

## INFORMATION

Address	:	LOYOLA SCHOOL Post: East Coast Railway Colony, Bhubaneswar – 751023
School Code	:	OR081
UDISE Code	:	21171300951
Phone	:	<b>(0674) 3560596 / 2300365 / 2300791</b>
Website	:	<a href="http://www.loyolabbsr.edu.in">www.loyolabbsr.edu.in</a>
E-mail	:	<a href="mailto:info@loyolabbsr.edu.in">info@loyolabbsr.edu.in</a>
Office hours (Weekdays)	:	7.00 a.m. to 2.30 p.m.
Saturdays (Working)	:	7.00 a.m. to 12.30 p.m.
Saturdays (Non-working)	:	8.00 a.m. to 12.00 noon

No school work will be transacted on holidays. The usual time for meeting the Principal / Vice-Principals is from 11.00 a.m. to 12.00 noon on class days or with prior appointment.

Since the Academic Year Planner & School Diary provide you the needed information with regard to Academic and Extra Mural Activities, parents and guardians are encouraged to refer to them as and when such information is required.

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## THEME FOR THE MONTH (2026-27)

- MARCH : Respect is not demanded, it is earned through character.
- APRIL : Honesty builds trust, and trust builds strong relationships.
- MAY : Self-discipline today creates success tomorrow.
- JUNE : Gratitude turns what we have into enough.
- JULY : When we stand together, no challenge is too great.
- AUGUST : Courage is doing what is right even when it is difficult.
- SEPTEMBER : Education is not preparation for life; it is life itself.
- OCTOBER : Compassion is the heart's response to another's pain.
- NOVEMBER : Success belongs to those who refuse to quit.
- DECEMBER : Forgiveness frees the heart from the weight of anger.
- JANUARY : Responsibility is the bridge between goals and achievement.
- FEBRUARY : In a world where you can be anything, choose to be kind.

## ADMINISTRATIVE STAFF

S. No.	NAMES	DESIGNATION
1.	FR.AUGUSTINE EZHAKUNNEL, SJ	RECTOR & ADMINISTRATOR
2.	FR. A. AMALADOSS, SJ	PRINCIPAL
3.	MRS. NANDITA PATTANAYAK	VICE-PRINCIPAL (Senior Section)
4.	SR. BIBIANA EKKA, SCJM	VICE-PRINCIPAL (Junior Section)
5.	MR. PRADEEP ABHAY KUMAR EKKA	ASST. ADMINISTRATOR
6.	FR. NELSON GLEN CASTELINO, SJ	TREASURER
7.	FR. GEORGE THANA, SJ	STUDENT COUNSELLOR

## OFFICE STAFF

S. No.	NAMES	DESIGNATION
1.	MRS. SANGEETA BHARIMAL	OFFICE SUPERINTENDENT
2.	MR. ABHIRAM NAYAK	ACCOUNTANT
3.	MRS MARY DORIES TIGGA	ASST. ACCOUNTANT
4.	MRS. SUJATA KUJUR	LIBRARIAN
5.	MRS. ARUNA KANTI EKKA	ASST. LIBRARIAN
6.	SR. PUSHPA EKKA, SCJM	NURSE
7.	MRS. SHANTA TIRKEY	OFFICE STAFF
8.	MRS. ASHRITA TIRKEY	OFFICE ASSISTANT

## JUNIOR FACULTY

S. No. NAMES	S. No. NAMES
1. MRS. AMITA KIRAN KUJUR	19. MRS. MOUMITA BANERJEE
2. SR. ANJELA HORO, SCJM	20. MR. NABEEN KUMAR MOHANTY
3. MRS. ANJU SINGH	21. MR. NIGEL D FEEGRADE
4. MR. ANUP RANJAN BARLA	22. MRS. NILIMA TOPNO
5. MRS. APARNA GHOSH	23. MRS. OJASWITADE
6. MS ARPITA SINGH	24. MRS. PREM KALSI (COUNSELLOR)
7. MR. BISWARANJAN MALLICK	25. MRS. RAVLEEN KAUR OBERAI
8. MRS. CHANDRIKA MUDULY	26. MRS. RIKKU SETHI
9. MRS. DAWN BASTIAN	27. MRS. ROSE MINZ
10. MR. D. BHATTACHARYA	28. MRS. ROSE S DUNGUNG
11. MR. DHANESWAR SAHOO	29. MRS. ROSY DAS
12. MRS. DOLAN BANERJEE	30. MRS. SARITA MAHAPATRA
13. MRS. ENA RAJPAL	31. MRS. SHALINI PATNAIK
14. MRS. GITANJALI BARIK	32. MRS. SHIKHA REW HANS
15. MRS. HARNEET KAUR	33. MS SIMRAT KAUR BHURJI
16. MRS. JAMUNA GURUNG	34. MRS. SONALA MUKHERJEE
17. MS K. SRIDEVI	35. MRS. SONJA BENJAMIN
18. MRS. MEGHAMALA DAS	

