



PROSPECTUS

2025-2026

ST. MARY'S CONVENT SR. SEC. SCHOOL

(Affiliated to C.B.S.E. ● Affiliation No. 530228 ● School Code No. 40194)
P.O. BOX No. 74, Jyotir Nagar, Assandh Road, Panipat - 132103 (Haryana), INDIA
A Minority Educational Institute (57054), Run by IMS North Region

Tel. : (O) : 7206637089, E-mail : smcspanipat@rediffmail.com

Website : www.stmaryspanipat.com



St. Mary's Convent Sr. Sec. School is a Christian minority unaided private institution established by IMS North Region in the year 1988. It is administered in collaboration with the Congregation of Franciscan Sisters of Our Lady of Graces. The school falls under the ecclesiastical jurisdiction of the Diocese of Shimla-Chandigarh.

The School imparts education to the Christian community as well as to the members of other communities irrespective of caste, creed and religion.



The School Vision Statement

Vision :

Providing holistic and quality education. To mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more human social order within the context of the nation's plurality of religious and diversity of culture.



Mission :

To fulfill the vision, We

- ❖ Provide an environment in which every student discovers and realizes her/his full potential.*
- ❖ Stress on proficiency in English and Science-based education with a blend of moral values.*
- ❖ Use technology in innovative and authentic way to enhance learning and communication.*
- ❖ Provide well-balanced co-curricular activities and community-service programmes.*

1. *The School year*

The school year is from April to March

2. *Course of study | Curriculum*

The curriculum of the school is of the Central Board of Secondary Education and the students are prepared for X and XII examination conducted by CBSE.

3. *Fee Regulations*

All School fees will be collected through bank online. Fees are non-refundable.

4. *Registration and Admission*

Students are admitted in the school in Nursery and LKG. Applications for Registrations are accepted as per the terms and conditions given in the school website.



5. *Withdrawals*

Any intended withdrawal of a student from the school must be communicated to the Principal in writing one Calendar month (30 days) in advance and the fee of the month should be paid.

The School reserves the right to ask the Parents to withdraw their child if his/ her program in studies is unsatisfactory, conduct harmful to other students or his/her continuation in the school is undesirable.



6. **Examination**

Examination is held at the end of each term. Continuous assessment of the students is carried out throughout the year for the purpose of promoting a pupil to the next class level, the year's record of work will be taken into account along with the marks of the terminal examinations.

7. **Health**

The school has a well-equipped medical room with a qualified nurse during school hours. The medical record form in the Almanac must be filled and signed by the parents in the beginning of the year.

8. **General Rules**

The observance of rules of discipline and good behavior is essential for student's continuance in the school. Every pupil should endeavor to keep up the high tone of the school. Regularity in attending the school, punctuality in reaching the school, following the traditions and customs of the school should be practiced with sincerity and devotion.

9. **Activities**

The School organizes various Inter Class/Club/House activities to foster the virtues of honesty, trust, self-reliance and hard work.

10. **School Uniform**

The school uniform is a discipline in itself and should be adhered to by all the students. The students should wear their uniform with pride and ensure that they look neat and presentable at all times.



St. Marian's 12 Virtues

- ❖ **Truthfulness** *To Educate And Empower oneself.*
- ❖ **Integrity** *Following Moral And Ethical Principles*
- ❖ **Creativity** *Demonstrating Artistic Or Intellectual Inventiveness*
- ❖ **Respect** *Comprehending Others And Theirs Views, Attitudes And Cultures*
- ❖ **Courtesy** *Showing Polite Behavior And Good Manners*
- ❖ **Confidence** *Being Assured And Certain*
- ❖ **Perseverance** *Being Persistent In Following Ideas And Plans*
- ❖ **Honesty** *Being Trustworthy, Loyal, Fair, And Sincere.*
- ❖ **Responsibility** *Behaving With Obligation To Duty*
- ❖ **Compassion** *Having Sympathy And A Desire To Help*
- ❖ **Discipline** *Behaving In A Strictly Controlled Way And Obey*
- ❖ **Achievement** *Accomplish, By Superior Ability, Special Effort and Great Courage*



