



# Mayo College Girls' School

Ajmer, India

PROSPECTUS

[www.mcgs.ac.in](http://www.mcgs.ac.in)



## College Coat of Arms

This was composed from the design furnished by Mr. Lockwood Kipling, a former Principal of The School of Arts, Lahore, and father of the famous Rudyard Kipling.

In the Upper Center of the Shield are Mayo Arms, and Quarterings, a Lion Rampant and an Open Hand. On the right and left are the Sun and the Moon, typical of Suryawanshi and Chandrawanshi, the two great families of Rajputs. Below are the Panch Ranga, the five sacred colours of the Rajputs, Red, Gold, Blue, White and Green, in the centre of which is a Rajput Fort-two towers connected by a curtain. The supports are on the right, a Bhil warrior with string bow and quiver full of arrows. On the left a Rajput, armed at all points, wearing a steel helmet with three plumes, a shield on his back, a dagger and quatar in his belt, and a suit of chain mail covered with embroidered cloth and gauntlet on his hand.

The motto is "Let There Be Light". The badge is a peacock, the sacred bird of Rajputana, standing on a two-edged, two-handed Rajput Sword "Khanda".



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# School Song

Starting the day,  
with a common thing to say  
Coming together and lighting up our way  
To live up to. Mayo's glory  
We walk together

Today and everyday  
Let there be light, let there be light  
This motto our guide  
Let there be light

Nestled in the heart of the Aravallis  
Where golden sunshine greets all living  
Eternal sky, embracing land  
We shall be that sunrise

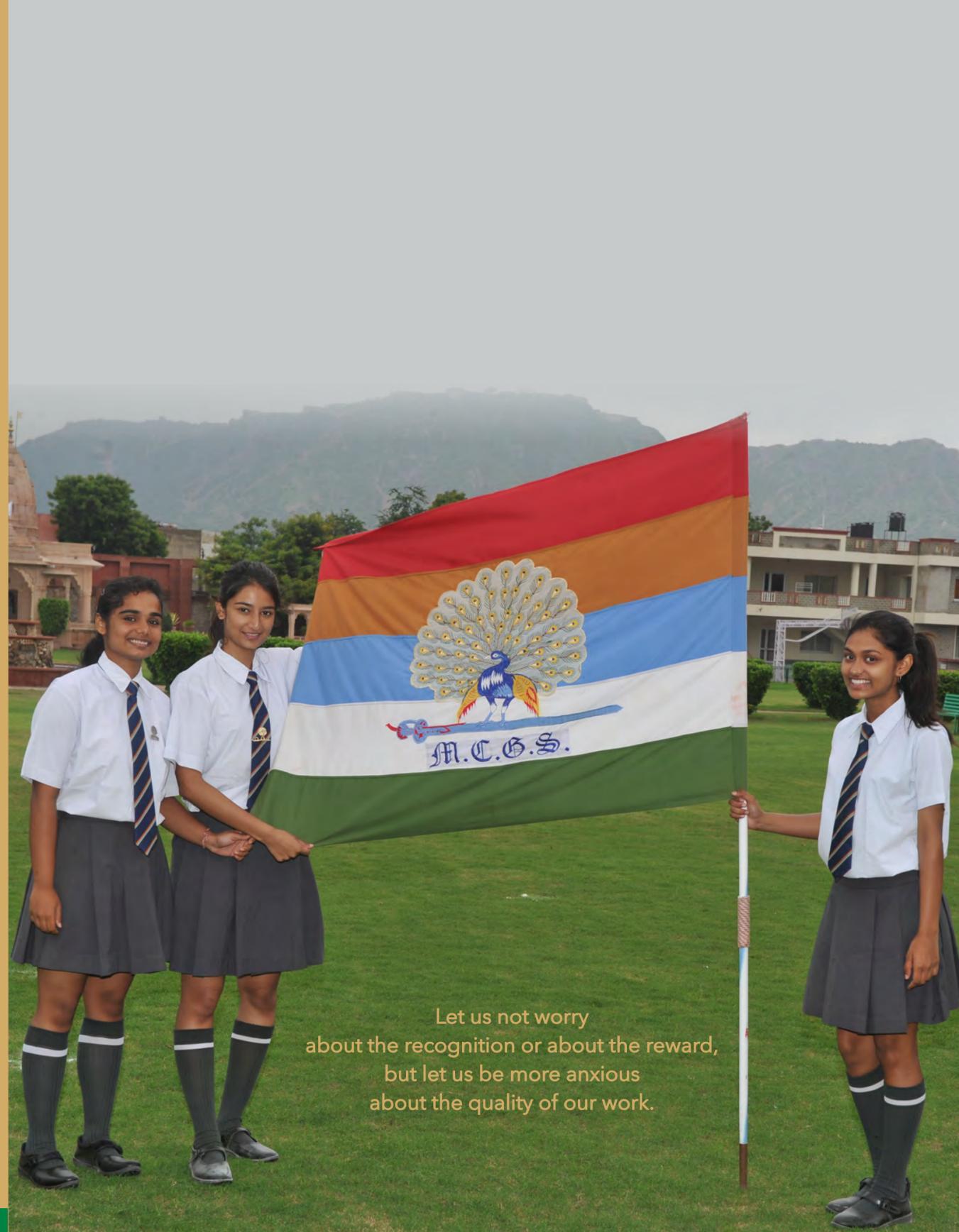
Today and everyday  
Let there be light, let there be light  
This motto our guide  
Let there be light

Traditional ethos our regal sword  
Loyalty and knowledge, its own whetstone  
The royal bird our symbol, Bheel and Yodha its guards  
May we be guided,

Today and everyday  
Let there be light, let there be light  
This motto our guide  
Let there be light

Humbler and swifter, higher and stronger  
Ever onwards we move, go where our vision is  
To thine oneself be true,  
Letting the spirit, decide the victor

Today and everyday  
Let there be light, let there be light  
This motto our guide  
Let there be light



Let us not worry  
about the recognition or about the reward,  
but let us be more anxious  
about the quality of our work.

## Contact

Designation	Office	Residence	E-mail
Principal	+91-145-2661286/ 5130286	2661186	principal@mcgs.ac.in
Vice Principal	+91-145-2663286	2660494	viceprincipal@mcgs.ac.in
Bursar	+91-145-2661040	2660154	bursar@mcgs.ac.in
Admission Cell	+91-145-2661286	-	admissions@mcgs.ac.in
Account fee Cell	+91-145-2661286	-	accounts@mcgs.ac.in

Mayo College Girls' School, Ajmer

Website : [www.mcgs.ac.in](http://www.mcgs.ac.in)





## From The Principal's Desk



Every child is a fountainhead of potential, which we at Mayo College Girls' School recognize and respect. It is our responsibility to nurture the creative spirit inherent in every child.



**Ms Kanchan Khandke**  
Principal, Mayo College Girls' School

A variety of facilities and opportunities are provided to our children so that they may hone their skills and maximize their potential. Their ability to produce work of a superlative nature is what never ceases to amaze us.

Our children are our strength and inspiration. They challenge us to give of our best and thereby enrich the learning experience at school.

A Mayoite is a multi-faceted individual dedicated to the pursuit of excellence in her chosen field. Neither will she compromise with the high standards she sets for herself, nor with the values by which she leads her life.

We wish to produce leaders who will take on responsibility and have the courage to be instruments of change.

On completion of her schooling in Mayo College Girls' School, we trust we send into the world a well-rounded personality, compassionate and sensitive, imbued with a strong sense of self-worth, and confident to take on life's challenges as she traverses the long and interesting road ahead.

