



NOTRE DAME HOLY CROSS HIGH SCHOOL

M o h a r p a r a

(Affiliated to the Central Board of Secondary Education, Delhi)
Affiliation No. 2030035, School Code:33541



Truth shall set you free

PROSPECTUS

PROSPECTUS EDUCATION MINISTRY OF HOLY CROSS



"EDUCATING HEART AND MIND".

Short Historical background to the Origin of Holy Cross Educational Institutions

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

In 1802, Napoleon's Concordat made a breakthrough for the revival of the church organizations. There was mushrooming of charismatic persons and organizations to answer to the needs of the devastated situation of the society. Education was one of the greatest needs of the time. The religious leaders focused all their resources on education and on restoring the fallen society. One such religious leader was Basil Anthony Moreau, born on February 11, 1799, to Louis and Louise Moreau. He was the ninth of their fourteen children and showed a quick intelligence and qualities of leadership along with a pious character. He was ordained a priest on August 12, 1821 at the age of 22. Since the formation of the clergy was one of the urgent needs of the time, he was asked by the bishop to train and educate the youth of his time for the priesthood. Thus he became a professor at the philosophy house of the seminary in the Diocese of Le Mans, France. Soon the international character of the community began to evolve. The Holy cross priests, sisters and brothers established foundations in Algeria (1840), the United /states (1842), Canada (1847), Chile (1943) East Bengal (1853) and India (1960).

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

There are certain values that seem to characterize Holy Cross schools throughout the world:

1. The school's primary purpose is the leading of young people towards being true Christians.
 2. The school is a community and family. A spirit of family among administrators, teachers, staff, students, parents, alumni, and board members characterize the school.
 3. The school serves a diverse population. Young people served by the school include the economically rich and the economically poor, the intellectually capable and the intellectually less capable, Catholics and non-Catholics.
 4. The school approaches its responsibilities with a world-wide perspective. The mission of the school is seen as a part of the world-wide educational mission of Holy Cross with teachers banded together in all parts of the world and in a variety of cultures.
 5. The school views itself as a part of the mission of the local diocesan Church. The school community, especially students, are encouraged to participate fully in the life of the diocese.
 6. The school's mission includes helping students gain the best education possible by secular standards. The school's policies and programs fulfill well, all secular requirements, and the education of students graduating from the school compares well with exemplary secular programs of the area. The school maintains the highest accreditation possible in its area.
- The school's mission includes helping students become active and informed citizens. The school's programs lead to an "education for life," not just for the present. (Educating Heart and Mind).
8. A Holy Cross School finds ways of providing educational opportunities for the poor and disadvantaged, even at the cost of considerable sacrifice.
 9. A Holy Cross School selects and retains teachers with great care.
 10. A Holy Cross School provides an orderly learning environment with efficient and well maintained facilities.

Aims and Objectives of Holy Cross Schools

God envisions the well-being of the whole of creation and ensures an ongoing healing, wholeness and transformation of our unjust and fragmented world through human interventions. The Mission of Jesus Christ is to restore the integrity of God's original creation, both human and material and thus build the Kingdom of God on earth. Our vision is the same as the vision of Jesus; that all may have life and have it in abundance.

Education, by its very nature is transformative process, namely changing human persons, and through them, society and its structures. This activity of transformation is a





spiritual, humanizing and liberating activity and constitutes the core mission of education. In the knowledge society that is emerging, 'quality education' serves as the gateway to the socio-cultural and economic development of persons and of the country.

Our mission in education is therefore to provide:

- * An education of quality and relevance to all, and in particular, to the marginalized sections of society.
- * An education that frees persons from the social conditioning (such as caste, class, gender and other culture-linked prejudices) which prevents them from living as free persons; and which, instead, enables them to see life as vocation and as a gift, and which enables them to make them free to consider choices in the key areas that affect their personal lives, communities and society.
- * An education that leads the young into the sacred space of the human person and every person, making them aware of the inalienable human rights of every individual group.
- * An education that humanizes and contextualizes, by assisting the students to raise essential questions concerning the meaning of life and of their role in the society.
- * An education that forms the hearts and minds of the students preparing them to face the vices of modern culture.
- * An education that nurtures an encounter with God as a personal event and a free response to the call to faith and which nurtures a life of meaning, purpose and personalized values, including appreciation of other faiths.

Notre dame Holy Cross High School, Moharpara

Holy Cross School, Tripura is an institute established in 1992 and conducted by the society of the Fathers of Holy Cross. The members of the society of the Fathers of Holy Cross is a Catholic minority community. Holy Cross Education as mentioned above is "Educating Heart and Mind" by

1. Promoting academic excellence, discipline and value based personal formation.
2. Upholding the various cultures and traditions of our motherland.
3. Advancing in sports and games.

