

Academic Incharges

For the year 2017 – 2018

The parents are requested to meet the following academic incharges to discuss about their child's academic performance between 3-45 to 4-15 p.m. from Mon – Fri. On Saturdays between 1.00 p.m. to 2.00 p.m.

High School	Classes : VIII to X Ms. P. VILASINI H.M., M.A., B.Ed. Mrs. G. MALATHI REDDY Asst. H.M., M.A., B.Ed.
Primary School Classes : I to V	Mrs. SUSHMA RAO Primary H.M., M.A., M.Ed.
Literary Activities Teachers Incharge	Mrs. K. MANJULA B.Sc., B.Ed. Mrs. AFSHAN JABEEN M.A., B.Ed. Mrs. UZMA SHABAHATH M.Sc., B.Ed. Mrs. NOORJAHAN BEGUM B.Com., B.Ed.
Super School Incharge Activities incharge Teachers	Mrs. ZULEQUA PARVEEN M.A., B.Ed. Mrs. BHAGYA LAKSHMI M.A., B.Ed. MS. SABA KHATOON M.Sc., B.Ed.
Upper Primary Class VI Incharge Class VII Incharge	Mr. S.K. MUSHEER QUADRI M.Sc. Mrs. K.MANJULA B.Sc., B.Ed.
Pre-primary Teachers Incharge	Classes : Nursery & LKG Mrs. SYEDA NARJIS ZEHRA B.Com Class : UKG Mrs. JUDITH LAWRENCE Inter, Mont. Trained
Incharge of Examinations	Mrs. G. MALATHI REDDY M.A., B.Ed. Mrs. SRIMAHALAKSHMI M.A., T.P.T
Incharge – SSC Exams	Mrs. KAVITHA REDDY B.Sc., B.Ed. Mrs. RATNA MANJARI M.Sc., B.Ed. Mrs. PUSHPA LATHA M.Sc., B.Ed.
Discipline Incharge Teachers	Mr. S.K. MUSHEER QUADRI M.Sc. Mrs. AFSAR BEGUM M.A., URDU Mrs. SYEDA KUDSIYA M.A., H.P.T Mrs. MEHER AFROZE JAMAL H.P.T Ms. ASMA KHANNAM M.Sc.
Incharge of School Magazine	Mrs. ISHRATH FATIMA M.A., M.Ed. Mrs. ZULEQUA PARVEEN M.A, B.Ed. Mr. KHALID ALI M.B.A - Hardware Engineer

PRAYER

*Praise be to God, Lord of creation
The compassionate, the Merciful*

*King of the judgement day,
Thee alone we worship*

*And to thee alone we pray for help,
Guide us to the straight path,
The path of those whom thou hast favoured.*

*Not to those who have incurred thy wrath
Nor of those who have gone astray.*

OATH

We the students of Madina Educational Institutions solemnly affirm our unflinching faith in the sanctity of all religions. We take an oath to serve with word and deed for the brotherhood of mankind. We pledge to cherish communal harmony above all other considerations in life.

We promise to work for the development of a new culture of love and respect for each other in the midst of the mosaic of our age old cultural diversity.

We shall build a new phenomenal culture by respecting our elders, loving our teachers and bowing our heads with reverence before the rich teachers and PHILOSOPHY and WISDOM transmitted to us by the great religious and philosophers of our country. Wisdom will guide us, love will unite us and determination will lead us to glory.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka-jaya-he
Bharata-Bhagya Vidhata,
Punjab-Sindhu-Gujrat-Maratha
Dravida-Utkala-Vanga,
Vindhya- Himachala-Yamuna-Ganga,
Uchchala-Jaladhi-Taranga
Tava Shubha name jage
Tava Shubha ashisha mage,
Gaye tava Jaya gatha
Jana-gana-mangala-dayaka-jaya he
Bharata-Bhagya-Vidhata
Jaye he! Jaye he! Jaye he!
Jaya, Jaya, Jaya, Jayahe.

Rabindranath Tagore

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 elders respect and treat
every one with courtesy.
To my country and my people,
I pledge my devotion.
In their well being and
Prosperity alone lies my happiness”

M.K.Gandhi

OUR SCHOOL OBJECTIVES

1. To prepare the children from the grass root level to compete in All India Services and professional courses.
2. To make them useful and good citizens.
3. To inculcate in them a patriotic spirit.
4. To prepare the children to face and accept the challenges of life.
5. To make them firm believers in their respective religions and to respect all other religions.

