



Quest for Excellence



PRAMILA MEMORIAL ADVANCED SCHOOL

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PRAMILA MEMORIAL ADVANCED SCHOOL

Affiliated to The Council for The Indian School Certificate Examinations, New Delhi (ICSE & ISC)

PROSPECTUS

Pramila Memorial Institute

Affiliated to CISCE, New Delhi



The School & its Brief History

Founded in 1999, Pramila Memorial Advanced School was named after the Late Pramila Roychoudhuri, wife of Late Monomohan Roychoudhuri, a great teacher, mathematician, philanthropist and founder of various educational institutions.

This noble mission of enlightening the community is being carried forward by his worthy daughter in law, Smt. Gouri Roychoudhuri, MA (Eng & Phil) B.T, renowned teacher, Headmistress, educationist and winner of 'Indira Gandhi Sadbhavna Award 2013', 'Best Educationist of the year' from The Telegraph School Award 2017 and 'Lions Mother Teresa award for outstanding educationist 2019' from Lion's Gurukul. Respectfully and popularly addressed as 'Mother'. Ms. Gouri Roychoudhuri through her high intention, sincere efforts, intellectual direction and skillful execution has made Pramila Memorial

Advanced School one of the finest schools of the city providing quality education.

Mr. Upendranath Roychoudhuri, son of Mr. Monomohan Roychoudhuri has been the father figure behind the steady and firm growth of the school. The school is being run by Pramila Memorial Education Trust and governed by a Managing Committee.

An English Medium Co-educational School, Pramila Memorial Advanced School received 'No Objection Certificate' from the Government of West Bengal in September 2005 and Affiliation from the Council for the Indian School Certificate Examinations, New Delhi upto Secondary stage i.e. I.C.S.E. (Class X) in 2006. In the year 2011 January the school got affiliation from the C.I.S.C.E for Sr. Secondary School i.e. I.S.C (Class XII) with 3 streams Science, Commerce and Humanities.

Motto

The motto of the school is: **Knowledge, Wisdom and Courage.** The motto of the school is to enrich students with proper knowledge. Let knowledge lead to wisdom and let wisdom bring courage, courage to know more and courage to face life.

Aim & Objective

The main aim and objective of the school is to nurture, encourage a small bud to blossom into a flower, i.e. overall development of a child's personality. The child is made to be aware of the world around gradually through the process of learning. The school offers a broad-based, curriculum that includes academics, social service, sports, creative arts & activities like extempore, debates, recitation, and group discussion. Attending Pramila Memorial Advanced School is not so much whether you participate or not in various skill development programs but how you will participate and develop through options available to you. This allows students to balance their academics with activities that contribute to the wider community. Co curricular activities are a critical part of the school's environment and ethos.



Infrastructure

The school is spread over a vast area with natural surroundings of greenery and gardens away from bustling crowds, free from sound pollution and traffic disturbances. The classrooms are fitted with modern Smart class facility to enhance the teaching learning process and CCTVs are installed all over. The school library has a wide collection of books from reference books to story books. Well-equipped Science, Computer, Home science and Geography laboratories are there. The school has playgrounds, badminton court, basketball court and volleyball court. Fire fighting facility is also there. The teachers are highly qualified and are dedicated to their service.

Features

The **method of teaching** includes participation of all the students and involves pupils in the learning process through sharing. This includes project-based learning, cooperative learning, integration of game mechanics and dynamics in non ludic environment, problem based learning, thinking based learning and competency based learning. During the pandemic period our classes were conducted on digital platform thus shifting to hybrid learning. At present school is successfully carrying on blended learning using both classroom learning and online strategies.

Individual attention and care is extended to the students in which content instructional technology and pace of learning are based upon the abilities and interest of each learner.

Parent-teacher meetings, Orientation Camps and Counselling of students, teachers & parents conducted at regular intervals.

States & National Level Aptitude Tests in the field of Science, Commerce and Humanities are arranged in school, for the students.

Audio Visual Classes or Smart classes to enhance the quality of the teaching-learning process.

SMS is sent to guardians to provide all important information regarding Exam Schedule, Release and Holiday notification.

