

• SINCERITY

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**PROSPECTUS FOR THE ACADEMIC SESSION
2017 - 2018**

ROYAL EDUCATION CENTRE (REC)

ZONE - I

**KHA POTSHANGBAM-NACHOU
BISHNUPUR DISTRICT, MANIPUR-795126 (INDIA)**

(SYLLABUS UNDER BOARD OF SECONDARY EDUCATION MANIPUR)

STANDARD FROM LOWER K.G. TO X

SPECIAL AIM & FACILITIES :

The main feature objective of the School is to get Free Education Facilities to the Backward, Destitute, Downtrodden Children, Rural Poor Boys & Girls with Vocational & Educational Facilities to the Young Generation of the Society and we are providing the following types of Facilities to the below poverty line Students as on date as a special case in free of cost.

1. Uniforms of Students
2. Diets of the Students
3. Books and reading materials
4. Awards & Scholarships
5. Free Hostel facilities with required Materials in each year.
6. Medical expenses.



D-CACUS-EDUCATION CENTRE

(DEVELOPMENT ON COMMUNICATION,ARTS & CULTURE,SCIENCE,ECONOMIC AND EDUCATION CENTRE)

H.Q. – Ningthoukhong Kha Leikai, Bishnupur District, Manipur - 795126 (INDIA)

Website: <http://www.dcacus.org>, E-mail:dceengo@gmail.com

GENERAL INFORMATION :

With a view of imparting Liberal and Vocational Education elongated with the development of Spiritual, Moral values of life based on our past rich cultural heritage, which was developed and taught in the Gurukulashram with modernisation, **ROYAL EDUCATION CENTRE (REC)** , a constituent unit of the **D-CACUS-EDUCATION CENTRE (DCEC)** was born in a natural setting in December,1995.

Every year one class was added and the school is more having classes upto Standard X. Since the School is based on the Paragon of Human Values, Action Oriented Educational Plans and programmes. These are our implementation strategies.

The school has its own Building, Playground, Rich Library cum Reading Room, a Yoga Room along with other facilities for other activities. Computer Education & Laboratory are added as a part of Technical Education.

The School provides commodious, well ventilated and well furnished class rooms with exemplary Sanitary and Drinking Water facilities.

AIMS AND OBJECTIVES :

The basic aim of the School is to develop Physical, Mental, Moral and Intellectual abilities of Students.

Our School shall endeavour to produce students with Spiritual, Social, Educational, Vocational Competence, Integrity, Character, Self-confidence, Dignity of Labour and Patriotism with absolute faith on the almighty and ability to render effective citizens of our Society in the years to come.

LOCATION :

The School is located in the heart of the Village (Kha Potshangbam- Nachou), Bishnupur District, Manipur-795126 (INDIA) and Preventing unauthorised entrants during and after the school hours.

MANAGEMENT :

The Administration of the School is managed by a Managing Committee consisting of 7 (Seven) Members chosen from different disciplines of life such as Educationist, Lawyers, Engineers and Persons with Managerial expertise, with a deep sense of commitment to the cause of the Education.

Further, we are planning to constitute a School Development Committee consisting of 11 (Eleven) members chosen from different disciplines of life such as Educationist, Lawyers, Engineers, Parents/ Guardians of the Students, Teachers of the REC, Members of the Managing Committee and Persons with Managerial expertise, with a deep sense of commitment to the cause of the Education.

THE TEACHING STAFFS :

The Teaching Staffs of the School are highly educated, trained and devoted towards the all round development of students. The students get parental treatment in the school and special care is taken for those students, found to be weakness in any subject by taking extra classes after the school hour entirely free.

