing limitation of liability and exclusion of damages applies even if a parent and/or guardian had or should have had knowledge, actual or constructive, of the possibility of such damages. The foregoing limitation of liability and exclusion of damages shall apply whether a claim is based on breach of contract, breach of warranty, tort (including negligence), product liability, strict liability or otherwise, and, whether or not such damages are foreseen or unforeseen.

Caution Advisory Regarding Financial Transactions with NCS (Mumbai)

Dear Parent/ Guardian,

This is a caution advisory for your information and exercising requisite precautions (as may be deemed fit, relevant and applicable by you) as and when entering into any financial transactions with NCS(Mumbai).

NCS(Mumbai) (hereinafter referred to as School) does not solicit and/or ask for any money to be paid by way of online / cash fund transfers through any payment gateway/ medium other than the pre-defined, pre-intimated official application for payment of fees

The amount of prescribed fees along with their periodicities are promulgated (well in advance of the due date) at the beginning of the academic year. Prescribed Fees may be paid via the officially promulgated online payment gateway or by cheque at the school's office. The mode of payment is entirely at your sole discretion to all intents and purposes whatsoever.

Should you prefer to make such payments by cheque at the school's office, the same is to be accompanied by a credit slip/form available at the school's office.

No functionary of the school is authorized in any capacity whatsoever to ever demand from/ ask/request you to pay up any money (irrespective of the amount involved) via channels other than those officially promulgated by the school.

The school neither solicits nor authorises any of its staff/ functionaries to collect money from parents into personal accounts/ UPI IDs.

Official requirements for making payments in connection with the conduct of officially organised and specific academic, curricular, co-curricular or 0078-curricular activities,

along with the specific mode for making such payments if any, will be invariably promulgated and communicated to you via formal written communication with adequate notice.

You are requested to exercise adequate caution and due diligence prior effecting any financial transaction that you may be asked to engage in by unscrupulous elements ostensibly on behalf of the school.

In case of any doubt regarding any demand/request for payment that may have been made to you by the School or by any individual who may claim to be acting on behalf of the School, please do contact the School between 0900h – 1400h on all working days ONLY on telephone numbers 8291614970 / 8692800401 or via Email at prin.ncs.mb@gmail.com to confirm/clarify the same with the School prior engaging in any such financial transaction.

Advisory On Safety and Security (Use of Footpath)

Parents and students are advised to use only the designated footpath while approaching and leaving the school premises.

Movement on the main road, especially when a footpath is available, poses a serious safety risk due to heavy vehicular traffic, including two-wheelers and four-wheelers.

Such unsafe practices may lead to avoidable accidents and serious harm, and therefore must be strictly avoided.

All parents and students coming to school on foot are required to adhere to safe pedestrian practices and use only the footpath during arrival and dispersal.

Non-compliance with the above instructions will invite disciplinary action as deemed appropriate by the school authorities.

Parents are requested to cooperate in ensuring the safety of their wards and to educate them on following proper safety norms.

Advisory On School Entry Timings and Gate Regulations

Students shall be permitted to enter the school premises only from 0720h onwards. Early arrival without supervision poses a safety concern and must be avoided.

Students arriving for morning sports practice shall enter through the designated gate and report to the assigned area. They must deposit their bags in the specified room and shall not move to any other part of the school premises without permission.

In unavoidable or exceptional circumstances, if a student is required to be dropped before 0720h, entry shall be permitted only through the designated gate only post obtaining written permission from school and the student must remain seated in the visitor's room until regular entry is allowed.

Students shall strictly adhere to all gate instructions and designated movement areas within the school premises.

Non-compliance with these instructions may invite disciplinary action, as deemed appropriate by the school authorities.

Parents are requested to cooperate in ensuring adherence to these timings and safety protocols for the overall security of students.

Advisory on APAAR (Automated Permanent Academic Account Registry) ID

APAAR (Automated Permanent Academic Account Registry) ID is mandatory for all students as per the directives issued by the Government of India, UDISE and CBSE from time to time. Parents are required to ensure timely submission of all documents, declarations and consent forms required for the generation and updation of the APAAR ID of their ward.

The following documents may be required for APAAR registration, verification and updation: -

1. APAAR Consent Form duly filled and signed by the parent/guardian
2. Copy of the student's Aadhaar Card.
3. Copy of the parent's Aadhaar Card.
4. Any other document as required by the Government, UDISE, CBSE, NES or the school from time to time.

