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PEN SHIKSHAN MAHILA SAMITI'S  
**ENGLISH MEDIUM SCHOOL**

*Prospectus*

PEN SHIKSHAN MAHILA SAMITI'S  
**ENGLISH MEDIUM SCHOOL**

PEN - RAIGAD

Education aims at producing the complete man. The complete man is one who possesses a specialised knowledge of different branches of learning along with an awareness of human obligations. The primary function of education is the acquisition, interlinking and transmission of knowledge. Knowledge and understanding comes to us through the study of nature sciences (chemistry, physics and Political science etc.)

We aim at taking full note of the requirement of our students and prepare them for life and in the interest of the nation. We want that academic performance should also be punctuated with physical standards, sports achievements and high morals.

With such high aims before it, a public charitable trust registered under Bombay public Trust Act 1950 called **Pen Shikshan Mahila Samiti** was formed in 1955 due to the initiative, untiring efforts and unquestionable devotion of our beloved founder the late Smt. Sumatibai Deo and her colleagues. The trust with strength of just 30 students started its first school Shishu Vikas Mandir, Kasar Ali, Pen. Enthused by the feeling of taking the institution to great heights, the institution has till this date done everything possible under the sky to provide quality education to its students and to try for their all round development. The efforts of the institution have borne fruits and most of its past students have excelled in various fields. At present the strength of the Primary school being run by it is more than 1600.

Due to the changing needs of the students during their formative years and in order to be with times, the need of an English Medium School was urgently felt and in June 2003 and such school was even started.

Viewing the encouraging results of this new venture, the trust is now all set to provide the English Medium School a new school building with the needed infrastructure and very modern facilities. Here too, while imparting high quality education through English, it has in calculated value and seen to it that no compromise has been made with our rich culture and traditions. There will be specific emphasis upon the development of communication skills and computer education. In our new building there will be facilities for physical development of students and an all out effort will be made for the promotion of sports and games.

Yet we are not complacent and there is always scope for progress. We Should be always eager to interact with parents and positive thinkers for the development of our institution which is being molded by various caring hands. Let us strive for providing a very bright future for our future generations.

Please do everything possible for the institution where we are going to find a blend of modern educational ways and the rich and time tested traditions of our ancient Gurukul system.



## IMPORTANT FEATURES

1. Child centered Education.
2. Enthusiastic well qualified and devoted staff.
3. Adoption of supervised self learning process.
4. Modern well-equipped science and computer labs, educational aids and excellent sports facilities.
5. Class strength will not be exceeded beyond 40, personal attention to each student.
6. Music and drama clubs. well planned co-curricular and extra curricular activities.
7. Scope for personality development and inculcation of great Indian traditional value found in Gurukuls.
8. Regular medical check up.
9. Transparency in administration and assessment.



## GENERAL INSTRUCTIONS

1. It should be seen by all that proper and healthy atmosphere remains in school premises
2. If fees are not paid on due dates parents will have to pay fine. Regular delay and pending fees will lead to striking off the name of the child from school.
3. It is mandatory to pay all the fees in time.
4. Parents must inform in writing and take the necessary permission in case the child is unable to attend the school.
5. No parents should enter the classroom during the school hours, without the permission of the authority.
6. Parents should see to it that their child has complete kit of books, notebooks, stationery, uniform and other articles required for various school activities.
7. Any complaint about the school administration or teaching should be given in writing.
8. Parents who do not agree with the policies and decisions of the school authorities are free to withdraw their child from the school.
9. Parents are requested to encourage the child to participate in all the activities or programs conducted by the school.
10. Parents should visit the school whenever asked to.
11. Parents can meet the principal between 11am to and 12.30pm on saturday.