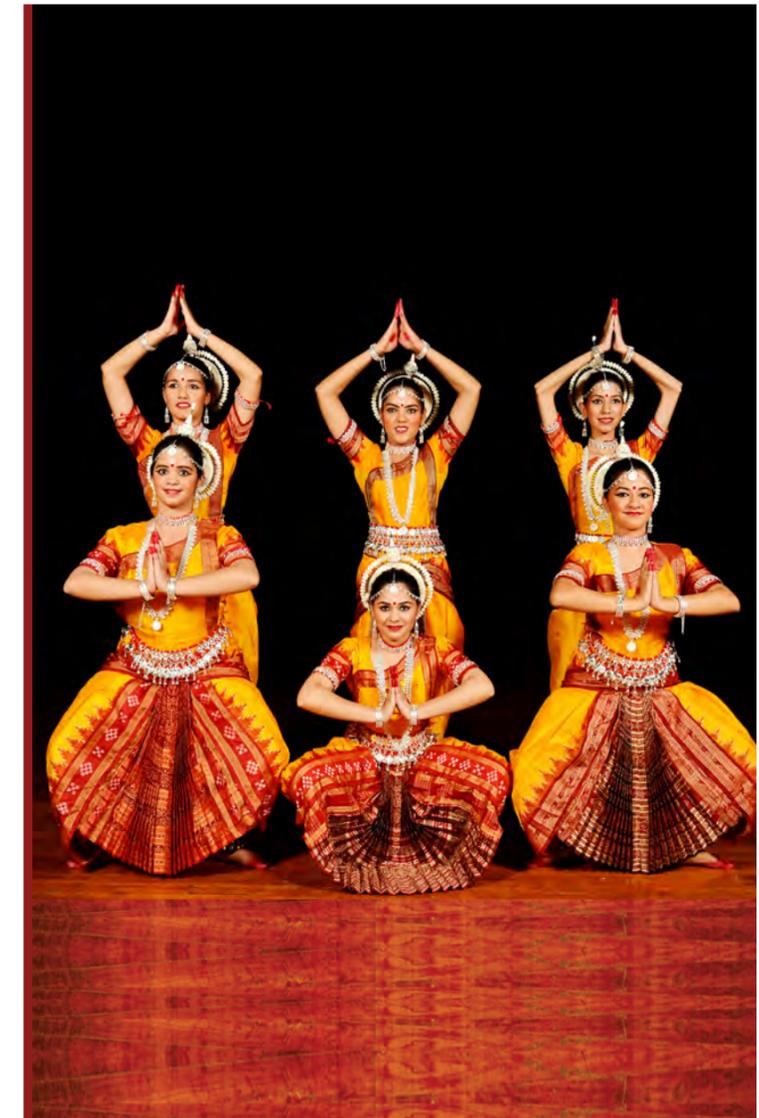




## Our Aims



- The object of true education is to make children not merely to do what is right but to enjoy doing so.
- Great ideas belong to everybody, and every generation stands on the frontiers of the mind. We encourage the individuality of every child and yet, at the same time, inculcate in her a sense of responsibility and consideration for others. We believe that a person is worth not only for what she has or what she does, but what she is.
- In a world of ideas there is always pioneering to be done and we prepare students to face new challenges and urge them to seek originality. We also know it is equally important to root a child to our rich Indian culture and traditions and teach her to respect every creed. Our curriculum and activities reflect this aim.
- Inculcating a respect for work and human dignity is another objective we strive for. We teach our students to reach out to others through social service programmes, and our S.U.P.W (Socially Useful Productive Work) classes teach children the value of work ethics and community service.
- We also aim to bring out the best in every student. We trace and follow her academic progress closely and we provide an enriched environment where we enable her to develop her talents in dance, music, art, writing and communication. We also train them in a wide variety of games and athletics.
- At our school we believe it is important to teach a child, but it is even more important to make her want to learn.





# Organisation



← School Staff

Administrative  
↓  
Staff





# Campus Life



Meera House



Padmini House



Charumati House



Karunawati House



## The Estate

We have six boarding houses, three science and computer science laboratories, a geography laboratory, an audio-visual room, an activity block, a home science laboratory, R.O Softener Plants, a Saraswati temple for contemplation, and two swimming pools. The School boasts of a grand auditorium and an open air stage and a School Mess. There are Basket ball and Tennis courts, Hockey, Soccer, Handball and Athletic fields, and a Riding area.



SUPW Canteen



School Auditorium



Art School



Sanyogita House



School Hospital



Infirmary



Jamila Singh House



**Medical Care**

The school has a well-equipped 50 - bed infirmary located on the campus. A Resident Medical Officer (RMO) and 3 nurses live within the premises. Senior physicians, eye specialists, dentists and other specialists are on-call whenever the need arises. Inoculation and vaccines are periodically administered to the girls with the permission of the parents. In case of an illness or an emergency, the parents and guardians of the girls are kept informed and treatment is given with their permission.

**School Temple**

The Mayo College Girls' School temple was built on the 1st of February, 2007. Located opposite to the main school building, the beautiful statue of Goddess Saraswati, the deity of all knowledge and learning, is clearly visible to all who visit the school. Girls of all religions visit and attend the temple service and it is very much a part of their daily routine. This has been designed to preserve the secular ethos of the school and to inculcate love and respect for all religions.



Saraswati Temple

**School Store**

The school store is responsible for the provision of uniforms, shoes, sports gear, accouterments and other basic requirements of the girls.

**School Canteen**

The Canteen offers ice-cream, chips, chocolates, biscuits, brownies, and cold drinks on payment through coupons.

**School Mess**

The school mess has the capacity to seat about a thousand people. Nutritious and nourishing meals are provided to the students according to a roster which is prepared by the Mess Committee. Student officials form a part of this Committee.



School Mess



School Canteen



Home Science Laboratory



## Academic Session



Chemistry Laboratory

**The Academic year is from April to March.**

**The Spring Term:**

Mid January to the first week of May

**The Autumn Term:**

Mid July to the First week of December.

Mayo College Girls' School, Ajmer was founded by Mayo College in August 1988. The School is purely residential and the medium of instruction is English. It is a recognized member of the Indian Public Schools' Conference.

Comprising of classes IV to XII, the School is affiliated to the Council for the Indian School Certificate Examinations, one of the two All-India patterns of Secondary Education recognised by the Government of India. The Council conducts two Public Examinations in March each year, one at the end of standard X, for which it awards the Indian Certificate of Secondary Education (ICSE), and the other at the end of Standard XII, for which it awards the Indian School Certificate (ISC). These Examinations have international acceptance.

Qualification in the Standard XII Examination makes the student eligible to join the first year of a three-year college system of any Indian University.

The Subjects taught in the curriculum are English, Hindi, Mathematics, Computer Science, General Science, Home Science & Hygiene, Physics, Chemistry, Biology, History and Civics, Geography, Economics, Commerce, Accounts, Psychology, Sociology, Political Science, Physical Education, French, Sanskrit, Bengali, Gujarati, Marathi and Punjabi. The Curriculum also includes Craft, Needlework, Classical Dance, Art, Indian Classical Music, Western Music, and Community Service.

At the Class XI and XII Level we offer a choice of three streams, Humanities, Commerce and Science. Along with a compulsory English paper, the student must opt for at least four or five other subjects from the stream she has chosen.

We follow a system of Continuous Assessment where a girl's academic performance is determined by her performance in Unit Test, Class Tests and Examinations.

At the end of each term, comprehensive reports are sent to the parents/guardians. For promotion, the girl's work throughout the year as well as her examination is taken into account. The Principal's decision in matters regarding placement and promotion of a girl is final.



# Games and Sports



"A sound mind resides in a fit body." Thus fitness and sports are a prime focus in the development of our girls.

Games and Athletics are an integral part of our school curriculum and compulsory for all girls. The campus provides a 400 mtr Athletics field with a Cricket Pitch, two Swimming Pools (for Juniors & Seniors), Seven Tennis courts, two state of the art Basketball Courts, a Hockey field, a Soccer field, a Hand Ball Court, Six Badminton Courts and Table Tennis enclosures. We take pride in having three glass-backed Squash Courts and a fully equipped Gymnasium. We offer facilities and coaching for Riding, Shooting, Skating, Swimming, Squash, Tennis, Cricket, Football, Basketball, Badminton, Hockey, Athletics, Golf and Indoor Games (Chess and Carom).



