



# CENTRAL ACADEMY SENIOR SECONDARY SCHOOL

(Affiliated to CBSE, New Delhi)

Civil Lines, Rewa (M.P.)



Prospectus  
&  
Registration Form



**SWAMI GARUD MAHARAJ**  
FOUNDER OF THE SCHOOL

# *From Principal's Desk*

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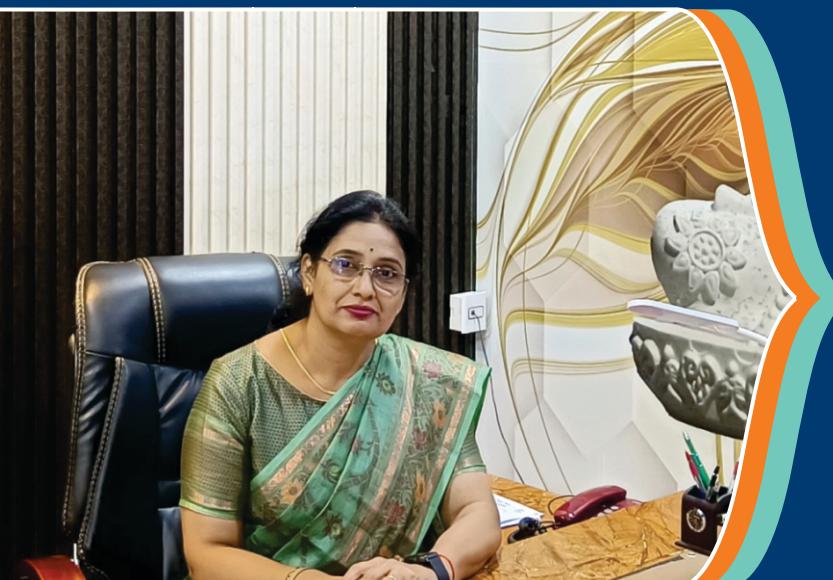
Our mission is to develop core skill in children besides textual information through value based technology aided, life oriented education that will best prepare them for the future.

We are vigilant enough to explore latent talent of each and every student by skillful working and learning together. We aim the education by which desired character can be acquired with the accelerated mind and intellect, so that one can shoulder one's responsibility as a confident and productive member of the society.

**(Dr. D.K. Pathak)**  
Principal

# *Headmistress Message*

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Our MOTO is excellence in education and all-round development of a child.

We AIM in them a shared perception of life, which will draw them closer to peer elsewhere. Thus promoting a peaceful and harmonious environment, where everyone can co-exist irrespective of class, creed and culture.

We PRAY to God for blessing our children with good health, wisdom, talent and success in every walk of life.

**(Mrs. Archana Mishra)**  
Headmistress



## INTRODUCTION

Prior to 1962, the Kothari commission felt the need of such senior secondary schools in the country so as to follow common syllabus and pattern throughout India and to be affiliated to an All-India-Body, for the benefit of the children of Central Government employees as well as floating population of the country. These endeavors have been made in correct perspective.

In November 1964, on the basis of the report of the Kothari Commission, the Government of India, were pleased to open a number of senior secondary schools at various places of the country so as to render educational facilities to the children of such floating families.

In order to fulfil the demands throughout the country the Scholar's Education Trust of India in 1964, under the auspices of Central Academy Education Society, also discussed over the need of such senior secondary schools and decided to establish a series of schools in the country complementing the Govt. of India's programme for the benefit of general mass which was desirous of providing education to their children based on All India Syllabus.

Since then, the Central Academy Educational Society made a plan to establish a number of senior secondary schools and various other educational institutions at place like New Delhi, Hazaribagh, Motihar, Darbhanga, Patna, Munger, Ranchi, Jamshedpur, Ramgarh, Nainital, Lucknow, Mussoorie, Rampur, Bareilly, Bangalore, Ahmedabad, Baroda, Jodhpur, Surat, Jaipur, Kota, Suratgarh, Udaipur, Bikaner, Alwar, Srinagar, Chittorgarh, Ajmer, Bharatpur, Bhilwara, Rewa, Shahdol, Jabalpur, Bhilai, Deoria, Gorakhpur, Chhindwara, Itarsi, Balaghat, Gwalior, Prayagraj, Jabalpur, Umaria, Barabanki and many other places in the country.