## SENIOR FACULTY

S. No. NAMES	S. No. NAMES
1. MRS. AASHIMA DAS	20. MR. PRADEEP DIGOL
2. MR. ABINASH PRADHAN	21. MR. PRAFUL DUNG DUNG
3. MRS. AKANKSHA SHRIVASTAV	22. MRS. PRATIMA BALIARSINGH
4. MRS. AMRITA BHATTACHARYA	23. MRS. RASHMI MOHANTY
5. MRS. ANITA EKKA	24. MRS. RUPALI S PARIDA
6. MS. ARPITA MOHANTY	25. MR. SAROJ JONKO
7. MRS. ARPITA MOHAPATRA	26. MS SASMITA SINGH
8. MRS. CHARU DUA	27. MRS. SILOO MISHRA
9. MR. DIGAMBAR PANIGRAHI	28. MRS. SONALI SINGH
10. MR. GANESWAR PRUSTY	29. MRS. SOUMI KAR
11. MR. HARIBABU MARISA	30. MRS. SOUMYA CHACKO
12. MRS. HEJO JOSEPH	31. MRS. SREERUPA DUTTA
13. MR. J.C.NANDA	32. MRS. SUBHASREE SARANGI
14. MRS. K. VIJAYASHREE	33. MRS. SUCHISMITA NANDA
15. MRS. MANASI MOHAPATRA	34. MRS. SUJATA SAHOO
16. MRS. MONISHA NAYAK	35. MRS. SUNITA DAS
17. MRS. MOUSUMI JENA	36. MRS. SWAGATA DAS
18. MRS. NEENA PRAHARAJ	37. MRS. TATINI P DAS
19. MRS. NIHARIKA PATNAIK	38. MR. THOMAS XAVIER

**MAINTENANCE STAFF**

<b>S. No.</b>	<b>NAMES</b>
1.	MS AMBIKA MINZ
2.	MRS. ANASTACIA KANDIR
3.	MR. ASHOK KUMAR TOPPO
4.	MR. ASHOKA KUMAR PRADHAN
5.	MR. BAIKUNTHA NATH SATAPATHY
6.	MRS. BIMLA TOPNO
7.	MR. DAVID BARWA
8.	MR. DEEPAK BARIK
9.	MRS. FULITA KUJUR
10.	MRS. IGNACIA KANDULNA
11.	MR. JOSEPH DUNG DUNG
12.	MRS. JYOTSHNARANI PRADHAN
13.	MRS. M. ANITA
14.	MRS. MAGRITA TIRKEY
15.	MRS. MARTHA LUGUN
16.	MR. NARESH PRADHAN
17.	MS. SHILABATI PRADHAN
18.	MRS. NIBEDITA PRADHAN
19.	MRS. NIRMALA LUGUN
20.	MRS. PRAMILA EKKA
21.	MR. PIUS TIRKEY
22.	MRS. POONAM KINDO
23.	MR. PARDEEP LAKRA
24.	MR. RAJESH KERKETTA
25.	MRS. RITA KULLU
26.	MR. SANJAY TIRKEY
27.	MR. SANJIB TIGGA
28.	MRS. URMILA PRADHAN

## **ETHICS COMMITTEE**

Ethics committee is instituted for an advisory role. The committee would consider and assist in resolving unusual, complicated ethical problems involving issues that affect the students, teachers and other key stakeholders of the institution, preserving the confidentiality of information regarding persons.

Members of the Committee:

1. Fr. A. Amaladoss, SJ (Chairperson)
  2. Sr. Bibiana Ekka, SCJM (Vice Principal – Junior Section)
  3. Mr. Dhaneswar Sahoo (Teacher)
- Fr. Augustine Ezhakunnel, SJ (Appellate Authority)

## **INTERNAL COMPLAINTS COMMITTEE ON SEXUAL HARRASSMENT**

The objective of setting up this Committee is to prevent, prohibit, protect, and redress any complaints of sexual harassment inside the school premises. The Committee will deal with any complaint of sexual harassment against the staff (teaching and non-teaching) and students based on the policy established by the Jamshedpur Jesuit Society for protection of children and vulnerable adults.

Members of the Committee:

1. Mrs. Nandita Pattanayak (Chairperson)
2. Mrs. Prem Kalsi (Counsellor)
3. Mrs. Srutakirti Tripathy (Social Worker)
4. Mr. Nigel D Feegrade (Teacher)
5. Mr. Biswajit Nayak (Teacher)

## **CHILD PROTECTION COMMITTEE**

The school, based on the policy of Jamshedpur Jesuit Society, has laid down certain norms and guidelines for the protection of children. The objective of the policy is to set minimum standards and procedures for creating a safe environment for the protection of children.

Members of the Committee:

1. Fr. A. Amaladoss, SJ (Chairperson)
2. Mrs. Nandita Pattanayak (Vice Principal – Senior Section)
3. Sr. Bibiana Ekka, SCJM (Vice Principal – Junior Section)
4. Mrs. K. Vijayashree (Teacher)
5. Mr. Nigel D Feegrade (Teacher)

## SCHOOL LOGO

Here is the meaning and significance of the Logo of the School, established in 2001, with the motto "To Love and To Serve".

The shield is divided vertically and horizontally.