### Shooting and Cricket

With an edge above others, MCGS has given to the nation ace shooters and cricketers who have represented India and done our school proud at the national and international levels.

### Riding

Horse Riding - Our school provides Horse riding as an activity, which is an incredibly joyful experience. Besides the benefits of good physical exercise in the outdoors, it also instills many intrinsic qualities like good co-ordination and balancing skills, confidence and responsibility.



## Co-curricular Activities



A regular co-curricular regime sets into the child's mind a link between the school and the wider community. Multilingual and multi-cultural activities are a source for individual and social cohesion in our school. It supports learners in respecting different cultures and helps them to become skillful communicators in multilingual settings. Debating, Dramatics, Dancing, Social Service, Village Service, Literacy Drive and working with the hearing impaired are a few activities offered by the School. We also organize the Trinity College, London, Examination for Speech and Drama, and the Trinity Music Examination for our girls, giving them an opportunity to earn certificates and credit points at the International Level.

### Teaching Based On Latest Technology

"Any sufficiently advanced technology is indistinguishable from magic."

We have a highly developed IT department with the latest hardware, the most recent software and a permanent 10mbps lease line internet connection on fiber to allow us the provision of parent portal access, and also for hosting our own service. All classrooms are installed with computers connected to Smart board systems. Computer graphics is offered as an activity from class 9 to 12, helping the students to learn basic concepts and develop skills and techniques for product campaign, advertisement, 2-D and 3-D animations, web page designing and many more such activities.





Drama

### Painting & Craft

It nurtures creativity as it engages children in a process that aids in the development of self-esteem, self-discipline, co-operation and self-motivation. Some of the activities we offer are Papier Mache, Clay modeling and Fine art. The school has an Art Department which teaches children various art forms, thus giving them an opportunity to hone their creative skills.





## Learning By Way of Travel



It enhances learning and makes them gain invaluable leadership skills, greater global awareness and an international perspective.

Our school takes part in various conferences and exchange programmes with Bhutan and Germany, and also educational tours like the NASA programme, and Leadership Conference at Maynooth, Ireland. Our students have participated in prestigious Model United Nations Conferences in Seoul (South Korea), Philadelphia (the USA), Budapest (Hungary) and Hong Kong.



## Uniform

Uniform must be adhered to strictly.

- a) All tic-tac pins, hair bands, ponytail bands must be black.
- b) In winter girls may, if they wish, wear extra clothing under their uniforms so that it is not visible. Any item of improper uniform will be confiscated for the rest of the term.

**Winter:** Grey slacks (Trousers), white blouse and Blazer

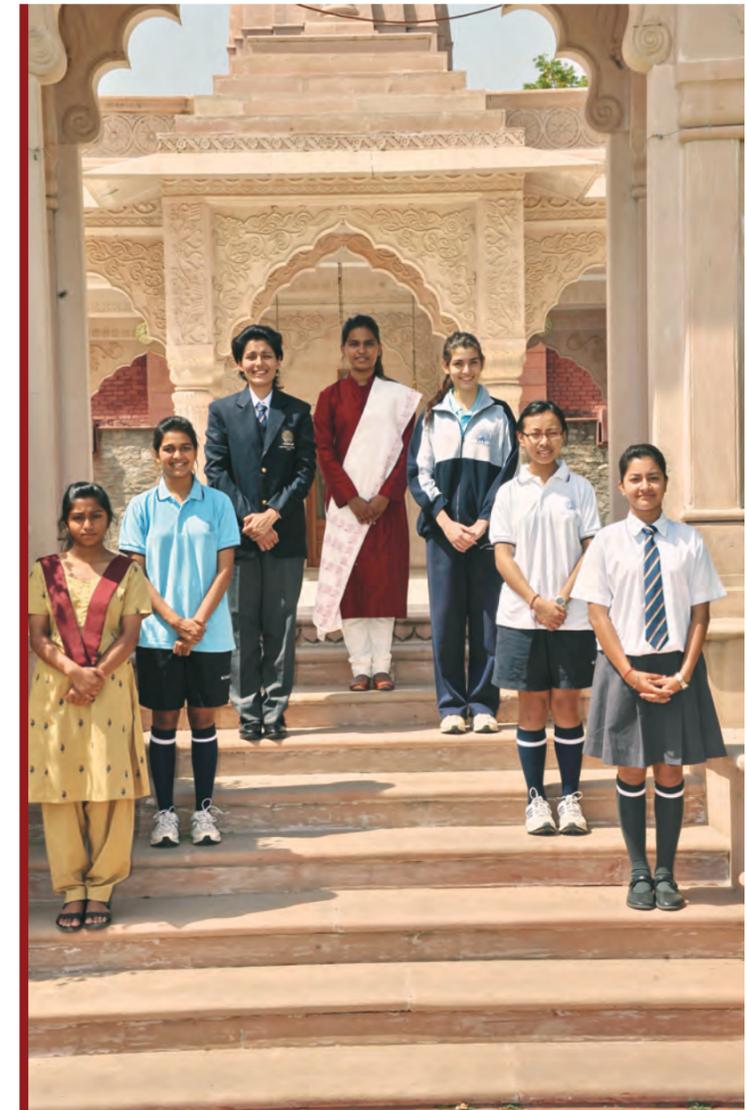
**Spring:** Grey skirt and blouse (for classes IV to VI), salwar-kameez with dupatta for classes VII upwards.

School uniform should be ordered from school stores only.

- c) On working days the following minimal jewellery is permitted:
  - i. Small studs/small balis to be worn in the ear lobes only. No large earrings or dangling earrings are permitted.
  - ii. A single thin kada for Sikh girls only.
  - iii. No gold or silver chains are to be worn by the students. If a stone is to be worn for religious reasons, a girl must string it on a strong thread and wear it under the uniform.
  - iv. No finger rings or bangles are permitted.

Any lapse will be punishable by confiscation of that item for the rest of the term.

- d) Girls must either plait their hair or wear it in a ponytail. No perming, dyeing, coloring is permitted.
- e) On Sundays and holidays, home clothes and costume jewellery may be worn, provided the girl is not going out.
- f) On Sundays, holidays and the end of term function, classes IV to VI can wear jeans, shirt/T-shirt or dresses. Classes VII upwards will wear home salwar-kameez with dupatta.
- g) Girls are advised to bring not more than two or three sets of home clothes for use on Sundays and holidays. No undue ostentation is encouraged in school.





# Registration



1. Address for correspondence must be written clearly. Any changes in this must be intimated to the Principal. All information regarding the Aptitude Analysis will be sent to the latest address registered with us.
2. The Aptitude Analysis will be held on the 3rd Saturday of November every year.
3. Please do not leave any column blank.
4. **Eligibility:** At the time of taking the Aptitude Analysis, on the 3rd Saturday of November for a particular Class, the girl must be studying in:

(a) **One class lower**

(b) **She must strictly meet the age requirements.**

5. Permission to appear in our Aptitude Analysis may be withheld if the girl is not eligible as per para 4 above or para 6 below:
6. Vacancies offered are as follows:

**Class 4** - Candidates aged above 9 on March 31st, of the year of admission in the school will not be considered.

**Class 5** - Candidates aged above 10 on March 31st, on the year of admission in the school will not be considered.

**Class 6** - No vacancy normally exists in this class. However, chance vacancy will be filled on the basis of Aptitude Analysis. Candidates aged above 11 on March 31st of the year admission in the school will not be considered.