## GENERAL RULES & REGULATIONS

1. The School expects politeness, obedience and punctuality from all the students.
2. Students must wear proper uniform and attend school on every working day, ten minutes before the first bell in each shift.
3. A boy or a girl who comes to school without proper uniform must bring a note of excuse in hand book from his/her parents guardians, else he/she will be fined.
4. The students must look after all the thing he/she bring to the school. The school will not be responsible for the loss of any belongings of student. The parents should see to it that their children do not bring to school any valuable articles like gold ring, costly pen, wrist watch etc.
5. All pupils are expected to attend the school right on the first day after each vacation viz. Diwali and Summer.
6. Cost of any damage to the property of the school by the student would be borne by the respective parents.
7. Both the parents must attend the general meeting of the school.
8. Parents are requested to visit the school once in two months with prior appointment. It is obligatory to visit the school when called for special reason.
9. During the school hours, outdoor activities and picnics almost care is taken by the school authority for the safety and protection of the school children, but the school authority and the management will not be responsible for any mishap, natural calamity, fatal or accidental injury to the students.



10. The school management reserves the right to alter, to make any changes in the rules and regulations of the institute without any prior notice.
11. If a student remains absent for more than a month without intimation, his/her name will be struck off from the class register.
12. Dishonest practices, insolent unruly behavior will be severely dealt with.
13. The school follows the rules of promotion to a higher standard as prescribed by the education departments, Maharashtra State.
14. The result declared after annual examination is final and cannot be reconsidered.
15. Parents are requested to meet the teachers only on the last day of every month with prior appointment.
16. The boys are strictly forbidden to keep their hair long. Regular and proper haircuts in case of boys and proper hair do in case of girl are insisted upon by the school authorities.
17. The possession and use of mobiles in the school premises is strictly prohibited.
18. The parents / guardians are particularly expected to check the hand book of their children regularly. They should take due note of the reports and remarks of the head of the school and subject teachers, entered in suitable pages in the hand book, and sign in time so that the school authorities may come to know that the parents / guardians are in touch with studies.

## IMPORTANT INSTRUCTIONS FOR STUDENTS

- Correct behavior is the expression of a fine character. hence keep a sense of self respect about your dress and behavior.
- If you find lost article, first try to find the rightful owner and hand it over to him/her. Otherwise deposit the article, found by you in the office.
- All curricular and co-curricular activities are arranged for the development of the students. Hence take initiative and try to participate.

## FEES SCHEDULE

- Fees should be paid on or before prescribed date.
- Fees Structure will be fixed by the management each year.
- The school management has the right to increase the fees if necessary.

Establishment charges	₹	
Admission Fees	₹	
Tution Fees	₹	/ Month
Term Fees	₹	/ Term
Suvidha	₹	
Stationery	₹	
Computer	₹	



## INSTRUCTION REGARDING SUBMISSION OF APPLICATION FOR ADMISSION FORM (DECLARATION FORM)

Please fill up the application for admission (Declaration form) carefully and call on the principal of Pre-primary Section / Primary Section / Secondary Section on \_\_\_\_\_ at \_\_\_\_\_ with your spouse and the child / student. please bring the following documents in original and one xerox copy of the same. Also bring the Prospectus.

### For Admission to Pre-primary Section

1. Two Photos
2. Birth Certificate of the child (i.e. birth registry extract)
3. Doctor's general health certificate regarding physical and mental fitness of the child
4. proof for residential address.
  - a) Telephone Bill
  - b) Electricity Bill
  - c) Any other equivalent proof (Any one out of a, b, c)
5. If you belong to SC, ST, VJNT or OBC category. Please bring the caste certificate of the father of the child.
6. Pan Card No.

### For Admission to Primary Section / Secondary Section

1. Birth Certificate of the Student.
2. Birth Certificate of the Child (i.e. birth registry extract)
3. Doctor's general health certificate regarding physical and mental fitness of the child
4. Proof for residential address.
  - a) Telephone Bill
  - b) Electricity Bill
  - c) Any other equivalent proof (Any one out of a, b, c)
5. If you belong to SC, ST, VJNT or OBC category. please bring the caste certificate of the father of the child.
6. Progress card from the previous school.
7. Annual examination result card from the previous school.
8. Certificate from the previous school authority stating the school is recognised by the education Department, Government of Maharashtra, or any equivalent proof to show that the school is recognised.