GUIDELINES FOR SUCCESS

Think carefully
Decide Correctly
Act faithfully
Speak truthfully
Live diligently
Talk gently
Behave decently
Treat elders respectfully
Listen to your teachers attentively

USE OF ENGLISH

Being an English Medium School, students shall speak in English always except in other language classes. A fine of Rs.10/- shall be imposed on a student who does not speak in English. The amount so collected will be added to the Social Service Fund

AWARDS AND MEDALS

GOOD NEWS TO THE STUDENTS

Cash Awards & Gold Medals to the Meritorious Students of Madina Public School / Junior / Degree College.

- | | |
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| 1. All India Civil Services | - Rs. 1,00,000/- |
| 2. K.M. Raziuddin Talent Search Awards | -Rs.10,000/-First Prize
-Rs. 7,000/- Second Prize
-Rs. 5,000/-Third Prize |
| 3. Group / State Services | - Rs. 50,000/- |
| 4. IIT / IIM / IES | - Rs. 10,000/- |
| 5. 95% and above in Intermediate | - Rs. 10,000/- |
| 6. GPA 10/10 in SSC / CBSE Board Exams | - Rs. 10,000/- |
| 7. Selected for Govt, Engineering and C.A | - Rs. 10,000/- |
| 8. Defence Services | - Rs. 10,000/- |
| 9. Judicial Services | - Rs. 10,000/- |

WORKING HOURS / SCHOOL TIMINGS

09 : 00 a.m.	to	09 : 10 a.m.	Assembly	(10)
09 : 10 a.m.	to	10 : 00 a.m.	1 st	(40)
10 : 00 a.m.	to	10 : 40 a.m.	2 nd	(40)
10 : 40 a.m.	to	11 : 20 a.m.	3 rd	(40)
11 : 20 a.m.	to	12 : 00 noon	4 th	(40)
12 : 00 noon	to	12 : 40 p.m.	5 th	(40)
12 : 40 p.m.	to	01 : 10 p.m.	Break	(30)
01 : 10 p.m.	to	01 : 50 p.m.	6 th	(40)
01 : 50 p.m.	to	02 : 30 p.m.	7 th	(40)
02 : 30 p.m.	to	03 : 10 p.m.	8 th	(40)
03 : 10 p.m.	to	03 : 45 p.m.	9 th	(40)

**The school works
half a day on every
Saturday from
9.00 a.m. to 1 p.m.**

EXAMINATION SCHEDULE

In addition to SA-I, SA-II and Examinations, for classes I to VII three unit tests are also conducted. Apart from these, weekly tests are held on every Saturday and marks obtained are entered as Assignment Marks. Students are expected to be present for all these as their final results are based on the average of all the tests and exams put together

INFRASTRUCTURE & FACILITIES AND GENERAL GUIDELINES

The School :

Madina Public School was established in June 1982 under Article 30 of the constitution of India which permits establishment and administration of education institutions by the Minority communities of India. The school is administered and managed by the Madina Education & Welfare Society, a non-political but social welfare oriented organisation.

The purpose of the School is not only to impart instructions but also to educate the child and train the child's intellectual, moral, emotional, physical, aesthetic values, "Knowledge is Wisdom" is the motto of the institution.

The Secretary and staff including the non-teaching cadre dedicate themselves to achieve excellence in education and make the school one of the best institutions in the twin cities.

Muslim students receive religious instructions to inculcate in them their duty towards God, Motherland, fellow-human beings and themselves.

Computer Lab :

A well-equipped lab is designed for students from Class III to X with experienced faculty.

School Clinic :

A Paediatrician, A Dentist, an Ophthalmologist and ENT Specialist have been appointed to look after the medical needs of the students during school hours. A Medical Record of each student is also maintained. Students requiring a Specialist's attention are referred to the Madina Medical Centre.

Audio Visual Room :

Audio Visual aids like film strips, slides, video cassettes, CD's and transparencies etc. are used to make learning process more interesting. Two special Audio Visual Rooms are available for students to watch educational cassettes or listen to audio tapes during the allotted periods.

Children's Treasure Land :

A special and a well equipped library called "Treasure Land" is available for the Primary Classes. Here they have books meant only for them.

A/c Class Rooms : For Nursery / L.K.G.

Auditorium :

A well equipped Auditorium named "Lateefuddin Hall" is used for meetings and functions.

Seminar Hall :

"Seminar hall" where all the students of the high school hold seminars, debates, lectures, quiz, etc.

Prayer Hall :

A specially designed prayer hall is built on the fifth floor for the students to offer their prayers.