**Class 7** - Candidates aged above 12 on March 31st, of the year of admission in the school will not be considered.

**Class 8** - No vacancy normally exists in the class. However, a chance vacancy will be filled on the basis of Aptitude Analysis. Candidates aged above 13 on March 31st, of the year of admission in the school will not be considered.

**Class 9** - No vacancy normally exists in this class. However, a chance vacancy will be filled on the basis of Aptitude Analysis. Candidates aged above 14 on March 31st, of the year of admission in the school will not be considered.

**Class 10** - No admissions are made to this class.

**Class 11** - Admissions by merit only.

**Class 12** - No admissions are made to this class.

7. The School reserves the right to refuse permission to take the Aptitude Analysis without giving any reason thereof.
8. The registration fee is non refundable.
9. **The acceptance of the registration form and fee is no guarantee that the girl will be admitted and it does not involve the School in any obligation to admit the girl.**
10. This form, together with a bank draft as mentioned in the fee leaflet, drawn in favour of Mayo College Girls' School, Ajmer on a bank in Ajmer, should be sent as early as possible. The college has on its premises a branch of the Bank of Baroda.
11. All correspondence regarding admission should be addressed to the Principal, Mayo College Girls' School, Ajmer - 305 007, in a cover super-scribed 'Admission' on the left hand corner.



**Mayo College Girls' School**  
 Mayo Link Road, Ajmer, Rajasthan  
 Phone : 0145 - 2661286 | 0145- 5130286  
 Fax : 0145 - 2660286  
 E-mail : mcgs.office@gmail.com

PHOTO

## REGISTRATION FORM

Name of the Girl (In Block Capitals)				First Name	Middle Name	Sur Name	
Date of Birth				DD	MM	YYYY	Place of Birth
						Attach a copy of birth certificate	
Mother Tongue		Nationality		Religion			
<b>Particulars of Parents</b>				<b>Father/Guardian</b>		<b>Mother</b>	
Name & Surname							
Educational Qualifications							
Profession/Occupation							
Tel Office							
Tel Residence							
Mobile							
Fax Number							
E-mail ID							
In an Emergency Phone Number							
<b>Permanent Address</b>				<b>Present Address</b>			
State		Pin		State		Pin	

Do you belong to : SC / ST / OBC / General Category Yes No If yes, attach an attested copy of a certificate from appropriate authority			
Two references (Name & Address) : Please attach letters of reference			
a)		b)	
Admission Class desired	Class	Year	
Name and address of her present school			
Class in which she is presently studying			
Date on which she was promoted to this class			
Is she a Sister/Daughter of an Old Boy / Girl (a) Name of Old Boy / Girl			
Year in which he/she was in School		from to	
(b) Brother / Sister (not cousin) if any studying presently in Mayo College or at Mayo College Girls' School			
<b>Name</b>	<b>No</b>	<b>Class</b>	<b>House</b>

I have read the "Instructions" given on the reverse of the form and in the prospectus and wish that my daughter/ ward be registered to take the Aptitude Analysis for admission to Mayo College Girls' School. I note that the acceptance of the registration form and fee will not involve the School in any obligation to admit my daughter/ ward and that the registration fee is not refundable. I undertake to abide by all the School rules and regulations for admission as in force from time to time. I also note that my daughter/ ward will be permitted to sit for the Aptitude Analysis for admission in the class desired by me, provided she is eligible for it on the basis of her class of study in her previous School, and her age. I accept that the admission can be accepted or rejected by the School Authorities at their sole discretion and is not open to any dispute. A bank draft for an amount of Rs..... (as per schedule) drawn in favour of Mayo College Girls' School, Ajmer is enclosed.

**FOR OFFICE USE**  
**Fees Recd. on**.....  
**Vide receipt No**.....  
**Registration No GR/**.....

The Aptitude Analysis will take place on 3<sup>rd</sup> Saturday in November every year.

.....  
**Signature of Parent / Guardian**  
**Date:** .....

- a) Marriage of real brothers and sisters/real aunts and uncles/first cousins. It is essential to attach the invitation card with the application forwarded to the Principal for leave prior to the date.
- b) Orthodontic treatment/routine medical checkup not more than once in a term. An appointment card from the orthodontist/ doctor must be attached with the application.
- c) A medical checkup referred by the school doctor.

**NOTE: Disturbing studies during term must be kept to the minimum.**

2. On completion of their Final Examinations, the children are sent on a mid-term educational tour. It is compulsory for all children to go on this tour.

### 3. TELEPHONES:

A Girls issue fowling calling cards, with 60 minutes tktime par months two stay in tech with her family.

4. The School takes a serious note of bullying which is punishable by suspension/expulsion.

The School has a zero tolerance policy towards alcohol/drugs/cigarette smoking. Any student found guilty of possession and/or consumption of these items will be expelled from the School. Punishments are given after an investigation by the disciplinary committee.

5. Students are expected to abide by all school rules and regulations and conduct themselves in a befitting manner.

6. In order to ensure swift and effective communication between the parents and the School, we have a system of e-mailing by which you can establish direct contact with the staff member concerned and be assured of a quick response.

## TRAVEL ARRANGEMENTS

As a voluntary assistance, the School arranges as best convenient for it, the girls' travel to the School at the beginning of the term, and from the School at the end of the term.

## HOMEWARD AND SCHOOLWARD JOURNEY

All the girls traveling by organized School Parties are escorted by Senior Staff Members from School to Home at the end of the Term, and from Home to School at the beginning of the Term.



**Mayo College Girls' School**  
 Mayo Link Road, Ajmer, Rajasthan  
 Phone : 0145 - 2661286 • 0145 - 5130286  
 Fax : 0145 - 2660286  
 E-mail : mcgs.office@gmail.com  
 Website : www.mcgs.ac.in

## FEE AND CHARGES

Fees cover, tuition, board & lodging, washing, mending, bedding ( except blankets and quilts), ordinary medicines and games facilities. Horse Riding, Golf & Shooting will be extra charged.

- Six monthly billing cycle ( Spring & Autumn Term).
- All payments to School should be forwarded as per the details given below :
  - \* Cheque at par (Ajmer)
  - \* Demand Draft drawn in favour of Mayo College Girls' School payable at Ajmer
  - \* Transfer via nearest bank of Baroda through Bank Challan.
  - \* Payment Gateway - Online transfer ....(Under construction).

If payment of fees is in default by more than a fortnight after the due date of payment in any term, a surcharge will be levied at rates in force from time to time. No girl will be kept in the School, if her fees are in arrears by more than two months from the beginning of the term. In addition to this, the School will keep back her Reports/Board Results/Transfer Certificates etc. until all dues are cleared.

If girl is leaving the School, the School will withhold the relevant documents until the fee dues are cleared.

Fees are subject to revision. For latest fees and its schedule refer to the School's website....[www.mcgs.ac.in](http://www.mcgs.ac.in).

## ADMISSION & WITHDRAWALS

### REGISTRATIONS

- The prospective parent or guardian should first register the child for the year and class in which admission is sought.
- The Registration Form (enclosed in the prospectus) duly filled in, along with the required registration fee, attested copy of the date of birth certificate, two reference letters, two passport size photographs of the child, should be sent immediately.
- Registration after June 30th will require an additional late fee as per schedule attached in the prospectus.

ADMISSIONS ARE ONLY AGAINST CHANCE VACANCIES, FOR CLASSES 6, 8 & 9

### PROCEDURE TO BE FOLLOWED AFTER REGISTRATION

- In the first week of August, we will send you a circular along with a green form which you should complete and return by September 15th of that year, giving specifically the Centre selected by you for the Common Aptitude Analysis.