Our Assets

1. *Natural and green surroundings providing environment conducive to obtain optimum potential of a student in teaching-learning process.*
2. *Teaching through integration of subject-matter with technology.*
3. *Well-equipped Science Lab, Maths Lab, Computer Lab, Language Lab, Robotics Lab and activity rooms.*
4. *Periodical Medical Check-ups and availability of the nurse during school hours.*
5. *Auditorium with green room for the promotion of Dramatics, Music, Dance and other Cultural activities.*
6. *Spiritual Development through Yoga and Meditation.*
7. *Facilities for Cricket, Handball, Football, Basketball, Skating Ring, Shuttle Court and Lawn Tennis etc.*
8. *E-Learning through Digital Class Rooms in entire school to keep pace with the latest in the field of education.*
9. *Auditorium with Modern facility.*
10. *Digitalized with Modern Techno.*
11. *Total Sewage Treatment plant (STP)*
12. *School Mobile App*
13. *School LFD at Lobby*





Nurturing The Young Minds and Lives Since 1988





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Important information regarding admission to LKG – 2025

The Link for online application for LKG will be active on 4th January, 2025 [09 am onwards]

1. **Age:** The child seeking admission to LKG in the year April 2024 should be born between 1st April, 2020 to 31st March, 2021. If your child is **NOT** within the age limit specified, she/he will **NOT** be eligible for admission.

2. Applying is no guarantee of admission; admission will depend on the availability of seats and merit.

Pre-requisites: Ensure that you have the following before you begin to fill the form.

1. **Original Scanned Copy of Applicant Child's Date of Birth Certificate:** (Certificate should bear the Child's Name, Father's Name and Mother's name written on it and duly attested. Size of the scanned document should not be more than 20Kb)
2. **Photograph of the applicant child** (in Jpeg, Jpg format to be uploaded) the latest photograph (taken not more than a month before the date of application) of the applicant child to be uploaded.
3. **Family photograph (Father and Mother) with the applicant child** (in Jpeg, Jpg format to be uploaded and the Size of the photographs should not be more than 20Kb).
4. **Valid E-mail ID of the parent and mobile number.**
5. **Blood group of the Child.**
6. **Certificate of Medical Fitness of the child.**
7. **Residence Proof of the Parents:** Upload any one of the following documents duly self attested. (Family ID Card, Ration Card, Aadhaar Card, Passport or Voter ID Card)
8. **Name and other Particulars:** Fill in the particulars of the child (i.e. Name of the Child, parent's name, date of birth) correctly. The date of birth filled in the form must tally with the one written in the Date of Birth Certificate. All names should be spelt correctly in **capital letters** as they will be required in all the legal papers and CBSE record of the candidate. **No Change** whatsoever will be made after the admission to LKG or any subsequent class regarding **Date of Birth and the name of the child, father and mother.**
9. **Category Certificate (if OBC/SC/ST)** (self attested in Jpeg, Jpg format to be uploaded).
10. **Christian parents** are requested to submit Baptism certificate of your child and a letter from the parish priest that you are regular member of parish.
11. **Ex-SMCS** are requested to submit a copy of the Mark sheet / pass certificate of X & XII as a proof.

IMPORTANT: You are advised to fill only one online form. Duplicate Forms shall be rejected.

1. **Selection:** The Management of the School reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. The selection procedure is designed by the Committee and the selection of the candidate is done by the Management.

2. Please do not request a meeting with the management or any staff to clarify issues or any questions regarding the Admission Process. Great efforts have been taken to provide all the necessary information in the performa.

3. Any attempt to use friends or influential people in procuring recommendations for admission will lead to disqualification.

4. **Rejection of Forms:** Incomplete application forms and forms providing incorrect information will automatically stand rejected.

5. **Caution:** The School does not accept any donation for admission. Parents should be aware of third parties collecting money on behalf of the School and making false claims of procuring admission.

Regarding Enquiry: For all enquiries regarding admission kindly contact us at the given Email ID contact@stmaryspanipat.com only.