Mission Statement of Notre dame Holy Cross High School, Moharpara

In keeping with Holy Cross charism of education, we shall avoid no sacrifice, and leave no stones unturned in providing holistic and quality educational opportunities to the young entrusted to our care who possess a wide range

of talents and abilities. "We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart". With zeal, we shall strive to form informed and useful citizens of the earthly society with heavenly values and integrated morality. While striving to form excellent persons through our mission of education, we shall try "to blend gentleness with firmness, prudence and vigilance, which are the secrets of successful education."

OBJECTIVES:

1. To provide education, geared to the promotions, advancement and sharing of knowledge for the development of Catholics in particular and others to the extent possible.
2. To train children, youth and adults to become good citizens of India, imbued with zeal and the spirit of service proclaimed by the teachings of Jesus Christ.
3. To develop integrity and moral stamina and unselfish idealism in the students through teaching and other activities of the school.

Categories of Schools

Notre dame Holy Cross High School, Moharpara is under the HCEF affiliated to Central Board of Education

School Regulations

Pattern: The school includes classes from KG –I to class X. The curriculum of the CBSE is followed. English is the medium of instruction while Bengali/ Hindi is the second language.

Academic Year and Timings:

The school academic year commences in January and ends in December.

First shift timings : 8:30 AM to 2 PM

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

Admission Regulations:

Eligibility of age for admission to for K.G I (52 months) i.e. 4 years plus as on Jan 1st. Together with the application a photocopy of the birth certificate obtained is to be submitted. In case of higher classes, a transfer certificate from the school last attended is required which should be duly counter signed by the concerned authority. All the above admissions will be subjected to a test of capacity





by means of oral and written tests. Admission and assignments to a particular section of the class are entirely reserved to the school authorities. The correct date of birth is to be given at the time of admission. No change in the date of birth will be entertained. The date of birth once registered cannot be altered.

Office hours:

The Principal's office hours are from 07.30 A.M to 02. P.M.
The school office hours are from 7.30 A.M to 02. 30 P.M.

Rules for Payment of School Fees:

1. The school Fees cover twelve calendar months. No reduction is made for Holidays or broken periods.
2. No students will be allowed to sit for any Periodical examination unless all school dues have been cleared before the respective examination.
3. Fees will have to be paid as long as pupils name is on the roll.
4. The school fees and other dues are liable to be revised when found needed.
5. Certificates will be withheld from pupils who have arrears of fees.
6. Pupils joining or leaving the school during the year will have to pay for the entire Year
7. Parents / guardians can also deposit all the fees at a time in the beginning of the year.

Vacations:

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

Examinations:

There will be two unit tests and two exams. It includes Half yearly , & Annual Exam and the unit tests are placed in between to promote better learning of the students. Marks of all these exams are taken into consideration in the promotion of the candidates to the next class. Syllabus of the exams will be announced in advance. Besides these exams, the subject teachers, on a regular basis, will also conduct class tests. Students who are part of Class X have got minimum five exams beside their board selection examinations.

Promotion:

- Promotion to higher class depends upon
- a. Regularity in attendance. (Minimum 90% attendance)
 - b. Quality of day to day participation in class.

c. Written work and projects assigned by the subject teacher.

d. Satisfactory performance at the class tests.

e. A progress report is shown to parents/ Guardians after the Half Yearly and Annual Exam. However, only Results are declared after the Annual Exam. Progress Report is normally not shown to anyone after the Final Exam. Parents/Guardians are requested to sign the progress report and to evaluate the performance of the students after the half yearly exam.

Leave Rules:

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

2. In case of absence without leave, the students, on returning to the school, must produce the reason of absence certificate from his/her parents or guardians. If any pupil has been absent for more than 3 days, he/she should not enter the class without first obtaining permission from the principal. A student returning to school after contracting a contagious or infectious disease should produce a Doctors fitness certificate permitting him/her to attend classes, without any danger to other students.

Special Activities:

It is our earnest desire to make each child **GOOD AND SMART**. In order to achieve the above, we incorporate many educational activities during the academic year. One among them is Saturday special activities where students are exposed to varied endeavors to bring out the best in them. We make it compulsory from classes KG to XII knowing that they will be enthusiastic to develop and expand their talents and capabilities to their fullest extent during their school years. We want them to make use of their free time to discover their innate talents and to manifest them for the betterment of the society where they live, in a creative manner..

The other activities are encouraged due to the varied interests and capabilities of students. We insist on regularity and consistency of their gradual progress and self-discipline.