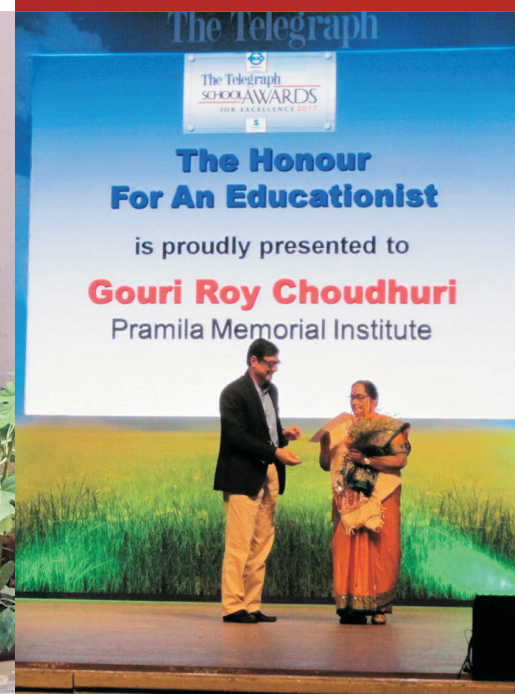
Student Workshops are organized from time to time covering a wide range of topics inviting reputed personalities and organization.

Co-curricular Activities

Great emphasis is put on various non-academic activities. Adequate arrangement is made to conduct classes for Recitation, Debate, Quiz, Painting, Singing, Dance, Drama, Yoga, Aerobics, Carrom, Table Tennis, Karate, Football, Basketball, and Volleyball under expert guidance. Students participate in different inter school and inter class events round the year.

Results

The school sends candidates for the Indian School Certificate Examination at Class X level and Class XII level (3 streams) every year. The Board results of our students have been outstanding since year after year with most, students getting above 90%. This year in both I.S.C and I.C.S.E examinations, students have secured above 99%.



Admission

Admission is open to one and all, irrespective of caste, creed and religion. Every year the school starts its session from first week of April. Regarding admission the following sub-clauses may please be noted:

- i) The application form for admission is attached with this prospectus.
- ii) The application form should be duly filled in and signed by either of the parents. Stamp sized photographs of the father and mother should be pasted at the appropriate place on the Admission Form.
- iii) Collection of form does not guarantee admission.
- iv) The applicant's date of the admission test will be notified by the school.
- v) Admission is finalized only after submission of all necessary documents viz T.C. etc. It is mandatory to submit all the necessary documents within one month of the date of admission.
- vi) The filled-up admission forms to be submitted within 7 days from the date of issuance, otherwise it stands null & void.



Age Limit

Age of Admission (as on 31st March)

Lower Nursery	: 3 years plus	Upper Nursery	: 4 years plus
KG	: 5 years plus	Class I	: 6 years plus

Age is flexible

Documents Required for Admission

- i) Birth Certificate issued by cognizable & competent authority.
- ii) Three copies of stamp size coloured photograph for students.
- iii) Father's, mother's or guardian's photograph.
- iv) Residential Proof
- v) AADHAR Card
- vi) Last qualification Certificate of parents.
- vii) TC and Last Report Card (if applicable).



Attendance

- a) The school expects its students to have 100% attendance unless constrained by illness or unavoidable / unforeseen circumstances.
- b) Granting leave of absence is the prerogative of the Principal, Vice Principal and the Headmistress only.
- c) Irregular attendance, unexplained absenteeism may lead to termination of studentship in the school.
- d) Leaves on the last days before vacation and on the first days after vacation will mean re-admission.
- e) No student will be permitted to leave school anytime on school days or weekly test days.

School Hours

The school has five-days week and working hours will be as follows

Pre Primary	: 08:00 a.m. to 11.00 a.m.
Class - I	: 08:00 a.m. to 11:30 a.m.
Class II to V	: 08:25 a.m. to 01:30 p.m.
Class VI to VIII	: 08:25 a.m. to 02:10 p.m.
Class IX to X	: 08:25 a.m. to 02:45 p.m.
Class XI to XII	: 08:25 a.m. to 02:10 p.m.



