

PROSPECTUS

“Education is the manifestation
of the perfection already in man.”
— Swami Vivekananda —



RAMAKRISHNA MISSION VIDYAMANDIR / SHISHUMANDIR

P.O. & Dist. Katihar, Bihar 854105

Phone: 06452 - 243108 / 242449

Fax: 06452 - 246449

Email: katiharvidya@gmail.com

Web: www.rkmkatihar.org



Introduction:

The School has two wings – Sishumandir (Nursery I, Nursery II, Kg I, Kg II & Class I to Class III) and Vidyamandir (Class IV to Class XII). Sishumandir wing is guided by Teacher-in-Charge and Vidyamandir Wing by Principal under the ultimate supervision of the Secretary. Ramakrishna Mission Sishumandir, Katihar was established in 1986 to meet the long-felt demand of the residents of Katihar to set up a Kindergarten where there will be a perfect amalgamation and modernity. Ramakrishna Mission Vidyamandir, Katihar was established in 1951 and was recognized by West Bengal Board of Secondary Education in 1978 as ten class high school. In 2006 the Vidyamandir is elevated to Higher Secondary (10 + 2) School. Vidyamandir has got Composite Provisional Affiliation for Secondary School Examination and Senior School Certificate Examination of Central Board of Secondary Education for a period of three years w.e.f. 1.4.2011 to 31.3.2014.

Object:

We aim at giving boys and girls such education which would help them develop a sound mind in a sound body. Great care is taken to develop the moral character of the students in conformity with Swami Vivekananda's ideal of self reliance, service and dedication. Stress is laid to develop the students in all directions – physically, intellectually, socially, morally and spiritually. Particular stress is laid on growing clean disciplined habits.

Location:

Amidst the din and bustle of the town, the mission campus is an oasis. Katihar town is well- connected by trains with the rest of the country. It is worthwhile to mention that it is the only educational institution run by the Ramakrishna Mission in Bihar.



*"You have to grow from inside out. None can teach you,
none can make you spiritual. There is no teacher but your own soul"*

Management:

The institution is governed by a Managing Committee appointed by the Governing Body of the Ramakrishna Mission, P.O. Belur Math, Dist. Howrah, West Bengal.

Curriculum:

We follow the curriculum laid down by CBSE. English is taught as the first language, Hindi or Bengali is taught as the second language. There is an option for taking Sanskrit as 2nd language in class IX and X, whereas from class VI Sanskrit is taught as third language. Computer knowledge is being imparted from class IV by a group of trained teachers.

Adequate Co-Curricular and Extra-Curricular activities for the wholesome development of the students are provided.

Routine:

During the year, the school follows a particular set of timings. Sishumandir and Vidyamandir Morning Shift start at 7:00 a.m. with a prayer. Tiffin break is at 9:00 a.m. Classes resume at 9:20 a.m. and ends at 10:40 a.m. whereas Vidyamandir Day Shift timings are as follows:

Classes	Start	Tiffin Break	End
IV & V	11 a.m.	1:55 p.m. to 2:25 p.m.	3:35 p.m.
VI to X	11 a.m.	1:55 p.m. to 2:55 p.m.	4:10 p.m.
XI & XII	11 a.m.	1:55 p.m. to 2:55 p.m.	4:30 p.m. (Extra Classes)

Holidays:

The Shishumandir and Vidyamandir remain closed on Sundays. Besides there are holidays subject to a maximum of 65 days in a year, as directed by the Managing Committee inclusive of two long Vacations – one in summer and the other during the festive days in autumn. These holidays are notified in due course.



Education is not the amount of information that is put into your brain and runs riot their, undigested, all your life. We must have life building, man-making, character - making assimilation of ideas.

ACADEMIC SESSION :	Term	Session
	1st	April to September
	2nd	October to March

The academic session of the School starts from 1st of April and ends on 31st March of the following year. It is divided into two terms as given above.

For each term two Formative and one Summative Assessment will be held.

Admission:

Students will be admitted on the basis of guidelines by RTE (Right to Education). Admission of students (upto Class VIII) is subject to Free & Compulsory Education Act, 2009 (Rest as per laid down norms).

Application for admission should be made in the prescribed form available at the School Office. All conditions laid down in the Prospectus and Application form are to be strictly followed. Application in the prescribed form must reach the School office by the 2nd week of January (as per notification). Guidelines for admission are furnished below:

1. Fill up the admission form in all respects.
2. Get your documents verified from the administrative office.
3. Get the final approval of the Principal.
4. Pay the fees at account office.
5. Get text books and note books from Book Store of the Ashrama.
6. School uniform is to be purchased from market.

Admission Regulation :

1. Incomplete forms will not be considered.
2. Filling up of admission form, taking the Admission Test and attending interview do not guarantee admission in the School.
3. Selection will be automatically cancelled if fee is not paid on the last date stipulated by the School and no reminders will be sent to parents in this regard.
4. Request for transfer of section and choice of class teacher by parents will not be entertained.
5. Parents are requested to adhere to the following age requirements as per the CBSE rules.



"Purity, patience and perseverance are the three essentials to success, and above all: love."

Class	Age (in years)	Class	Age (in years)
K.G.I	4-5	Class-V	10-11
K.G.I	5-6	Class-VI	11-12
Class-I	6-7	Class-VII	12-13
Class-II	7-8	Class-VIII	13-14
Class-III	8-9	Class-IX	14 +
Class-IV	9-10	Class-XI	16 +



Documents to be produced:

1. Two passport size photographs.
2. Photocopy of the Legal Birth Certificate.
3. Transfer Certificate from the School last attended (not necessary for Nursery, Kg & Class I to III)
4. Report Card / Marks Statements from the previous school for admission to classes III to IX and XI.
5. Guardians are requested to bring the original copies of above mentioned documents for verification.