FUNCTIONAL OBJECTIVES

The School shall ensure that the children coming to School :

- become Regular and Punctual

- develop Healthy Mind in a Healthy Body
- participate according to their ability and interest in as many curricular and co-curricular activities as could be provided by the School from time to time. In addition, the School shall endeavour to develop the spirit of Community living, a sense of belongingness, participation and security for effective group living, through different activities.
- the quality of education is to be augmented at various levels through proper understanding, not only in listening, reading and speaking, but in writing & through participation.
- develop aesthetic values of life through participation in Song, Instrumental Music and Dance, Arts, Crafts, Painting and Clay modeling, Puppet making, Colour matching, SUPW, Gardening and the liking.
- help participation in Games and Sports, hiking, Study Tours and Field Trips as and when required. Yoga and Asana, in order to develop Healthy Mind in a Healthy Body.
- establish Healthy rapport with the parents through home visits and Parents, Teachers and Management Meet class-wise in a phased manner.
- help assessing the academic and other performances of the children from time to time through modern techniques and devices and thus take concrete steps for all-out improvement.

THE COURSES OFFERINGS :

The School follows the syllabus and curriculum prescribed by the Board of Secondary Education Manipur (BOSEM), Manipur and the pattern of examination according to the norms prescribed by the Board of Secondary Education, Manipur. By and large Text and reference books are followed in conformity with the BOSEM requirements. The major subjects at the Nursery stages are English, Mathematics, Rhymes, Drawing, Colouring, SUPW, Games and Physical exercises.

The subjects taught in the School according to the 10+2 pattern of education from Std. III onwards are

- (i) English (ii) Mathematics (iii) General Science (iv) Social Science (v) Regional Language (Manipuri) (vi) Hindi (vii) Manipuri Language (viii) Health & Physical Education (ix) Computer Education (x) Fine Arts and Paintings (xi) Yoga and Asana (xii) Craft Education (xiii) Music and Dance (xiv) Project Work (xv) Socially Useful Productive Work (SUPW).

MEDIUM OF INSTRUCTIONS : ENGLISH

THE SCHOOL SESSION IS FROM : 12ND OF JANUARY, 2017 (THURSDAY)

UNIT AND PERIODICAL TESTS :

The School provides Unit Test after completion of each unit. The results of the unit tests are communicated to the parents through the test copies in each subject. The months of the periodical Examination are :

First Periodical	:	April, 2017
Second Periodical	:	August, 2017
Final Examination	:	December, 2017

The exact date of examination is to be notified 15 days prior to the commencement of the examination and the result will be communicated to the concerned parents within three weeks from the date of examination through progress reports. In case parents want to see examination papers, they may apply to the Director/Principal one week before. Only Parents concerned may be allowed to see.

PROMOTIONS :

Class promotions are determined strictly according to the mean performance of the children taking into account all the three examinations noted above. The mean pass mark in each subject is 40%. Students passing in all the subjects shall be declared to have been promoted to the next higher classes on merit.

ATTENDANCE AND WITHDRAWAL :

75% of attendance is a must for promotion to the next higher class. On medical ground, attendance can be condoned by 10% only by the Chairman on production of Medical Certificate from a registered Medical Practitioner.

For continuous absence of a child for 15 days or more, the name may be struck off without any notice. A student may be withdrawn from the school at any time if the authorities are satisfied that such withdrawal is necessary in the larger interest of the Institution.

MERIT SCHOLARSHIP EXAMINATION :

The Management (**D-CACUS-EDUCATION CENTRE**) has pleased to introduce that Merit Scholarships are awarded to meritorious students of each class from Upper K.G. to Standard X from the beginning of academic Year 1995-1996.

SCHOOL UNIFORM

SCHOOL TIMINGS

Emphasis should be given on personal cleanliness and neatness of the children. The students are bound to come to School with the following uniform		
Sl. No	Category	Uniforms
01	Boys	PANTS - Dark Grey & White, SHIRTS - White , TIE - Dark Grey, JERSEY - Dark Blue, SHOES - Black Leather Shoes, SOCKS - White, BELT - School Belt.
02	Girls	SKIRTS - Dark Grey & White, SHIRTS - White , TIE - Dark Grey, JERSEY - Dark Blue, SHOES - Black Leather Shoes, SOCKS - White, BELT - School Belt, RIBBON - Dark Red. PHANEK - Dark Grey for Std. VIII to X for Girl Students (Compulsory)

