PROSPECTUS

GENERAL

Mathews Mar Athanasius Residential School is owned and managed by the Trinity Marthoma Educational Agency, Thittamel, Chengannur (Alappuzha Dist.). Management of the School is vested in an elected Governing Board of the TME Agency. The Vicar of the Trinity Marthoma Parish, Thittamel is the President/ Manager of the School. His Grace The Most Rev. Dr. Theodosius Mar Thoma Metropolitan is the Patron of the School and Rt. Rev. Dr. Euyakim Mar Coorilos Suffragan Metropolitan is the Vice-Patron. It was founded by the Late Rt. Rev. Dr. Mathews Mar Athanasius in 1959 as the Kalamandiram Nursery School. When the Agency was registered in 1983, the School was brought under the Management of the TME Agency. The School was affiliated to the CISCE, New Delhi in 1984. ISC classes were introduced in 1994 and the Silver Jubilee was celebrated in 2001.

In a short span of time, the School achieved phenomenal development and earned a good reputation. It is a veritable sanctum where the future citizens of our illustrious country will achieve refinement of tastes, perfection of talents and high moral standards. Now it is a co-educational ISC English Medium Residential School offering classes from LKG to Standard XII. It is situated in an ideal, elevated place with serene environment at Angadical South about 200 mts from MC Road at the side of the Chengannur-Mavelikara Road.

OBJECTIVES

The School aims at portraying intellectually well formed, morally upright, socially concerned, spiritually oriented and physically well built men and women for today's world. We consider Education as an ongoing process from birth to death aimed at the pursuit of Truth (Sathyam), Goodness (Sivam) and Beauty (Sundaram).

CURRICULUM

The School offers CISCE Syllabus (ICSE & ISC). The medium of instruction is English but due importance is given to Malayalam and Hindi. One of these languages can be taken as second language for the ICSE examinations. Computer Science is incorporated into the School curriculum and can be offered as an optional paper in the Std. X and XII examinations.

ISC (ELEVEN & TWELVE)

Our ISC Course is confined to the Science Stream.

Science Stream : English, Physics, Chemistry, Mathematics and Biology or Computer Science

SUPW (Socially Useful Productive Work)

This is a compulsory subject. This includes Farming, Gardening, Cleaning Community service etc. and grades are given to Students on the basis of their work. Those who get less than 'D' grade in X and XII will not be awarded Pass Certificates by the Council.

CO-CURRICULAR ACTIVITIES

Excellent facilities are provided for co- curricular activities so that the body, mind and spirit find their perfection. Sports, Games, Music, Drawing, Painting, Personality Development Programmes, Counselling - all form part of the balanced schedule; Retreats, Seminars, Educational tours etc. are regular features.

SCHOOL REGULATIONS

1. Every Student of this School is expected to be courteous in talk and behaviour always. Students are expected to get up from their seats, wish 'Good Morning' or 'Good Afternoon' when a Teacher or a Visitor enters the room or a place where they happen to be and when the Teacher or Visitor leaves the class, they must say 'Thank you Sir/ Madam'. Discourtesy of any kind will not be tolerated.
2. Every Student should have with him the text books and note books required for the classes he attends. No books, News papers, periodicals, comics etc. other than School books may be brought to School.

3. All assignments shall be regularly done and submitted.
4. Inattentiveness, indifference towards any subject, discourtesy towards any member of the Staff, or any act which affects the discipline or tone of the School will be viewed seriously.
5. Cleanliness is expected of every Student. The uniform must be clean, and complete. Students should be properly and decently dressed.
6. Class rooms including walls, screens, blackboards and furniture should be kept clean and tidy. Do not litter. Use the waste bins.
7. Pupils suffering from contagious or infectious diseases are not allowed to enter the classes. Cases of such illness should be reported to the Principal.
8. Habitual negligence in School work, dishonesty, obscenity in word or act, insubordination or such other acts of misconduct will invite severe disciplinary action, which in extreme cases will be expulsion.
9. Students are expected to be honest, cheerful and polite.
10. Pupils are responsible for the safe custody of their books and belongings.
11. Reports of the Student's conduct, punctuality progress in studies as well as result of the Monthly Tests and Terminal Examinations will be stated in the Diary. Parents are requested to take note of these reports and remedial measures are to be implemented.
12. Any damage done to School property or that of other pupils will have to be catered to.
13. Pupils of one Class/Section are not allowed to be in other Class/ Section even during the interval.
14. The Class Room should always be a place of silence. Running about, playing and shouting inside Class Rooms is not allowed.
15. In the absence of a Teacher, the Class Leader will be responsible for the discipline. He/ She will see that order and silence are maintained. At the beginning of a period, if the Teacher does not arrive within five minutes, the Leader should inform the Principal / Vice Principal.
16. Students are not allowed to bring razor blades or any other sharp instrument to the School.

17. Use of mobile phone is strictly forbidden. Carrying mobile phone with camera is a serious offence and the offender will be expelled from the School.
18. Pupils should speak only English in the Class Rooms and in the Campus.
19. The School is not responsible for goods lost. It is not advisable to bring valuable articles to the School.
20. Withdrawal of children from Class during the School hours is not permitted at all.
21. Parents are not allowed to visit Classes.
22. Every Student is expected to take an active part in the co-curricular activities like games, sports, literary association, educational tours, picnics etc. arranged by the School.
23. Parent communication with Staff : Time : Before 7.00 pm.

ADMISSION

Application for admission in the prescribed form should reach the School Office on or before 31st March. Admission to classes up to Std. VIII are offered according to the vacancies available.