Provisional admission:

Provisional Admission made on certain conditions will be cancelled if they are not fulfilled within one month. Fee paid for admission will not be refunded or adjusted in such cases.

Withdrawal and Removal:

If a guardian wants to withdraw his/ her ward from the Institution he/she may apply for Transfer Certificate stating the cause for withdrawal. Transfer fee is equivalent to the Admission fee. In addition, school fees upto the month of the issuing of T.C. will have to be paid. If the authorities of the Institution request a guardian to withdraw his / her ward for any reason (which may or may not be disclosed) he will have to comply with. Besides, in the case of failure in the Annual Examination in a class for 2 consecutive years, a student will not be allowed to continue in the Institution.

Fees & Charges :

The monthly fee is payable on the 15th, 25th and the last working day of the month. A student whose name gets struck off the rolls owing to non payment of fees for a month will have to be readmitted on payment of re – admission fee@ Rs. 20/- per month(including additional months)

Monthly Charge Payable: As per list attached.

Uniform:

The students must not wear any costly ornaments. (In addition) Fashion hairstyles will be discouraged. Pupils are not allowed to have hairstyles that are deemed inappropriate for school.

"The earth is enjoyed by heroes"—this is the unfailling truth. Be a hero. Always say, "I have no fear."

Summer

Boys: Navy blue shorts, white shirt, black shoes, white socks, white handkerchief.

Girls: Navy blue Skirt, white shirt (half- sleeve), black shoes, white socks, white handkerchief, waist band (Cream or White colour)

Winter

Boys: Navy blue trousers, white full shirt, Sweater and cap, black shoes, white socks, white handkerchief.

Girls: Navy blue Skirt, white shirt (full - sleeve), black shoes, white socks, white handkerchief, waist band (Cream or White colour), red ribbon, Navy blue Sweater and scarf.

Transport:

The Ramakrishna Mission Ashrama owns 2 Buses, one Minibus and 10 Rickshaws, which ply between different areas and the School. The transportation fee is collected monthly in Ashrama office. Students who opt for this facility have to avail it throughout the year. Bus routes are fixed. Separate form for availing vehicle is to be filled in Ashrama office.

Evaluation:

Evaluation of student's performance covers all aspects of student's development. Continuous and Comprehensive Evaluation System as laid down by CBSE is followed. For that Scholastic as well as CO- scholastic aspects of the pupil's growth is assessed through multiple techniques of Evaluation continually and periodically.

Types of Assessment of Scholastic aspects are given below:

Type of Assessments

Formative Assessment-I

Formative Assessment –II

Summative Assessment –I

Formative Assessment-III

Formative Assessment –IV

Summative Assessment –II

Month

April-May

July–August

September

October-November

January-February

March



A few heart-whole, sincere, and energetic men and women can do more in a year than a mob in a century.

**Leave:**

Application praying for leave of absence of wards must be submitted by guardians through class teachers. Cause of illness, exceeding three days should be supported by medical certificate. Where practicable, guardian should get the leave sanctioned in advance. No telephonic intimation shall be accepted. The name of a student is struck off the rolls owing to absence more than seven days at a stretch without prior intimation. Such a student will have to be re-admitted on payment of a fine upto Rs. 100/-

Financial Assistance:

Poor and meritorious students are given concession in tuition fee.

Medical Care:

The Ashrama has a Charitable Dispensary (O.P.D), where students needed to be given outdoor treatment are given free of cost daily (except Sundays and holidays).

Some Important Information:

- Books, Copies, Pencils will be supplied from School.
- Guardians are requested not to send their wards to school on the days of Bandh or excessive bad weather.
- If a guardian wants to take back his/ her ward before the school is closed, he/she must come personally and take approval of the authorities. Under exceptional circumstances he/she may send representative along with a letter of authority.
- Guardians will have to make their own arrangement for sending their wards to school and taking them back from school. However, Rickshaw/ Bus service may be provided from the Ashrama. The guardians will have to pay extra charge for that .They should contact the Ashrama General office.

All knowledge that the world has ever received comes from the mind;
the infinite library of the universe is in our own mind.

- The name of the student must be written legibly in his/her school bag, tiffin box, water bottle, book etc. The authority will not take any responsibility in case of any loss from the School.
- Guardians are requested not to come to School in a casual dress. They are further requested to seek appointment before meeting the Principal or Teacher- in- Charge.
- All correspondence should be addressed to the

Principal, Ramakrishna Mission Vidyamandir
P.O. & Dist. Katihar Bihar 854105

APPEAL

We invite the kind attention of all our devotees, well-wishers, sympathizers, Corporate and Govt. Bodies to come forward and donate to support the growing needs of our School, Library, Dispensary and Mobile Health Clinic for the rural medical service.

All these various types of charitable and philanthropic works started by Swami Vivekananda for the benefit of poor and needy people, irrespective of caste, creed and religion are meant for the all round progress of the individual and Nation. Our prayer is that the work may continue with all energy.

It is mentionworthy that donation may be earmarked to perpetuate the memory of near and dear ones. The secretary, Ramakrishna Mission Ashrama, Katihar shall gratefully acknowledge receipt of any type of donation, however small it may be.

DONATION

All donation to “Ramakrishna Mission Ashrama, Katihar” are exempt from Income Tax under section 80-G of Income Tax Act of 1961 vide Order No. DIT(E) 8E/1096970/848 Dt. 12/01/2009 (valid from Assessment Year 01/01/2009 to 31/03/2014).



Published by :
Secretary

Ramakrishna Mission Vidyamandir/ Shishumandir
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All truth is eternal. Truth is nobody's property; no race, no individual
can lay any exclusive claim to it. Truth is the nature of all souls.