Parents shall ensure that all details submitted for APAAR registration, including the student's name, Aadhaar number, date of birth and other particulars, are accurate and match the records maintained by the school and the Aadhaar database. APAAR ID is mandatory and shall be required for:

1. UDISE registration and updation.
2. CBSE registration and submission of the List of Candidates (LOC).
3. Registration for CBSE Board Examinations and other examinations as notified by CBSE from time to time.
4. Maintenance, transfer and verification of academic records through Government educational platforms.
5. Scholarship applications, competitive examinations and academic programmes wherever APAAR ID is mandated by the concerned authority.
6. Any other educational, academic, administrative or statutory purpose as prescribed by the Government of India, CBSE, UDISE, NES or any competent authority from time to time.

APAAR registration and updation can be undertaken only during the period for which the relevant Government portal remains operational. Parents are therefore requested to comply with all timelines communicated by the school.

In the event of non-submission of the required documents, non-generation of APAAR ID, or delays caused by incomplete or incorrect information furnished by the parent/guardian, the school may not be in a position to process registrations or

other academic requirements dependent upon APAAR ID. The responsibility for any consequent delay or difficulty shall rest with the parent/guardian.

Parents are required to promptly inform the school of any changes in Aadhaar details or demographic information to facilitate timely updation of APAAR records. Parents are advised to retain a record of the APAAR ID generated for their ward for future academic, administrative and statutory requirements.

All parents are requested to extend their full cooperation in ensuring timely generation and maintenance of APAAR ID records, as the same forms an integral part of the student's academic documentation and educational record management system.

Advisory on Child Safety, POCSO and Gender Sensitisation

The school is committed to safeguarding the safety, dignity and well-being of every child in accordance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, CBSE guidelines and NES directives.

Students are encouraged to immediately report any inappropriate behaviour, unwelcome communication, harassment, intimidation or conduct that causes discomfort or concern. Parents are requested to sensitise their wards regarding personal safety, appropriate and inappropriate touch, online safety, responsible behaviour and mutual respect.

Any concern relating to child safety reported to the school shall be handled sensitively, confidentially and in accordance with applicable laws and school regulations.

Advisory on Road Safety and Security

Students are advised to use the designated footpaths while proceeding to and from the school and to observe all road safety rules at all times. Parents and students shall comply with all traffic regulations, road safety signs and instructions issued by the school and the concerned authorities in the interest of safety and security.

Parents are requested to drop and pick up their wards only at the designated areas and ensure that vehicles are parked only at authorised locations so as to avoid congestion and inconvenience to other road users.

School appointments, security personnel and designated staff members may be deployed from time to time to regulate movement and ensure the safety of students during arrival and dispersal. Parents and students are expected to extend full cooperation and comply with their instructions.

Any unsafe practice, including jaywalking, crossing roads at undesignated locations, obstructing traffic movement or ignoring safety instructions, should be strictly avoided. Road safety is a shared responsibility. Parents are requested to sensitise their wards regarding safe pedestrian practices and responsible behaviour while commuting to and from school.

CCA Activities AY 2026-27

Classes - I & II

Month	Activities / Competitions	Criteria
April	1) Bookmark Making (Activity) 2) Earth Day Celebration (Activity)	None
May / June	1) Yoga Day Celebration (Activity)	None
July	1) Best out of Waste Competition (Intra- Class) 2) Patriotic Song: Solo Singing Competition (Intra- Class)	Best out of Waste 1) Creativity 2) Neatness 3) Presentation 4) Theme Relevance Patriotic Song Solo Singing 1) Pronunciation 2) Fluency 3) Coordination 4) Voice Modulation 5) Movement and Action
August	1) Independence Day Quiz - Selection Round (Inter- House) 2) Independence Day Quiz - Final Round (Inter- House)	-
September	1) Hindi Story Telling Competition (Intra- Class) 2) English Story Telling Competition (Intra- Class)	Hindi/ English Story Telling 1) Pronunciation 2) Fluency 3) Creativity 4) Voice Modulation 5) Overall Presentation
October	1) Hindi Paragraph Writing Competition- (Intra Class) 2) English Paragraph Writing Competition (Intra Class)	Hindi/English Paragraph Writing 1) Structure 2) Unity & Coherence 3) Vocabulary and Spelling 4) Grammar and Punctuation 5) Task Achievement
November	1) Navy Day Quiz - Selection Round (Inter-House) 2) Navy Day Quiz - Final Round	-