- In the second week of October, we will dispatch an ADMISSION CARD. If this is not received by the end of October kindly contact us immediately.
- The Common Aptitude Analysis will be held on the 3rd Saturday of November of the year preceding the one in which admission is sought.
- New candidates selected for admission are expected to report to school at the end of March/1st week of April.
- In case of candidates selected from school where the Annual Examinations are in April, the candidate may join after taking the annual examination and bring with her the transfer certificate as well as the result.
- Admission will be based on the combined marks of the candidates in the Common Aptitude Analysis and Interaction. Candidates who qualify for the interaction will be intimated telephonically followed by a call letter. The child will be required to come for an interaction to Ajmer and meet the Girls' School Committee.
- Normally both the parents and the candidate are required to attend the interaction. Parents will be required to bring reports of the candidates from the previous school.

**KINDLY NOTE THAT A TRANSFER CERTIFICATE IS NOT REQUIRED FOR THE INTERACTION.**

- Common Aptitude Analysis will be more or less on the same pattern as in the previous years. Since candidates will be sitting for the Common Aptitude Analysis four months earlier, than the commencement of the new class, due consideration will be shown in setting the Common Aptitude Analysis papers. The syllabus given in the Prospectus is a guide, but Common Aptitude Analysis is class neutral and not set on any rigid pattern based on text - books.

### WITHDRAWALS

- Three months advance notice is a must for withdrawals.
- If withdrawal is made between APRIL to JULY then half the School fees shall be charged.
- For withdrawals in & after AUGUST, full fees will be charged.
- For withdrawals from Classes X & XII, the fees will be charged up to JUNE.
- The decision of the Principal in this respect will be final.

### REBATE

For a girls being absent with permission on serious medical grounds for over a month at a time during term time, a rebate against the allowance for meals for the period is permissible.

### COMMON APTITUDE ANALYSIS

- Common Aptitude Analysis for admission to Mayo College Girls' School is held every year at various centres in India.
- Common Aptitude Analysis comprises English, Hindi and Mathematics to test the age specified skills in language and Mathematics

- The lowest class in Mayo College Girls' School is Class 4, and your child on passing Class 3, preferably from an English medium school, can take the Common Aptitude Analysis. Age stipulations are strictly observed and parents are responsible for compliance as required.
- Sets of old Common Aptitude Analysis Papers are available from the School Office on payment of Rs. 100 per set from the counter (By post Rs. 150/- per set), for dispatch of papers overseas (US\$10) per set, per year by Registered Post.
- Admissions in Mayo College Girls' School are made on the basis of the performance in the Common Aptitude Analysis and Interaction.
- The merit list is drawn on the basis of the marks obtained in the Aptitude Analysis, and only those who qualify are asked to appear for an interaction in the month of January and February. Admissions are finalized on the cumulative marks of the Common Aptitude Analysis and the interaction. Admissions are finalized by the Girls' School Committee comprising of members of the Board of which the Principal is a member.
- Parents of children admitted are expected to confirm their acceptance within 10 days. The acceptance of admission should be accompanied by payment in accordance with the instructions in the offer letter. The same will be forfeited if the offer once accepted is later declined.
- Students will have to produce a TRANSFER CERTIFICATE and should have gained promotion to the class of admission by April of the year in which they are being admitted. In case the girl is instructed to join on a specific date without taking the final examination, a TRANSFER CERTIFICATE of promotion to the previous class will have to be provided.
- Guidelines for English, Hindi and Mathematics on the basis of which the Common Aptitude Analysis Papers are made are given in the Prospectus. Aspirants for admission in a particular class should prepare themselves accordingly.
- The new entrants join in the last week of March/1st week of April. Overseas candidates may come for the interaction after informing the School of their availability for the interaction if they are unable to come on the date specified. If granted admission, they can join the School in July of the year of entry.
- No change of date of birth will be accepted once a date of birth certificate of the Hospital and Municipal Corporation is submitted.
- For entrance to Class 11, admission is considered on the basis of the Board result of Class 10. No prior registration is done for class XI.

## LIST FOR CENTRES FOR COMMON APTITUDE ANALYSIS

S.NO	PLACE	CENTRE	ADDRESS	TELEPHONE NUMBER
1.	Ajmer	Mayo College Girls' School	Mayo Link Road, Ajmer (Raj.) - 305007	0145-2661286/5130286
2.	Ahmedabad	St.Xavier's College	Ahmedabad-380009	079-26308057, Fax:26303740
3.	Chandigarh	Yadavindra Public School	S.A.S Nagar, Mohali, Phase-VIII, Distt. SAS Nagar, Chandigarh(PB)	0172-2232850, Fax-2214112
4.	Dehradun	Welham Girls' School	Dehradun	0135-2654293, Fax-2651653
5.	Gangtok (Sikkim)	Tashi Namgyal School	PO: Gangtok, Sikkim	03592-202527 (Principal)
6.	Gwalior	Scindia Kanya Vidyalaya	Moti Mahal Road, Gwalior - 474002 (M.P.)	0751-2322137, Fax-2334080
7.	Indore	Daly College	Residency Area, Indore-452001(M.P.)	0731-2709000, 2719001, 2719023 Fax- 2702674
8.	Jaipur	M.G.D. Girls' School	Jaipur - 302001	0141-2362970, 2367861 Fax-2373286
9.	Jammu	Jodhamal Public School	Channi Himmat, Jammu By-Pass Road, Jammu J&K-180011	0191-2461480 Fax : 2467997
10.	Kolkata	Calcutta Nursing Training Institute, Kolkata	10-B, Shakespeare Sarani Kolkata	033-22824309, 22820508
11.	Lovedale	The Lawrence School	Nilgiris, Lavedale	0423-2442552, Fax : 2442549
12.	Lucknow	Colvin Talugdar's College	University Road, Lucknow-226007	0522-2782669, Fax-2782670
13.	Mumbai	Hansraj Morarji Public School	Munshi Nagar, Andheri (West) Mumbai	022-26232467, 26285985
14.	Noida (ND)	Mayoor School	Sector 126, Express way, Noida	0120-4618300
15.	Pilani	Birla Public School (Vidya Niketan)	Pilani - 333031 (Raj.)	01596-242089, 9928461332 Fax : 01596-245502
16.	Raipur	Raj Kumar College	Raipur (C.G.)	0771-4701051, 2243642
17.	Shillong	St. Peter's School	Marylands, Shillong	0364-2223640, 2222497

### KINDLY CONTACT SCHOOL FOR TIMINGS

Note : If you are residing abroad and your children are with you, it will always be possible to arrange for the supervision of their Common Aptitude Analysis at the school which your child is attending. Please Contact the Principal there and let us know the name & address of the Officer concerned to enable us to arrange for the Common Aptitude Analysis there. It would facilitate matters if a Consent Letter from the School is attached with the registration/green form.

Parents are requested to get in touch with the Centre and confirm the date and time. The Centre is authorized to make marginal changes, if local conditions make it necessary.

## SYLLABUS FOR APTITUDE ANALYSIS

### CLASS - 4

#### ENGLISH FUNCTIONAL GRAMMAR

The Aptitude Analysis does not aim at checking rigid rules of functional grammar skills, but at evaluating the student's command over the language, her fluency of expression, vocabulary, originality of thoughts and ideas.

The student should be able to do the following:-

1. Write a paragraph (100 - 150 words) on a given topic.
2. Write a story or a short composition based on a picture.
3. Simple Tenses (Past, Present and Future).
4. Comprehend an unseen passage and answer questions based on it, write the meanings and opposites of words from the passage and framing of the sentences with words taken from the passage.
5. Parts of speech.
6. Punctuate sentences.
7. Articles.

