

GREENWOOD SCHOOL

(Higher Secondary)

KUDA VILLAGE

DIMAPUR : NAGALAND

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Regd. No. 3025

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"Little is much when God is in it" (Mtt. 14:17-20)

Class Nursery - 10

PROSPECTUS

2022 - 2023

Name.....

Class..... Section..... Roll No.....

GREENWOOD SCHOOL
(Higher Secondary)
Dimapur : Nagaland

INTRODUCTION :

The School is located at the Head Office of the Children Welfare Society ,Kuda Village Dimapur, Nagaland. It is about 3km from Railway Station, Dimapur.

The School was established in the year 1981 (Vide: Permission order No. ED/SED/B/24/80 dated, 5th July, 1980. Recognition order No. ED/SED/B/81:83-84 dated, 4th July 1984. Permission order for class: IX & X No. NBSE-1/EXAM-PER/87-88, dated 16th June' 87 as a co-educational English Medium School with hostel attached. Provisional Recognition order No- NBE-2/EX-RECOG/96-97 dated, 12th June-1996. It follows the curriculum prescribed by the Nagaland Board of School Education and is recognised as a full-fledged High School as per order No. ISK/DEV/91-92 dated Kohima, the 24th July' 1991.

The Higher Secondary Section was opened for Arts Stream in the month of June 1998. It follows the curricular and syllabus prescribed by the Nagaland Board of School Education as per order No. NBE-40/EX-Recog-HS/97-98 Dated Kohima 24th Oct. 97 and introduced Science Stream in 2010 as per NBSE Order No. NBE-40/Ex-Recog-HS/2009-10.

The School was granted regular recognition vide order No. NBE-2/Ex-Recog/2010-11 dated, 7th of December 2010.

AIMS/OBJECTIVES :

1. To educate, impart truth, build strong moral character and raise responsible citizens.
2. To teach the fundamentals of academic subjects.
3. To provide training programme according to the aptitudes and abilities of the pupil for self development.
4. To raise/mould sports talents, to reach and compete at the National & International level.
5. To create incentives for Missionary works, to reach the unreached children with the Gospel of Christ.

SESSIONS:

The school academic session begins in January and ends in December, with summer and winter vacations. Christian holidays and other Public holidays are observed as notified by the State Government.

SCHOOL ADMISSION :

Admission for day-scholars and boarders is made on the availability of seat.

1. FOR NURSERY CLASS :

- (a) An applicant for nursery class should be at least 3 years old and above (3+)
- (b) Necessary Particulars for admission.
 - (i) Birth Certificate (Photo Copy)
 - (ii) Three Copies of Passport Photo (recently taken)
- (c) First privilege will be given to those who come with full particulars.

2. FOR CLASS LKG TO 10 :

Students seeking admission to this school will have to bring all the required documents and sit for an oral interview. Selection will be done on merit basis and availability of seats.

Necessary particulars for admission :

- (a) Transfer Certificate
- (b) Progress Report for classes LKG-1
- (c) PCR for Classes 2-10
- (d) Three copies of recent passport size photograph
- (e) Photocopy Birth Certificate
- (f) Photocopy of Aadhaar card
- (f) Migration certificate for classes 8-10 if not from NBSE

HOSTEL ADMISSION.

Hostel admission for both boys and girls is available for students from class 5-12. Hostel admissions are given only after school admission is done.

GAMES & SPORTS

The School authority desires its students to participate in various fields of Games & Sports at all levels. The selected interested students shall receive special guidance and coaching as found necessary. Games like Football, Volleyball, Badminton, Table Tennis, Lawn Tennis, Sepaktakraw, shall have prior importance along with the field events.

ARTS & MUSIC

Every student shall be given opportunity to participate in Art & Literary competition and Music Concert at least once a year.

COACHING CLASS

The school authority desires all its teaching staff not to engage themselves in private coaching classes.

However, in case of exigency for any student, coaching classes shall be allowed with proper permission and understanding from the School Authority concerned.

LIBRARY

The school provides a library for students to read/refer books. The terms and conditions shall be reviewed from time to time.