Kids Zone :

Kids' zone yet another feather in the M.P.S. Cap is an open playpen, featuring slides, swings, soft toys, indoor basketball and much more wherein children have loads of fun.

it caters to the physical development of the child under safe supervision.

Library :

The library has a stock of the latest editions for class room reading and also for recreation. Books in all the languages of the state are available here.

Buses :

Buses are provided for the convenience of students on all routes. Charges for the bus will be collected at the beginning of the school calendar month and a month's advance has to be deposited in June every year at the time of admission. The Advance will be adjusted at the end of the academic year. No refund is made if a student discontinues the facility.

Digital Classes :

The recent addition are the Digital Classes which are the latest in line installed to provide a platform for children to enhance their online learning skills.

C.C. T.V Cameras :

Are installed at vintage points for constant surveillance and vigilance for the safety of the students which is the need of the hour

THE EXAMINATION SCHEDULE IS AS FOLLOWS : 2017 - 2018

July 2017	-	1 Unit Tests
September 2017	-	II Unit Tests
October 2017	-	(S.A. - I) (9-10-2017) - 16-10-2017)
December 2017	-	Half Yearly Examinations I - VI
February 2018	-	III Unit Tests
March 2018	-	SA-II Class I - IX (Annual Examinations) (07-03-2018 - 14-03-2018)
February 2018	-	Prefinal for Class X (16-02-2018 - 28-02-2018) or (21-02-2018 - 06-03-2018)

RULES AND REGULATIONS OF THE SCHOOL

- Registration of application for seeking admission to the school will be done through prescribed forms which are issued during November for LKG classes for the ensuing academic year. However, registration does not guarantee admission.
- Admission to the LKG are based on an interview of the parents (both father and mother) along with the child. A child should be three plus but not above four years at the time of admission. Merit is the criteria for selection.
- A student who seeks admission to higher class from UKG to X has to pass the entrance Test. Admission forms are issued to the qualified candidates only.
- School fee is collected at the counter between 9-00 a.m. to 2-00 p.m. from Monday to Friday and from 9-00 a.m. to 1-00 p.m. on Saturdays. The names of students who fail to pay the fees by the end of the month (along with the fine) will be deleted from the attendance register and they will not be allowed to attend the classes. Re-admission will be considered after the payment of the admission fee once again.
- Withdrawal of students from the school requires a month's notice, failing which a month's fee has to be remitted. If a student withdraws in April, he / she will be liable to pay the fee for May also. Parents should avoid taking children out of school in the middle of the academic year. In case this becomes absolutely unavoidable they will have to pay the full year's school fee from June to May, before obtaining the T.C.
- The student Calendar should be brought daily to school to note down the Home Work given. Parents are requested to check the diary regularly since it serves as a link between teachers and parents.
- The teacher's remarks column and all the declarations should be duly signed by the parent / guardian.

Dress Regulations :

Nursery / L.K.G. / U.K.G.

The school uniform has been changed for the pre-primary Classes. The pattern and material is available at the school premises. Contact the school tailor.

Boys: Classes I - X Boys should come in biscuit colour trousers and shirts of the same colour with half sleeves properly ironed, shirts tucked into the trousers. Their hair should be well oiled and well groomed and nails closely cut.

Girls: Girls should wear biscuit coloured Frock with a round collar, white Salwar and Dupatta. They should put on two plaits and tie them up with black ribbons.

- HAIR SHOULD NOT BE LEFT LOOSE. NO PERFUME SHOULD BE USED.
- NO GOLD ORNAMENTS TO BE WORN BY STUDENTS.
- Girls should not use rubber bands and they should desist from putting on any fashionable hair styles. On Friday students should wear white uniform. Boys from LKG to Class V should wear only shorts (Knickers and shirts).
- Students should offer their Friday Prayers in the prayer halls specially deisgned for this purpose.

DISCIPLINE

A disciplined child is always a worthy citizen. Hence the school is very particular about imposing strict discipline within the school campus. Indisciplined students will be given a T.C. and in such cases parents should not approach the management for consideration.

Strict regularity, courtesy in speech and conduct, cleanliness of dress and clean habits are expected from each student. Hence irregular attendance, habitual idleness, Unsatisfactory application in and out of the class justifies dismissal of the student from the school. Parents will be intimated before such action is taken.

- ANY MISBEHAVIOUR ON THE PART OF THE STUDENT OR PARENTS WITH THE SCHOOL AUTHORITIES WILL RESULT IN REMOVAL OF THE STUDENT FROM THE SCHOOL.
- The main gate will be closed at 9-00 a.m. and students who come after that will be marked "Late," a fine of Rs.2/- will be collected from students coming late, while those coming after 9-15 a.m. will be marked absent in the register.
- Urdu is taught as a special subject from class I to IX Telugu is taught from class-I. Deeniyat is taught as a compulsory subject to acquaint the students with their religion.