#### हिन्दी

1. निबंध - लेखन या चित्र को देखकर कहानी या अनुच्छेद लेखन।
2. अपठित गद्यांश पर आधारित प्रश्नोत्तर, शब्दार्थ, विलोम, पर्यायवाची शब्द।
3. व्याकरण-संज्ञा, सर्वनाम् विलोम पर्यायवाची, लिंग, वचन, अशुद्ध शब्दों की शुद्धि, अंग्रेजी शब्दों का हिन्दी पर्याय, वाक्यांश के लिए एक शब्द।
4. मुहावरों के अर्थ व प्रयोग।

#### MATHEMATICS

1. **Numbers:-** Reads and writes 3 digit numbers, place value and face value of numbers, expands a number w.r.t place values, counts in different ways - starting from any number, compares numbers predecessor and successor of a number, forms greatest and smallest numbers using given set of 3 digits.
2. **Operation in Numbers:-** Addition and subtraction of 3 or 4 digits. Word problems of addition and subtraction, frame problems for addition and subtraction facts.
3. **Multiplication:-** By a one or a two digit numbers, word problems based on multiplication. Division by a single digit number, word problems based on division.

4. **Fractions:-** Concept of  $\frac{1}{2}$ ,  $\frac{1}{3}$ ,  $\frac{1}{4}$ ,  $\frac{2}{3}$ ,  $\frac{3}{4}$  etc.
5. **Time:-** Counting number of days from a given date to another date from a months and dates; counting the hours and minutes and reading the time from the clock.
6. **Measurement:-** (Length, Mass, Capacity) : Standard units of length mass and capacity, conversion of units of length, mass and capacity.
7. **Pictorial Representation of Date:-** Reading and interpreting a Pictograph.
8. **Geometry:-** Identification of 2 dimensional shapes (Triangle, Square, Rectangle, Circle etc), Describes the various 2 dimensional shapes by counting their sides, comers and diagonals.

### CLASS - 5

#### ENGLISH FUNCTIONAL GRAMMAR

The Aptitude Analysis does not aim at checking rigid rules of functional grammar skills, but at evaluating the student's command over the language, her fluency of expression, vocabulary, originality of thoughts and ideas.

The student should be able to do the following:-

1. Write an essay or composition on a given topic (150 - 200 words)
2. Write a story or a short composition based on a pictures or series of pictures
3. Use direct and indirect speech
4. Comprehend an unseen passage and answer questions based on it, write the meaning and opposites of words from the passage and framing of the sentences with words taken from the passage.
5. Attempt Questions based on the functional use of grammar - Parts of Speech.
6. Punctuate sentences.
7. Tenses.

#### हिन्दी

1. निबंध - लेखन या चित्र को देखकर कहानी या अनुच्छेद लेखन।
2. पत्र - लेखन (निजी या प्रार्थना)
3. अपठित गद्यांश पर आधारित प्रश्नोत्तर, शब्दार्थ, विलोम, पर्यायवाची शब्द।
4. व्याकरण - संज्ञा या सर्वनाम, विशेषण, विलोम, पर्यायवाची, लिंग, वचन, अशुद्ध शब्दों की शुद्धि, अंग्रेजी शब्दों का हिन्दी पर्याय।
5. मुहावरों के अर्थ व प्रयोग।

## MATHEMATICS

- Regional and Roman Numbers:-** Representation of Hindu Arabic numbers in Roman numbers and vice versa.
- The Number System:-** Place value and face value of numbers, Prime and composite numbers, Odd and even numbers, predecessor and successors of a number. Expanded form of a number. Expression of numbers as numerals and in words. Ascending and descending order.
- Operation in Numbers:-** Addition and subtraction of 4 or 5 digits. Multiplication of a 4 digit number by a 2 or 3 digits number. Division of 4 or 5 digits numbers by one or two digits number. Word problems based on addition, subtraction, multiplication and division.
- Factors and multiples, test of divisibility of numbers by 2,3,5,10. LCM & HCF.
- Fractional Numbers:-** Concept of  $\frac{1}{2}, \frac{1}{4}, \frac{3}{4}$  types of fractions, equivalent fraction, addition and subtraction of fractional numbers.
- Money:-** Conversion rupees to paise, addition and subtraction of money, preparation of bill Unitary method word problems of money based on addition and subtraction.
- Time:-** Leap year, reading of clock time to the nearest hours and minutes, expression of time using terms 'a.m.' and 'p.m.'. Conversion of time from one unit to other unit and hour to min, min to sec etc. Computation of the number of days between two dates. Word problems based on time.
- Measurement:-** (Length, Mass, Capacity) : Conversion of units of length, mass and capacity. Addition and subtraction of length, mass and capacity. Word problem based on addition and subtraction of length, mass and capacity.
- Data Handling:-** Pictorial representation of data, interpreting a pictograph and bar graph.
- Geometry:-** Line segment, ray, line, angles, measuring angles, types of an angles, construction of an angle, Triangle, types of triangles, quadrilaterals, circle, construction of circle, symmetry, perimeter of rectilinear figures, area (Square and rectangle). Word problems based on area and perimeter.

## CLASS - 6

### ENGLISH FUNCTIONAL GRAMMAR

The Aptitude Analysis does not aim at checking rigid rules of functional grammar skills, but at evaluating the student's command over the language, her fluency of expression, vocabulary, originality of thoughts and ideas.

The student should be able to do the following:-

- Write an essay or composition on a given topic.

- Write a story or a composition based on a given picture or a series of picture.
- Use direct and indirect speech.
- Write an informal letter.
- Comprehend an unseen passage and answer questions based on it, write the meaning and opposites of words from the passage and framing of the sentences with words taken from the passage.
- Workout sentences based on the functional use of grammar - Parts of Speech
- Tenses.

### हिन्दी

- निबंध - लेखन या चित्र पर आधारित कहानी या अनुच्छेद लेखन।
- औपचारिक या अनौपचारिक पत्र - लेखन।
- अपठित गद्यांश पर आधारित प्रश्नोत्तर, शब्दार्थ, विलोम, पर्यायवाची शब्द।
- व्याकरण - विलोम, पर्यायवाची, वाक्यों का शुद्धिकरण, कारक, विराम - चिह्न वाक्यांश के लिए एक शब्द, अंग्रेजी शब्दों का हिन्दी पर्याय।
- मुहावरों के अर्थ व प्रयोग।

### MATHEMATICS

- Numbers:-** Basics of numbers, Four operations, Roman number, Rounding off.
- L.C.M & H.C.F:-** Factors (All & Prime), Multiples, L. C.M, H.C.F, Property of L.C.M and H.C.F.
- Fractional Numbers:-** Fractional Numbers as division, Conversion of Mixed to Improper and vice-versa, Equivalent fraction, lowest form, and Ordering Four operation (+, -, x, ÷).
- Decimal Number:-** Place value, Expanded form, conversion (Decimal to fraction and vice-versa), Percentage, Fractional and decimals as percentage and vice-versa, Four operation (+, -, x, ÷).
- Measurement:-** Unit of length, Mass, Capacity, Conversion of one unit to other. Addition and subtraction. Daily life problems.  
**Time:-** Conversion of units and 24 hour clock time, Addition, Subtraction.  
**Temperature:-** Reading of Celsius and Fahrenheit scale.
- Money Transaction:-** Introduction, Unitary Method, Profit and loss.
- Pictorial Representation of Data:-** Pictograph (Collection, Recording of data) Drawing of pictograph.
- Basic Geometrical Concepts:-** Line, Ray, Segment, Angle (Measuring, Classification, Construction) Parallellines, Perpendicular line.
- Triangles:-** Sum of the Angles of a triangle, Types of triangles.
- Circle:-** All definitions, Finding of radius, diameter and circumference.
- Perimeter, Area and Volume:-** Introduction of three concepts, units of three concepts, Finding of Perimeter, Area and Volume, Uses of their formulae.

## CLASS - 7

### ENGLISH FUNCTIONAL GRAMMAR

The Aptitude Analysis does not aim at checking rigid rules of functional grammar skills, but at evaluating the student's command over the language, her fluency of expression, vocabulary, originality of thoughts and ideas.