Acknowledgement Receipt: After the application form for registration is filled and saved (submitted online), you will get an Acknowledgment Receipt in a new window stating the date and time of the online interaction with parent and ward.

Kindly print this Acknowledgement Receipt and save it in the records.

Application and Processing Fee: Payment of Rs. 800/- should be made online & non-refundable.

Self attested Original copies of the certificates should be uploaded while registering the form.

Parents whose wards are already studying in the school should provide the details (Student name, Admission no. and Class/Section) in the form.

Fee Structure: 2025-2026

Admission Fee (One time)	8,500/-
Composite Fees (Monthly)	3,550/-

Note: - After the selection of the candidate fee has to be deposited within 10 days, otherwise the seat shall be allotted to the deserving candidate.

IMPORTANT: Username/Password will be automatically generated only after complete submission of the online form.

KINDLY NOTE: The information about the selection of your ward will be intimated online.

VERY IMPORTANT TO NOTE: If you have above documents and agree to the terms and conditions may apply online.

Principal

St. Mary's Convent Sr. Sec. School


Principal
St. Mary's Convent Sr. Sec. School
PANIPAT-132103 (Haryana)



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Important information regarding admission to UKG – 2025

The Link for online application for UKG will be active on 6th January, 2025 [09 am onwards]

1. **Age:** The child seeking admission to UKG in the year April 2025 should be born between 1st April, 2019 to 31st March, 2020. If your child is **NOT** within the age limit specified, she/he will **NOT** be eligible for admission.

2. Applying is no guarantee of admission; admission will depend on the availability of seats and merit.

Pre-requisites: Ensure that you have the following before you begin to fill the form.

1. **Original Scanned Copy of Applicant Child's Date of Birth Certificate:** (Certificate should bear the Child's Name, Father's Name and Mother's name written on it and duly attested. Size of the scanned document should not be more than 20Kb)
2. **Photograph of the applicant child** (in Jpeg, Jpg format to be uploaded) the latest photograph (taken not more than a month before the date of application) of the applicant child to be uploaded.
3. **Family photograph (Father and Mother) with the applicant child** (in Jpeg. Jpg format to be uploaded and the Size of the photographs should not be more than 20Kb).
4. **Valid E-mail ID of the parent and mobile number.**
5. **Blood group of the Child.**
6. **Certificate of Medical Fitness of the child.**
7. **Residence Proof of the Parents:** Upload any one of the following documents duly self attested. (Family ID Card, Ration Card, Aadhaar Card, Passport or Voter ID Card)
8. **Name and other Particulars:** Fill in the particulars of the child (i.e. Name of the Child, parent's name, date of birth) correctly. The date of birth filled in the form must tally with the one written in the Date of Birth Certificate. All names should be spelt correctly in **capital letters** as they will be required in all the legal papers and CBSE record of the candidate. **No Change** whatsoever will be made after the admission to LKG or any subsequent class regarding **Date of Birth and the name of the child, father and mother.**
9. **Category Certificate (if OBC/SC/ST)** (self attested in Jpeg, Jpg format to be uploaded).
10. **Christian parents** are requested to submit Baptism certificate of your child and a letter from the parish priest that you are regular member of parish.
11. **Ex-SMCS** are requested to submit a copy of the Mark sheet / pass certificate of X & XII as a proof.
12. **Transfer certificate from previous school in school letter head or on TC form**

IMPORTANT: You are advised to fill only one online form. Duplicate Forms shall be rejected.

1. **Selection:** The Management of the School reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. The selection procedure is designed by the Committee and the selection of the candidate is done by the Management.

2. Please do not request a meeting with the management or any staff to clarify issues or any questions regarding the Admission Process. Great efforts have been taken to provide all the necessary information in the Performa.
3. Any attempt to use friends or influential people in procuring recommendations for admission will lead to disqualification.
4. **Rejection of Forms:** Incomplete application forms and forms providing incorrect information will automatically stand rejected.
5. **Caution:** The School does not accept any donation for admission. Parents should be aware of third parties collecting money on behalf of the School and making false claims of procuring admission.