On top left of the vertical line and above the horizontal line is the picture of a Book and a lighted Diya. The book stands for enlightenment as well as for education. The lighted Diya signifies that with education we can dispel the darkness of ignorance.



Below the horizontal line on the left there is a picture of a wheel. This wheel stands for the Konark Sun Temple wheel in order to contextualize that the school is in the State of Odisha.



On the top of the right of the vertical line and above the horizontal line the letter I H S is written. This is the official seal of the Jesuit Order to signify that the school is a Jesuit school.



Below the seal and on the right of the vertical line is given the picture of the Coat of Arms of the Loyola Family, Spain, to signify that the Patron Saint of the school is St. Ignatius Loyola.

## LOYOLAANTHEM

Loyola ! Loyola, we'll sing our proud refrain,  
 Loyola ! Loyola, till the echoes ring again,  
 For here we are true and our hearts are strong,  
 And merrily we sing as we march along,  
 Loyola ! Loyola, till the echoes ring again.

## **PRAYER BEFORE CLASS**

Eternal God / Creator of all / I firmly believe / that I am now / in your presence.

I adore your Divine Majesty / and I ask of you / to enlighten my mind / that I may know you / more clearly.

So move my heart / that I may love you / above all things / and my neighbour / as myself / for the love of you. Amen.

## **PRAYER AFTER CLASS**

We give you thanks / Almighty God / for all the benefits / you have conferred upon us.

O my God, I love you with my whole heart / and above all things.

I am heartily sorry / for having offended you / because you are so good / and, I firmly resolve / not to offend you anymore. Amen.

## **THE LORD'S PRAYER**

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done on earth, as it is in heaven. Give us this day our holy bread, and forgive us our trespasses, as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

## **PRAYER**

### **Of St. Ignatius of Loyola**

Dear Lord, teach me to be generous,  
teach me to serve you as you deserve,  
to give and not to count the cost,  
to fight and not to heed the wounds,  
to toil and not to seek for rest,  
to labour and not to ask for any reward,  
except that of knowing that I do,  
Your will, O my God.

## ACADEMIC FEES 2026-27

The school fees are accepted through **ONLINE PAYMENT** mode only. For making academic fees, kindly visit the school website: "<https://loyolabbsr.edu.in>" or install the school mobile application "**Loyola School, Bhubaneswar**".

The school fees cover twelve calendar months. They may be paid in four installments as quarterly fees as available on the school website or the school mobile application. Parents, desiring to pay for **all the four quarters at the beginning** of the year, may select from the upcoming fees for the whole year before proceeding to pay. Payment slip for the fees paid can be obtained by clicking the "**Paid Receipt**" option. No reduction or concession is made for holidays or broken periods. Students are liable to pay full fees as long as their names are officially on the rolls. The Quarter-1 fee includes the Annual Fees for the academic year. Kindly make quarterly fees payment on or before due date to avoid **LATE PAYMENT CHARGE**.

Quarter	Quarter 1 April - June	Quarter 2 July - Sept.	Quarter 3 Oct. - Dec.	Quarter 4 Jan. - March
Last date for payment without fine	April 10, 2026	July 10, 2026	Oct 10, 2026	Jan 10, 2027

Late Fee of **Rs 50/- per week**, will be charged along with quarterly fees in case of delay in payment.

Loyola School being a private institution receives no government or private aids. Annual/Quarterly fees are its only source of income. Hence, these charges may be increased yearly to keep up with the rising inflation.

## Loyola School ERP-School Canvas

School Canvas is an end to end school management software which automates the school's day to day operations in a hassle free way and provides highly informative reports. With this platform, parents can check their children's personal details, daily attendance, class routine, exam schedules, and important notices and even pay their fees. The steps to access the platform, to view and to pay your child's fees:-

### A. To make payment through web login please

1. Type "Loyola School Bhubaneswar (loyolabbsr.edu.in)" on the browser page in your PC/Laptop
2. Select "Online Fees Payment" option
3. Enter the login credentials on the login page
4. Click "**Fees**" Option
5. Click "**Pay Fees**" option
6. Select **your mode of payment** and click on "**Continue**"
7. **Accept the "Make Payment" request on your mobile, put OTP**

### B. To make payment through "Loyola School, Bhubaneswar" Mobile App, please

1. Download and install "**Loyola School, Bhubaneswar**" Mobile App from the play **store**
2. Enter the login credentials sent to you in the registered mobile number
3. Click "**Fees**" Option
4. Click "**Pay Fees**" option
5. Select **your mode of payment**  
**(In case you are making payment through UPI id i.e. PhonePe, GooglePay, PayTM)**
6. Enter UPI id

7. Click on **“Continue”**  
**(Minimize the School App)**
8. Open your PhonePe/GooglePay/PayTM and accept the **”Make Payment” request**

Failure to deposit fees of your ward for two consecutive quarterly periods without prior information will lead to being debarred from appearing from the term evaluations and having his/her name struck off from the rolls. These students will need to seek fresh admission which will depend on the availability of seats. This would entail payment as for new admission and the depositing of tuition and other fees for that period in that class.