December	1) Show and Tell Competition (Intra- Class) 2) Drawing Competition (Intra- Class)	Show and Tell 1) Pronunciation 2) Fluency 3) Creativity 4) Voice Modulation 5) Overall Presentation Drawing Competition 1) Creativity 2) Neatness 3) Presentation 4) Theme Relevance 5) Uniqueness
January	1) Math -A-Thon - Selection Round (Inter- Section) 2) Math- A- Thon - Final Round	-
February	1) Spell O Fun - Selection Round (Inter-Section) 2) Spell O Fun - Final Round (Inter-Section)	-

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

CCA Calendar (AY 2026-27)

Classes – III, IV & V

Month	Activities / Competitions	Criteria
April	Sports Day Practice / Celebration	None
May / June	1) House Meetings/ Prefectural Council Formation	None
July	1) Trash to Treasure Competition - Intra- Class 2) Prefectural Board Council Meeting	Trash to Treasure 1) Creativity 2) Neatness 3) Presentation 4) Uniqueness 5) Theme Relevance
August	1) Independence Day Quiz - Selection Round (Inter- House) 2) Independence Day Quiz (Final Round)	None
September	1) Hindi/ English Paragraph Writing Competition -Intra- Class 2) English/Hindi Poem Recitation Competition (Intra- Class)	Hindi/ English Paragraph Writing Competition 1) Structure 2) Unity & Coherence 3) Grammar & Punctuation 4) Vocabulary & Spelling 5) Task Achievement English Poem Recitation Competition 1) Introduction 2) Pronunciation 3) Voice Modulation 4) Clarity 5) Overall Presentation
October	1) English Elocution Competition - Selection Round (Inter Section) 2) English Elocution Competition - Final Round (Inter Section)	English Elocution Competition 1) Content 2) Diction 3) Fluency 4) Expression 5) Overall Presentation

November	1) Navy Day Quiz - Selection Round (Inter-House) 2) Navy Day Quiz - Final Round	None
December	1) Spell O Fun - Selection Round (Inter-Section) 2) Spell O Fun - Final Round (Inter-Section)	None
January	1) Math A Thon - Selection Round (Inter- Section) 2) Math A Thon - Final Round (Inter- Section)	None
February	1) Ad Mad Show (Intra Class) - (For Class III Only)	English Elocution Competition 1) Content 2) Creativity 3) Voice Modulation 4) Expression 5) Overall Presentation

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

CCA Calendar (AY 2026-27)

Senior Section

MONTH	EVENT	JUDGING CRITERIA
April	Sports Day Practice	-
June	English debate (Classes VI to VIII) Hindi debate (Classes ix to XII)	<u>English & Hindi Debate</u> Content & Knowledge Language & Expression Arguments & Reasoning Confidence & Delivery Time Management & Discipline
July	English extempore (Classes IX to XII) Hindi poem recitation (Classes I to VIII)	<u>English extempore</u> Content & Relevance Language Organization Confidence & Delivery Time Management <u>Hindi poem recitation</u> Memorization & Accuracy Pronunciation & Clarity Voice Modulation & Rhythm Expression & Emotions Confidence & Stage Presence
August	Independence Day quiz (Classes IX to XII) Street play (Classes VI to XII)	<u>Street play</u> Theme & Social Message Acting & Expressions Voice & Audience Engagement Creativity & Use of Space Overall Impact & Teamwork
October	Digital art (Classes IX to XII) Hindi Reportage (Classes VI to VIII)	<u>Digital art</u> Creativity & Originality Concept & Theme Interpretation Technical Skill & Tool Usage Composition & Visual Appeal Overall Impact & Presentation <u>Reportage</u> Content & Factual Accuracy Organization & Structure Language & Vocabulary Presentation & Reporting Style Grammar & Spelling

November	Fusion dance (music folk, dance - western / Bollywood) (Classes VI to IX and XI)	<u>Fusion dance</u> Concept & Theme Integration Choreography & Creativity Coordination & Synchronization Expression & Stage Presence Overall Presentation
December	Navy day quiz (Classes VI to IX and XI) Comedy act (Classes VI to IX and XI)	<u>Comedy act</u> Content and Originality Timing and Delivery Expressions and Body Language Audience Engagement Overall impact
January	Republic day quiz (Classes VI to IX and XI)	

Junior Section		
Sports Calendar (AY 2026- 27)		
Month	Class I & II	Class III to V
April	Sports day athletic races	Sports day athletic races
May		
June	Motor skill development games	Carrom
July		Chess
August	Football	Badminton
September		
October		
November		
December		
January	Dodgeball	Kho-kho
February		
March		

