

# **OUR INSTITUTE**

- SESSION*** : January to December.
- CLASSES*** : Preparatory (2+) to Class X.
- SCHOOLING DAYS*** : Monday to Friday (Regular classes).
- Holidays* : As per the schedule mentioned in the list of holidays.
- SCHOOLING HOURS*** :
- |                      |                       |
|----------------------|-----------------------|
| Preparatory          | : 8:10 am – 10:10 am  |
| Nursery & Transition | : 7.20 am. – 10:30 am |
| Class I - IV         | : 7.15 am. – 11:30 am |
| Class V - X          | : 11:15 am – 04:55 pm |
- SYLLABUS*** : The institute follows W.B.B.S.E. (English medium) curriculum.
- MEDIUM OF INSTRUCTION*** : English.
- TEACHING STAFF*** : Teachers are trained, sincere and dedicated to their task. Their endeavour & innovative thinking has given the institute a separate identity.
- ACADEMIC COUNCIL*** : The institute has an academic council headed by an eminent educationist Ms. Dipti Biswas, Ex. Vice Principal of St. Stephen's School, Dum Dum regularly and effectively organizes different workshops and seminars of teachers to develop the teaching learning process.
- LIBRARY*** : The school library houses a collections of great number of books, most of which are loaned out to the students. To inculcate a healthy reading habit we are regularly increasing the number of books.
- COMPUTER*** : Computer Education has been introduced here to provide the best and latest computer education to our students.

***DIGITAL CLASS ROOM***

: Technology can open new doors to learning and presently it should be an integral part of class room. In HPMI we would like to take the pride in incorporating the latest teaching strategies and resources to enhance teaching learning procedure. In a step in this direction, we have implemented the DS Digital Solution Destination Success in our school. It has helped to make the lesson more interactive and learning focused.

***CO-CURRICULAR******ACTIVITIES******: LITERARY AND CULTURAL ACTIVITIES :***

There are regular classes of different literary and cultural activities such as music, dance, yoga etc. under the supervision of experienced teachers. The institute also organises different contests & programmes as an edifying step for the students.

***Some of the important activities of school calendar :***

- Annual cultural contest on Recitation, Singing, Dancing, Story telling, Hand writing, Debate & Drawing etc.
- Annual Sports.
- Observation of Independence Day, Republic Day, Children's Day, Teacher's Day etc.
- Annual Day
- Annual Exhibition.
- Excursion.
- Fete.

***SCHOOL APPS.******: In the Silver Jubilee year (2017-18) of our***

Institution, the management has introduced a Parent – Teacher engagement software to improve the communication among the different pillars of the school. It's a Web Based & mobile Based Interactive application software for students, teachers and parents. Parents can received important notification, announcement, report of events instantly after login with necessary ID and password to be provide by the school.

## **HOUSE ACTIVITIES**

### **1. PRIMARY HOUSE**

: There are four houses in the Primary Section. Members organise different programme through out the academic year. Name of the house's are :

1. SURYA HOUSE : RED
2. BHOOMI HOUSE : GREEN
3. VAYU HOUSE : YELLOW
4. JAL HOUSE : BLUE

### **2. SECONDARY HOUSE**

: There are also four houses in the Secondary Section of Holy Palace Multipurpose Institute.

1. SWAMIJI HOUSE : YELLOW
2. KALPANA HOUSE : BLUE
3. TAGORE HOUSE : GREEN
4. NETAJI HOUSE : RED

Students of each house regularly take part in different competitions such as drawing, debate, quiz, recitation, singing, dancing, drama, poster making, slogan writing etc. and also organise different awareness programme.

## **ASSESSMENT**

### **TEST / EXAMINATION (ASSESSMENT)**

: We give equal emphasis on the scholastic and co-scholastic achievements. Students are assessed by giving equal importance on continuous assessment (50%) and terminal assessment (50%).

### **ADMISSION**

: Admission strictly depends on the performance in admission test or interview.

#### **Required Documents :**

- i. Duly filled Registration Form.
- ii. Attested Photocopy of Birth Certificate.
- iii. One Coloured Photograph of the guardian.

- iv. Four Passport Size Coloured Photographs of the student in uniform.
- v. Photocopy of Immunization Card. (For Prep. & Nursery)
- vi. Clinical Declaration. (For Prep. & Nursery)
- vii. Transfer Certificate. (if applicable)

**PARENT – TEACHER MEET** : In every week parents can meet with the class teachers to discuss different issues and problems as per schedule to be provided. Apart from this before each terms exam. ‘Parents – Teachers meet’ take place as per given time & date schedule to discuss the academic development of the student the academic development of the student and to re-assess the teaching-learning process.

**TRANSPORT** : The institute provides transport facilities.

**SCHOOL UNIFORM** : **Preparatory, Nursery & Transition** : Available in the approved shops.

**Class : I to X**

Available in the approved shops.

**For Boys’ :**

*Shirt* : Biscuit colour (Navy blue collar).

*Shorts or Trousers* : Navy blue.

**For Girls’ :**

*Shirt* : Biscuit colour (Navy blue collar).

*Skirt* : Navy blue.

**For both Boys’ & Girls’ :**

*Shoes & Socks* : Black shoes with White socks (with border).

*Sweater / Blazer* : Navy blue with school’s monogram.

*Tie* : Available in the approved shops.

**House Uniform (I - X)** : Available in the approved shops.

**APPROVED SHOP**

- 1. Chandra Cloth Stores, Baguiati, Kolkata - 700 059, Opp. Sarathi Sweets, 44 Bus Stand, Ph. : 2571 5137.

Mobile :- 9088081644

**Education is a partnership, You have a role to play understand your child and help him.**

***Thank you***