PERSONAL COLUMNS

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PERSONAL DATA

1. Pup							
 Par Loc 	ss: ent's/Guardia al Address:	Section n's Name	:e:	Roll No.:			
5. Per 6. Aac Pho	manent Addre lhar No one No. (Home	ess: e):		Office:			
	ntification Ma mes of siblings			ool:			
1)			3)				
2)			4)				
I, h	ereby agree t	o abide l	by the rules a	and regulations of the			
sch	ool as containe	ed in the	prospectus.				
			Signature of	Parent's/Guardian's			
	photo		Name in BLOCK				
			Signature of	Student			
_			Name in BL	ОСК			
Date:							

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PERSONAL COLUMNS

		
		
		
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Dr. David T. Wijunamai

A Word From The President

Chil Chil Asian Mission School was established in 1999 and is managed by Chil Chil Asian Mission Society, which is registered as a non-profit making, non-political and an autonomous religious society having its constitution, vision, mission, and objectives.

CCAMS is founded with the vision of imparting quality education. skills and values to help students address the challenges of the future. The school aims to provide space for children where they feel confident and safe to express themselves. Each child is given the opportunity to reach his full potential.

A good education is to realize how little we know and to humble ourselves to accept teachings. Theodore Roosevelt says "To educate a man in mind and not in morals is to educate a menace to society" in the same line of thought I would like to quote John Ruskin, the great Victorian social thinker who said education means, "Not teaching the youth the shapes of letters and the tricks of numbers and leaving them to turn the arithmetic to roguery and the literature to lust but giving them training which makes them happiest in themselves". We believe in the holistic development of our students and strive to impart ideals and quality education to students which would facilitate in the development.

Our aim is to train and educate the student so that they become social assets and not liabilities. It is my prayer that each student becomes successful in his endeavors and be a blessing to the society.

PRAYER

Our loving gracious Father.

We come together here,
to acquire knowledge, discipline
and prudent life
help us to do what is right,
just and fair,

Make me and mould me to be an obedient child

Bless our Teachers, Friends, Mother, and Father

Forgive our past wrongs.

All these we pray in Jesus name,

Amen.

SCHOOL ANTHEM

1. Blessed be Chil Chil Asian Mission School.
we're your Children we'll strive to be worthy of you.
We shall learn, we shall labour and shall serve.
We shall render the best we can bring for you.

Let us hold high our banner and march on with our fame. In dong our duty with cheery Cherry smile everyday.

2. Blessed be Chil Chil Asian Mission School.

For we will offer our precious time and talents.

With God our guide and protector we shall march And serve faithfully every hour (and everyday).

Daily Things To Do

Γ							
	Parent's Signature						
	Remarks						
	Particulars						
	Page No.						
	Subject						
	Date						

Daily Things To Do

Parent's Signature						
Remarks						
Particulars						
Page No.						
Subject						
Date						

Why Choose CCAMS?

Chil Chil Asian Mission School offers education for children aged 3-18. The school is a caring community, in which each child feels valued and believes that it is essential to create an environment in which individual self-esteemed can flourish. It aims to meet the concerns of the children. The school promotes intercultural understanding, tolerance and respect and above all spiritual development. Close cooperation with the teachers and staff help children more easily.

- ⇒ Well fenced campus, excellent infrastructure with clean and green environment.
- ⇒ Good transport facility and well maintained boarding for both boys and girls.
- Computer course inside the campus.
- ⇒ Strict enforcement of spoken English within the campus.
- ⇒ Excellent teaching staff.

Aim & Goal

It aims at supporting not only pupil's cognitive development but also their personal and spiritual development. Understanding of the subjects and culture are delivered through clearly defined learning goals.

Teachers are aware that in order to fully meet a pupil's needs, individual teaching, learning styles and multiple intelligence should be addressed. This is achieved by having small class sizes, activities that are geared to match the individual needs of the pupils, assessing and reviewing previous knowledge before new learning takes place, and allowing pupils to work at their own speed to access the learning goals of each subject at their own level.

Management And Staffing

The teachers' qualifications, experience, background and expertise are excellent. They are continually attending Workshops and seminars in order to update their skills. The School Boarding has three full time male wardens and three female matrons.

This team will obviously expand as the School grows. The staff at CCAMS speak fluent English and are familiar with the multi-cultural diversity of the pupils. Just like pupils, teachers will always continue to learn.

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 behaviourial 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	ON PARENT'S SIGNATURE TEACHER'S SIGNATURE						
	REASON						
	DATE						

Absence Record

PARENT'S SIGNATURE TEACHER'S SIGNATURE						
PARENT'S SIGNATURE						
REASON						
DATE						

TO PARENTS

- 1.CCAMS considers cooperation of parents as most important for our students. It also promotes the function of the school as a meeting place for parents from various communities. Therefore, it supports and facilitates initiative for parents' involvement.
- 2. Parents are requested to create a conductive atmosphere for home study in which your child can concentrate in his/her studies free from any disturbances.
- 3. The Principal is the head who is overall in charge of the School
- 4. Always send a leave application with your child, addressed to the Headmaster duly attested by you.
- 5. Please ensure that your ward comes to school regularly with all the requirement like uniform, books etc.
- 6. Should you notice that your ward is not making the desired progress, kindly see the designated Headmaster. You are always welcome to the school to monitor progress of your ward.
- 7. Any complain may be made to the Headmaster concern directly and will be dealt with confidentially.
- 8. Parents are welcome to confide, communicate or give suggestion to the Principal for the welfare of the children and the school.
- 9. Parents are requested to actively participate in the school activities like Parents and teacher's Meeting, Parents' Day, Teachers' Day, and Annual Day etc. or whenever called for.
- 10. Fees are to be paid directly at the cash counter during the office hour.
- 11. Fees must be paid only to the cashier.
- 12. Any financial claim of payment without receipt shall not be entertained.