## CENTRAL ACADEMY

The school which run under the name of Central Academy, are composite, co-educational English Medium SENIOR SECONDARY SCHOOLS having classes from Nursery to Senior Secondary (10+2) level and follow a common syllabus throughout the country. After opening and equipping the school, all the classes are made affiliated to Central Board of Secondary Education, New Delhi under the All India Education scheme.

## AIMS OF THE SCHOOL

Central Academy is dedicated to the development of a wholesome foundation for a generation which will mould the destiny of our country in the 21<sup>st</sup> Century. It is an institution with its eyes firmly focused on the future.

- The school aims to build the present day children into a strong, confident, committed lot, who while having a reverence for India's rich legacy and heritage, are able to successfully cope with the rapidly changing world.
- The school believes that freedom of spirit and zeal for discovery are as important as the need for discipline and a sense of duty. We aim to develop both mind and body of the child and strongly emphasize the need for an all-round development of his/her personality.
- There is a constant endeavour at the school to provide a perfect environment in which the child can develop his/her abilities and skills so as to explore himself/herself and blossom into a good human being.
- The school also aims to give the child a competitive edge to stretch out a place for them in the society.





- The school believes in search for excellence and there is no compromise with standard through a corps of highly dedicated and qualified team of teachers, with the latest teaching techniques and equipment, round the year competitions and programmes with a strong emphasis on sport, debates, dramatics, various quiz programmes etc. We are confident of transmitting our aim of excellence into the young minds of the children who grow up with us.
- The school aims to provide quality education to the masses by establishing branches all over the country.

## COURSE AND AFFILIATION

It follows the All India syllabus approved and prescribed by the Central Board of Secondary Education, New Delhi, the leading All India Secondary Examination Body. Schools which are having classes from Nursery to XII are made affiliated to the CBSE under All India Education scheme.

**SESSION:** The school session starts from 1<sup>st</sup> April to 31<sup>st</sup> March of every academic year.

**ADMISSION TEST:** The admission test will cover English, Hindi, Math & Science based on the syllabus of the preceding class to which admission is sought.

### ENCLOSURES

The following enclosures should compulsorily be attached with the Registration Form. If any of these is not available, an application for extension must be made. In any case the required documents should be submitted within fifteen days of the admission.



1. Birth Certificate only for Nursery, Kindergarten.
2. Transfer Certificate from the school last attended. (from class UKG)
3. Photo copy of Progress Report (from class LKG) of the previous classes.
4. Aadhaar Card of child
5. Child ID
6. Bank Details of the parents with the photocopy of Passbook and Aadhaar card linked with that Bank.
7. Passport size coloured photograph.
8. Self attested photocopy of Caste and Income certificate. (for the students of OBC/SC/ST only)

#### **AGE LIMIT**

A pupil seeking admission to Nursery Class must have attained the minimum age of 2½ years (3½ years in case of LKG) as on or before 1<sup>st</sup> April of the year in which admission is sought. A corresponding minimum age limit will be calculated for the succeeding classes.

#### **FEE RULES**

1. The fee will be collected upto 15<sup>th</sup> of every month; if 15<sup>th</sup> falls on a holiday, the next working day will be the last day for collecting the fee without imposing any late fee.
2. If the fee is not deposited till the 15<sup>th</sup> of every month, late fee will be charged as per following slab-  
Rs. 20/-from 16th to last day of the month.  
Rs. 50/-After last day of the month.
3. Fees once deposited will not be refunded.





4. If a student seeks to leave school for whatever reason, the withdrawal notice, at least a month in advance, will have to be submitted, failing which he/she will be required to deposit one month's tuition fee & other relevant fees.
5. A student seeking admission during mid-session will have to pay all the prescribed fee for the full academic year.
6. The fee for the month of May and June will have to be deposited in the month of December and January. The admission fee will be charged in the month of April as the school session starts from 1<sup>st</sup> April to 31<sup>st</sup> March every academic year.

## SYLLABUS AND BOOK-LIST

Syllabus and Booklist from class NURSERY to XII are available in the school website, and Syllabus is also printed in student diary.