SCHOOL TIMINGS

There will be three shifts		
Sl. No	Seasons	Timings
01	Summer	9:45 a.m. to 1:30 p.m. (from Lower K.G. to Std. I) 9:45 a.m. to 2:50 p.m. with 20 minutes break for Tiffin (From Std. II to V). 9:45 a.m. to 3:30 p.m. with 20 minutes break for Tiffin (From Std. VI to X) .
02	Winter	9:30 a.m. to 1:10 p.m. (from Lower K.G. to Std. I) 9:30 a.m. to 2:30 p.m. with 20 minutes break for Tiffin (From Std. II to V). 9:30 a.m. to 3:10 p.m. with 20 minutes break for Tiffin (From Std. VI to X)

OFFICE HOURS :

For payment of fees and other charges, Cash Counter hours will be from 9:30 a.m. to 1.00 p.m. on all working days except Saturday, On Saturday it will be from 9:30 a.m. to 11:30 a.m.

For other information, office hours will be from 12 noon to 4:00 p.m. In case of exigency parents may contact the concerned official with permission of the Principal/Director/ Chairman as the case may be.

IDENTITY CARD & BADGES:

The School will provide the Badge and Identity Card on payment. Each Student should bring his/her Identity Card and Badge to School every day.

ADMISSION INFORMATION :

The prospectus along with admission form is available at the Cash Counter on payment of Rs. 100/- (Rupees One Hundred) only each during the working hours.

ELIGIBILITY & ADMISSION TEST CRITERIA

Standards	Age as on 01-04-2017
Lower K.G.	Between 3+ & 4+
Upper K.G.	04+ & 05+
Std-I	05+ & 06+
Std-II	06+ & 07+
Std-III	07+ & 08+
Std-IV	08+ & 09+
Std-V	09+ & 10+
Std-VI	10+ & 11+
Std-VII	11+ & 12+
Std-VIII	12+ & 13+
Std-IX	13+ & 14+
Std-X	14+ & 15+

ADMISSION AND TUITION FEES AND OTHER CHARGES :

Admission and readmission fees are equivalent to one month's tuition fee. Transfer Certificate Fee is equal to one month's tuition fee for all. Admission fee to be paid at the time of first admission.

The following are the tuition fees per month for different classes.

CLASSES	ANNUAL FEES (INR) (including Admission, Library, Examination, Prospectus, Laboratory, Medicine, Games & Sports, Identity Card, Maintenance etc.)	AMOUNT (INR) (MONTHLY)
L.K.G. & U.K.G	Rs. 2,300	Rs. 330
Std. I & II	Rs. 2,350	Rs. 350
Std. III & IV	Rs. 2,500	Rs. 370
Std. V & VI	Rs. 2,600	Rs. 390
Std. VII & VIII	Rs. 2,700	Rs. 410

Std. IX & X	Rs. 2,900	Rs. 430
The other fees including maintenance charges, Annual Fees & Admission fees are to be deposited at the time of admission. Tuition fee for the month of January, 2017 will be deposited. Tuition Fees will be exempted for two months on clearing of total fees during the month of January,2017 of the current academic session		

ENTRANCE TEST :

No Entrance Test for Lower K.G. to Std. - I. But the Parents are to be interviewed at the time of admission by the Principal / Director.

Entrance Test for the classes - II onwards will be held on before starting Session. Result of the entrance Test will be notified on the day following, if not on the same day.

DATE OF ADMISSION :

Admission for Lower K.G. will be started from **5th December, 2016 (Monday)** on first come first serve basis until all the seats are filled up. Admission for other classes from U.K.G. to Std. X will be started from **10th December, 2017**. The office hours for Admission is from 9:30 a.m. to 1.00 p.m. on all working days. The vacancies available in each of the classes i.e. from U.K.G. onwards will be filled up according to Merits based on Admission Test.