Admission Procedure

1. Fees

CLASS ADMISSION	FEES (OLD)	ADMISSION FEES (NEW)	TUITION FEES
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/-
A. ADMISSION FEES	S	B. MONTHLY TUITION	FEES
Class	Amount	Class	Amount
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: 3rd child free admission and pay tuition, 4th 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	Girls
1. White Shirt with Logo	1. White Shirt with Logo
2.Navy Blue Pant	2. Necktie
3. Necktie	3. Socks with school logo
4. Socks with school logo	4. Black shoes with laces
5. Black shoes with laces	5. Belt
6. Belt	6. Cardigan with logo
7. Cardigan with logo	

FEE CARD

July 2020	August 2020
Date Receipt No	DateReceipt No
Receiver	Receiver
September 2020	October 2020
Date Receipt No	DateReceipt No
Receiver	Receiver
November 2020	December 2020
Date Receipt No	Date Receipt No
Receiver	Receiver

FEE CARD

January 2020	February 2020
Date Receipt No	DateReceipt No
Receiver	Receiver
March 2020	April 2020
Date Receipt No	DateReceipt No
Receiver	Receiver
May 2020	June 2020
DateReceipt No	DateReceipt No
Receiver	Receiver

For Class XI & XII

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

7. Cardigan with logo

33% below - Fail
45% & above - Satisfactory
80% & above - Distinction
33% above- Poor
60% & above- Good

7. Compulsory Coaching Class:

(I) First Phase

From 2nd November to 2nd 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 5th Jan. to 5th 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 2nd phase of coaching.

House T-Shirt/Track Suit for both Boys & Girls (Wednesday & Saturday)

Uniform and books shall be provided by the school at prevailing market rates for the convenience of the parents.

House System

The school is divided into four Houses for all activities.

Each House has its own motto, Captain, Vice-captains etc. Each student belongs to one of these Houses. All the House are assigned a colour and competition in different field are conducted accordingly.

Games & Sports

Games & Sports are organized every year under the Supervision of the Sports' Incharge. There is a spacious playground where games like Football, Volleyball, Cricket, Badminton, Kabaddi, etc. are played Friendly tournaments, inter-class competitions are a part of the school activities.

Extra Curricular Activities

In addition to the curricular activities, the school conducts competitions in Science Seminar, Debate, Quiz, Drawing and Painting, Essay, Mathematics etc. Study tours and Picnics are also organized annually. Annual day is held on the 14th of November, every year parents are invited

Social Work

Social Work is held twice a year and wherever called by the concerned authority.

GENERAL RULES & REGULATIONS

- 1. Every student should maintain discipline and consider their duty to behave decently all the times.
- 2. Students must regularly attend school in clean and tidy uniform. They must come to school in full uniform from the first day itself.
- 3. Any damage or lose must reported be immediately to the teacher or principal. Any damage must be replaced by the person responsible.
- 4. Students must bring the School dairy to the school everyday.
- 5. Loitering outside the classroom while the school is in session is prohibited. No one is allowed to go out of the school premises (gate) during the school hour without permission.
- 6. No magazines, mobile phone, paper or books of objectionable nature should be brought to the school. If found, will not be returned.
- 7. No act of indiscipline, insubordination, interference in the administration, disrespect to any teacher, disrespect to any religion or community by a student shall be tolerated.

Notes to Parents

Date	Remarks

Notes to Parents

Date	Remarks

- 8. Smoking, chewing of betel nut, alchoholic drinks or any sort of drugs, immoral activities are strictly prohibited. Any one found indulging in them is liable to be punished with expulsion from the school.
- 9. Students are not permitted to entertain their parents/guardians during the school hour. However, if needed, permission must be obtained from the Principal.
- 10. Must speak English only inside and outside of the classroom, failing which appropriate disciplinary action will be initiated.
- 11. Any kind of cheating or serious misconduct, loitering around with school uniforms and indulging in objectionable behaviors even out side the school premises, shall be dealt with stringently.
- 12. It is a must for all the students to memorize the school Anthem and Prayer.
- 13. All the staff must strictly keep the office timing i.e. 9:00 AM to 4:00 PM. There will be signing in and signing out from the office. One hour late shall be counted as a half-day leave and two hours late shall be counted absent. One hour leaving early from the duty shall be counted as half-day leave and any emergency or accident to obtain proper leave.
- 14. It is totally unacceptable for Lecturers/Teachers to have partiality or any kind of favoritism towards any student. Setting questions and correction of answer papers must be done carefully and sincerely. Frequent mistakes and negligence of duty shall result in termination from the job.
- 15. Lecturers or Teachers must be careful to maintain a strictly professional relationship and not develop any kind of unacceptable relationship with students.
- 16. Any activities which are against the principles of Christianity, showing prejudice or forming any kind of communal group or activities and cracking jokes or comments shall not be allowed inside CHAMS Campus.