## LIST OF HOLIDAYS

List of holidays, tentative school calendar of co-curricular activities and celebration, including exam pattern for each class are available in the school website as well as printed in student diary.

## SCHOOL ACTIVITIES

1. Games & Sports.
2. Cultural activities, Dance, Music & Dramatics.
3. Drawing, Painting & Craft.
4. Essay, Debate & Quiz competitions.
5. Chart & Scrapbook making.



6. Making, working models in Science, Computer Science, Social Science, Commerce & languages in Projects and in Annual Exhibition.
7. Annual Function & Annual Sports Day.
8. Co-curricular activities conducted by the senior student through the clubs of various faculties of Science, Commerce; Arts & Craft, Media, Sports etc.
9. School Picnics & Nature Study Trips.
10. Community Service Camp.

## CO-CURRICULAR ACTIVITIES

We organize various co-curricular activities offering competency-based training and healthy competitions among the four house of the school in Music, Dance, Art, Literary Skills and Drama. These activities develop confidence, leadership, self-discipline and a sense of pride in our students regarding our culture and also offer them a platform to hone their latent talents.

## EDUCATIONAL TOURS AND ADVENTURES

A wide range of education tours catering to all age group is an integral part of education. These trips include to well-known Gardens, Zoological Parks, Picnic Spots, Museums, Post Offices, Farm Houses etc. in and around the city, for children of lower classes. For higher classes, such tours also include various Factories, Industrial Units and Cultural Centres, and others. Outstation excursions are also organized for the students for spirit of inquiry, adventure, comradeship and nature ramble.





## RULES & REGULATION FOR THE STUDENTS

To maintain strict discipline, to speed up progress and streamline efficiency, we are compelled to take certain precautionary measures in the institution and their compliance is compulsory. Any failure to do so, may necessitate disciplinary action without prior notice.

1. Disturbances like running, shouting etc. during class hours are not allowed in the school. Games & sports are to be played during the time fixed for it.
2. Students must respect all teachers and authorities. They must be courteous and polite under all circumstances.
3. Any damage to the school property or to the belongings of the staff or any other student will have to be compensated for.
4. Students must observe punctuality in arriving at school. A late-comer may not be allowed to enter the school or class. Continuous late-comers would be suspended.
5. All the students must come neatly dressed to the school. During regular checking any student found without proper uniform shall be punished.
6. Under no circumstances the school authorities will be held liable for indiscipline or misconduct on the part of any students outside the school premises.
7. The minimum compulsory attendance in class is as follows:

Nursery to XII - 75 Percent

Student falling short of attendance, as prescribed above will not be allowed to appear for the examination.



8. A student who has been absent on the previous day without leave application will not be permitted to the class unless permission is granted by the principal. One who remains absent without leave application for 20 days will be expelled from the school. A student who remains absent due to illness for a considerable span of time must submit a medical certificate. Absence without leave application will be penalized with a fine of Rs. 5 each day.
9. Any mis-demeanour during the examination will amount to failure in subject & will be dealt with stern disciplinary action.
10. The student must bring their textbooks, notebooks and school diary regularly to the class.
11. Parents/ Guardians are expected to help their wards in their home assignments & check their school diary regularly.
12. As the medium of instruction in the school is English, it is compulsory for the students to converse in English.
13. No visitor will be allowed to contact any student without the prior permission of the office.
14. The student will not be called from the class to attend any phone call unless it is very urgent.
15. Participation in all school activities and function is compulsory and the school uniform is to be worn in such functions unless instructed otherwise.





## STUDENT FACILITIES

1. A well-stocked library with an internet facility is filled with a variety of over 10,000 books and journals on a different subjects. They serve as a storehouse of information related to textbooks and beyond. The primary purpose is to inculcate reading habits amongst students, apart from these various journals, picture books, fairy books, magazines, science and technology books, periodicals, encyclopedias and reference resource books are available for teachers and students.
2. Laboratory facilities are available for Physics, Chemistry, Biology, Computer Science & Maths.
3. The Computer Lab provides an adequate number of computers to impart computer education from Std I onwards.
4. Audio-Visual equipments are also provided to be used as teaching aids and for screening educational & socially relevant programmes for the students.
5. The school has a spacious playground for outdoor games like Football, Kho-Kho, Handball, Volleyball etc and a hall for indoor games like table tennis, carrom, chess etc.