### FEE STRUCTURE

CLASS	NURSERY	LKG-UKG	I	II-V	VI-VII	VIII	IX-X
Admission Fee	50000	50000	50000	50000	50000	50000	50000
Establishment Fee	5000	5000	5000	5000	5000	5000	5000
Annual Fee	6850	8200	8150	8150	8150	8150	8150
Quarterly Fee	13950	13950	15750	16450	16700	15850	16500

CLASS	XI (Pure-Sc)	XI (Bio-Sc)	XI (Arts & Com)	XII (Pure-Sc)	XII (Bio-Sc)	XII (Arts & Com)
Admission Fee	50000	50000	50000	50000	50000	50000
Establishment Fee	5000	5000	5000	5000	5000	5000
Annual Fee	8150	8150	8150	8150	8150	8150
Quarterly Fee	17650	16800	15950	17100	16250	15400

## PROSPECTUS

Loyola School is conducted by the Fathers of the Society of Jesus ('Jesuits' as they are popularly known), a Religious Order of the Catholic Church and founded by St. Ignatius of Loyola in 1540. It belongs to a worldwide network of academic and business schools. In India, St. Xavier's College at Ahmedabad, Mumbai, Kolkata, Patna; Loyola School at Jamshedpur, Thiruvananthapuram and Guntur; Business institutes like XLRI at Jamshedpur and LIBA at Chennai and also XIM University, Bhubaneswar, St. Xavier's University, Kolkata, St. Joseph's University, Bangaluru are part of the same family. The purpose of these institutions is to impart quality education and prepare children to commit themselves to the people of our country. These institutions take pride in contributing their share in the country's educational undertakings.

The School has been established by the Jamshedpur Jesuit Society (JJS) at the request of the Government of Odisha and is administered by the LOYOLA EDUCATIONAL SOCIETY (LES), a Registered Body.

The day-to-day administration of the school is entrusted to the Principal who is appointee of the President of JJS.

**As a Catholic School, Loyola belongs to a minority community with the powers and rights enshrined in the Constitution of our nation.**

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## OUR VISION

As an educational institution Loyola aims at preparing students to become professionally competent citizens who are at the same time concerned about others, especially the underprivileged, in order to build up a just society.

## OUR MISSION

- a) To inculcate in our students the values of:
- good human being
  - love and concern for others
  - friendliness and cooperation
  - truthfulness
  - respect for all as children of God
  - discipline and self-control
  - responsible citizenship
  - care and concern for the environment
- b) To promote in our students:
- academic excellence
  - leadership skills
  - all-round development

Loyola, therefore, expects the parents to contribute their share towards achieving this goal. Your children will be exposed to the social realities in our own town and beyond. They will be required to do certain amount of social service for their underprivileged brother/sisters.

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## **LOYOLA CREDO**

### **IN OUR SCHOOL WE BELIEVE IN**

1. Becoming a leader of tomorrow.
2. Being amiable, sociable and docile in and out of school.
3. Being truthful and courteous.
4. Accepting any responsibility and work assigned to us as our due share in the running of the school.
5. Avoiding any vulgarity in our talk or behaviour.
6. Showing respect to all staff members and visitors to our school.
7. Being sportsperson-like and behaving in a courteous manner wherever we go, remembering that the school is judged by our conduct.
8. Being always ready to lend a helping hand at home, in the school, and to any unattended visitors we happen to meet on the school premises.
9. Maintaining discipline and self control during class hours.
10. Respecting all men and women as children of God. Therefore, we never make fun of the old, poor, or handicapped, since we know God's hands rest lovingly on all these people.

Loyola would like to see her children imbued with a sense of LOVE and CONCERN for the WEAK, the UNDERPRIVILEGED, the MARGINALISED and the VOICELESS.

Loyola expects the parents to contribute their share in achieving this goal as partners in the same mission. Your children will be exposed to the social realities in our own city and beyond.

## ADMISSION & WITHDRAWAL

### a) Admission:

- The management reserves to itself the right of admission.
- The ideal age for starting in NURSERY is 3 to 4 years.
- Admission is open to boys and girls on the basis of merit and availability of seats.
- False declaration of the student's age is a disqualifying factor and subsequent discovery by the school authorities of such a declaration is sufficient ground for dismissal of the student.
- Offering Capitation Fee or Donation of any kind or pressurizing the administration through recommendations will automatically debar the candidate from admission.
- A child seeking admission in Loyola for standard I and above should furnish a transfer certificate of the previously attended school only after passing the **placement test of a particular class**. The school issuing such Transfer Certificate should have been recognised by the Government.
- Those seeking admission should submit the required testimonials as mentioned in the admission form.
- **Admission to all classes is closed on the last working day in September.**

### b) Withdrawal:

- One calendar month's notice should be given for the withdrawal of the child from the school. **However, full fees for the quarter will be charged.**
- All dues must be cleared and library books, if any, or school property items must be returned before the child is withdrawn.
- The caution deposit is refundable **ONLY TO PARENTS OR THEIR AUTHORISED REPRESENTATIVE AND NO ONE ELSE AND, ONLY ON CLEARANCE OF ALL SCHOOL DUES.**

## STUDIES AND CURRICULUM

The course of studies will extend from Kindergarten to Std XII and is oriented towards the Indian Certificate of Secondary Education (ICSE) and Indian School Certificate (ISC).