The student should be able to do the following:-

- Write an essay or composition on a given topic.
- Unseen passage (Prose/Poem) - questions, meanings, sentences, opposites etc.
- Write a short story based on a given picture.
- Write an Informal letter.
- Direct and indirect speech.
- Tenses.
- Parts of speech (noun, pronoun, adverb, adjective, verb, conjunction, preposition and interjection).
- Correct the spellings.
- Modals.
- Infinitives, Gerund and Participle.
- Punctuate sentences.
- Prefix/ Suffix-

### हिन्दी

- निबंध - लेखन (संकेत बिन्दुओं के आधार पर) या चित्र के आधार पर घटना, दृश्य आदि का वर्णन।
- औपचारिक या अनौपचारिक पत्र - लेखन
- अपठित गद्यांश पर आधारित प्रश्नोत्तर, शब्दार्थ, विलोम, पर्यायवाची शब्द।
- व्याकरण - वाक्य-रचना, लिंग, वचन, विलोम, पर्यायवाची, वाक्यों का शुद्ध - लेखन, अंग्रेजी शब्दों का हिन्दी पर्याय।
- मुहावरों व लोकोक्तियों के अर्थ व प्रयोग।

### MATHEMATICS

- Numbers:-** Basics, Rounding off, Roman numbers. Indian and International system of numeration.
- Whole Numbers:-** Number line, Types (Even, Odd, Prime, Composite ..... etc). Properties of whole numbers.
- L.C.M & H.C.F:-** Factors, Multiples, (Prime and All Factors), L.C.M, H.C.F, Word problems.
- Shapes:-** Straight line (drawing and Measuring), Angles, Perpendicular line, Triangles, Quadrilaterals, Polygons (Types and names), 3D Shapes (Face, Edge, Vertex).
- Integers:-** Negative numbers, Number line, Ordering, Addition, Subtraction.
- Fractions:-** Fractions on number line, Types, lowest form, equivalent, comparing, ordering, addition and subtraction.
- Decimal:-** As fraction, conversion of F. No to decimal

No and vice - versa, comparing, ordering, expanded form, use in length, mass, capacity, addition and subtraction of decimals.

- Data Handling:-** Recording, Organization, Pictograph, Bargraph, (Their reading and drawing).
- Mensuration:-** Perimeter and Area of Rectangle, Square, Irregular Figures use of formula for (Rectangle and square).
- Ratio & Proportion:-** Introduction, Unitary Method (Direct variation).
- Symmetry:-** Line of symmetry, Figures with multiple lines of symmetry.
- Practical Geometry:-** Construction of lines, Perpendicular lines, Angles with protractor and compass.
- Algebra:-** Introduction of variables through word problems.

## CLASS - 8

### ENGLISH FUNCTIONAL GRAMMAR

The Aptitude Analysis does not aim at checking rigid rules of functional grammar skills, but at evaluating the student's command over the language, her fluency of expression, vocabulary, originality of thoughts and ideas.

The student should be able to do the following:-

- Write an essay or composition on a given topic.
- Unseen passage (Prose/Poem) - questions, meanings, sentences, opposites etc.
- Write a short story based on a given picture.
- Formal/Informal letter
- Direct and indirect speech.
- Tenses.
- Parts of speech (noun, pronoun, adverb, adjective, verb, conjunction, preposition, and interjection).
- Correct the spellings.
- Modals.
- Infinitives, Gerund and Participle.
- Punctuate sentences.
- Prefix/Suffix.
- Jumbled sentences.

### हिन्दी

- अपठित गद्यांश - प्रश्नोत्तर, शब्दार्थ, विलोम, पर्यायवाची, अनेकार्थी से संबंधित प्रश्न।
- अनुवाद - शब्द का वाक्य का अंग्रेजी से हिन्दी में अनुवाद।
- निबंध - लेखन- किसी एक विषय में लगभग 300 शब्दों में एक निबंध।
- पत्र - लेखन - औपचारिक या अनौपचारिक पत्र
- शुद्ध कीजिए - वाक्य शोधन या अशुद्ध शब्दों को शुद्ध करना।
- सामान्य व्याकरण - संधि (स्वर संधि), उपसर्ग, प्रत्यक्ष, तत्सम, तद्भव शब्द, मुहावरे, वाक्य ज्ञान व वाक्य भेदों का सामान्य ज्ञान।

## MATHEMATICS

- Integers:-** Operation on integers; properties related to-operation on integers, word problems including integers(all operations).
- Fractions and Decimals:-** Operation on fractions and decimals, word problems involving fractions (all operations), Rational numbers, operations on rational numbers, word problems.
- Exponents, Laws of exponents, decimal number system, expressing large numbers in the standard form.
- Algebraic Expressions:-** Addition, subtraction and finding value of Algebraic expressions, Rules and Formulas using algebraic expressions.
- Liner equations in one variables** - their formulation, solution and application as word problems.
- Comparing Quantities:-** Ratio & Proportion, unitary method, percentage and its application, profit and loss, simple interest.
- Lines and Angles:-** Supplementary angles, complementary angles, vertically opposite angles, linear pair, angles made by transversal and properties related to parallel lines.
- Triangles and its properties, types of triangles, angle sum property, exterior angle property, triangle inequality, right angled triangle and Pythagoras theorem.
- Congruence of plane figures, congruence of triangles using criteria, SSS, SAS, ASA, RHS.
- Construction of different angles, construction of parallel lines, construction of triangles, using SSS, SAS, ASA and RHS criteria.
- Symmetry:-** Line symmetry, Rotational symmetry, line and rotational symmetry.
- Visualising Solid Shapes:-** 2 D shapes, 3 D shapes, 2 D representation of 3 D shapes, oblique sketch, Isometric sketch.
- Perimeter and area of a square, Rectangle, parallelogram and triangle. Circumference and area of circle, applications.
- DATA Handling:-** Organising of Data, Mean, Median and Mode of Ungrouped data, construction and Reading of bar graphs, chance and probability.

## CLASS - 9

### ENGLISH FUNCTIONAL GRAMMAR

The Aptitude Analysis does not aim at checking rigid rules of functional grammar skills, but at evaluating the student's command over the language, her fluency of expression, vocabulary, originality of thoughts and ideas.

The student should be able to do the following:-

- Write an essay or composition on a given topic.
- Unseen passage (Prose/Poem) - questions, meanings, sentences, opposites etc.
- Write a short story based on a given picture.

- Formal/Informal letter.
- Direct and indirect speech.
- Tenses.
- Parts of speech (noun, pronoun, adverb, adjective, verb, conjunction, preposition and interjection).
- Correct the spellings.
- Modals.
- Infinitives, Gerund and Participle.
- Punctuate sentences.
- Prefix/Suffix.
- Jumbled sentences.

### हिन्दी

- अपठित गद्यांश - प्रश्नोत्तर, शब्दार्थ, विलोम, पर्यायवाची, अनेकार्थी से संबंधित प्रश्न।
- अनुवाद - अंग्रेजी से हिन्दी में भाषा दक्षता तथा वाक्य विन्यासकी परख हेतु।
- विराम चिन्हों का प्रयोग -
- पत्र - लेखन - औपचारिक या अनौपचारिक पत्र
- अनुच्छेद - लेखन - संकेत बिन्दुओं पर आधारित।
- शुद्ध कीर्ति - वाक्य या दिए गए शब्दों को।
- सामान्य व्याकरण - संधि, समास, उपसर्ग, प्रत्यय, लोकोक्ति, मुहावरे, युग्म शब्द, लिंग, वचन, कारक, वाक्य, अनेकार्थी, वाक्यांशों के लिए एक शब्द।

### MATHEMATICS

- Rational Numbers:-** Properties of Rational numbers, operation on Rational numbers, representation on number line, word problems.
- Exponents:-** Integers as exponents, Laws of exponents.
- Square roots, cube, cube roots. Finding square root by division method. Finding square root and cube root using factor method. Estimating Square roots and cube roots.
- Generalised form of numbers, number puzzles, divisibility test rules of 2,3,5,9, 10. H.C.F and L.C.M of numbers.
- Algebra:-** Algebraic expressions, operations on algebraic expressions, algebraic identities.
- Solving linear equations in one variable form, word problems.
- Ratio and Proportion, advanced problems involving applications on percentage, profit and loss, overhead expenses, discount, tax.
- Simple Interest, compound interest, difference between simple interest and compound interest.
- Direct and inverse variations, time and work problems.