EXAMINATION & PROMOTION

- A. Class X students will have two Terminal/Model Examinations. Permission to appear HSLC shall be done according to Rules laid down by NBSE.
- B. Each student's performance (CL - 8 & 9) in an academic year shall be on 2 Terminal assessment test/exam and CCE. However, for promotion and consideration of any student, the Result Board's decision shall be final.
- C. Each student's performance (NUR to 7) in an academic year shall be on 3 Quarterly assessment test/exam and CCE. However, for promotion and consideration of any student, the Result Board's decision shall be final.

ATTENDANCE

A student should have 80% attendance or else he/she will not be promoted to next higher class. If any student is found absent for 15 consecutive academic class days without written information he/she will be considered dropped from the school roll.

DAILY SCHEDULE

MONDAY TO FRIDAY

- 07:50 Hrs - 08:00 Hrs - Inspection of uniform by class teachers
- 08:00 Hrs - 08:20 Hrs - Morning Chapel for Students.
- 08:25 Hrs - 13:50 Hrs - Academic Hours.

SATURDAY

1st and 4th Saturday : Full Class/P.E./W.E./

Co-scholastic activities.

2nd, 3rd & 5th Saturdays holiday.

No class for Nursery, LKG & UKG on Saturdays.

SUBJECTS TO BE TAUGHT

1. English - I
2. English - II
3. English - III/Alt English/Tenyidie
4. Arithmetic/Mathematic
5. Multiple Table
6. Science
7. N. Rhymes
8. Memory Verse/Scripture
9. Music
10. Environmental Studies/Social Science
11. Hindi
12. General Knowledge
13. Handwriting/Drawing
14. Spelling & Dictation
15. Physical Education
16. Computer / IIT
17. Life Skills

SCHOOL CHARGES FOR CLASS NURSERY – UKG (2022)

| | |
|--------------------------------------------------------------------------------------------|--------------------|
| Admission Fee (Once) | - ₹ 1500.00 |
| Games (Yearly) | - ₹ 400.00 |
| Library (Yearly) | - ₹ 200.00 |
| First Aid (Yearly) | - ₹ 100.00 |
| Maintenance Fee (Yearly) | - ₹ 700.00 |
| Examination Fee/Stationeries (Yearly) | - ₹ 800.00 |
| Development Fee (Yearly) | - ₹ 2000.00 |
| Fee Card/ I.D.Card/ Assessment report card/Calendar, Bulletin, School Diary (Yearly) | - ₹ 600.00 |
| Automation Fee | - ₹ 300.00 |
| Generator/Electricity (Yearly) | - ₹ 1400.00 |
| Next Education | - ₹ 400.00 |
| Annual School Charges (New) (CI N - UKG) | - ₹ 8400.00 |
| Annual School Charges (Old) (CI N - UKG) | - ₹ 6900.00 |
| Monthly Fee (CI. N - UKG) | - ₹ 1100.00 |

SCHOOL CHARGES FOR CLASS 1 – 10 (2022)

| | |
|------------------------------------------------------------------------------|-------------|
| Admission Fee (Once) | - ₹ 1500.00 |
| Games (Yearly) | - ₹ 400.00 |
| Library (Yearly) | - ₹ 200.00 |
| First Aid (Yearly) | - ₹ 100.00 |
| Maintenance Fee (Yearly) | - ₹ 700.00 |
| Examination Fee/Stationeries (Yearly) | - ₹ 800.00 |
| Development Fee (Yearly) | - ₹ 2000.00 |
| Fee Card/ I.D.Card/ C.R.Book/Calendar, Bulletin, School Diary (Yearly) | - ₹ 600.00 |
| Automation Fee | - ₹ 300.00 |
| Generator/Electricity (Yearly) | - ₹ 1400.00 |
| Computer Fee | - ₹ 900.00 |
| Next Education | - ₹ 400.00 |

| | |
|------------------------------------------------|--------------------|
| Annual School Charges (New) (Cl 1 - 10) | - ₹ 9300.00 |
| Annual School Charges (Old) (Cl 1 - 10) | - ₹ 7800.00 |
| Monthly Fee (Cl. 7 - 10) | - ₹ 1100.00 |

HOSTEL CHARGES FOR CLASS 5-10 (2022)

| | |
|----------------------------------------------|--------------------|
| Hostel Admission Fee (Non-Refundable) | - ₹ 6000.00 |
| Hostel Maintenance Fees x 12 months | - ₹ 2000.00 |
| Mess Fees (Monthly) | - ₹ 4000.00 |

SCHOLARSHIP & CONCESSION

1. A Merit Scholarship of ₹ 13,200/- per annum will be given to the student who secures 1st Position in any class combining all sections on the basis of average in all the terminal exams.
2. An award of ₹ 10,000/- will be given to students who secure NBSE top positions in HSLC/ HSSLC examination.
3. The first two children of the teaching and office staff will receive 100% concession in tuition fee and one child for fourthgrade staff.