The medium of instruction is English. A high standard of English is necessary for success in the ICSE / ISC. However, Hindi and Odia have a vital role in the curriculum and are taught daily in all standards. The intellectual formation in Loyola is liberal and universal yet rooted in Indian tradition as per suggestions made by the Indian Education Commissions.

The Curriculum, therefore, embrace religious instruction (for Christians) and Value Education, English Literature, History & Civics, Geography, Mathematics, Physics, Chemistry, Biology, Commerce & Accounts, Economics, Computer Science, Socially Useful Productive Work (SUPW) and Environmental Studies (EVS) in the lower classes. No language other than English is allowed within the campus.

Regular attendance, alertness in class, performance of regular class work and revision are sufficient to make progress. Parents can make the class teaching even more valuable if they speak English to their wards at home. English is the medium of instruction.

**In this connection it is to be noted that private tuition is regarded unnecessary. It encourages students to be inattentive in class. No student is allowed to go to his/her own subject teacher for tuition.**

## ASSESSMENTS / EVALUATION

1. In Loyola, we follow the 'Continuous and Comprehensive Evaluation' (CCE) system.
2. The Cumulative Assessment in CCE consists of:

### LKG & UKG:

<b>First Term</b>	- First Class Evaluation	- 40 Marks
	Half Yearly Evaluation	- 60 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

<b>Second Term</b>	- Second Class Evaluation	- 40 Marks
	Final Evaluation	- 60 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

### CLASSES 1 - 5:

<b>First Term</b>	- First Class Evaluation of 20 marks (weightage 50%)	- 10 Marks
	Project (individual/group)	- 5 Marks
	Class work & Home work	- 6 Marks
	Behaviour, Punctuality & Neatness	- 3 Marks
	Attendance	- 1 Mark
	Orals	- 10 Marks
	Spelling/Dictation	- 5 Marks
	Half Yearly Evaluation	- 60 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

<b>Second Term</b>	- Second Class Evaluation of 20 marks (weightage 50%)	- 10 Marks
	Project (individual/group)	- 5 Marks
	Class work & Home work	- 6 Marks
	Behaviour, Punctuality & Neatness	- 3 Marks
	Attendance	- 1 Mark
	Orals	- 10 Marks
	Spelling/Dictation	- 5 Marks
	Final Evaluation	- 60 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

**CLASSES 6 - 10:**

<b>First Term</b>	- First Class Evaluation of 20 marks (weightage 50%)	- 10 Marks
	Project (individual/group)	- 5 Marks
	Class work, Home work, Behaviour & Punctuality	- 4 Marks
	Attendance	- 1 Mark
	Half Yearly Evaluation	- 80 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

<b>Second Term</b>	- Second Class Evaluation of 20 marks (weightage 50%)	- 10 Marks
	Project (individual/group)	- 5 Marks
	Class work, Home work, Behaviour & Punctuality	- 4 Marks
	Attendance	- 1 Mark
	Final Evaluation	- 80 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

**CLASS 11 & 12:**

<b>First Term</b>	- First Class Evaluation of 20 marks (weightage 50%)	- 10 Marks
	Project (individual/group) / Practical	- 5/15 Marks
	Class work, Home work, Behaviour & Punctuality	- 4 Marks
	Attendance	- 1 Mark
	Half Yearly Evaluation	- 80 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

<b>Second Term</b>	- Second Class Evaluation of 20 marks (weightage 50%)	- 10 Marks
	Project (individual/group) / Practical	- 5/15 Marks
	Class work, Home work, Behaviour & Punctuality	- 4 Marks
	Attendance	- 1 Mark
	Final Evaluation	- 80 Marks
	<b>TOTAL</b>	<b>- 100 Marks</b>

**Note: Maintenance of the copies and the class & home assignments should be taken seriously as these are evaluated.**

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3. The minimum pass marks are 33% (grade – D) for all subjects.
  4. However, a minimum over-all average of 33% (grade – D) and passing in the following subjects is a must to qualify for promotion:
    - a. **English** (average of **Language + Literature**)
    - b. **Second Language**
    - c. **Maths**
    - d. **Science** (average of **Physics + Chemistry + Biology** where applicable)

No student is allowed to skip internal assessment that is conducted from time to time with or without prior notice. **Students who have missed any such evaluation will not be given make-up evaluation.** Failure to answer an evaluation / project brings down the average.

Students representing the school by participating in any State/District/National/International level competitions and have missed any evaluation as a result, their average will be taken from the exams answered.

The practice of bringing your child just for the period of evaluation and then seeking permission to take him/her home immediately on the condition that the child is not well will **no longer be acceptable**. If the child is not well, please keep him/her at home.

## HONOURS CARDS

There will be two term examinations in a year. The examinations will be conducted at the end of each term. Each subject will be marked out of 100, which will include the marks of the internal assessment. Totals and Rankings systems have been abolished. Instead, we have introduced Honours Cards for classes I to XII according to the following criteria:

The students must obtain at least "B" Grade in all graded subjects to qualify for any of the honours cards.