Those who join MMARS from other Schools should submit the Transfer Certificate at the time of joining. Those who join K.G. & Std-1 should submit Birth Certificate obtained from Municipal/ Panchayat Authorities.

WITHDRAWAL

Withdrawal of Students during the School year is not allowed except for reasons beyond the control of the Parent. If a Pupil is withdrawn, the tuition fee for the whole term must be paid before applying for the T.C. Application for T.C. should be submitted by the Parent at least 14 days in advance.

ACADEMIC YEAR & HOLIDAYS

Each Academic Year is divided into two Semesters. The First Term is from June to September, the Second Term from October to March.

Onam Holidays	-	About 10 days
Christmas Holidays	-	About 10 days
Summer Holidays	-	Two months

SCHEDULE OF WORK

School timings are to be strictly observed. Students are expected to be in the School by 9.10 am. Regular work of the day is from 9.25 am to 3.30 p.m. From 1.00 pm - 1.30 pm there is a break for lunch. Saturdays will be holidays unless otherwise notified.

OFFICE

The Office will function from 09.05 am to 04.30 pm on all working days except on Second Saturdays and Public Holidays. The Cash Counter will be open only between 09.15 am and 03.00 pm. On Saturday the Office will function until 03.00 pm.

FEE COLLECTION

First Instalment - on/before 30th June

Second Instalment - on/before 30th September

Third Instalment First Week of January. Details can be obtained from the School Office.

FEE PAYMENT

1. G-Pay Account Transfer can be done.
2. QR Payment only in School Office

SCHOOL UNIFORM

Boys : Nursery - Std IV	:	Shirt - Half Sleeves (Till the Elbow) Shorts (Till the Knees)
Girls : Nursery - Std IV	:	Frock (Till the Knees)
Boys : Std V - XII	:	Pant; Double Pleated Half Sleeves (Till the Elbow) Shirt
Girls : Std V - XII	:	Pant; Double Pleated Half Sleeves (Till the Elbow) Shirt, Sleeveless Coat
On Wednesday	:	Sports Uniform must be worn

Neck tie and belt will be arranged by the School.

SCHOOL UNIFORM SPECIFICATION

NB : Parents are requested to ensure that their Wards come to School according the stipulated norms.

Students must come to School in full Uniform. They have to be modestly dressed. *Girls must have their hair plaited into one, tied with Black Hair Band; use black slides and clips only. Those who have shoulder-cut hair must tie a ponytail.*

Boys must have their hair neatly cut, well-combed, no side burns. They must be clean shaved. Slim fit pants, Low waist pants and jeans NOT ALLOWED. Pants must be double pleated. Shoes must be plain black and socks Navy blue. Ornaments, Mobile and other electronic gadgets are NOT ALLOWED. Students should keep a handkerchief.

TRANSPORTATION

For the convenience of Students, School buses ply in specific routes.

SCHOOL BUS

1. Pupils who use the School Bus should keep order and discipline in the Bus, and must co-operate with the Staff.
2. Exemplary behaviour is expected of the Pupils while waiting for the Bus at the boarding point and while travelling in the Bus.
3. If the School Bus fails to arrive any day on account of some unforeseen difficulty the Pupils should reach School by other means. No complaint will be entertained on this issue.
4. The minimum distance between two Bus Stops is half km. Request for more stops will not be entertained under any circumstance.

ATTENDANCE

1. Punctual attendance is expected of every Student and no Student shall absent himself/herself from Class without the previous permission of the Class Teacher or the Principal.

   If previous permission cannot be obtained for reasons beyond control, an application for leave should be sent to the Principal on the first day of absence. Applications for leave must be attested by Parent or Guardian.

2. Class Teachers are authorised to grant leave of absence to Pupils to the extend of two days (provided they are not the days of examination) Leave application for three days and more should be sent to the Principal.
3. Repeated absence without leave or unexplained absence for more than 14 consecutive days renders the Students liable to have his name removed from the rolls. Readmission may be granted only on payment of fresh admission fee.
4. Absence on Examination days and on re-opening days (in each term) will be viewed seriously. In the case of illness a medical certificate should be sent in.
5. Absence without leave will invite punishment at the discretion of the Principal.

PROMOTION

1. Promotion is granted on the basis of the whole year's work of the Pupil. Records of Homework, Weekly Tests, Mid Term Tests, Terminal Examination etc. will be taken in to account at the time of promotion. Normally two Mid Semester and two Semester Examination, will be conducted. The minimum mark required for a pass is 33% in each subject up to Std IX and 35% at plus two level.
2. Results declared at the end of the year are final in all cases and will not be reconsidered nor will the answer paper be revealed. The promotion list will be put up on the School Notice Board. Results will be withheld if the payment of fees is not up to date.
3. A Student who fails to pass twice in the same class will not be permitted to continue his studies in the School.

LIBRARY RULES

1. All Students and Members of the Staff are expected to use the School Library.
2. Students are allowed to borrow only one book at a time and retain it for a period of one week.

3. Reference books may not be taken out of the Library.
4. If the book borrowed is not returned to the Library on the due date a fine of 1 rupee per day will be imposed.
5. Borrowers are required to examine the book at the time of borrowing and report to the Librarian of any damage, loss of pages, picture etc.
6. Borrowers are not permitted to pass on the books to others.
7. Books borrowed shall be kept neatly. No marking, underlining or any kind of defacing the book is allowed.
8. If books are lost, damaged or badly handed their full cost will be charged. The discretion of the Principal in this matter shall be final and binding.
9. Library book will be issued from 10th of June. Books borrowed should be returned to the library by the end of February, every year.