

## PROSPECTUS

### 1. General Information :

Rowlands Memorial High School is a Christian Missionary Co-educational Institution, run by the Mizoram Presbyterian Church, Synod Mission Board. The School is named after the dedicated Welsh Missionary Dr. (Miss) J. H. Rowlands, M.A.; D.Litt., the founder of the only destitute home in Karimganj, "Diptinibash", which means "House of Light". Dr. Rowlands served the Lord faithfully in various parts of India for forty long years till she was lifted to Glory on 12th February 1955 and laid to rest beside the Presbyterian Church in Karimganj. The School, established in her memory, speaks of her dedication and noble services rendered to the people of Karimganj.

Rowlands Memorial High School is an unaided school, recognized by the D.E.E, Assam, and also obtained provisional Registration for Secondary School from the Director Secondary Education Assam. The foundation stone was laid on 31st January 1986 by Rev. Lalpianga, the then Cachar Officer, Presbyterian Church.

Cachar District, and it was inaugurated by Rev. Robawia, the then Moderator of the Presbyterian Synod, Mizoram on 15th June, 1986.

The main objective of the institution is to impart sound, creative and moral education to the pupils by inculcating knowledge, wide outlook, habit of piety, discipline and self-reliance, so as to transform them into well-balanced men and women as well as good and useful citizens.

### 2. School Devotion :

Prayers occupy an important place in the educational curriculum, so devotion and prayer is a must in the school routine.

### 3. Curriculum :

The medium of instruction is English. Moral education is imparted to develop moral and spiritual values, and every effort is made to promote physical education to build a healthy mind and body. The curricula comprise of the following subjects :

#### K.G.-I & K.G.-II

##### Subjects :

- |                             |                           |                 |                   |
|-----------------------------|---------------------------|-----------------|-------------------|
| 1) English                  | 2) Mathematics            | 3) Handwriting  | 4) Arts (Drawing) |
| 5) Rhymes                   | 6) Science (K.G: II only) | 7) Conversation |                   |
| 8) Alphabet Fun (KG I only) |                           |                 |                   |

#### Class I to Class III

##### Subjects :

- |                         |                               |            |                      |
|-------------------------|-------------------------------|------------|----------------------|
| 1) English              | 2) Mathematics                | 3) EVS     | 4) Moral Science     |
| 5) MIL (Hindi/ Bengali) | 6) Handwriting                | 7) Drawing | 8) General Knowledge |
| 9) S.U.P.W              | 10) Computer (Class III only) |            |                      |

#### Class IV

##### Subjects :

- |                   |                         |                   |                   |
|-------------------|-------------------------|-------------------|-------------------|
| 1) English I & II | 2) Mathematics          | 3) Science        | 4) Social Studies |
| 5) Moral Science  | 6) MIL (Hindi/ Bengali) | 8) Computer (CLP) | 9) S.U.P.W.       |
| 10) Drawing       |                         |                   |                   |

#### Class V to Class VIII

##### Subjects :

- |   |                 |  |                   |
|---|-----------------|--|-------------------|
| 1) English I & II   | 2) Mathematics  | 3) Science                               | 4) Social Studies |
| 5) Moral Science  | 6) Hindi (Comp) | 7) MIL (Hindi/ Bengali / Mizo)           |                   |
| 8) Computer (CLP, for Cl-V to VII)  |                 | 9) Environmental Science (CL- VIII only) |                   |
| 10) Elective subjects (CL-VIII Only, either Advanced Mathematics or Computer Science) |                 |  |                   |
| 11) S.U.P.W.  |                 |  |                   |

#### Class IX & Class X

##### Subjects :

- |  |   |                   |   |
|--|---|-------------------|---|
| 1) First Language : MIL (Bengali / Hindi / Mizo) | 2) Second Language: English                         |                   |   |
| 3) General Science                               | 4) General Mathematics                              | 5) Social Studies | 6) Elective Subject (any of the following): |
| a) Advanced Mathematics                          | b) Computer Science. Music will be own arrangement. |                   |   |

**Text Book:** Text books for Class KG- I to Class - VIII are to be purchased from the school as and when notified..

#### **4. Admission :**

1. Application form for KGI admission will be available in the School office on cash payment in the month of December. Admission forms are made available only to the candidates who pass in the Entrance Test.
2. Pupils seeking admission to K.G-I must have attained 3 years and 6 months on 1st January of the current year.
3. Admission forms duly filled in by parents / guardians must be submitted to the Head of the institution along with Baptismal certificate/Birth certificate in due time.
4. The date of birth is once recorded in the school admission register, cannot be changed. Affidavit does not support date of birth.
5. Fresh Admission will be taken purely on the basis of pre-test and on the availability of seats. The selected candidates must produce the following certificates:
  - a) Original Transfer cum character certificate (duly counter-signed by the Inspector of Schools).
  - b) Original marksheet of last examination.