- PAR EXCELLENCE** : for those scoring **90% & above** in all subjects.
- DISTINCTION** : for those scoring between **80% & 89%** in all subjects.
- FIRST HONOURS** : for those scoring between **70% & 79%** in all subjects.
- SECOND HONOURS** : for those scoring between **60% & 69%** in all subjects.

The following grading system is to be followed for awarding Honours Cards :

A+	-	90 - 100
A	-	80 - 89
B+	-	70 - 79
B	-	60 - 69
C	-	50 - 59
D	-	33 - 49
E	-	Failure

Promotion is granted on the average of all the grades / marks in the year and not only on the final assessments / evaluation. A minimum of 75% attendance is a must for promotion.

With regard to promotion or failure, the Principal's decision is final and conclusive. A pupil who fails two years in succession in the same class will be asked to leave the school. Answer scripts of the final evaluation will not be shown.

## **PLUS TWO ADMISSIONS**

At the request of parents and guardians, Loyola has begun the Plus Two courses in Arts, Commerce and Science and extended our educational facilities to students who have studied in our school up to Std X.

Loyola School is committed to admit primarily our own students to the Plus Two courses. If there is a room after accommodating our own students who qualify, we will consider eligible candidates from other schools.

In making the selection for admission, greater weightage will be given to the following considerations:

1. The candidate is of good character and co-operative in fulfilling the aims of the school.
2. The degree of seriousness with which one can expect the pupil to contribute to the country's well being.

## TRANSFER CASES

In transfer cases, application for transfer certificate must be filled-up and **submitted to the office with Rs. 200/-** by online by the parents of the child, stating the reason (Application form is available in the school office). Transfer Certificate, Conduct Certificate once issued and received by the student/parents/guardian, cannot be reissued by the school office.

Should these be lost, only a duplicate can be obtained from the school on the following conditions:

- a) A written application stating the reason (loss or theft).
- b) Application must be signed by parents of guardian.
- c) Scrutiny fee of **Rs. 200/-** must be paid online with the application.
- d) There will be a gap of three days between the day of application and the issue of the duplicate.

No certificate (original or duplicate) will be issued without the clearance of fees due, books of the library, etc.

As the school is affiliated to the CISCE, New Delhi, T.C.'s will be counter signed in New Delhi. For that an additional **Rs. 50/-** will be charged payable to Council for the Indian School Certificate Examinations, New Delhi. The T.C. will be countersigned and sent by courier to your forwarding address.

## REMOVAL FROM THE SCHOOL

The Principal reserves the right to remove from the school, any student whose conduct is, in his opinion, against the good moral tone of the school. Immorality in word or deed, wilful damage to school property, grave insubordination, unsatisfactory progress in studies, lack of diligence or the use of unfair means in the evaluations, bringing in dangerous articles, callous attitude towards school regulations, leave or absence for a longer duration (for 15 days or more) which is not adequately explained are sufficient grounds for removal.

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The Principal is the sole authority regarding the dismissal of a student. Parents, when they apply for their ward's admission to Loyola, are understood to have accepted the Principal's verdict in such matters as final and conclusive.

## **SCHOOL REGULATIONS**

1. Students are expected to arrive at the school before the assembly bell. Habitual late comers will be sent home or detained after school.
2. A student, who is not habitually clean or properly dressed in the school uniform, will be sent home. Bush-shirts are not to be worn.
3. Students should not ride their bicycles or any other vehicles in the school campus. Bicycles must be kept locked in the bicycle shed.
4. Students must not scratch or spoil desk, write in chalk or pencil on the walls or in any way damage school property. Damage done should be reported at once. Even if it is caused by accident, the damage has to be made good.
5. No "unauthorised" books, CDs, VCDs, Comics, or papers may be brought to school without the explicit permission of the Principal or the Vice-Principal.
6. The School is not responsible for loss of any goods belonging to the students. They are not permitted to bring any dangerous articles such as knives, razor blades, guns, daggers, fire crackers, etc.
7. Students are strictly prohibited to bring mobile phones, ipods, cameras and other electronic gadgets to school.
8. No student should leave the school campus during school hours. However, a student can be allowed with the permission of the Principal / Vice-Principal.
9. Students will not be allowed:
  - a) to leave the school during the school hours unless the parents come to take the student.

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- b) to leave the school during working hours or lunch break, without a gate pass or the Principal's note.
  - c) to raise subscriptions or collect any kind of funds.
  - d) to give gifts to the teachers or staff.
  - e) to organise any picnic, excursion, tournament or fete without permission from the school authority.
10. No one should be playing in the school grounds after sunset.
  11. No student should have any parents/guardians assisting them to have snacks/lunch in the school. Students must bring their snacks/lunch, etc. in the morning when they come to school.
  12. During school hours students may use the school phone only **in case of emergency**.
  13. During the activities and outings, the school takes all necessary care and precaution. **In spite of this if any accident or mishap occurs, the school will not be held responsible or liable for the same.**
  14. All Loyola students are expected to:
    - show respect to all teachers.
    - avoid shouting, whistling or running about the school building.
    - avoid using indecent language.
    - avoid throwing paper, stones, etc. anywhere in or around the school premises, except in the bins provided for the purpose.
    - observe all the rules while travelling to and from the school.
  15. **Rules on use of Motor Vehicles:** Students below 16 yrs are legally prohibited from driving motor vehicles. The security personnel at the gate will be authorised to stop the students from entering the premises with motor vehicles. Parents are requested not to encourage their children to drive under age.
  16. **Bullying is strictly prohibited inside the school premises and no such act will go unnoticed and unpunished.**

## THE SCHOOL UNIFORM

On school days and at school functions, the students are expected to wear the prescribed uniform.

