SHINE VALLEY SCHOOL

S·V·S

ESTD. - 2014

Shine VALLEY SCHOOL

AFFILIATED TO CBSE NEW DELHI
UPTO HIGHER SECONDARY

Affiliation No- 3430335
School Code- 66534

Student
Diary

+91 9523316427

SHINE VALLEY SCHOOL
STUDENTS' INFORMATION RECORD (2025-26)

Name .....

Class ..... Sec. ..... Roll No. .....

House : .....D.O.B. .....

Adm. No. .....

Bus No. ..... Bus Stop .....

Affix Recent Photographs

Category : ST / SC / GEN / OBC ..... Aadhar No. .....

Mother's Name : .....

Father's/Guardian's Name .....

Occupation (M).....(F).....

Residential Address : .....

.....Contact No.....

Office Address : .....

.....Contact No.....

NAME OF BROTHERS/SISTERS STUDYING IN THIS SCHOOL :

(1) ..... Adm. No. .....

Class ..... Section .....

(2) ..... Adm. No. .....

Class ..... Section .....

I have read the school rules and I agree to abide by them and ensure the school authorities that my ward shall conform to them

Father's Signature .....

Mother's Signature .....

Guardian's Signature .....

SHINE VALLEY SCHOOL
STUDENTS' INFORMATION RECORD (2025-26)

Name .....

Class ..... Sec. ..... Roll No. .....

House : .....Blood Group .....

Adm. No. .....Date of Birth .....

Bus No. ..... Bus Stop .....

Affix Recent Photographs

Category : ST / SC / GEN / OBC ..... Aadhar No. .....

Mother's Name : .....

Father's/Guardian's Name .....

Occupation (1).....(2).....

Residential Address : .....

.....Contact No.....

Office Address : .....

.....Contact No.....

NAME OF BROTHERS/SISTERS STUDYING IN THIS SCHOOL :

(1) ..... Adm. No. .....

Class ..... Section .....

(2) ..... Adm. No. .....

Class ..... Section .....

I have read the school rules and I agree to abide by them and ensure the school authorities that my ward shall conform to them

Father's Signature .....

Mother's Signature .....

Guardian's Signature .....

PARENT'S DECLARATION

I ..... here by declare that my ward ..... class ..... section ..... is studding in Shine Valley Senior Secondary School. I promise that i will attend all the PTM / PTA / class wise PTM as well as regularly I will check my ward's students diary and sign. I also promise that I will send my ward in proper school uniform (uniform will be neat and clean, starched & pressed proper hair cut, trimmed nails, proper personal hygiene of my ward will be mentioned.

Name : .....

Relation with the student : .....

Category: ST/SC/GEN./OBC, : .....

Blood Group : : .....

Aadhar No : .....

Specimen Signature : .....

Office Address : .....

.....

Residential Address : .....

.....

Phone No. : .....

Class Teacher's Name : .....

Father's Signature : .....

Mother's Signature : .....

DIARY

This dairy contains a calendar of events and activities of Shine Valley School throughout the year. In addition, it is also a book of information relating to the school rules and regulations.

Parents are requested to :

- Send the Diary with the child and check the diary daily.
- Check the messages from the school diary daily.
- Use the diary as to way communication instrument (between school and parents).

ABOUT SHINE VALLEY SCHOOL
Oina Irba Ranchi
Affiliated to CBSE, New Delhi

SVS "School of Values and Services"

SCHOOL

Designed to provide modern learning environments for the students under the direction of well trained teachers and committed management.

VALUES

Strives to do the Right education and to develop essential skills and learning (Quality Education)

SERVICES

Engaging to enhance best services for students with excellent infrastructure, Spacious play ground, Rich library, Science laboratory, Computer lab, Maths & Social studies lab and yes separate activity & music room. Shine Valley School has good provision for Health and Physical education with special Instructor. Mr Arif Ahmad Ansari (Chairman of SVS) Young entrepreneur who help the students to pursue their dreams by harnessing their creativity and opportunity for transforming social value of education for a better country. His motive is to develop the character of tomorrow's leaders based on personal principles and values. According to Chairman Mr Arif Ahmad Ansari "To promote Literacy in one educational hub KG to PG under SHINE GROUP OF INSTITUTIONS" runs and managed by ABDUR RAZZAQUE ANSARI MEMORIAL WELFARE SOCIETY.

Vision

To nurture and groom young students across the country and to uplift the society by providing the educated community with positive attitude, skills and exposure to modern educational concepts and techniques in a conducive environment.

Mission

Our mission is to make children aware of the aesthetic beauty of the world, sensitize them to different environments and guide them to make responsible choices in life. We strive to enable children to see, feel, sense and touch life as it is. We at Shine Valley School strive to build the base of the future of India right from the first step a child takes in school and carries on till he passes out of its corridors as disciplined, knowledgeable, caring, responsible and extremely conscientious citizen of India. We aspire to make a positive difference to the existing system of education and the traditional definition of school, providing stress free environment supported by trained personnel that is sensitive to each child's needs. Shine valley school is a home for children who are self confident, self dependent and honest individual i.e. tomorrow's leaders!

NATIONAL ANTHEM

Jan Gaṇ Man Adhināyak Jay He
Bhārat Bhāgy Vidhātā

Puñjāb Sindh Gujrāt Marāṭhā
Drāvid Utkal Bangā

Vindhya Himāchal Yamunā Gaṅgā
Ucchal Jaladhi Taraṅga

Tab Śubh Nāme Jāge
Tab Śubh Āśhiṣ Māṅge
Gāhe Tab Jay Gāthā

Jan Gaṇ Maṅgaldāyak Jay He
Bhārat Bhāgy Vidhāta

Jay He ! Jay He ! Jay He !
Jay, Jay, Jay, Jay He

राष्ट्रगान

जन गण मन अधिनायक जय हे
भारत भाग्य विधाता

पंजाब सिंधु गुजरात मराठा
द्राविड़ उत्कल बंग

विंध्य हिमांचल यमुना गंगा
उच्छल जलधि तरंग

तव शुभ नामे जागे
तब शुभ आशिष मांगें
गाहे तव जय गाथा

जन गण मंगल दायक जय हे
भारत भाग्य विधाता

जय हे जय हे जय हे
जय जय जय जय हे।

PRAYER

इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो न
हम चलें नेक रस्ते पे हमसे,
भूलकर भी कोई भूल हो न

इतनी शक्ति हमें देना दाता
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मन का विश्वास कमजोर हो न

दूर अज्ञान के हो अंधेरे
तू हमें ज्ञान की रोशनी दे
हर बुराई से बचते रहें हम
जितनी भी दे, भली जिन्दगी दे
बैर हो न किसी का किसी से
भावना मन में बदले की हो न
इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो न

हम चलें नेक रस्ते पे हमसे,
भूलकर भी कोई भूल हो न
इतनी शक्ति हमें देना देता
मन से विश्वास कमजोर हो न

हम न सोचें हमें क्या मिला है
हम ये सोचें किया क्या है अपर्ण
फूल खुशियों के बांटे सभी को
सबका जीवन ही बन जाये मधुबन
अपनी करूणा का जल तू बहाके
कर दे पावन हर एक मन का कोना
इतनी शक्ति हमें देना दाता
मन का विश्वास कमजोर हो न

हम चल सकें नेक रस्ते पे हमसे
भूलकर भी कोई भूल हो न
इतनी शक्ति हमें देता दाता
मन का विश्वास कमजोर हो न

PLEDGE

“ India is my country. All Indians
are my brothers and sisters.

I love my country and
I am proud of it's rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and
all elders respect and treat everyone with courtesy.

To my country and my people,
I pledge my devotion.

In their well being and prosperity alone,
lies my happiness.”

MANAGER'S MESSAGE

Institutions were once described as the future within class room of four walls. That being true, we have the responsibility to make the most exciting, creative and secure places we can.

As a parent as well as the Chairman, I know that our children are our future for a better tomorrow and they are our precious gifts too.

Shine Valley School Oina, Irba Ranchi which is affiliated by CBSE, New Delhi is committed to provide an outstanding quality education for your children. Our mission is to serve the humanity by providing education in concept of KG to PG under one Educational hub SHINE GROUP OF INSTITUTIONS.

We will ensure to secure and nurture the future for every family we serve.

I believe that when you visit Shine Valley School campus, you will be impressed by our desire to nurture, to care, encourage and support your children. I hope, however, you will also be in awe of our determination to develop them to help them achieve their full potential.

We aim to provide a holistic learning experience by encouraging individuality and interaction with our community. Please enjoy learning more about our school, through this School Diary.

I hope you will give our school, SVS the opportunity to prepare your child for a happy, triumphant and successful future.

Regards
Arif Ahmad Ansari
Chairman

WORKING HOURS

OFFICE:

Monday to Saturday - 9:00 A.M. to 4:00 P.M. (Except Sundays and Public Holidays)

SCHOOL TIMINGS:

Grades Nursery to UKG: Monday to Saturday from 07:45 A.M. to 01:15P.M. Class I Onwards: Monday to Saturday from 07:45 A.M. to 01:45P.M.

VISITING HOURS BY PARENTS-

1. (a) Meeting with class Teachers/Principal- Mon-Sat (From 9:30 A.M) (by prior appointments only)

   (b) In the case of emergency parents may be allowed to meet the principal directly.

2. Telephonic call to any teacher – Parents can call at the reception number; to contact the concerned teacher or leave a message so that the concerned teacher can revert.

ADMISSION AND WITHDRAWAL -

The school will accept all admissions as stipulated under the requirements of the Right to Education Act.

2. Admissions are open to all grades, subject to the availability of seats.

3. For fresh admission, parents should apply in the prescribed forms along with the Admission form, Passport size photos of student, Passport size photos of parents and guardians, Transfer Certificate from Previous school, Report card of Previous class, Health Certificate issued by Registered Medical Practitioner, Original Photocopies of:

a) Birth Certificate along with the original

b) Aadhaar Card of Parents and student

c) Address Proof (present)

4. Fees in full is payable for the whole year, even if a student does not attend the school for any term or part thereof. Fees should be paid in 3 months advance.

5. Notice of withdrawal and application for "Transfer Certificate" (TC) shall be submitted to the Principal, stating the reason for withdrawal, at least one month in advance or BEFORE 31st March. If the TC application is not submitted before 31st March, it will be deemed that the ward is continuing in the school for the following academic year. Withdrawal without proper notice period annuls the opportunity for another student and hence TC will be issued only on payment of full fees of following one term.

6. Transfer certificate will be issued only after payment of full fees and on submission of the No Dues Certificate from all pertinent departments.

7. If a student is absent to school without information for 7 (seven) working days continuously, his/her name be stuck off from the school record.

FEE – RULES

1. All fees and dues shall be paid 3 months in advance, before the due dates of fee submission.
2. A late fees of Rs.10/- is payable for fees paid after due date.
3. If the fee is not paid before last day of the month given, name of defaulters shall be removed from the Rolls on the first working day of the following month and a re-admission fee shall be charged.
4. Parents shall pay the fees only at cash counter at the school campus. No one other than the cashier is authorized to collect or receive fees unless otherwise notified by the management.
5. Parents shall obtain signed receipts for all remittances made to the school.
6. Transfer Certificate or any other certificate will not be issued unless all fees and fines are settled in full.
7. Fees once paid shall not be refunded under any circumstances.

SCHOOL CONVEYANCE

School Conveyance facilities are available. The details of routes, bus timings, conveyance charges, timings, etc., may be obtained from the school office.

1. A conveyance fee is fixed for a full month. Hence reduction in conveyance fees will not be allowed for availing bus facility for period less than one month.
2. Transport charges are subject to change as per the hike in Fuel rate.
3. The school has right to change the bus no. and bus stop according to its own convenience at any time (in case of any problem).

ATTENDANCE RULES

1. All students should be regular & punctual in the school. Minimum 75% attendance of students will be mandatory to appear in the examination.
2. Prior information and written application will be necessary for any kind of leave/absence of student.
3. Consecutive absence of (7 days) student from school without prior information and leave application will be resulted in to struck of his/her name from the roll. Re-admission will be required which will be at the desecration of principal/secreatry.

GENERAL RULES AND REGULATIONS

1. Students are advised to keep their class rooms/school building/campus as neat as possible and throw leftovers into the dustbins only.

2. Lending or borrowing of money and other articles is not permitted.

3. The school will not be responsible for goods lost. It is not advisable to bring valuable articles (like expensive watches or fountain pens) to school.

4. There should be perfect harmony amongst the students.

5. The student is expected to come prepared with his academic difficulties to facilitate clarification.

6. Students should be clean and neatly dressed. The school uniform is to be worn everyday and for all school functions. Students who are sloppily dressed or not in the complete uniform will be sent home. They must carry their identity card daily. Low waist skirts for girls and low waist trousers for boys are strictly prohibited.

7. During school picnics, excursions, extra classes conducted by school and for any other school visits, students must report only in the school/house uniform along with students ID Card.

8. Parents and guardians are not allowed to visit their wards or teachers in the classrooms, without the permission of the Principal.

9. As far as possible, once a child comes to school, he/she should not be asked to come home on half day or leave from any period. No half day leave will be sanctioned.

10. No parents are allowed to pick up the child unless it is an emergency.

11. In case if a child is sick, can only come for appearing in test & then can leave

12. In case the parents are leaving the town, they should make sure that the tickets are scheduled according to school timings.

13. In case of emergencies, parents should report to the office at least half an hour before the departure of student.

14. In case, a child is sick the school doctor will contact parents, if your child has been sick in the morning, it is advisable not to send the child to school at all.

15. No student will be allowed to go home without the written

permission of the Principal.

16. It is mandatory for all students to be present for festivals and functions celebrated in the school.

17. The school is committed to protecting the environment and expects to students to be environment friendly in all their actions. The use of poly bags (plastic bags) is, therefore, strictly prohibited in the school and students should consciously avoid their use for any purpose.

18. Girls are not allowed to are not allowed to wear ear ring or rings on fingers or nose rings. However, one pair of small ear studs is permitted.

19. Children upto class IV wear coloured dress on his/her birthday and can distribute chocolates to his/her classmates and can also cut the cake. No distribution of gift is permissible. Children can only bring saplings to school.

20. In case parents wish to meet the subject teachers prior appointment has to be taken either through Communicator or through school office. Appointment to meet subject teachers on working day will only be considered during their free periods on that particular day if it is urgent.

21. Students should bring the school diary and day wise scheduled books regularly to the school. Unnecessary books and note books should not be brought to school to make the school bag heavy.

22. It is the responsibility of the students to ensure the signature of parents on: notes in the Communicator, test copies and report card.

23. Circulars given time to time should be read carefully by the students and the parents to avoid inconvenience.

24. An identity card shall be issued to each student. Replacement of lost I-card will be done on payment of Rs 50/- along with a written application signed by the parent.

25. All the belongings must be marked with name, class and section of the child.

DISCIPLINE RULES

Discipline is an integral part of the school culture. The School encourages self-discipline that arises from within and remains throughout life. Some general rules of discipline to be followed are:-

- Students are expected to maintain discipline within the school campus and in the class.
- Students should be neatly dressed and enter the campus only in proper school uniform.
- Students should remain within the school campus during school hours.
- Students must keep their class and surroundings clean.
- Mobile phones, cameras, radios or any other gadgets are strictly prohibited inside the school premises.
- Care must be taken of all school property and if any damage is done then fine will be imposed on concerned person.
- Our students are expected to speak only in English right from the moment they enter the school premises and also inside school vans.
- Discipline and good behavior should be maintained inside the school vans.
- Bullying is strictly prohibited.
- All tests and evaluations are compulsory and exemption from evaluations will not be considered unless on medical grounds supported with evidence.
- Taking leave during working days is strongly discouraged. Parents will be responsible to make up for the loss of the studies in case of leave taken. The school will expect these students to be at par with the class in every way and that must be ensured by the parents only.
- Any kind of tour or picnic undertaken by students in groups should have the support of parents and elders should accompany them.

HOMEWORK GUIDELINES

- All home works are required to be completed and submitted within the prescribed time.

- Try to show an interest in your child's work both at home and at school. Listen to problems; ask him/her about their day.
- If your child is having difficulties, you may guide, but don't do the work for them!
- If a student seems to spend more time on homework than expected, parents may inform the school by making a note on the diary
- Pupils who do not complete a homework task will have their diary stamped with warning and a new date to submit.

EXPECTATIONS FROM PARENTS

It is joint venture of the Shine Valley School family i.e. the Children, Parents, the Teachers, principal and the non-teaching personnel to ensure all round development of each child. We believe that the school and the parents must work together to ensure a rich and joyful learning. For smooth functioning and better outcome we request parents to please:

- To fill-up all the given forms.
- Attend all Parent Teacher Meetings and functions organized by the school.
- Keep yourself up-to-date with your child's academic performance and progress and check the school diary regularly for homework and for notices.
- Ensure your child is dressed neatly for the school to give your child confidence and a distinctive personality.
- Send a leave application well advance in time. A record of the same must be maintained in the school diary in the format provided.
- Take care of your sick child at home, if he or she is suffering from an infectious ailment then don't send them to school.
- Avoid to go in classrooms to meet unwell child or the mentors during regular school hours.
- Discourage school mentors for Private tuitions as it is not allowed to coach any student privately.
- Update to school about the change in your contact details or address.

ASSESSMENT MARKS

S. No.	Date	Subject	PA1	Term I	PA2	Term II
1.		English				
2.		Hindi				
3.		Maths				
4.		EVS				
5.		Sanskrit				
6.		Computer				
7.		GK				
8.		M.Sc				

Signature of Parent -

Signature of Class Teacher -

Date	Holidays List

Date	Holidays List

TEACHER'S REMARKS

Date	Remarks with date & Signature	Parent's/Guardian's Sign. with date

Note - Remarks regarding the conduct of the student, his attitude towards his subjects and any other special comments by the teachers are to be written on this page. The parent / guardian should put his signature in the appropriate column as proof of having seen the same.
(Note-create table on full page)

LIBRARY RECORD OF THE STUDENT

Sl. No.	Date	Title & Author	Initial of Librarian

Signature of Class Teacher

LEAVE RECORD

Date of Application	No. of Days	Reason for Leave	Dated Signature of the Parent/Guardian	Dated Sign. of Principal

Note: Prior permission is to be taken for availing of leave. In normal cases leave up to 2 days can be granted by the class teacher. Leave for more than 2 days is to be granted by the Principal.

Date	Home Assignment
Subject	

Sign. of Parent/Guardian *Class Teacher's Sign.*

Date	Home Assignment
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Days	1st	2nd	3rd	4th		5th	6th	7th	8th
Monday					BREAK				
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

+91 9523316427

OINA, IRBA, RANCHI - 835217

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