#### **5. Withdrawal :**

Parents/Guardians who desire to withdraw their children from the school should apply for TC. through a prescribed form. TC. can be obtained from the school office after 10 days of submission of the prescribed withdrawal form supplied in the school Diary.

No TC. will be issued unless all the needed dues are cleared.

#### **6. Payment of Fees :**

1. The School fees (monthly tuition) cover 12 months. No re- mission is made for holidays and vacations.
2. Payment of monthly fees is due by the 15th of each month. Defaulters will be charged a fine of 1.00 (Rupee) per day (including non working days). If pupils fail to clear up their dues, their examination results will be withheld.
3. Parents/Guardians are requested to keep the receipts, issued to them and produce them in proof of payment if and when occasion demands.

#### **7. Examination :**

1. Examinations are conducted during one academic year for the different classes as follows :
  - a) K.G - 1 to class V : According to the tentative program made by the school.
  - b) Class VI to X : Four Unit Tests, Half Yearly and Annual Examination. c) S.U.P.W. : (Marks/Grades) is assessed according to the performance of the pupils in the S.U.P.W. classes.
2. Pass marks will be 40 % in all the subjects for classes K.G - I to Class VIII and 30% in Class - IX and X
3. No re-examination will be conducted for pupils who remain absent during examination.
4. Practising unfair means in the examination hall will lead to cancellation of answer papers or expulsion as the case calls for.
5. Pupils whose total attendance is less than 75 % shall not be allowed to sit for the Annual Examination.
6. Failure in the examination for two consecutive years will necessitate the withdrawal of the student from the school.
7. Class IX Annual Examination and H.S.L.C. Pre-Final Examination may be conducted by the District Board.
8. In Class - IX a student will be detained in the same class if he/she failed in one subject.
9. Practical examination in Class IX and X will be conducted by the subject teacher G.Sc, G.M, Eng and S.S of 20 marks.

#### **8. Results :**

1. Promotion of a pupil to a higher class will be determined by the average marks, obtained in the three terminal examinations for classes K.G-I to class- V. For classes VI to X promotion to a higher class will be assessed on the basis of the unit tests, half-yearly and Annual Examination as follows:20% of Unit Test, 30% of Half-Yearly and 50% of Annual Examination.
2. No complaints shall be entertained nor considered after declaration of any examination results.
3. Progress reports shall be signed by the parents/guardians and returned within 8 days of its issue.
4. Progress reports shall be withheld if the fees are not duly cleared.
5. Students who fail in more than two subjects shall in no way be promoted to the next higher class.
6. The results declared at the end of the year are final and shall not be reconsidered under any circumstances, neither will the answer script be shown.

#### **9. Leave of Absence**

1. Application for leave of absence upto three days should be sent to the class teacher and for more than three

- days to the Headmaster. Otherwise, a fine of five rupees per day will be imposed upon the student absent.
2. Leave for religious ceremonies or special occasions should be obtained earlier.
  3. Application for leave on medical grounds should be supported by medical certificates.
  4. A pupil remaining absent for 15 days or more without any notice to the Head of the institution is liable to be expelled. His / her name will be stricken out from the record without prior information.
  5. Pupils suffering from infectious diseases are not allowed to attend the classes. They must come to school only after recovery, with a certificate of fitness.
  6. No student will be allowed to leave the school during the school hours without the permission of the Head of the Institution.

### 10. School Uniform :

1. **Shirt :** Terry-cotton white shirt, half sleeves with one pocket on the left side for boys and girls.
2. **Pant :** a) Grey colour short pant with two-side pocket and back pocket, six belt loops, for boys from K.G-I to Cl-IV.  
b) Grey colour long pant with two-side pocket and back pocket, six belt loops, not too tight or too loose for Class-V upwards.
3. **Skirt :** (For girls) Skirts, grey colour of knee length with one inch or 2.5 cm. pleats/folds, each facing same direction.  
There should be a front tunic with strap attached, crossed over at the back for girls of K.G- I to Class-III.
4. **T-Shirt :** To be worn with white pant/skirt during school sports and on the day of N.S.A. from KG I to Class X (to be purchased from recommended Shop).
5. **Belt :** Boys - Black leather/foam belt.  
Girls - Specific designed belts prescribed by the school to be supplied by recommended shops.
6. **Shoes :** Black 'Naughty boy' shoes for boys and black 'Liliput' for girls.
7. **Socks :** White socks for all. (upto knee length for KG I to CL X girls).
8. **Sweater :** Same colour as skirt/pant for winter season for all classes.  
Design : Boys : ``V`` -neck, full sleeves. Girls : ``V`` -neck, front button, full sleeves.
9. **Neckties :** To be supplied by recommended shops.
10. New Pupils must have their uniform ready within one week of their admission.
11. Girls should use white ribbon (broad) or white elastic hair tie (Plain) or small black clips or white bend (Plain) to tie up their hair.