### Boys:

1. Short sleeves check-shirt with buttons stitched at the collar and a pocket with school monogram of Zee Fab – 2131.

**For Nursery :** Short sleeves blue-grey shirt with school monogram on the pocket.

**For +2 :** Short sleeves white shirt with school monogram on the pocket.

2. **For Nursery : Denim-blue customized shorts.**

**For LKG – Std V :** Shorts with back elastic and two pockets of S.Kumar's co-ordinate shade 28.

**Std VI onwards,** boys will wear trousers.

3. Black leather shoes with lace of Liberty Foot Fun quality.
4. Nile blue colour socks with two white stripes border.
5. Belt and tie will be supplied by the authorised dealers of the School.
6. Winter wears
  - a) Nursery : Navy Blue Hoodie with school monogram.
  - b) LKG – Std VIII : Long Sleeved Navy Blue V-neck Pullovers with broad white borders.
  - c) Std IX – XII : Navy Blue Blazers with school monogram.
7. **House Dress:** House coloured T-shirt with white shorts for students of UKG – Std V and white trousers for students of Std VI – XII, white Bata Canvas shoes with white socks.
8. The junior section boys are free to wear trousers in December and January because of cold.

### Girls:

1. Short sleeves check-shirt with buttons stitched at the collar and a pocket with school monogram of Zee Fab – 2131.

**For Nursery :** Short sleeves blue-grey shirt with school monogram on the pocket.

**For +2 :** Short sleeves white shirt with school monogram on the pocket.

2. **For Nursery : Denim-blue customized skirts.**

**For LKG – Std I :** Cross Tunic, A-line with school monogram.

**Std II onwards :** Cross Tunic with five pleats (a box pleat in the middle) with school monogram of S.Kumar's co-ordinate shade 28.

3. Black leather shoes of Liberty Foot Fun quality.
4. Nile blue colour socks with two white stripes border.
5. Belt and tie will be supplied by the authorised dealers of the School.
6. **Black ribbons or black hair bands only.**
7. Std VI onwards, girls will wear **knee-down tunic.**
8. Knee length tights / leggings of black colour on regular days and of white colour on activity days.
9. **Winter wears**
  - a) Nursery : Navy Blue Hoodie with school monogram.
  - b) LKG - Std VIII : Long Sleeved Navy Blue V-neck Cardigans with broad white borders.
  - c) Std IX - XII : Navy Blue Blazers with school monogram.
10. **House Dress:** House coloured T-shirt with white five pleats skirt (one box pleat in the middle), white Bata Canvas shoes with white socks.

**Boys :** Should have a proper haircut, the hair-ends well above the shirt collar and a clean shaven face.

**Girls:**

- a) Mehendi, Nail polish colouring of hair and any kind of eye makeup is not permitted.
- b) No costly ornaments should be worn. Wearing of nose pins and two or three sets of earrings should be avoided. The School is not responsible for the loss of these or any other items worn or brought into the school.
- c) Long hair should be neatly plaited while short hair can be tied up as ponytails.

11. **The students from Nursery – Std V may wear casual dress on their birthdays.**

## ABSENCE

All absence from school must be explained by the parents in the “Absence Record” page, found in this Diary. If the leave is for more than 3 days, besides the note in the diary, an application must be made for the purpose.

An absence of more than 3 days, before or after a vacation, without prior permission, renders the student liable to have his/her name struck off the rolls and to submit to a formal re-admission by paying a fee equivalent to a month’s fee, when he/she returns, provided his/her place has not been given to another applicant.

At the start of the academic year or the first working day after major holidays such as Summer, Christmas, Easter and Puja vacations, the students should be present in the class.

A student’s absence from the school for 15 days or more without prior written information is considered equivalent to the withdrawal of the student from school and his/her name will be struck off the rolls.

## HEALTH REGULATIONS

A student returning to school after suffering from **an infectious or contagious disease** must produce a doctor’s certificate declaring him/her completely cured. When there is any such sickness at home the school authorities should be informed immediately.

## ACTIVITIES AT LOYOLA

Jesuit education may be described as formation taking place over a length of time. It aims to go beyond mere schooling and simple instructions. In our students we are dealing with impressionable persons of great dignity whose worth in their own eyes and God’s, we encourage them to see. We confront them with challenges to excellence in order that they may appreciate and foster their talents.

