

PROSPECTUS

Affiliated to CISCE, New Delhi



Maulana Azad Girls School Day and Boarding

Under Management of Noorul Islam Educational Society, Lucknow

Introduction :

The school was established in 2001 by Noorul Islam Educational Society, Lucknow for providing Modern Education in an environment conducive for character building. Its doors are open to the students belonging to all sections of the society.

It is a residential girl's school. The campus is situated in a lush green surrounding and has a lot of open space for games & other activities. The medium of instruction is English. The course has been designed for the all-round development of the child. The school follows the curriculum prescribed by the Council for Indian School Certificate Examination (CISCE), New Delhi.

Children are encouraged and motivated to develop confidence, set goals and strive hard to achieve them. Students are empowered by a dedicated team of qualified and trained teaching staff who enrich their lives and guide them to be

confident, inspired and motivated learners. The school provides modern facilities for learning such as well-equipped Science and Computer labs, library and Multimedia. Special remedial classes are organized for weak students and for improving communication skills.

Study of Holy Quran, Deenayat and Urdu is a part of the curriculum for Muslim girls.

The school is affiliated to the Council for the Indian School Certificate Examinations, New Delhi for ICSE. The School code is UP 358.

Aims :

Prepare students to reach their highest academic potential.

Girls are inspired to become capable, caring and confident young women with strong character with respect for themselves and others.

Provide an atmosphere of excellence in academics, understanding and discipline guided by the divine teachings of Islam. The School helps the young girls to face the challenges of the future and imbibe noble human values.

Campus :

The newly constructed building is spacious and well designed with all amenities like class rooms with comfortable furniture, labs, library, guest and staff rooms, dormitories, dining hall, Infirmary, laundry, clean toilets, filtered and cool drinking water, sport ground etc. It has a large open and green space for sport and creativity.

Admission :

Prospectus and Registration form can be had from the School office in the month of November. The duly completed registration forms are accepted up to 31st January.

Prospectus may be obtained from the school office in person on payment of Rs.200 or by post by sending a DD of Rs. 250 in favor of the school.



Registration entitles a student for entrance test and does not guarantee admission to the school.

No entrance test is required for admission in class Nursery and KG.

Age limit for the admission are as follows.

Nursery 3 ¼ - 4 years

KG 4+ - 5 years

Class I 5+ - 6 years

Minimum age for enrolling as boarder is 6 years.

Admission is granted on the basis of written entrance test and interview. Children are examined in English, Urdu, Hindi, Mathematics and science on the syllabus below the one to which they seek admission.

As medium of instruction is English, only the girls coming from recognized English medium schools will be considered for admission in class II onwards.

The duly filled registration form must accompany the following documents.

1. Birth certificate in original issued by the Municipal Corporation.
2. Address proof such as copy of Passport, Aadhar card, voter ID card or ID card issued by Central or State Governments.
3. Transfer certificate of the previous school in original.

Note: The admission will not be final without submission of the above mentioned documents. Parents are advised to write the name of child and her date of birth clearly as these entries will not be changed in the records.

The selected child will submit the following for completion of her admission process.

1. Progress report of the previous school
2. The latest Health report certified by the doctor.
3. Four recent passport size photographs.
4. Boarders will fill the Boarders Form & Visitor Form provided by the Office.
5. School fee including imprest money.

School Fee :

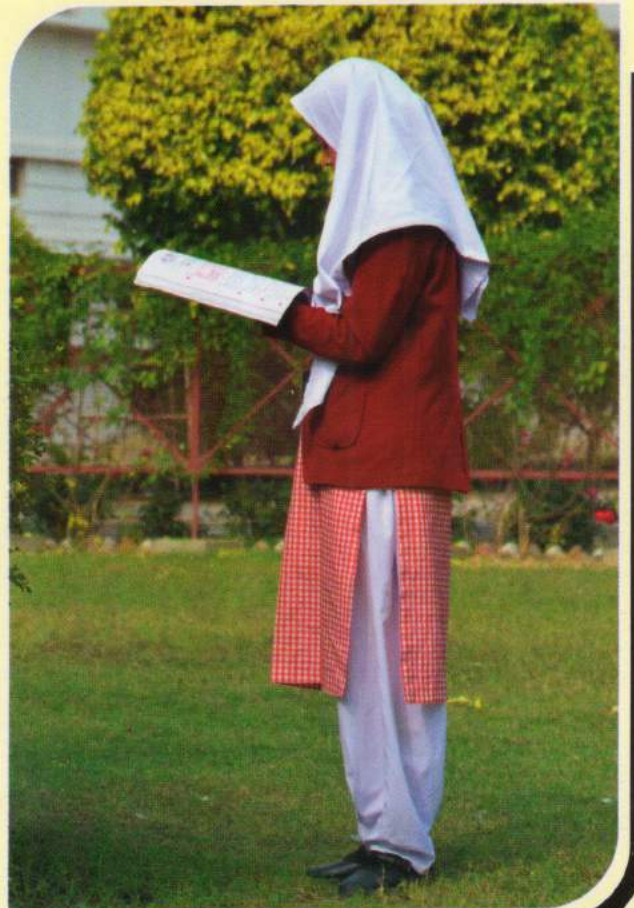
Please refer to the fee schedule document supplied with this prospectus. The fee must be deposited at prescribed time each month. Failure to deposit the fee for consecutive 2 months will invite disciplinary action against the defaulters.