## MEDICAL FACILITIES

Regular Medical check-up of all the students is done in a year by expert and eminent physicians.

## SCHOOL UNIFORM

### SUMMER SEASON

**For Boys :** Light blue shirt in checks, Dark blue pant, White socks with blue line, black shoes with laces, Dark blue Tie and Dark blue belt with light blue line in middle.





**For Girls:**

- Std. Nursery to VIII-** Dark blue skirt with blue short, light blue shirt in checks, Black Ribbon and other as above.
- Std. IX to XII-** Light blue Kurta in checks, Dark blue Salwar and Dark Blue Waist coat, Black Ribbon and other as above.

**House Dress:** T-shirt (Yellow, Red, Grey & Sky blue) & Navy Blue Lower with white shoes and socks for all the boys & girls from Nursery to Class XII.

**WINTER SEASON**

1. In addition to prescribed uniform dark blue pullover with V-shaped neck in light blue line and dark blue blazer with school monogram and cap.
2. Full pant will be compulsory for all the boys from Nursery to XII.
3. Dark blue leggings for Girls from Nursery to VIII.
4. Blazer will be compulsory for both boys and girls from V to XII.

**House Dress:** Along with house dress Navy Blue hoodie for all the boys & girls from Nursery to Class XII with white shoes and socks.

## ACADEMIC PROGRAMMES

The curriculum from Nursery to Std XII includes the following core subjects and the following activities.

**NURSERY:** To develop motivation towards study in school environment, an introduction to the capital letters of alphabets in English, Hindi (अ से अः) and Numbers 1 to 20, colouring.

**KINDERGARTEN:** Children learn to write the cursive alphabets in English & Hindi (स्वर/व्यंजन), reading & writing of short words in both the languages, Number 1 to 100, drawing.

**STD I to V:** English, Hindi, Maths, Environment Studies, Computer, Music, General Knowledge, Value Education, Sanskrit (for V), Drawing & Crafts.





**STD VI to VIII:** English, Hindi, Sanskrit, General Science, Modern Mathematics, Social Studies, Crafts, Drawing & Painting, Music, General Knowledge, SUPW, Computer Science and Mental Mathematics.

**STD IX & X: Compulsory subject:** Hindi Course A, Communicative English, Mathematics, Science and technology and Social Science.

**STD XI & XII (10+2) PATTERN:** **Science stream:** Compulsory- English, Physics & Chemistry. Optional- Maths/ Biology, Hindi/Physical Education (any two may be offered).

**Commerce stream:** Compulsory - English Core, Business Studies, Accountancy & Economics. Optional- Hindi /Physical Education/ Maths (any one may be offered).

**TEST & EXAMINATION:** In each academic year the school will hold the following test and examinations.

- For Nursery L.K.G. & U.K.G.:** The school academic year is planned out from April to March and is divided into three terms i.e. Quarterly, Half yearly and Annual examination.
- For Classes I to VIII:** The school will conduct two terminal examinations in the entire year from class I to VIII. Periodic Assessment-I and Half Yearly Examination will be included with Term-I (April-September) and Periodic Assessment-II and Annual Examination will be included with Term-II (October-March). Class assessment and Project activity will also be included with each term.
- For Classes IX:** Three periodic written tests will be conducted in the entire year and the average of best two will be taken for final mark submission.
- Pre-Board Examination:** These examinations are conducted twice (Dec. & Jan.) for the students of classes X & XII. These examinations are based on complete syllabus of each subject. These examinations help the students to maintain proper speed and accuracy as well as to understand the system of the Board examination.



**5. Board Examination:** It is started from mid-February every year for the students of class X and XII. School conduct three Periodic Tests for class X and two Periodic Tests for class XII internally.

## PARENT-TEACHER MEET

In order to maintain continuous interaction between parents and teachers with the progress of the students, Parent-Teacher Meet (PTM) is held after every examination. We expect all parents to attend these meeting, as far as possible, so that a concerted effort can be made for the overall development of their wards. Beside this, parents can also meet the teachers on every second Saturday of the month.