### 12. Games & Sports Uniforms :

- a) **For boys :** White short Pants for Class - I to Class-IV, white long pants for Class -V to X, white canvas shoes and white socks.
- b) **For girls :** White skirts, white canvas shoes and white socks.  
Design - Same design as school uniform.

### 11. Text Books :

Text books for class K.G-I to class VIII are to be purchased from the school at the time of taking admission.

**Exercise Books :** To be supplied by the school.

### 12. Request to Parents :

1. Take personal care and interest in the progress of your child and help him / her in his / her all round development and balanced upbringing.
2. Check your child's uniform, school diary, text books, exercise books, pencils etc. everyday. Special care must be taken in case of hair dressing, nails, teeth and general cleanliness.
3. Parents / Guardians may meet the teachers on any Friday after school hours, if necessary.
4. Study the school rules and regulations carefully and follow these strictly to avoid unnecessary problems.
5. Parents/Guardians are requested to see that the home tasks given by the teachers are done by the students themselves.
6. Send your child in time and take him/her back immediately after school hour.
7. During tiffin-break, parents are not allowed to enter the school compound.
8. Without the prior permission of the Head of the Institution, parents/guardians are not to walk or stay in the school varandah or enter the classroom or contact teachers during school hours.
9. Criticism of the teachers or the school in the presence of the child should be avoided because this will make the child lose his/ her respect for the teacher and the school, and in turn will result in his/her failure to learn from them.
10. We earnestly recommend that parents / guardians encourage their children to speak English at home.
11. Parents are requested not to give extra money while coming to school.

### 13. Code of Conduct:

1. Wearing of school uniform everyday is compulsory. A student may not allowed to sit in the class for not being

in full school uniform unless prior permission is sought from the Head of the Institution.

2. Pupils are responsible to safeguard their own books and other articles. The school staff is not responsible for any loss or damage of the pupil's properties.
3. Every student should treat the school property with care and avoid scribbling on furniture and walls.
4. Any damage done to school property by the pupils must be repaired or replaced by the responsible pupils.
5. The school diary must be brought invariably to school daily.
6. Ornaments like gold rings, ear rings, bangles, necklace etc. are not allowed to be worn in the school. Plain gold and silver ear rings only may be allowed to the girls.
7. Only English should be spoken in the school premises.
8. Treat every elder with respect and courtesy. Greet your teachers and well-wishes whenever you meet them in or outside the school premises.
9. Be decent in your behaviour and be polite to all. Help little children and old people whenever possible. Don't hurt animals, plants and insects unreasonably.
10. Any act of indiscipline, insubordination, undue interference in the school administration, disrespect to any teacher, contempt to any religious rituals or community by any student, shall never be tolerated and the delinquent students may even be expelled from the school.
11. No pupil shall form any association or engage himself or herself in any sort of union. No funds for any purpose shall be raised without the prior permission of the Headmaster.
12. Letters, addressed to pupils are subject to check and scrutiny of the Head of the Institution.
13. Comics, novels and obscene pictures not contained in the school syllabus are not to be brought to school by the students.
14. Students should not buy any eatable items from vendors during school hours.
15. Students are not allowed to bring Cell Phones to the school.
16. Every student should maintain punctuality properly. A fine of rupees five will be imposed per late to any late comer.
17. Students should wear complete School Uniform, any students who come to School incomplete School uniform without application should be sent home

#### **14. Library rules :**

1. Pupils are not to crowd but to stand in queue at the counter and to leave immediately after receiving books serially.
2. While receiving books, if any defect is noticed it should be immediately brought to the notice of the librarian before taking it out of the school compound.
3. Books, lost or damaged must be replaced or paid by the borrower.
4. Books borrowed from the school library must be returned before the due date. Defaulters will be charged Re.1.00 per day.
5. Pupils may borrow books according to time scheduled and dates fixed for each class.

#### **15. Expulsion/Dismissal :**

1. The school authority reserves the right to take appropriate disciplinary action; including dismissal against any student whose conduct is detrimental to the moral tone, discipline and educative atmosphere in the school. The following acts will be considered serious offence, which may result in the dismissal of the students from the school without any prior warning:
  - a) Copying and helping others to copy and other such malpractice during examination, altering marks and forging signatures of parents, teachers and the Head of the institution.
  - b) Physical violence, fighting with others, rough games, causing injuries to others, foul interaction, talking and teasing.
  - c) Disrespect to the teachers and the school authority.
  - d) Continuous absence for more than 15 days without permission.
  - e) Absenting on important school function days and shirking responsibilities.
  - f) Purposeful destruction of the school or school property.
  - g) Immoral behaviors.

#### **16. Computer Literacy Programme :**

Computer Literacy Programme (CLP) is compulsory for students of Class III to Class-VII. They are required to pay 90/- per month in addition to usual monthly fees.