DOCUMENTS FOR ADMISSION:

1. Transfer Certificate may not be required for Admission upto class – I. Only birth Certificate or affidavit by the parents (both Father & Mother) regarding the date of birth will be accepted. Birth Certificate may be obtained from the competent Authority (Municipality / Gram Panchayat).
2. Transfer Certificate from the previous School is a MUST for Admission to Class II & above. The School issuing such Certificates should be recognised by the Government or Board. T.C. should be counter-signed by the competent Authority .
3. Mark Sheet & Conduct Certificate.
4. Two Passport size photographs duly attested.
5. Cash receipt towards the application fee should be attached to the application form.
6. Caste Certificate for SC/ST/OBC/ Handicapped. candidates from Tahasildar/MLA/MP/ Competent Authority..

VERY IMPORTANT :

The date of birth and name once recorded will be final. The parents/ guardians will have to give an undertaking to the effect that the date of birth entered by him/ her in the application form is final and that he/ she will not apply for any changes in it any time in future. Both Father & Mother are to be present at the time of Admission as they are to sign the Admission Register. The application for Admission without documents will not be entertained.

FEES REGULATION

Tuition fees can be paid on or before 10th of every month without fine. A fine of Rs. 50/- will be charged from defaulters after 10th till the end of the month. A fine of Rs. 100/- will be charged if the School fees are paid within the next month. Thereafter the names will be struck off. Such defaulters may be readmitted if they pay Readmission charge with all arrears due. No separate intimation will be issued to that effect. If

readmission is not effected to within a week, the name shall be struck off, he/she will be physically debarred attending classes.

(See example)

EXAMPLE : (Fee for the month of April)

April 1st to 10th	No fine
April 11th to 30th	Rs. 50/-
May (whole month)	Rs. 100/-
June 1st	the name struck off

SCHOOL LIBRARY :

1. Library facilities are provided for all students to read books of their liking for pleasure and information.
2. The borrower is held responsible for all books taken. If a book is lost or damaged, the students has to pay the cost of the book with a nominal fine of Rs. 10/-. A Set of separate library rules is with the librarians for the use of the staffs & students.
3. Reference facilities are available in the Library for the Students & Staff Members. Reference books will not be issued to anyone outside the Library.
4. Annual Book Exhibition is organised by the school to stimulate the students for developing better reading habits.

FREE STUDENTSHIP :

Free studentship is awarded to very poor and meritorious students every year as a Special Scheme of the Institution valid for one academic session subject to good conduct and satisfactory progress.

DAILY DIARY

The students are expected to bring the daily diary to the School every day for writing Home Work Assignment and communication between Parents and Teacher.

PRESENT & FUTURE ACTIVITIES (TO BE UNDERTAKEN) OF ROYAL EDUCATION CENTRE

- Play Method & Teaching with Audio Visual Aids, Caring of Students especially for Lower Students.
- To provide Audio Visual Aids as teaching materials to all students , class rooms & offices of the School.
- Vocational Education to students like Computer Education, Embroidery, Tailoring, Dance, Music, Handloom & Handicraft etc.
- Special Education in Martial Arts, Games & Sports etc.
- Special Course on Computer Education.
- Special Course in NCC
- Separate Boarding Facilities for Boys & Girls
- To provide Free & Special Education to Below Poverty Line Students (BPL)
- To organize Camps, Seminars, Competitions, Trainings & Awareness programmes for the Students.
- To organize Orientation Training Courses for Teachers from time to time.
- To provide Special Library Facilities to Students, Teachers & General Public.
- Yoga & Meditation Courses.

IMPORTANT INFORMATION FOR PARENTS :

1. Parents are requested not to visit the classes or talk directly with the concerned Teacher during the School hours. All business will be transacted in the Principal's/Director's Office.

2. If the child is not making expected progress, the parents may discuss with the Principal/Director on prior appointment.
3. Parents are to ensure that their children come to school in proper uniform cleaned and ironed with shoes properly brushed.
4. Parents are to ensure that their children bring their Tiffin boxes and water bottles, diaries, copies and books as per time-table and Identity Card to the School every day.
5. Parents are to ensure that their children exhibit good manner wherever's they are. They are to spread the fragrance of their good conduct to bring credit to them and to the School.
6. Parents are further requested to see that their children equally work at home.
7. Parents are free to discuss with the Principal/Director during the School hours relating to the academic and other problem concerning their children with prior appointment.
8. Parents are further requested to receive their children only at the gate after the School.
9. Parents are requested to bear in mind that in case of exigency of developing a programme in the larger interest of the students as well as the Institution, the students may be required to stay at least for an hour or so after the School hours at any time without prior notice.
10. Parents are required to check the Diary of the children every day and give their comments to the concerned Teacher in writing so required with their signature.
11. Sick or untidy children will not be allowed to attend the classes.
12. Parents are not allowed to take their children home during the School hours without permission of the Director/Principal in case of urgency.