## TRANSFER CERTIFICATE

It is obligatory on the part of every child to submit Transfer Certificate from the previous school at the time of admission. It is not applicable for fresh admission in Nursery & LKG.

## WITHDRAWALS

Notice of withdrawals must be given in written in one month in advance, failure to give such notice will entitle to pay one month's tuition and other fees if applicable.

The name of the withdrawal child will not be re-enrolled after it had been struck off from the roll due to any reason.





## EVALUATION SYSTEM

1. The **Final Assessment** of the pupil for promotion excluding the Examination held by the CBSE will be based on a maximum of 100 marks in each subject which is as under :

### For Class - Nursery to UKG

- |                              |       |
|------------------------------|-------|
| ● Term I (Quarterly Exam)    | - 30% |
| ● Term II (Half Yearly Exam) | - 30% |
| ● Term III (Annual Exam)     | - 40% |

### For Class - I to VIII

(Term-I)		(Term-II)	
● Periodic Test-I	- 10%	● Periodic Test-II	- 10%
● Note Book/Class Assessment	- 5%	● Note Book/Class Assessment	- 5%
● Project activities	- 5%	● Project activities	- 5%
● Half Yearly Examination	- 80%	● Annual Examination	- 80%

### For Class -IX

Test / Exam.	Nature – First	Nature – Second	Nature – Third
Periodic Test-I	Written	Note Books Assessment	Subject Enrichment
Periodic Test-II	Written	Note Books Assessment	Subject Enrichment
Periodic Test-III	Written	Note Books Assessment	Subject Enrichment
Self	Written	Not Applicable	Not Applicable

- Only average of best two Periodic Test (written), Note Books Assessment and Subject Enrichment will be taken for final computation of result with weightage out of 10, 5 & 5 respectively, whereas weightage out of 80 of Annual Examination will be taken for the same.

## सेन्ट्रल एकेडमी परिवार

डॉ. कुमार शश्वत जी  
श्री समन शर्मा जी  
श्री हेम शर्मा डेव जी  
हार्दिक शर्मा जंदन  
जी

HERO

HERO

**For Class -XI**

Test / Exam.	Nature	Weightage
Periodic Test-I	Written	Out of 10
Periodic Test-II	Written	Out of 10
Half Yearly	Written	Out of 30
Annual Exams/ Session Ending Exams	Written	Out of 40
Session Ending Practical Exams	Lab Activity / Project	Out of 10

- Separate Passing Marks are required in Theory and Practical to get qualify in each subject for the final computation of the result.

**2. Promotion Policy :**

The Evaluation of Scholastic & Co-Scholastic Areas will be reflected for classes I to IX and XII only in the form of Grades/Grade Points.

**Scholastic Areas**

Grade	Mark	Grade Point
A1	91-100	10.0
A2	81-90	9.0
B1	71-80	8.0
B2	61-70	7.0
C1	51-60	6.0
C2	41-50	5.0
D	33-40	4.0
E	32 and below	below 4.0