Examinations

The school holds one Half-Yearly Examination and the Annual Examination with Unit Test before the Half-Yearly and the Annual Examination. Students under no circumstances will be allowed to take the Annual Examination unless they have 75% attendance of the total working days.

Note: a) Apart from Half-Yearly and Annual Examination, the school also holds Periodic Evaluation of the students. Considerable weightage is given to the student's performance in these periodic assessments while granting promotion to the next higher class. b) It is mandatory for all students to clear all dues before the Examination. Defaulters will be barred from appearing in the Examinations.

Withdrawal & Dismissal

1. The guardians must give at least one month notification to the school regarding the withdrawal of the candidate. The following conditions are to be satisfied for obtaining the transfer certificate from the school.
 - There is a charge for issuance for T.C.
 - All dues including the tuition fees of the entire session are to be cleared.
2. The School is not liable to refund the admission fees and other charges, once the admission process is completed.
3. Student whose attendance is irregular, who are defaulters, who are habitually late, disobedient, or whose conduct is injurious to the moral tone of the school, or incompatible with discipline or whose sickness is liable to be injurious to other students, may be dismissed from the school with prior notification.
4. Students who are once dismissed will not be re-admitted.
6. The School Authority's decision is final and binding in all cases of dismissal and withdrawal.



Uniform

Every student must wear a clean, complete and correct uniform daily. It should be purchased from the school authorized tailor.

BOYS: Lower Nursery, Upper Nursery & KG : Check Shirt, Blue Shorts, White Socks, Black school Shoes. Red Full Sleeve pullover and Navy Blue Trousers in Winter). Other Classes: Stripped Lemon Yellow Shirt, Greenish Blue Trousers, White Socks, Black School Shoes. Greenish Blue Pullover in Winter upto class VII and Greenish Blue Blazer from Class VIII - XII. P.T. Dress - House colour T-shirt, White socks and Black shoes.

GIRLS: Lower Nursery, Upper Nursery & KG: Check frock, White socks, Black school shoes. Red full sleeve pullover in winter. Other classes: stripped Lemon Yellow shirt, Greenish Blue trousers, White socks, Black school shoes. Greenish Blue Pullover in Winter upto class VII and Greenish Blue Blazer from Class VIII - XII. P.T. Dress - House colour T-shirt, White socks and Black shoes.



Fees & Allied Charges

1. The school fees cover twelve calendar months and are to be paid in monthly instalments. No reduction in fees is permissible for holidays. Students are liable to be charged full fees as long as their names are officially on the rolls. Fees once paid will not be refunded, if a student has withdrawn in the middle of the academic year.
2. Pupils whose fees are long overdue may be barred from sitting for any examination and are liable to have their names struck off the rolls.
3. Delay in payment of fees may incur the student's dismissal from the school. If the delay exceeds two months, the student is liable to be sent home without further notification. Such students will have to seek re-admission to the school.
4. Fees for the holiday months must be paid in advance before the school closes for the holidays.
5. Fees must be paid on or before 15th of every month, without fail. A fine of Rs. 100/- will be charged for late payment. Fees are paid through school app. There is also a provision to pay fees through NACH (National Automated Clearing House).



General Instructions

- i) It is obligatory on the part of the parents/guardians to abide by the rules and regulations of the school which may be amended time to time.
- ii) In matters of academics and administration, the decision of the Principal, Management Committee, Rector and the Chairperson will be final.
- iii) The school does not accept any responsibility legal or otherwise for accidents. However, the school is committed to take all necessary steps to prevent them from happening.
- iv) Parents/Guardians will hold the school indemnified against all claims arising through illness, accident, failure (academic) or any other cause.
- v) Parents/Guardians are solicited to attend seminars, symposiums, meetings which the school stages at regular intervals.
- vi) Parents/Guardians are advised to intimate the school, the change of their addresses, names or telephone numbers, immediately.
- vii) Students suffering from contagious diseases will not be allowed to attend the school until they are declared medically fit enough to resume the normal rhythm of life by some registered medical practitioner.