School Uniform :

Summer :

Weekdays : Red check jumper full sleeve, White shalwar, white scarf, Black socks, Black school shoe.

Fridays: White full sleeve Jumper, White Shalwar, White Scarf, white canvas shoe with white socks.



Winter :

Maroon Blazer, Maroon pullovers are added to the above mentioned uniform.

Each item of cloth and uniform should be labeled with name of the student.

Girls are expected to be neat and well groomed at all times. The uniform must be washed and pressed. Facial make up, attention seeking hair style, long nails, nail polish and jewellery is not permitted.

Gum chewing, chewing of pan or any of its content are not allowed while in school or on a school trip.

Transport :

School bus and several private vans are available for day scholars. The school bus ply on the set route. Please contact office for the route and stops.

Boarders Kit :

Boarders are required to bring the following items at the beginning of the academic session.

Students who are not provided with the correct kit will not be admitted in the boarding and will be asked to go home.

Sl. No.	Details of Items	Qty.
1	Red Check Jumper	3
2	White Jumper	2
3	White Shalwar	5
4	White Scarf	3
5	White & Black Socks	3
6	Black School Shoe	1
7	White Canvas Shoe	1
8	Maroon Blazer (2 Button, Single Breasted)	1
9	Maroon Pullovers (V Neck, 1 Full Sleeve, 1 Sleeveless)	2
10	Coloured Shalwar	4
11	Coloured Jumper	4

Sl. No.	Details of Items	Qty.
15	Under Pant	10
16	Under Vest	10
17	Towels	3
18	White Bed Sheets (single)	3
19	Pillow	1
20	Pillow Cover	2
21	2 Blanket / 1 Quilt	
22	Dhobi Bag	1
23	Pair of Slippers	1
24	Hangers	4
25	Sleeping Suits	1

12	Dupatta Coloured	4	26	Box For Toilet Items Containing Soap Shampoo, Toothpaste, Oil, Shoe Polish Black Shoe Brush, White Liquid Polish, Bucket & Mug	1 Each
13	Comb/hair Brush, Toothbrush Shoe Brush, Nail Cutter, Ear Buds Packet Safety Pins, Ribbon & Hair Clips	2	27	Lock & Key	1
14	Handkerchiefs	10	28	Small Torch With Cell	1

All the above mentioned items should be distinctly marked with student's name.

A list of the above items should be pasted inside the cover of the box and a duplicate copy be handed over to the Housemistress/ warden on arrival for verification.



If the child uses spectacles keep an extra pair with the housemistress with the ophthalmologist prescription.

Girls may keep one pair of ear rings and a wrist watch for personal use. No other jewellery is allowed. Mobile phones are not allowed for boarders.

Students should not keep large amount with themselves or any amount with member of staff. Any amount required should be sent directly to school office.

Laundry services are available once a week according to the turn fixed by the housemistress.

Please note that the stationery, sport equipment, toiletries and other items of daily use are available in the

tuck shop at market price. It will be supplied to the students on demand and billed to the students account.

Accommodation :

Boarders are accommodated in dormitories which are newly built, fresh and ventilated with complete electricity power backup.

Bath rooms are fitted with geyser with full time running cold and hot water.

Boarders get opportunity to lead a disciplined life while they are away from homes. School has designed elaborate plan for their physical, moral and artistic improvement. They follow an organized and controlled time table which allows them to actively participate in different activities. Facilities for indoor and outdoor games, five time prayer, zikr and taleem, cooking and sewing, special arrangement during the month of Ramazan for observing fast and other host of activities keep the students active, engaged and grow in an exciting Islamic atmosphere.

Library :

A well stocked and furnished library with books, periodical, journals, magazine and newspapers is available to the children for study and reference. Library remains open in the evening.

Food :

Wholesome, nutritious and sumptuous food consists of vegetarian and non vegetarian dishes are served at the dining hall. It is prepared hygienically under the strict supervision of the Dining in charge.

Boarders are given :

1. Breakfast
2. Snacks during school recess
3. Lunch
4. Milk and snacks in the evening
5. Dinner

Sport :

Boarders as well as day scholars are encouraged to take part in sports and activities which include Badminton, Basketball, Table tennis, Kho Kho, Caroms, chess, cycling and other athletic events organized in the school.