**Co-Scholastic Areas**

Grade	Remark
A	Out standing
B	Very Good
C	Fair

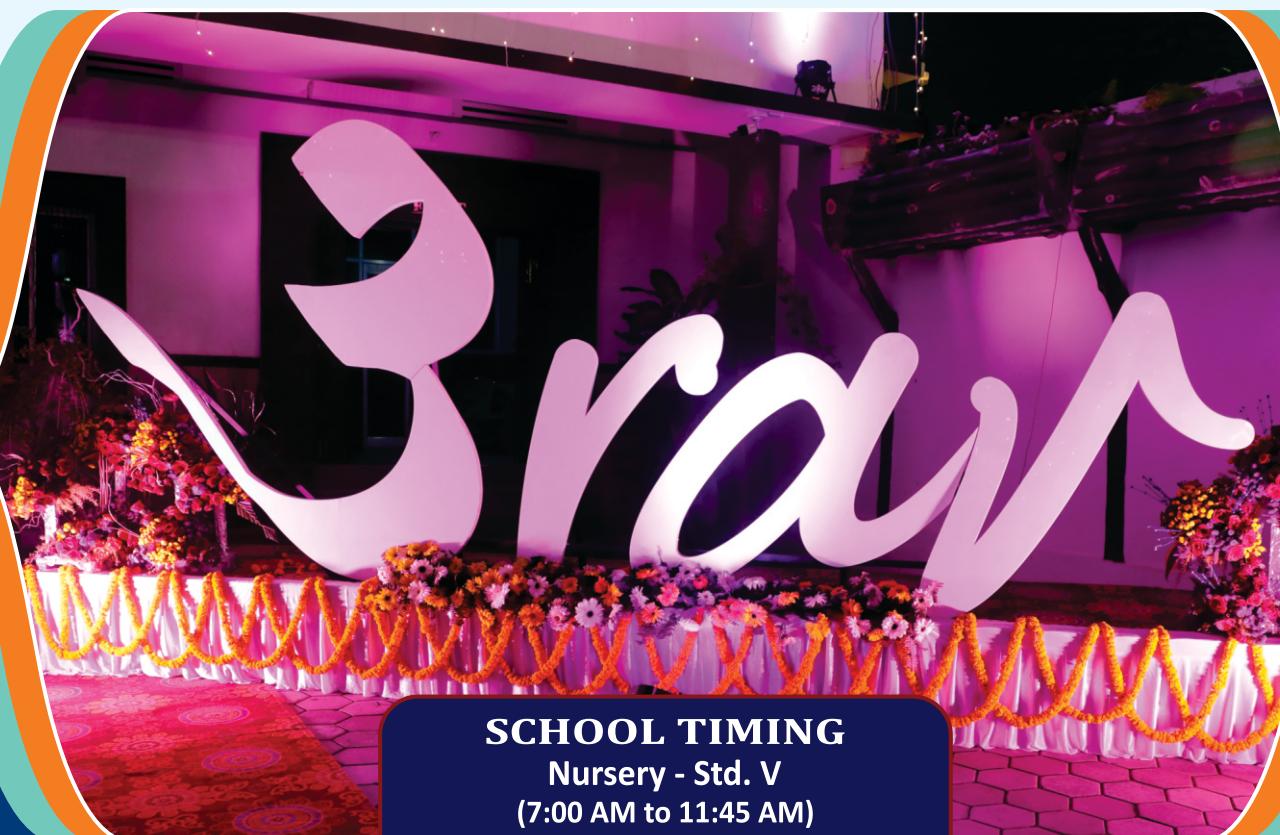




3. To pass the Exam, a student must obtain the qualifying grade (minimum grade D) in all the subject under scholastic and co-scholastic Domain. In class IX & X, if a student obtains grade E in one or more subjects then he will be Eligible for improvement of Performance (EIOP) one time for class IX and X. EIOP - is not allowed for the students of lower classes. In class XI and XII, student must obtain minimum qualifying mark 33% in theory & practical separately in the subjects where ever is applicable. But failing in one subject, will be eligible to appear in compartment exam in that subject.
4. A student who fails in the Annual Examination may be re-admitted in the next session in the same class. A student who fails twice in class, not be admitted under any circumstance.
5. After the completion of each exam, Parent - Teacher Meet (PTM) is held to share the strength and weakness of student. If a student does not appear in exam he/she will be considered as fail except on account of an authentic cause which would be subjected to the discretion of the Principal.
6. In class Nursery to UKG, promotion to the next class shall be graded on the basis of aggregate of all the three evaluation (i.e. Term I - 30% + Term II - 30% and Term III - 40%).
7. Student must secure minimum qualify marks i.e. 40% for promotion to the next class. (For class Nursery to UKG)

#### **RESPONSIBILITY OF THE SCHOOL:**

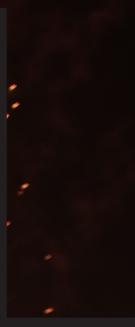
The school does not hold any responsibility for the loss of books, stationery, money or any valuable things of a student during the time, or on way to school/home. However parents are requested to keep a check over their wards that they should not carry the valuable things to the school.



#### **SCHOOL TIMING**

**Nursery - Std. V**  
**(7:00 AM to 11:45 AM)**

**Std. VI - Std. XII**  
**(12:00 Noon to 4:45 PM)**





# **CENTRAL ACADEMY**

An ISO 9001:2015 Quality Management System Certified  
Senior Secondary School, Affiliated to CBSE, New Delhi

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