Regarding Enquiry: For all enquiries regarding admission kindly contact us at the given Email ID contact@stmaryspanipat.com only.

Acknowledgement Receipt: After the application form for registration is filled and saved (submitted online), you will get an Acknowledgment Receipt in a new window stating the date and time of the online interaction with parent and ward.

Kindly print this Acknowledgement Receipt and save it in the records.

Application and Processing Fee: Payment of Rs. 800/- should be made online & non-refundable.

Self attested Original copies of the certificates should be uploaded while registering the form.

Parents whose wards are already studying in the school should provide the details (Student name, Admission no. and Class/Section) in the form.

Fee Structure: 2025-2026

Admission Fee (One time)	10,000/-
Composite Fees (Monthly)	3,550/-

Note: - After the selection of the candidate fee has to be deposited within 10 days, otherwise the seat shall be allotted to the deserving candidate.

IMPORTANT: Username/Password will be automatically generated only after complete submission of the online form.

KINDLY NOTE: The information about the selection of your ward will be intimated online.

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Important information regarding admission to Nursery – 2025

The Link for online Registration for Nursery will be active on 3rd January, 2025 [09 am onwards]

1. **Age:** The child seeking admission to Nursery in the year April 2025 should be born between 1st April, 2021 to 31st March, 2022. If your child is **NOT** within the age limit specified, she/he will **NOT** be eligible for admission.

2. Applying is no guarantee of admission; admission will depend on the availability of seats and merit.

3 Apply only if you are able to pick and drop your ward.

Pre-requisites: Ensure that you have the following before you begin to fill the form.

1. **Original Scanned Copy of Applicant Child's Date of Birth Certificate:** (Certificate should bear the Child's Name, Father's Name and Mother's name written on it and duly attested. Size of the scanned document should not be more than 20Kb)
2. **Photograph of the applicant child** (in Jpeg, Jpg format to be uploaded) the latest photograph (taken not more than a month before the date of application) of the applicant child to be uploaded.
3. **Family photograph (Father and Mother) with the applicant child** (in Jpeg, Jpg format to be uploaded and the Size of the photographs should not be more than 20Kb).
4. **Valid E-mail ID of the parent and mobile number.**
5. **Blood group of the Child.**
6. **Certificate of Medical Fitness of the child.**
7. **Residence Proof of the Parents:** Upload any one of the following documents duly self attested. (Family ID Card, Ration Card, Aadhaar Card, Passport or Voter ID Card)
8. **Name and other Particulars:** Fill in the particulars of the child (i.e. Name of the Child, parent's name, date of birth) correctly. The date of birth filled in the form must tally with the one written in the Date of Birth Certificate. All names should be spelt correctly in **capital letters** as they will be required in all the legal papers and CBSE record of the candidate. **No Change** whatsoever will be made after the admission to LKG or any subsequent class **regarding Date of Birth and the name of the child, father and mother.**
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2. Please do not request a meeting with the management or any staff to clarify issues or any questions regarding the Admission Process. Great efforts have been taken to provide all the necessary information in the performa.
3. Any attempt to use friends or influential people in procuring recommendations for admission will lead to disqualification.
4. **Rejection of Forms:** Incomplete application forms and forms providing incorrect information will automatically stand rejected.
5. **Caution:** The School does not accept any donation for admission. Parents should be aware of third parties collecting money on behalf of the School and making false claims of procuring admission.

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Kindly print this Acknowledgement Receipt and save it in the records.

Application and Processing Fee: Payment of Rs. 750/- should be made online & non-refundable.

Self attested Original copies of the certificates should be uploaded while registering the form.

Parents whose wards are already studying in the school should provide the details (Student name, Admission no. and Class/Section) in the form.

Fee Structure: 2025-2026

Admission Fee (One time)	8500/-
Composite Fees (Monthly)	3550/-

Note: - After the selection of the candidate fee has to be deposited within 10 days, otherwise the seat shall be allotted to the deserving candidate.

IMPORTANT: Username/Password will be automatically generated only after complete submission of the online form.

KINDLY NOTE: The information about the selection of your ward will be intimated online.

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