To help our students discover and foster their talents, Loyola provides various activities such as:

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- Elocution & Entertainment, Dramatics, debating, Press Clubs, etc.
  - Social Service & Leadership Camps, the House System, the Interact Club, the Bharat Scouts & Guides.
  - The Drum & Bugle Corps. (D.B.C)
  - Physical Health & Sportsmanship: Athletics, Football, Cricket, Basketball, Volleyball, Kabbadi, Throwball, Hockey & Badminton, etc.
  - Excellent facilities for reading through the School Library.
  - Audio-visual facilities for presenting projects, teaching lessons, etc.
  - Special classes are also conducted in Yoga, Karate, Dance, English and Hindi, singing in the Junior Section.

### **PARENTS' INVOLVEMENT**

The parents have entrusted their children to Loyola School to bring them to maturity. They, however, should cooperate with the school by their total involvement which calls for a real understanding of the School's philosophy.

Parents should be living examples of the values taught and expected of their wards. They should inform the Principal and the teachers concerned of any family problems or other pertinent facts that are necessary for a proper understanding and guidance of their wards. They should participate in the growth and development of Loyola School.

To attain total harmony between the home and school:

Fr. Principal sends information through letter to parents/guardians about the activities, achievements, growth and development of Loyola.

Progress Cards are given at the end of each Assessment / Term Evaluation.

Parents – Teachers meetings are organised in each term.

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**Parents are encouraged to meet the teachers, by appointment, to discuss the progress of their wards.**

Parents requesting a teacher of Loyola School for favours for their wards may be asked to withdraw their wards from the school.

The school can do very little for students whose parents give bad example or teach something contradictory to what is taught in school.

The school will not appreciate and approve any parental / association / club / forum formed outside the school in the name of the school. The PT sessions are the only official forum where one can bring in the concern to the notice of the management. The Principal will deal with parents individually.

**Grievances of any sort should be presented in writing for better disposal. No telephonic discussion with regard to administrative policies will be entertained.**

### **SOCIALLY USEFUL PRODUCTIVE WORK**

**SUPW**, based on the Gandhian Philosophy of Basic Education occupies a central place in the curriculum at all stages of school education; i.e. from Std I to XII. It has been given the status of a full fledged subject. A pass in SUPW is essential for the awarding of the ICSE and ISC certificates. The assessment will be internal but a proper record of the student's attitude is to be kept. The school has designed a set of programmes for the successful implementation of the subject.

The classroom is not the only place where the children learn. The environment and society are also sources through which the children acquire attitudes and knowledge. Therefore, the parents are requested to involve themselves in making their children aware of their responsibilities at home or to the persons in the area in which they live. They should be encouraged to render services at home and to their neighbours. The services may take the form of helping parents in cleaning house, making the beds, polishing their shoes, assisting in the kitchen, helping with shopping, helping in the garden, visiting the sick, teaching children in the neighbourhood and so on. Kindly give your ward a specific job to do which will last between 20-30 minutes each day.

## **HINTS TO THOSE WHO ARE ACHIEVERS**

- 1) Association with those who are smart in studies, in overall performance, service and leadership, is a tremendous help.
- 2) Self-reliance is the key to every achievement. Private tuition gradually destroys self-confidence and self-reliance. One must avoid it by all means and discern the commercial motives behind every inducement in this direction.
- 3) Moderation in food and other pleasures helps one to realise values through self-discipline.
- 4) Regular systematic study and revision helps one to reach any level of academic proficiency. As a result, academic achievers rely on self-study, especially in the morning hours.
- 5) An intelligent learner absorbs what is taught, reflects on it and asks questions.
- 6) Learning process should be rather co-operative than competitive. Hence, group study, discussion and co-operative learning are great helps to academic achievements.
- 7) Noting down important points while reading or attending a class, is a great help.
- 8) Assignment and projects do deserve the hard work of the scholar.
- 9) God is the source of all talents, one's own and of other. Discover and develop them.

## **LIBRARY**

### **Rules and Regulations**

School libraries are designed to function and operate as an integral part of the educational programme at all levels. They maintain their specific identity in fulfilling the academic requirements of the students. Hence, some norms have been formulated for the smooth functioning of the library.

1. Maintain ABSOLUTE SILENCE. No group studies.
2. Reference books cannot be taken out of the library.
3. To issue a book you must have an IDENTITY CARD.
4. Only ONE book is allowed for a week. You can re-issue the same book for another week if no one has made a request for the same book for another week. However, you should return the book immediately, if the librarian asks for it.
5. If the book is not returned on the due date, a fine of Re.1 PER BOOK PER DAY WILL BE CHARGED.
6. Books lost must be REPLACED, books damaged will be CHARGED.
7. You are allowed to issue books for YOURSELF ONLY. Students are not permitted to lend books issued to them, to any other student or an outsider.
8. Check the book before issuing and ensure that it is in GOOD CONDITION.
9. Keep your bags and water bottles outside the library.
10. Handle the books carefully and keep them back in their SPECIFIED LOCATION.
11. Students are not permitted to enter the library with their PERSONAL TEXTBOOKS.
12. Duplicate Library cards will be issued on payment of Rs. 10/-.

**BE FAIR**  
**FOLLOW THE RULES**  
**MAINTAIN DISCIPLINE IN THE LIBRARY**  
**ALL THESE WILL HELP YOU TO USE THE LIBRARY AT ITS BEST**