EXERCISE BOOKS AND TEXT BOOKS :

- Each student should possess the prescribed Text Books Note Books and should bring them regularly to the class as per time table. These books should be neatly covered and labelled.
- Parents are requested not to give money to their children.
- Parents should guide their children to take care of their belongings in the school. Books should be brought as per the time table.
- AT HOME PARENTS SHOULD TALK TO THEIR CHILDREN IN ENGLISH AND INCULCATE IN THE CHILDREN POLITE BEHAVIOUR.
- Teachers of this Institution are not allowed to give tuitions to students of this school. At school the teachers and at home the parents should guide the students with their daily lessons.

LEAVE OF ABSENCE

Parents should ensure that their children do not absent themselves without sufficient reason and in case of emergency a leave letter mentioning reasons for the duration of absence should be sent to the Class Teacher.

- If a student is sick and is absent for more than Five days, he / she should get a certificate from the school doctor that he / she was sick and was not fit for studies. The student will not be allowed to attend classes without this Medical Certificate. The school lays much stress on attendance so that regularity improves the overall performance of the student.
- Recommendations will have an Adverse effect on the Child's future in the School.

Visiting Hours :

Visitors are requested to first contact the Receptionist before meeting the Head Mistress, Secretary or the Class Teacher. The Secretary is usually available between 11-00 a.m. - 1-00 p.m. to meet parents. Parents wishing to meet teachers can do so after obtaining permission of the H.M. during Lunch break (12-40 p.m. to 1-10 p.m.) Parents are advised not to enter into the classrooms during the school hours. In case of dire necessity they can meet the teachers between 3-50 p.m. and 4-30 p.m. after obtaining prior permission.

SECRETARY'S POWERS :

- The Secretary is the Chief Executive of the School. He has all the powers to admit or dismiss students. If a child or parent is found misbehaving or violating the rules, the Secretary has the power to issue T.C. immediately. Similarly, if it is found out that false information has been given regarding the candidate at the time of admission, the Secretary has the right to reject the candidate.
- Strict regularity, obedience, courtesy in speech and good conduct are expected from every student.
- Students must maintain personal hygiene and cleanliness and inculcate the habit of taking a bath daily
- Home assignments should be done regularly, carefully and submitted in time.
- Irregular attendance, negligence to studies, disobedience and objectionable conduct in the school will justify removal from the school.

Every student is expected to look after his / her belongings; books tiffin boxes etc. These should bear student's name. He / she should avoid bringing money or valuables to school. The school is not responsible if valuables or money is lost.

NOTE TO PARENTS :

1. It may be noted that marks in Computer and Urdu will be counted for the Rank.
2. Parents are requested to send their suggestions either through the diary or a separate letter and drop them in the suggestion box.
3. Parents are assured that their suggestions or complaints will not have any adverse effect on them or their children.
4. **No conditional promotions will be entertained nor promotions are done on the grounds of attendance.**
5. The school's ultimate aim in maintaining high standard is to see that the students fare well in the competitive examinations. Hence, our mode of promotion is done on a very strict basis.

6. We limit the strength in each section to 40 on an average so that students get individual attention. This limitation causes financial burden but we strictly adhere to it for the benefit of the students.
7. Parents are therefore requested NOT TO ASK FOR ANY FEE CONCESSION and co-operate with the management when ever enhancement of fee is made..

PARENT TEACHER MEETINGS / ISSUE OF PROGRESS REPORTS :

- Parent Teacher Meetings are held after every Unit Test / Examinations. Parents are advised to attend these regularly and personally to receive their children's progress report. If parents do not come to school to receive their children's reports, it will have an adverse effect on their child's performance. Besides, if such parents wish to admit other children to our school, the management may not consider their case also, students will be made to stand in the class for 1 period as punishment until the reports are collected.
- Progress Reports are issued at the end of each series of Unit Tests and term exam. Specimen and initials of the Parents / guardian must be given in the columns in the progress reports. Progress Reports are issued regularly at the end of each Unit Test and term Examinations and parents themselves must sign and return them to the school within 3 days.
- Parents must take a very careful study of the reports sent to them and in case of failure in any subject they must do the needful to improve the performance of such students / in the coming tests / exams.
- As co-operation from parents is indispensable for the proper education of children, they are requested to keep in touch with the school authorities about the progress and conduct of their children.