Extracurricular Activities :

Girls are encouraged to participate in multiple activities to fine tune their personality such as Art, craft, debate, elocution baitbazi, needle work, plant nursery and SUPW. Students are involved in House activities and competitions which are regularly held to keep them intellectually active with soaring spirits and desire for best performance.

Leave and Holidays :

Parents may visit to meet boarding ward on Friday and Saturdays from 2 pm to 5 pm only.

Parents are not allowed to visit the child during school hours.

Only those visitors are permitted whose names have been suggested by the parents on the Visitors Form.

Visitors are not allowed to enter in the class rooms, dorms, common rooms or dining hall.

All the leave applications must be signed by the parent and submitted to principal at least ONE day in advance during the school hours. Extension of leave is not permitted except in case of illness which must be supported with a medical certificate.

Leaves are not allowed on trivial issues such as attending marriage and birth day.

Parent or Mahram/ Local guardian permitted by parents in writing may take their ward on 2nd Saturday of every month after classes until 4 pm on Sunday. They are not allowed to leave the city or stay in a local hotel unless accompanied by parent.

Apart from this monthly holiday students are allowed to visit home on prescribed holidays which are as follows.



1. Summer vacation 16th May to 15th June.
2. Winter vacation 1st January to 10th January
3. Eid holidays 21st Ramzan to 5th Shawwal.
4. Eidu Azha 8 Zilhij to 12 Zilhij

The first 3 vacations are compulsory. Students must vacate the hostel on these days. Parents are advised to make travel plan in advance to avoid inconvenience to their child.

School does not take responsibility for travel management of boarder or escorting her to and from her home

Students may proceed 1 day before the commencement

of holiday just after the school hours. They must return by 5 pm on the last day of the holiday period. School

reserves the right to take disciplinary action in case of non compliance.

Imprest Account:

This is the advance payment against the incidental and personal expenses of the boarder student to meet expenses like text books, stationery, uniform, medical treatment, photo, requirement for extracurricular activities, fete, pocket money etc. This amount is payable at the time of admission. Expenses incurred on the student will be debited and the details of account will be given to parent at the end of academic session. The sum amount of expenses during the year shall be paid by the parent so as to make up the balance as per schedule for the imprest account. The balance remaining in the account will be refunded at the time of student leaving the school.



Examination:

1st term is from March through August. 2nd term is from September through March. Half yearly examination is conducted at the end of 1st term in the month of September and Annual examinations are held in February.

Promotion is granted on the basis of total marks obtained in these 2 examinations. The decision of the principal regarding promotion will be final and will not be reconsidered.

75 % attendance is compulsory for appearing in examinations.

Students failing in a class twice will not be permitted to continue in the school from the next academic session.

Class test are held regularly and parents are informed about the progress of the child by mail/e mail.

Mother teacher meeting are held for proper interaction and discussion for further improvement of the child and working of the school.

Discipline:

All students must wear the school uniform.

Any willful damage of school property will be made good by the parent of the child. Beside a heavy fine may be imposed.

Borrowing and lending of money and articles are prohibited.

Boarders will not stay in the dorms during school hours.



Day scholars are strictly prohibited to enter in the dorms or dining hall or act as messenger to bring letter or make purchases for the boarders.

Use of electric appliances, mobile, tablets, playing transistors, tape records, CD players is not permitted.

Mobile phones for non-boarders of class IX and beyond are allowed in special condition where they have to travel alone. Principal will decide on merits of each case after specific request from the parent. However, the phones are not allowed in the school building and must be deposited in the Front Office.

The campus should be kept clean. All the waste should be suitably disposed in the bin provided for this purpose. The fee should be paid in cash or through bank drafts in the name of 'Maulana Azad Girls School'. Pupil will not be allowed to appear in the examination if the fee is not paid up to date.

The following acts of indiscipline will cause immediate expulsion of the students from the school. The Principal is authorized to decide for the punishment such as gating, sanction and expulsion.

- 1 Using unfair means in examination.
- 2 Damaging school property or belonging of fellow students.
- 3 Acting or speaking against the school to undermine the reputation.
- 4 Late arrival to assembly and classes.
- 5 Late arrival after vacations.
- 6 Disobedience to authority.
- 7 Immorality & possession of obscene literature.
- 8 Stealing or extortion of money or article, ragging and assaulting.

The admission to the school assumes that the pupil and parent shall abide by the rules and regulations of the school.

The school reserves the right to revise or amend any rule without assigning any cause and without giving any prior notice.

Any legal matter is subject to the jurisdiction of Lucknow Courts only.



Maulana Azad Girls School

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