Sports Calendar AY 2026-2027			
Classes 1 & 2			
Month	Name Of The Event	Activity	Criteria
April & May	Sports Day Races	Grade 1 1. 50m Race Elimination Round All students run the full length of 50 m without stopping or changing their lane. • Good posture, proper start, and sprinting technique are observed. Final Round Criteria: • Students compete to finish the race with maximum speed and control. 2. Collecting the Ball Race Elimination Round Criteria: • Students collect the balls from the designated area and return them safely within the marked track. • Accuracy and proper handling of balls are observed.	50m Race Elimination Round • The student who finishes first in the elimination round qualifies for the final. Final Round Criteria: • The top 3 finishers are awarded. 2. Collecting the Ball Race Elimination Round Criteria: • The student who completes the task first qualifies for the final. Final Round • The top 3 finishers are awarded. • Emphasis on balance, focus, and sportsmanship.

		Grade 2 1. 50m RACE Elimination Round same as above 2. Ready for School Race Elimination Round • Students start at the designated line and collect their tiffin, school bag, bottle, and school ID from their own track. They must carry all items safely and reach the finish line without dropping anything. Final Round • Students compete to collect all items and reach the finish line with speed, accuracy, and control.	Ready for School Race – Elimination Round • The first student to complete the task correctly qualifies for the final. Final Round • Top 3 finishers are awarded.
June & July	Motor Skill Development Games	Fun Running Games	
		Jumping over objects	
		Balancing on one foot	
		Throwing and catching with balls	
		Obstacle course	
		Hopping and skipping	
August & September	Football Game	Elimination rounds House-wise selection will be done within each section (during games period)	Matches will be played on a knockout basis leading to Semi-Finals and Finals. • Teams must consist of equal number of players, and basic rules of fair play will be followed. • Each match will have two short halves; in case of a tie, a penalty shoot-out will decide the winner. • Decision of the referee and sports teacher will be final and binding. Inter-House Semi Finals Inter-House Finals
October & November	Football Game	Semi- final rounds Final rounds	

December & January	Dodgeball	Elimination rounds House-wise selection will be done within each section (During Games Period)	• Players must stay within the playing area and follow the rules of the game. • A player is “out” if they are hit by the ball below the shoulders or step out of bounds. • Teams earn points for hitting opponents and catching the ball. • Fair play, teamwork, and participation will also be considered. Inter-House Semi Finals Inter-House Finals
		Semi- final rounds	
		Final rounds	
February & March	One Leg Hop Game	Elimination rounds House-wise selection will be done within each section (During Games Period)	1) Proper Balance & Posture 2) Number of Successful Hops 3) Basic Rules and Regulations Inter House Semi Finals Inter House Finals
		Semi- final rounds	
		Final rounds	

Note: All shortlisting of students will be done during regular games period.

Sports Calendar AY 2026-2027
Classes III TO V

Month	Name Of The Event	Activity	Criteria
April & May	Sports Day Races	Grade 3 1. 100m Race 2. Shuttle Run 100M Race Students run the full 100 meters without stopping or leaving their lane. • Proper start, running technique, and lane discipline are observed. 2. Shuttle Run Students run to collect markers or objects placed at a distance and return them to their starting point repeatedly as per the race design. Accuracy, coordination, and following instructions are observed.	100M Race Elimination Round: • The first student to finish qualifies for the final. Final Round: • Students compete to finish the race with maximum speed and control. • Top 3 finishers are awarded. 2. Shuttle Run Elimination Round: • The fastest student to complete the set distance correctly qualifies for the final. Final Round: • Students demonstrate speed, agility, and coordination while completing the shuttle run. • Top 3 finishers are awarded. • Emphasis on balance, focus, and sportsmanship.
	Grade 4 1. Hula Hoop Race 2. 4x50m Race	1. Hula Hoop Race • Students must run while keeping the hula hoop around a specific body part (waist, arm, or as instructed) and reach the finish line without dropping it. Students compete with speed and control while keeping the hula hoop in place. 2. 4x50m Relay Race • Teams of 4 students each run 50 meters in sequence, passing the baton safely to the next runner. Teams compete to complete the relay with speed, smooth baton exchange, and teamwork.	1. Hula Hoop Race Elimination Round: • The first student to complete the race successfully qualifies for the final. • following instructions Coordination, balance, and are observed. Final Round: • Top 3 finishers are awarded. • Emphasis on concentration, agility, and sportsmanship. 2. 4x50m Relay Race Elimination Round: • The fastest team in the elimination round qualifies for the final. • Proper baton exchange, running technique, and team coordination are observed. Final Round: • Top 3 teams are awarded.

