











It is important that teachers continue to follow educational developments and add towards extending their knowledge and skills. Therefore our teachers are encouraged to pursue further training. At present, many of the teachers are undergoing further training.

For administrative convenience and better service four headmasters are appointed and each section is looked after by one Headmaster. The whole school is divided into four sections namely :

- i Kindergarten section - Nursery to KG II
- ii Junior section - Class I to V.
- iii High School - Class VI to X.
- iv Higher Secondary - Class XI & XII Arts and Science.

The performance and monitoring of each student is under the care of the concern head.

**Responsibilities and Leave**

Each class has a designated teacher (in some cases the teaching responsibility may be shared with another teacher). The class teacher will deliver the majority of the lessons and will work with support/specialist teachers, discussing the learning outcomes for their programme. The class teacher will monitor the child's individual progress over the coming year and discuss this with parents at reporting time and parents-teacher meetings.

**Salient Features of the School**

1. Pupil support structure that includes explicit procedures and policies (to support, e.g. children with high ability, emotional and behavioural difficulties).
2. Scholarships for children from economically poor background.
3. Tuition is available for weak students, tutored by the concerned subject teachers.
4. Frequent communication with parents regarding the progress of their children.
5. Intensive coaching for student appearing X and XII board examination.
6. Well furnished science laboratory.

**Absence Record**

TEACHER'S SIGNATURE												
PARENT'S SIGNATURE												
REASON												
DATE												



**Admission Procedure**

**1. Fees**

<b>CLASS ADMISSION FEES (OLD)</b>		<b>ADMISSION FEES (NEW)</b>	<b>TUITION FEES</b>
Nursery - KG	2,900/-	2,900/-	550/-
I-IV	3,050/-	3,050/-	600/-
V-VIII	3,200/-	3,200/-	650/-
IX-X	3,350/-	3,350/-	700/-
<b>A. ADMISSION FEES</b>		<b>B. MONTHLY TUITION FEES</b>	
<b>Class</b>	<b>Amount</b>	<b>Class</b>	<b>Amount</b>
XI (Arts)	4,800/-	XI (Arts)	900/-
XI (Science)	5,500/-	XI (Science)	1,000/-
XII (Arts)	4,700/-	XII (Arts)	900/-
XII (Science)	5,400/-	XII (Science)	1,000/-

1. Admit 2 children: 3<sup>rd</sup> child free admission and pay tuition, 4<sup>th</sup> child both admission and tuition free.
2. Free students are required to pay the Board or Council for registration, examination and coaching fee etc.
3. Concession will automatically apply to the youngest sibling.
4. Class toppers - 100% free both Admission tuition.
5. Mission Worker concession 20% of Admission fee (recommendation from church required)

**UNIFORM  
For Nursery to Class X**

**Boys**

1. White Shirt with Logo
2. Navy Blue Pant
3. Necktie
4. Socks with school logo
5. Black shoes with laces
6. Belt
7. Cardigan with logo

**Girls**

1. White Shirt with Logo
2. Necktie
3. Socks with school logo
4. Black shoes with laces
5. Belt
6. Cardigan with logo

**FEE CARD**

<b>July 2020</b>	<b>August 2020</b>
Date .....	Date .....
Receipt No. _____	Receipt No. _____
Receiver	Receiver
<b>September 2020</b>	<b>October 2020</b>
Date .....	Date .....
Receipt No. _____	Receipt No. _____
Receiver	Receiver
<b>November 2020</b>	<b>December 2020</b>
Date .....	Date .....
Receipt No. _____	Receipt No. _____
Receiver	Receiver



**FEE CARD**

<p><b>January 2020</b></p> <p>Date .....</p> <p>Receipt No. _____</p>  <p>Receiver</p>	<p><b>February 2020</b></p> <p>Date .....</p> <p>Receipt No. _____</p>  <p>Receiver</p>
<p><b>March 2020</b></p> <p>Date .....</p> <p>Receipt No. _____</p>  <p>Receiver</p>	<p><b>April 2020</b></p> <p>Date .....</p> <p>Receipt No. _____</p>  <p>Receiver</p>
<p><b>May 2020</b></p> <p>Date .....</p> <p>Receipt No. _____</p>  <p>Receiver</p>	<p><b>June 2020</b></p> <p>Date .....</p> <p>Receipt No. _____</p>  <p>Receiver</p>

**For Class XI & XII**

**Boys**

1. Lilac Shirt with Logo
2. Navy Blue Pant
3. Necktie
4. Socks with school logo
5. Black shoes with laces
6. Belt
7. Cardigan with logo

**Girls**

1. Lilac Shirt with Logo
2. Necktie
3. Socks with school logo
4. Black shoes with laces
5. Belt
6. Cardigan with logo

**Academic Policies & Procedures**

1. **Syllabus** : CCAMS follows syllabus prescribed by the Board of Secondary Education, Manipur (BSEM) and Council of Higher Secondary Education Manipur (COHSEM)
2. **Tests** :Marks obtained in the periodic tests and terminal examinations will play a pivotal role for promotion.
3. **Attendance**: Students with attendance below 75% during the academic session shall not be permitted to appear the Promotion/Board Examination.
4. **Rules for Condonation of Shortage in attendance**: Shortage of attendance upto 15% may be condoned under the following reasons:
  - (I) Prolonged illness (Medical Certificate to be enclosed)
  - (II) Death of parents or some other unavoidable incidents which merit special consideration, any other reason of similar serious nature.
6. **Grading Scale**

33% below	- Fail	
45% & above	- Satisfactory	33% above- Poor
80% & above	- Distinction	60% & above- Good
7. **Compulsory Coaching Class** :
  - (I) **First Phase**  
From 2<sup>nd</sup> November to 2<sup>nd</sup> December 2020. Every class X and XII students must join the school hostel for intensive coaching to prepare for the Board and Council examinations. The coaching fee is Rs. 5,000/- (Five thousand) per month inclusive of food and coaching.
  - (ii) **Second Phase**  
Selected students must join the coaching from 5<sup>th</sup> Jan. to 5<sup>th</sup> Feb. 2021. It is compulsory and not optional. Students who fail to join the coaching class shall not be issued Admit Cards.
8. **Selection Test** : A Qualifying Exam shall be conducted for those appearing the Board and Council Examination. The School shall conduct the Test in the first week of December and students who fail to clear the selection test will not be allowed to take the board and council examination. Only those who pass the selection test will continue with the 2<sup>nd</sup> phase of coaching.





