& Activities of the School (REC)

24th Position Holder in the H.S.L.C. Examination-2012

Moirangthem Shyamkumar Singh
S/o M. Shyamjai Singh
Kha Potshangbam, Manipur

21st Position Holder in the H.S.L.C. Examination-2016

Laishram Amaraj Singh
s/o L. Sakhenba Singh
Nachou, Manipur

Winner in State Level March Pass Competition

Annual Sports Meet of the School (REC)

Inter School Sports Meet

Winner in Spot Painting Competitions

RANK HOLDERS OF ROYAL EDUCATION CENTRE

RULES OF REC

1. Parents / Guardians will be bound by the Rules of REC in all respects which may change from time to time. In all matters of disputes, the decision of the Principal/ Director will be binding on the parents/guardians.
2. The Parents/ Guardians must indemnify the School for any claim arising out of illness, accidents or other causes.
3. The Parents/ Guardians will authorize the Principal and the staff of the school through the Principal himself to act as local Parents/Guardians of their wards while they are in the School or tours etc.
4. On behalf of the Parents/ Guardians, the Principal is authorized to take necessary action in case of any Emergency e.g. operation or any other such situations where their permission is needed but cannot be obtained in time.
5. Smoking, using alcohol or drugs, leaving School without permission are strictly prohibited. Students involving in any such or similar activities will be expelled from the School.
6. The Principal is fully empowered to remove a student from the School if in his opinion the student has failed to maintain the discipline of the School and his/her retention is detrimental to the interest of other students of the School.

7. Damage to the School properties is to be made repairing by the Parents/ Guardians on behalf of their wards involved.
8. Less than 80% of attendance of School working days for any formative and summative assessment will not be allowed to appear the said exams.
9. A defaulter is allowed to get re-admission after paying Rs. 600/- as re-admission charge. The chance of re-admission must not be given for the 2nd time.
10. Students who do not appear at any periodical Examination conducted by the School should submit the genuine reasons of the absence with necessary documents to the Principal in time.
11. A student who is not eligible to promote to the next higher class for two consecutive years will not be treated as a bonafide student .

IMPORTANT INFORMATION

1. The main gate of Royal Education Centre will remain opened 30 minutes earlier before the School Assembly and closed 3 minutes ahead of the Assembly.
2. No one is allowed to enter the main gate without the Permission of the Principal.
3. Guardians / Visitors are required to take permission from the Security Personel posted at the main gate of the School to enter the School campus or Boarding.
4. During Assembly, no one is allowed to enter School Campus.
5. Using of unfair means in any kind of Test/ Examination is strictly prohibited. If any student is found using any unfair means will be expelled immediately from this School.
6. Heavy make up , using jewellery, other ornamental and extra ordinary dresses and dresses modified beyond the code of School uniform should be avoided.
7. If any student who does not wear the particular school uniform meant for the days as per scheduled programme will not be allowed to attend School.
8. Any person including Parents/ Guardians are not allowed to pick up their children /wards in any case from the School / Boarding during school hours without prior permission from the principal/superintendent.
9. If any kind of information/ notice served through their wards to the Guardians/ Parents is not responded in time, their further complaints will not be entertained by this School.
10. Any kind of leave application should be submitted by the Parents/Guardians to the Principal with relevant documents for granted.
11. In case of early leave earned by a student on genuine ground our Principal should inform the Guardians/Parents of the concerned to take their ward from the School.
12. First and last Saturday of a month both boys and girls should wear T-shirt of House wise colours.