	Grade 5 1. Obstacle Race 2. 4x100m Race	1. Obstacle Race Elimination Round: • Students must complete all obstacles in the correct order without skipping any. • Agility, balance, coordination, and following instructions are observed. Final Round: • Students compete to complete the obstacle course with speed and control. 2. 4x100m Relay Race Elimination Round: • Teams of 4 students each run 100 meters, passing the baton smoothly within the exchange zone. Final Round: • Teams compete to complete the relay with speed, coordination, and teamwork.	1. Obstacle Race Elimination Round: • The first student to finish the course correctly qualifies for the final. Final Round: • Top 3 finishers are awarded. 2. 4x100m Relay Race Elimination Round: • The fastest team qualifies for the final. • Proper baton exchange, running technique, and teamwork are observed. Final Round: • Top 3 teams are awarded.
June to September	Carrom	House-wise selection will be done (During block Periods)	Elimination Rounds 1. Students who are eliminated or absent during the elimination round will not be selected again after the round is over. 2. wins/draws/losses 3. Point-value system 4. Basic Rules and Regulations Semi Final Rounds Final Rounds
	Chess	House-wise selection will be done (During block Periods)	Elimination Rounds 1. Students who are eliminated or absent during the elimination round will not be selected again after the round is over. 2. wins/draws/losses 3. Point-value system 4. Basic Rules and Regulations Semi Final Rounds Final Rounds
	Badminton	House-wise selection will be done (During block Periods)	Elimination Rounds 1. Students who are eliminated or absent during the elimination round will not be selected again after the round is over. 2. wins/draws/losses 3. Point-value system

			4. Basic Rules and Regulations Semi Final Rounds Final Rounds
October to January	Football	House-wise selection will be done (During block Periods)	Elimination Rounds The competition will be conducted on a knockout basis with league/knockout matches as decided by the sports committee. • Each team must have the required number of players; substitutions are allowed as per rules. • Matches will be played in two halves with a fixed time duration; basic basketball rules must be followed. • In case of a tie, extra time will be given; the referee's decision will be final. Semi Final Rounds Final Rounds
	Basketball		
	Kho - Kho Game		

Senior Section Sports Calendar AY 2026-2027		
Month	Category	Event
April & May	VI TO XII (as per age category)	Annual Sports Meet
June, July, August & September	VI TO XII	Badminton, Chess, Carrom
October, November & December	VI TO XII	Football, Basketball, Volleyball

राष्ट्रीय गान

जन गण मन अधिनायक जय हे
भारत भाग्य विधाता ।
पंजाव 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
वफादार रहने की प्रतिज्ञा करते हैं ।
उनके कल्याण और समृद्धि में ही हमारा सुख निहित है ।

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 बढ़ाएंगे 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 खिवैया, 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 Alnty 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 बहा 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 पुनम,
नेकी पर चले और बदी से टले,
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 पासवां 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 वैर 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 ।
नही 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

[illegible]

[illegible]

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[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

MEDICAL RECORD OF THE CHILD
(To be filled up by the parents/guardian)
(In Capital Letters)

1. Name of Student: _____

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**:

Phone Number: _____

Name of the Emergency Contact:

Relation with the ward:

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

Signature of Parent

Date:

Navy Children School, Mumbai

Authorisation Slip

The information mentioned in the given table has to be filled by the parent each time their ward will be picked up by any person other than the parents.

Ser	Name of Authorised Person	Signature of Class Teacher	Signature of Authorised Person (with date)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Record of late arrival / Improper uniform

Ser	Date	Particulars	Signature of teacher	Signature of Parent/Guardian
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Navy Children School, Mumbai
FOR OFFICE USE

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

Name of Student (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: _____.

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:

First bell : 0740hrs			Second bell :0750hrs					Assembly/Attendance : 7.50 to 8:05			
Day	1st Period	2nd period	3rd Period	Break	4th Period	5th Period	6th Period	Break	7th Period	8th Period	Free Periods
Timings											
Monday				B				B			
Tuesday				r				r			
Wednesday				e				e			
Thursday				a				a			
Friday				k				k			
Saturday											
Day	1st Period	2nd period	3rd Period	Break	4th Period	5th Period	6th Period	Break	7th Period	8th Period	Free Periods
Timings											
Monday				B				B			
Tuesday				r				r			
Wednesday				e				e			
Thursday				a				a			
Friday				k				k			
Saturday											