- 17. No student is allowed to possess/bring any contraband such as sharp tools, i.e. knife, sword, spear, drugs, guns, etc. in the campus.
- 18. All the teaching and non-teaching staffs of CHAMS are responsible to promote the spirit of love a fraternity among the workers of all department.
- 19. All the school Lecturers/Teachers must arrived the campus before the Assembly Session and are requested to attend the Assembly. No Lecturer or Teacher is allowed to leave the school before the scheduled /class hour is over for the day.
- 20. All the school Lecturer/Teacher must make attendance in every class/period without fail and also check students' bag and pockets from time to time for any contraband (See General A. 14). If any contraband is found, suitable action as per the rules of the school shall be taken or reported to the higher authority for necessary action.
- 21. All the Class Masters must maintain the contact numbers of all the parents of those students who are in the respective classes. They are to contact them in case of sickness, absence, disciplinary matters, encouragement or suggestions to improve the students' performance.
- 22. Teacher Training/Orientation program shall be conducted in the beginning of every year.
- 23. Undiscipline and unruly students are to be disciplined not through beating/canning but through suitable punitive measure and councelling.
- 24. Any challenge, agitation, or boycott of classes, any act of instigation causing disturbance in the administration by any Staff/Teacher/Student will be strictly dealt with and automatically face termination from the service/school.

Notes to Parents

Date	Remarks

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Notes to Parents

Date	Remarks



IDENTIFICATION CARD

- 1. I-Card shall be issued for each student.
- 2. I-Card should be brought to the school everyday.
- 3. In case of any loss or damage, a duplicate card shall be issued at the cost of Rs. 100/-.



ABSENCE & LEAVE

- 1. Late comers or absentees from Assembly/Chapel or school without leave application signed by the parents/guardian will be imposed a fine of Rs. 10/- per day.
- 2. Leave application of more than 3 days should be accompanied with a Medical Certificate.
- 3. If a student is found to be irregular; his/her name shall be struck off from the attendance register and may not be re-admitted.
- 4. No student shall be granted leave during the school hour unless unavoidable or in case of emergency.
- 5. If a student desires to leave the School before completion of the term, the full amount of fees must be cleared. If any amount was paid in advance for fees, there shall be no refund.



Uniforms & Books are Available at

CHAMS STORE

Notes to Teacher

Date	Remarks	Parent's Response

Notes to Teacher

Date	Remarks	Parent's Response

CALENDAR OF EVENTS 2020-2021

Months	Date	Events	No. of days	Remark
February	03	Commencement of session	01	-
February	15	Lui-Ngai-Ni	01	Holiday
February	21	Picnic Day	01	
March	9-11	Yaosang (Holi)	03	Holiday
March	25	Meitei Cheiraoba	01	Holiday
April	6-9	Periodic Test-1	04	Exam
April	10-11	Good Friday and Second Saturday	02	Holiday
April	13	Cheirouba (Hindu)	01	Holiday
April	23	Khongjom Day	01	Holiday
May	01	May Day	01	Holiday
May	02	Commencement of Class -XII Session	01	-
May	28-29	Mission Conference	02	-
June	3-12	Half yearly	09	Exam
June	13-30	Summer Vacation	18	Holiday
July	01	Class XI session begins and re-opening	01	-

CALENDAR OF EVENTS 2020-2021

August	13	Patriots Day	01	Activities	
August	15	Independence Day	01	Holiday	
August	26-27	Periodic Test-II/F.A-1	04	Exam	
Sept	05	Teacher's Day	01	Celebration	
October	02	Gandhi Jayanti	01	Cleanliness	
October	10	CHAMS Social work day	01	Cleanliness	
October	20-23	Periodic Test-III/F.A-II	04	Exam	
October	24-26	Durga Pooja	03	Holiday	
October	27-31	Annual Sports	05	Sports	
November	07	CHAMS Food fest	01		
November	14-16	Diwali and Ningol Chakouba	02	Holiday	
Nov- Dec	30-11	Selection/Final Exam	11	Examination	
December	18	Declaration of result	01	Events	
Dec-Jan	19-04	Winter Vacation 16 F		Holiday	
Jan. 2021	05	Admission begins and coaching Class for X,XI,XII 01		Events	

Notes to Teacher

Date	Remarks

Notes to Teacher

Remarks

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TIME TABLE	ωΙΟΚ⊢ ΒΚΠ∢Χ							
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	2							
	_							
	Day	SUN	MON	TUE	WED	THU	FRI	SAT

20

Attendance Record

Months	No. of Working Days	Days Attended	Absence	Unauthorized Leave	Teacher'S Signature
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

Notes to Teacher

Date	Remarks