Special Activities:

- | | |
|--------------------------|----------------------------|
| 1. School band | 2. Volley Ball |
| 3. N.C.C | 4. Basket Ball |
| 5. Cricket | 6. Students quality circle |
| 7. Foot Ball | 8. Dance |
| 9. Basic skills training | 10. Competitions |





Facilities Provided :

- | | |
|-----------------------------|---------------------------|
| 1. Basket Ball Court | 2. Volley Ball court |
| 3. Foot Ball Field 2 | 4. Cricket Field |
| 5. Badminton Court | 6. Play Grounds |
| 7. Eco friendly campus | 8. Smart class rooms |
| 9. Computer Lab | 10. Composite Science lab |
| 11. Library | 12. Seminar Hall |
| 13. Drinking Water facility | 14. special activities |
| 15. Seminars | 16. Picnics. |

Discipline Rules:

1. Pupils are expected to regularly prepare their lessons & do their homework. Those who have not done their homework will not be allowed to sit in the class.
2. It is obligatory to wear the uniform prescribed for the season on class days and at school functions.
3. Those who are not correctly dressed in conformity with the regulations of the school will not be admitted to the class.
4. Except for reasons of ill health and unavoidable circumstances, a previous written application from the guardian is required for any leave of absence. If any pupil has been absent for more than three days, he/she should not enter the class without first obtaining permission from the Principal.
5. Any pupil who is absent himself/herself for more than one calendar month without a written permission from the principal shall have his/her name struck off the rolls. To be re-admitted he/she will have to pay fresh admission fees as well as all fees for the said period of absence.
6. 90% attendance in a class is required for promotion to the next higher class.
7. Those who do not report to class for one week after the vacation will have their names struck off the rolls. The principal reserves the right to consider applications for the readmission of such pupils.
8. Pupils should treat their classrooms as sacred places. They are expected to maintain silence and order in the classrooms. Those who disturb the class will be sent out of the classroom. During the absence of a teacher from the class pupils must obey the leader appointed to maintain good order.
8. Running playing or shouting in the school building are not permitted. During the class hours pupils should move along the corridors in silence and order.
9. Participation in games, physical training, cultural activities and socially useful productive works are compulsory. Exemption will be granted on medical ground only.

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

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

12. No one should write on the furniture or walls or damage any school articles. Damage by accident should be reported to the principal at once. Any damage caused to school property or to the property of another student must be compensated with money or by replacing the said product.

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

14. Irregular attendance, habitual idleness, theft, dishonesty, immoral conduct, insubordination, neglect of homework, disobedience or disrespect towards the members of the staff, unruly behavior or immoral influence justify dismissal.

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

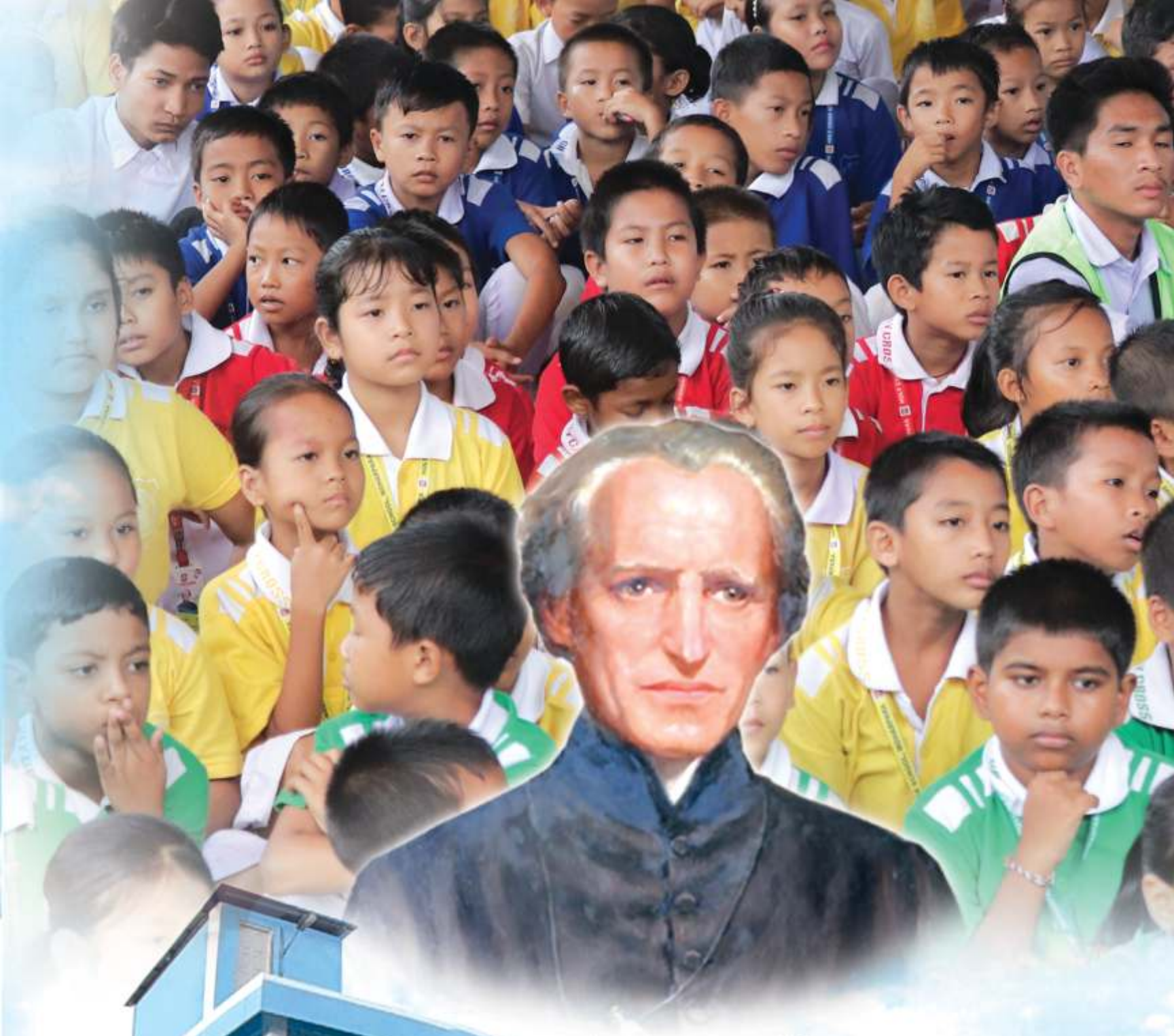
16. Without the written permission from the Principal, pupils will not be allowed to leave the school during school hours.