### GEOMETRY

- Quadrilaterals:-** Properties of quadrilaterals, sum angle property, type of quadrilaterals, properties of parallelogram with verification, construction of quadrilaterals.
- Visualizing Geometrical Shapes:-** Identifying area matching pictures with objects, drawing 2D representation of 3D object, verification of Euler's relation of 3D figures.
- Mensuration:-** Area of trapezium and polygon, surface area and volume of cube, cuboid and cylinder.
- DATA Handling:-** Grouping of Raw data, Bar graph, pie chart, mean, median and mode.
- Introduction to Graphs:-** Cartesian plane, plotting points for different conditions, reading of different types of graphs.

## LIST OF CLOTHING ITEMS REQUIRED BY A GIRL

### 1. ITEMS COMPRISING THE COLLEGE UNIFORM:

#### (A) Items in this will be issued to the girl from the School Stores, as per School Pattern.

- |    |   |
|----|---|
| 8  | Dark Grey School pleated Skirts (for VII upwards)                         |
| 6  | Sets of Salwar Suits (for VII upwards provided from School Stores)        |
| 4  | Navy Blue games shorts terrycot   |
| 4  | P.T. singlets White   |
| 4  | P.T. singlets Blue  |
| 4  | Pairs Blue Socks  |
| 4  | Pairs Grey Socks  |
| 1  | School Tie  |
| 1  | Grey Cardigan   |
| 1  | Blue Pullover   |
| 12 | White School Blouses with half sleeves IV, V, & VI, (VII upwards 4)       |
| 1  | Pair Sandals  |
| 1  | Track Suit (2 for Classes IV & V)   |
| 2  | Pairs Grey Woollen Trousers   |
| 1  | Swimming costume (Black or Navy Blue)                                     |
| 1  | Swimming Cap  |
| 1  | Swimming Robe   |
| 1  | Pair Black Shoes  |
| 1  | Pair PT Shoes   |
| 1  | Navy Blue Blazer ordinary (Not double breast) with 2 School crest buttons |
| 1  | Kit bag for soiled linen  |
| 1  | Blue Muffler  |

### (B) ITEMS IN THIS LIST SHOULD BE GOT READY AT HOME

- |   |  |
|---|--|
| 2 | Sheets Coloured (for covering oneself at night)                                |
| 3 | Coloured Clothes (Salwar Suits for VII upwards, for use on Sundays & Holidays) |
| 1 | Pair of Blue/Black Jeans   |
| 2 | Coloured Cardigans   |
| 1 | Traditional Indian Dress   |
| 3 | Large Towels-bath size   |
| 2 | Hand Towels  |
| 4 | Night Suits (Full length)  |
| 8 | Under Clothes (12 for Junior Section)  |
| 8 | Panties  |
| 1 | Pair Slippers  |
| 1 | Pair Black Floaters  |
| 1 | Pair Home Shoes (for use on Sundays & Holidays)                                |
| 2 | Two Pair Coloured Socks (for use on Sundays & Holidays)                        |
| 6 | Handkerchieves   |
| 1 | Quilt Thick  |
| 1 | Blanket or Thin Quilt  |
| 1 | Quilt Bag (Cotton stitched or Plastic)   |
| 1 | Umbrella/Rain Coat   |
| 1 | Each Small Suit Case 24" and Air Bag   |
| 1 | Steel Trunk for clothes, Maximum Size 26"x15"X10"                              |
| 1 | School Bag   |
| 2 | Warm Vests (for winters)   |
| 6 | Hangers  |
| 5 | Locks (with Triplicate Keys)   |
| 1 | Plastic Mug  |
|   | Toiletries   |

## SCHOOL RULES

1. There are no local guardians for girls, but parents are requested to mention the name and address of a close relative/responsible person who could be contacted in case of an emergency. No outing is permitted with local guardians.
2. No cash, tuck or valuables are allowed in School. This is a rule which must be strictly adhered to. Valuables will not be the responsibility of the School. Any balance of Journey money should be handed over immediately (at the beginning of the term) to the Housemistress to be returned to the girl at the end of term.
3. No cell phones are permitted in School and any girl caught with this is liable to be suspended.
4. No girl is permitted to make a call from any parent's mobile. Electronic items with visual display are not permitted e.g. iPod, mp3, mp4 and handy cams. Expensive digital cameras and Internet enabled devices are not permitted.

## OUTINGS

1. Girls are permitted a **day outing** on
  - a. The second or fourth Sunday in the month except January and April, July and November.  
In January they are permitted a day outing on 26th January.
  - b. On holidays mentioned on the School calendar.
  - c. **Timings: 10:00 A.M. to 7:00 P.M.**  
Girls may go out with parents, grandparents or close relatives authorized by the parents. These names would have to be put down in the Visitors' List at the beginning of the term.  
Parents, Grand Parents and close relatives authorized by parents in writing who wish to take their wards out, are required to inform the Housemistress by letter or e-mail at least 24 hours in advance.  
They must always come in person to collect their wards from the school and bring them back to School and hand over their wards to the Housemistress at the end of their outing. Girls are not allowed to leave the campus or report to school without an escort. Any girl doing so will be deemed to have broken School rules and is liable to be suspended.
2. **Three nights - out in a term** are permitted only with parents or grandparents.  
Saturdays are full working days. However, a girl going out for a night outing will be permitted to leave only after 1:30 P.M. provided her presence is not required for a school event or an extra class.
3. Parents/grandparents can take their wards for a **lunch outing** to celebrate her birthday on that day. The duration of this outing would be:

**1.30 p.m to 5.00 p.m for classes VIII upwards**

**2.00 p.m to 5.30 p.m for classes IV to VII**

4. Any special leave availed of by a student may be adjusted against her regular outings for the term. This shall be done after a study of the case concerned.

**NOTE: Any girl going out or reporting back to School must be in correct School uniform.**

## VERY IMPORTANT NOTE

1. The Principal reserves the right to withhold permission for an outing with any person, even though authorized by parents, if she feels necessary to do so in the interest of the girl and/or school.
2. Close relatives would mean the immediate family, grandparents and real aunts and uncle and first cousins.
3. Parents and grandparents are requested to ensure that girls do not move about in town unescorted on outing days.
4. Minor/School - going/College - going brothers or sisters will not be allowed to take girls out.

## VISITORS

- a) Only visitors who are close relatives (immediate family) and who have been authorized by parents (in writing via letters or e-mail), are allowed to meet their wards on the second or fourth Sunday of the month and on holidays mentioned on the school calendar. A telephonic message will not be accepted. Visitors are requested not to linger beyond the stipulated time thereby making it necessary for staff on duty to have to request them to leave.
- b) Visitors are requested to meet the Housemistress before meeting their wards. No visitors are allowed to meet any girl without permission of her Housemistress.

**Visiting Hours: 10:00 A.M. to 12:00 P.M., 4:30 P.M. to 6:00 P.M.**

**2:00 P.M. to 4:00 P.M is rest hour.**

No one will be allowed to meet their wards at this time.

- c) Sisters may meet their brothers studying in Mayo College between 11:00 A. M. and 12 noon on the second and last Sunday of the month and on holidays mentioned on the School calendar. The brothers will come over to the Girls' School for the purpose.

## IMPORTANT MATTERS

1. Leave during the term is sanctioned for not more than 2 - 3 days only for the following reasons: