



MUNAM PUBLIC SCHOOL

(Affiliated to CBSE upto +2 level Science, Commerce & Arts)

Managed by : Hazrat Munam Pak Talimee Mission (Maharaj Gunj)

PROSPECTUS





Message from the Founder's Desk :

It is indeed a matter of pride for us to witness your association with this institution. Please accept a heartiest welcome from Munam family. It is difficult to believe that institution has successfully journeyed nineteen years since its humble beginning. At this juncture, we identify our contribution to the society as a little drop of water in ocean of community services. However, we strongly believe that this little drop will make the mighty ocean one day. This confidence is derived from the noble fact that our institution is serving the educationally deprived in a rural India. It is a synthesis of traditional and modern education and aims at imparting its services to economically deprived section of different societies irrespective of any biasness of caste, creed and colour. Our success stories include a modest beginning from a student base of five hundred to the current student base of fourteen hundred, impressive academic record, affiliation from Centre Board of Secondary Education (CBSE) up to +2 level, hostel facility for out stationed staffs and students etc. As the institution progress and prosper, we are committed to facilitate the best of quality education with centre of excellence infrastructure at the possible minimum cost to the parents. With this note, we hope you will feel our passion and understand our approach towards education. We hope you will join us hand in hand to fight the war against rural illiteracy and to make positive impact on our future generation.

*Matinul Hassan
Maharajgunj*

INTRODUCTION

Education plays an important role in shaping the destiny of any individual and nation. It affects total aspect of human behavior. Proper and planned education is essential for our country. All round development is possible by propagation of knowledge through different meaningful channels and particularly through organized Institutions.

Hazrat Munam Pak Talimee Mission (HMPTM) established in April 1995 could realize the need of the hour and did set its goals and embarked upon a mission to emancipate the masses from the clutches of illiteracy and ignorance irrespective of caste, creed, colour and religion.

The cardinal thought of the H.M.P.T. Mission has now turned into unambiguous reality. Munam Public School, which was established in April, 1995 with mere Kinder Garten facilities, has now become a large academic centre catering to education from LKG to Std. XII through English as a medium of instruction. The school is now affiliated to the Central Board of Secondary Education, New Delhi.

Munam Public School is a minority institution having been established by the Muslim minority basically for the purpose of providing quality education to students from that community in particular and other students in general in a congenial environment. It is however open to every Indian citizen irrespective of caste, sect and religion.

OUR VISION

To provide excellence in education to all our pupils by inculcating values system that will prepare them to face future challenges.

OUR MISSION

"Quality Education and Service" for upliftment of rural inhabitants.

VALUES

- * Integrity
- * Respect for others
- * Humanity
- * Agility
- * Creativity



AIMS AND OBJECTIVES

- To impart sound knowledge to the students to face the harsh competitive world.
- To develop qualities of leadership, self-reliance, love and respect for all.
- To develop the aptitude and attitude required for meeting out present day global challenges and to develop a global mind set in the students.
- To inculcate discipline, build excellent character and sound work ethics.
- To imbibe in students the spirit of loyalty and uncompromised devotion to God and their mother land.
- The school strives to produce intellectually competent, morally upright, socially committed, spiritually inspired and nationally dedicated students.

ACHIEVEMENTS

- Successful propagation of education in this remote area of Jharkhand among socially, economically and educationally backward sections of the masses.
- Arrangement of visits of dignitaries to the institution on different occasions.
- Successfully running the institution from Kinder Garten level to Std. X for the last 11 years.
- Imparting modern education to all sections of the populace irrespective of caste, creed and religion.
- Arrangement of sufficient fund and establishment of massive structures for the institution are the biggest missionary achievement of Hazarat Munam Pak Talimee Mission.

The sprawling campus spread over 12.2 acres of land has the following structures:

1. A three storied and a higher section school building having a carpet area of 7000sq. ft (approx). It lodges a

well-equipped library, science labs, computer lab and offices.

2. A double storied hostel building for boys covering 8000sq. ft having well ventilated residential rooms, a hygienic kitchen and a comfortable dining hall and Hall.
3. A single storied building having a carpet area of around 1800sq. ft. named as the Workshop Building which functions as the computer-training center is also used for imparting training in different trades.
4. A double storied Girls hostel building for Girls covering 8000sq. ft. having.

SCIENCE LAB

Well-equipped laboratory for Physics, Chemistry & Biology with adequate furniture and laboratory materials sufficient up 10+2 level students.

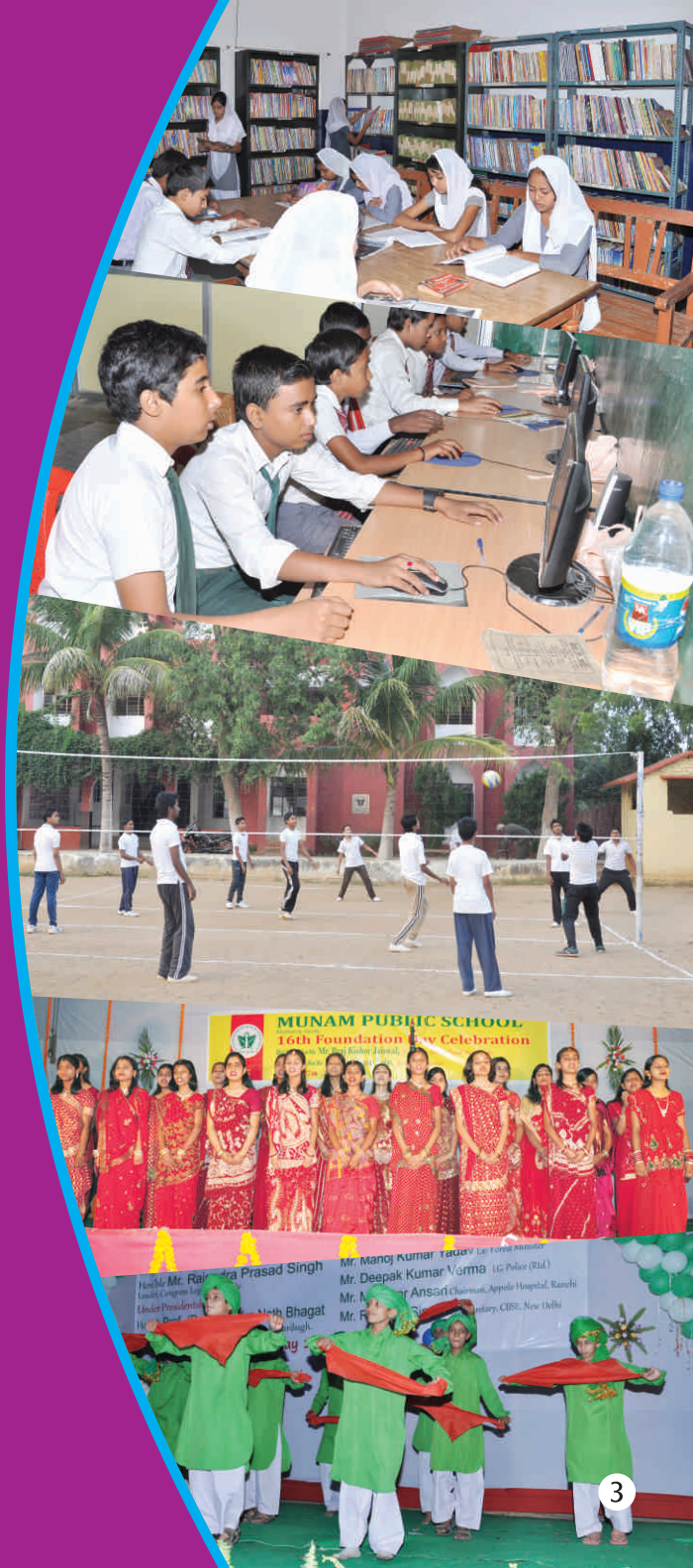
LIBRARY

We believe that Library is a treasure house of any educational institution and plays a vital role in child's development.

The School has well stocked Library for the middle and senior school. Each class is allotted one period in their weekly timetable for issuance of books and gathering extra knowledge apart from their day to day academic syllabus. Library offers all the major English newspaper, Magazines on current affairs, books on moral values, story books, Journals etc. All the library materials are approved and scanned properly before being shelved. School management has special eye for its advancement and for that there is a qualified librarian and staff to assist.

COMPUTER LAB

The institution has its large well-equipped computer lab with all modern and latest facilities and is run by a team of qualified teachers. Computer Education (both theory and practical) is compulsory for all the students of Std. II to Std. XII.



INTERNET FACILITIES

All the students have the access to Internet facilities for broadening their horizon of knowledge. It is compulsory for all the students to spend at least an hour a day watching/reading informative and educative programmes on different websites.

TRANSPORT

School has its own bus service available for the day scholar students. The bus route covers almost all the major residential areas within the range of 30 Kilometers. School currently has 3 buses and two small vans.

The school has more than 80% of its population commuting every day, keeping this on mind the management has decided to establish a completely separate transport department for providing uninterrupted service to our staffs and students.

To make our transport service safer, transport in-charge is responsible to conduct bi-weekly inspection to see the condition of the vehicles and submit report to the concerned authority.

HOSTEL

Hostel accommodation at present is available for boys only. It may be allotted on application in a prescribed form and payment of fees. The school provides spacious and well furnished dormitory type hostel accommodation. The resident Principal, Teachers and Wardens not only look after the students, but also assist, counsel and guide them. Students are divided among teachers for proper guidance and maintenance of discipline.

APPEAL TO PARENTS/GUARDIANS

There are three main pillars - Parents, students, and the teachers (school management) to run smoothly an educational institution. Aim and objective of both management and parents are common; to provide meaningful education and all round development of your healthy and constructive co-operation.

PLEASE FOLLOW THE FOLLOWING INSTRUCTIONS :-

For day scholars :

1. Develop habit in your wards of being regular and punctual, send them school in neat and proper school uniform in time.
2. Be Vigilant and monitor their activities at home, when they come back from school. Your wards must devote at least 3-4 hrs. daily for revision of lesson, and completion of task assigned to them by their respective subject teachers. Your tactful alertness will definitely give you very encouraging result.
3. Please check school diary of your wards regularly, because that is the best source of communication between you and us.
4. 75% attendance is a must for every student in each subject in one academic year/session. Absence without valid reasons may debar them from appearing in final exam; or his/her name may be struck off from school.
5. If a student is absent continuously for a week (6 days) without proper information, his/her name will be struck off from the school register. Medical certificate from registered doctor with application must be submitted in case of illness or accident.
6. In case of urgency parents are advised to taken prior permission of leave from school authority.
7. Parents are requested to pay school/hostel charges etc regularly in time, failing which may cause them trouble at the eleventh hour.

HOSTEL DISCIPLINE

- ◆ Hostel superintendent is responsible for enforcing discipline in the hostel.
- ◆ Boarders will not remain absent from hostel and are not permitted to leave the campus except when they go home for vacation or are taken out of the school to attend organized activities, functions, sports-events and excursions.
- ◆ Boarders are not permitted to be away from the school

during the academic session. However, the Principal may grant leave on valid reasons.

- ◆ Parents and other authorised persons may visit the children in the campus on Sundays between 10 am to 3 pm. They are not allowed to enter the residential dormitories.
- ◆ Visitors and guests are not allowed to stay in the hostel.
- ◆ Boarders will be personally or collectively responsible for the damage of property, furniture and fittings due to their indisciplined behaviour.

MENU FOR BOARDERS

To be notified from time to time on the hostel notice board.

ADMISSION

The sale of Prospectus and Application Forms starts from 3rd week of December to last week of January for admission in L.K.G to Std IX and consequently admission tests are conducted on every Sunday of February between 10.30 AM to 1.30 PM. The selected students will have to take admission on the schedule dates.

Admission for Std. XI (Science, Arts, Commerce) : Forms would be available from the 1st week of may.

The prospectus and application form can be obtained from school counter, Maharajgunj, or Secretary office Hazaribagh on payment of Rs. 250/- in cash. Minimum age for admission in L.K.G. is 4 years.

No student will be admitted to a particular class unless he/she has passed the Admission Test.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

1. Birth certificate indicating the date of birth of the child and names of parents.
2. If a student was attending any other school previously. Transfer Certificate duly signed by the Principal of that School.
3. Three passport size attested photographs (Coloured)
4. Medical fitness Certificate indicating blood group.

ACADEMIC SESSION AND TERMS

The academic session commences during 1st week of April and ends in March.

EXAMINATIONS AND UNIT TESTS

- ◆ Half yearly Examination is conducted in the second week of September.

- ◆ Final Examination is conducted in the First week of March
- ◆ Unit tests are conducted in July, August, November and January.

SECURITY DEPOSIT (DAY SCHOLARS)

The security deposit of day scholars shall be refunded if all the school dues is settled according to rules and norms of the institution. However, if the student is asked to leave the school on account of indiscipline, the security deposit shall stand forfeited.

SECURITY DEPOSIT (BOARDERS)

The security deposit of the boarders will not be refunded if the pupil has not completed two years of stay in the hostel. If the student is asked by the school administration to be withdrawn on disciplinary ground even after two years of stay in the hostel, their security deposit shall stand forfeited.

N.B. : The security deposit will be refunded only on the following conditions:-

1. The student has stayed in the hostel for at least 2 years.

SPORTS :

All the students are divide into four houses. This inculcates the team spirit in our school children. The four houses are:

HOUSE	COLOUR
Sir Syed House	Deep Green
Tagore House	Nevy Blue
Allama Iqbal House	Deep Yellow
Netaji Bose House	Deep Red

The various games played are organized as Inter-House and Inter-School activities.

Our students have participated in various District Tournaments. We have expertise like sports teacher and physical instructor to guide and train our students on regular basis.

The major sporting activities in which the students participate in are : Volleyball, Football, Cricket, Badminton.

2. There is no complaint against the student with regard to discipline.
3. The school dues is fully paid according to the rules.

WITHDRAWAL OF STUDENTS AND REFUND OF SECURITY DEPOSIT

One calendar month's notice must be given in writing before withdrawal of a student from the school or else one term full fee will be charged. If someone wants to withdraw his child from the next session which starts in April, he must inform the Principal in writing by the 30 of March, otherwise it will be presumed that the child will continue in the school.

This will help the school to accommodate other children.

FEE SCHEDULES

Tuition fee is charged for 12 months (as per the fee structure). Students seeking admission in the middle of the session will have to pay school fee from the month of April

1. Please note that fee should be deposited by the 10th of every month failing which a fine of Rs. 10/- will be charged. Name will be removed from the roll if the fee is not paid for two months and re-admission will be considered provided the seat is vacant on payment of Adm. Fee.
2. Result of Terminal Test, UTs and Annual Exam will be withheld if fees are not paid upto date.
3. Fees should be deposited between School hours ie - 8:30 AM to 2:00 PM
4. The fee for the month of June is to be deposited along with the fee for the month of May. The fees for the month of March is to be deposited along with the fee for the month of February.

SCHOOL UNIFORM

(a) L.K.G. TO STD. V

For Boys:

White Shirt, Military Green Trousers, Green Ties, Black Leather Shoes, Navy Blue Socks.

For Girls:

White Shirt, Military Green Skirts, Green Tie, Black Leather

Shoes, Navy Blue Socks, White Ribbons or White Hair Bands.

(b) STD VI TO STD X

For Boys:

White Shirts and Grey Trousers, Black Leather Shoes, Navy blue Socks & Maroon colour Ties with stripes & Maroon Pullover/Maroon Blazer.

For Girls:

White Jumper, Grey Salwar, Grey Dupatta, White Ribbon or White Hair Band, Black leather Shoes, Navy blue Socks, Maroon pullover / Maroon Blazer.

(c) Std. XI to XII

For Boys :

Cream Shirt and Coffee Colour Trouser, Black Leather Shoes, Blue Socks.

For Girls :

Coffee Colour Jumper and White Salwar, White Dupatta, Black Shoes, Blue Socks.

(d) P.T. UNIFORMS

For Boys:

House Colour Shirts, White trousers. White canvas Shoes and White Socks

For Girls:

White Jumper and Salwar, White Canvas Shoes and Socks and house Colour Dupatta



BOARDER'S CLOTHING (BOYS)

Each boarder is recommended to bring the following outfit:

Description of Items	Qty.
Coloured clothes	4 Sets
School Pullover (Sleeveless/long sleeves)	2 Nos.
Whit shorts	2 Nos.
White T-shirts (half sleeves)	2 Nos.
P.T. Uniform House Shorts & House Shirts	2 Nos.
Night Suits (Sky Blue).	2 Sets
Kurta Payjama (White)	3 Pairs
Socks (White)	2 Pairs
Handkerchiefs	2 Nos.
Black Shoes with Lacws	2 Pairs
School Ties	2 Nos.
School Belt	2 Nos.
School Bag	1 Nos.
Underwear/Underpaints/Vests	(6+6)
White P.T. shoes/keds	2 Pairs
Towels	2 Nos.
Bed sheets (sky Blue)	2 Nos.
Pillow cases (sky Blue)	2 Nos.
Prayer Cap	2 Nos.
Blanket	1 Nos.
Pillow	1 Nos.
Steel Trunk	1 Nos.
Mattress (Gadda) (6' x 3')	1 Nos.
Mosquito Net (4' x 6')	1 Nos.
Track shoes (Coloured Jogger Track Shoes)	1 Pair
Slippers to use after bath	1 Pair

Toiletries : Tooth brush /Bathing soap/Toothpaste/Plastic mug/Locks/Plastic Bucket/Shoe brush & polish (black/white)/Hair oil/Detergent.

You are free to purchase the above from anywhere, but uniformity of colour, pattern and quality must be maintained.

Note for Boarders :

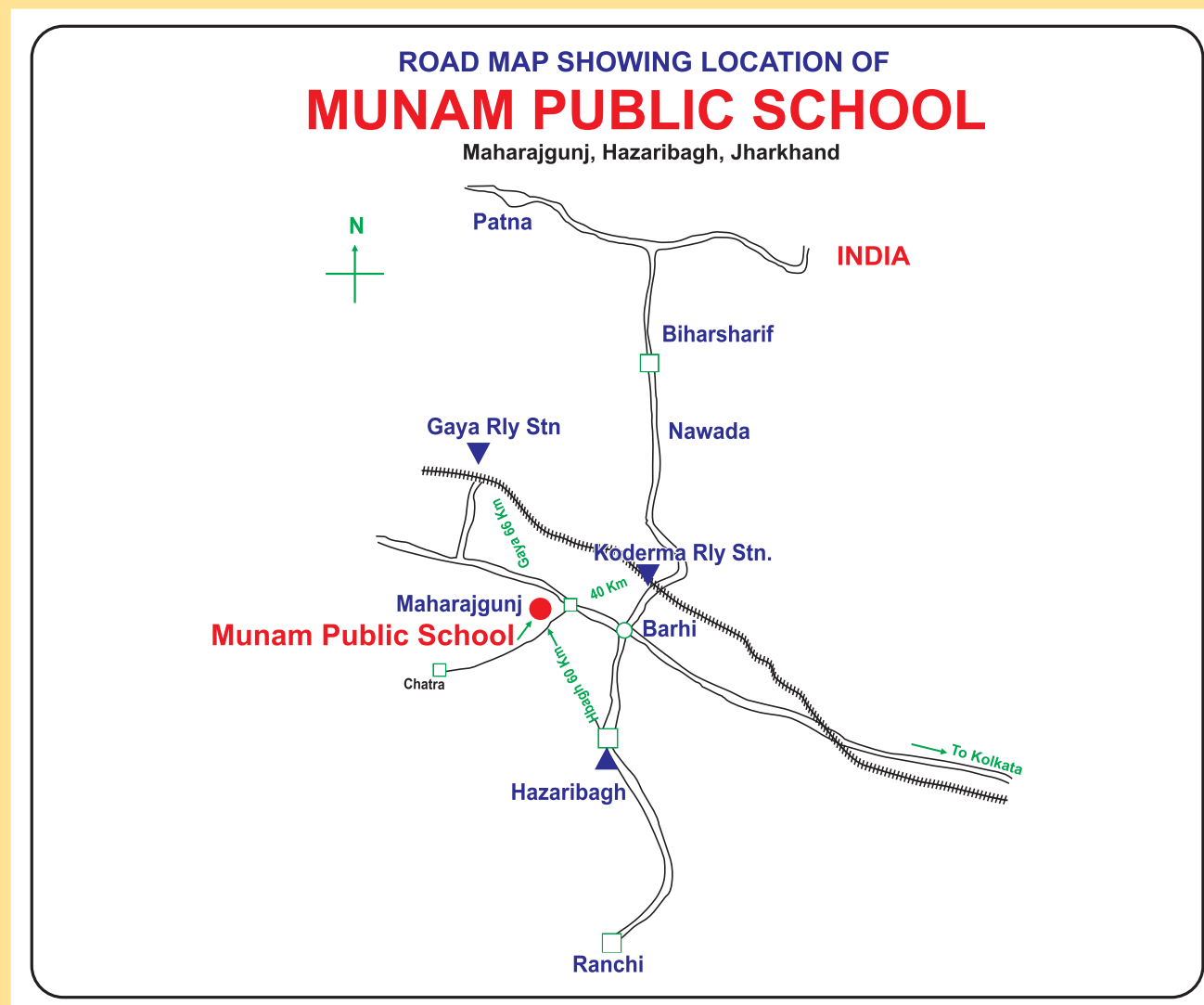
All clothes must be plainly marked with the name and roll number of the owner.

A duplicate inventory of the clothes is necessary, one to be

pasted inside the lid of the box and the other to be handed over to the Matron. This is essential at the beginning of each term.

LOCATION

The institution is situated on an elevated place in Maharajgunj at a distance of 3 (three) kms. from Chouparan town (G.T. Road) in the district of Hazaribag (Jharkhand) and it is well connected by roads to all parts of Bihar and Jharkhand (Ref. Locational map back inside cover).





MUNAM PUBLIC SCHOOL

(Affiliated to CBSE upto +2 level Science, Commerce & Arts)

Maharaj Gunj, P. O. Dadpur, Hazaribagh

Telephone/Fax. : 06546 - 260486

Mobile No. : 9431530878 (Secretary)

9430392720 (Principal), 9934566213 (Manager)

E-mail :munam_school2000edu@yahoo.com

Website : www.munammission.org