17. Pupils of this school are not permitted to bring Mobile phones, Electronic gadgets, unauthorized CDs, Cameras, Fancy watches and Gold ornaments and other valuable goods to the school. Once seized, such things will not be returned.

18. Those who do not come to the school with proper uniform will be fined.

19. Students are to show discipline in their hair style. Boys are to closely trim their hair and girls need to tie their hair with ribbon properly.









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NOTRE DAME HOLY CROSS HIGH SCHOOL

M o h a r p a r a

Estd. 1992 Affiliated to CBSE
North Pulinpur, Teliamura – Moharpara Khowai, 799203

REGISTRATION FORM

ALL DETAILS TO BE WRITTEN IN BLOCK LETTERS

To,

The Principal
Holy Cross School
Moharpara, North Pulinpur,
Teliamura, Khowai Tripura - 799203

Sir,

I would like to register the name of my ward for admission to your school for the current academic session.

1. Name of the Candidate: _____

2. Date of Birth : _____ Place of Birth _____

3. Sex : _____ Religion: _____ Mother tongue: Community: Gen / OBC/ Sc/ ST

4. Class to which Admission is sought: _____

5. Class last attended : _____

6. School last attended: _____

7. Father's Name : _____ Mother's Name: _____

Qualification : _____ Qualification _____

Occupation (Specify) _____ Occupation (Specify) _____

Monthly Income : _____ Monthly Income: _____

ADDRESS: RESIDENCE: _____ OFFICE : _____

Tel : _____

Mobile: _____

SIBLINGS:

Do you have any other child studying in this school? _____

If yes, Name: _____ Class _____

Date :

Signature of Parents



NOTRE DAME HOLY CROSS HIGH SCHOOL

M o h a r p a r a

ADMISSION FORM

ALL ENTRIES SHOULD BE WRITTEN IN BLOCK LETTERS

- Name of the Pupil in full:
2. (a) Sex: Male Female (b) Religion..... Community.....
(c) Nationality..... (d) Mother tongue..... (e) Whether SC/ ST/ OBC/ General
3. Place of Birth
4. Date of Birth in figures / in words
5. Father's name in full
- (a) Qualification
- (b) Occupation (Specify)
- (c) Monthly income
6. Mother's name in full
- (a) Qualification
- (b) Occupation (Specify)
- (c) Monthly income
7. Full Address
- (a) Residence : Phone (b) Office: Phone
- (c) Mobile
8. Name of Guardian
- Address.....
9. Person / Doctor to be contacted in case of emergency
- phone
10. Class to which admitted Second Language
- (a) Class last attended School last attended
- (c) Name of brothers / Sisters / if studying in this school 1) Class
- 2) Class3) Class.....

DECLARATION BY THE PARENT

I hereby apply for admission of my said wards to the above mentioned class and declare that the statements made herein are all true to the best of knowledge. I further declare that I am aware of the rules and regulation of Notre Dame Holy Cross high School, Moharpara and shall follow these rules and other such rules & regulations the management may frame from time to time. I undertake to regularly pay all the fees and charges of my ward as may be decided by the school authorities. I shall not apply for the change of the date of birth of my ward under any circumstances. I understand that fees once paid are not refundable.

Signature Of Mother

Signature of Principal

Signature of Father

ADMISSION FORM