WITHDRAWALS

Transfer Certificate is issued within three days after submission of application on payment of ₹ 100/-

SCHOOL BOOKS AND UNIFORM FOR BOYS AND GIRLS :

1. Text books and Copy books must be purchased from school's Books and Uniforms center.
2. It is compulsory to wear school sweater in winter season (Nov-Feb)
3. Students without proper uniform will forfeit attendance.

UNIFORM FOR BOYS

1. Long Pant
2. Shirt
3. Belt
4. Black Shoes
5. Socks
6. Sweater
7. School bag

UNIFORM FOR GIRLS

1. Skirt
2. Blouse
3. Belt
4. Black Shoes
5. Socks
6. Sweater
7. School bag

All of the above items must be purchased at the School's Books and Uniforms Center except Black Shoes which can be bought from the market.

GREENWOOD HOSTEL REQUIREMENTS

- | | |
|------------------------|---------|
| 1. Slipper | 1 No. |
| 2. Formal Outfit | 3 sets |
| 3. Formal Footwear | 2 Pairs |
| 4. Bath Towel | 2 Nos |
| 5. Mosquito Net | 1 No. |
| 6. One Suit case/Trunk | 1 No. |
| 7. One Air bag | 1 No. |
| 8. One Bucket & Mug | 1 No. |
| 9. One Blanket | 1 No. |
| 10. Traditional Shawl | 1 No. |
| 11. One Bible | 1 No. |

The following items can be availed from School's Books and Uniforms Center on payment:

- | | |
|--------------------------------|--------|
| 1. Hostel Uniform | 3 sets |
| 2. Winter Clothes / Track suit | 2 sets |
| 3. Bed Sheet | 2 pcs. |
| 4. Pillow Cover | 2 pcs |
| 5. School Uniform | 3 sets |
| 6. School Bag | 1 pc. |

During outing students need to wear Hostel Uniform. Students should stitch name or number tags on each piece of uniform.

RULES & REGULATIONS

- 1. A student, whose conduct is found unsatisfactory or who refuses to co-operate with the school authority will be subjected to strict disciplinary measures. Transfer Certificate will be issued in case of subsequent disobedience.**
- 2. No student should leave school campus during school hours without permission from the office.**
- 3. Students found chewing tobacco and tobacco products, betel nuts or reading filthy literature will be issued yellow card as first warning which will also be put up in the notice board. Second time will mean expulsion.**
- 4. Students founds smoking, taking intoxicants of any form will be expelled outright.**
- 5. Tuition fee has to be paid on or before 15th of every month in order to avoid late fine.**
- 6. (a) Payment of Fees will be received from
8:00 a.m.- 1:00 p.m. only by the fee Collector or Cashier.
(b) Payment once done will not be refunded under any circumstances.
(c) Tuition fees will be taken for 12 months for each sessions.**
- 7. New students, who fail to submit full particulars, such as Passport Photo, T.C., Mark Sheet, PCR must do so within one month of commencement of class.**
- 8. Students, who lose their School diaries, need to pay ` 100/-, fee Card ` 50 and for PCR ` 200.**
- 9. Students staying in unregistered private hostel will not be given admission.**
- 10. It is compulsory for every pupil to come to school in full school uniform.**
- 11. Any communication (request or complaint) made by the parents/guardians should be addressed to the principal.**
- 12. It is compulsory to pay yearly fees/re-admission fees at stipulated time.**
- 13. It is compulsory to speak English in every conversation inside the School Campus.**

14. No out of syllabus books or reading materials will be brought to the school without permission.
15. Apply leave of absence with initial of parents/guardians within two days of return to class or else pay fine ` 50/- per day. Absence during Board Exam, will mean failure.
16. For all problems relating to the discipline of the students, the decision of the Principal or the School Managing Board will be final.
17. Any student, who wish to discontinue from the school for any reason, should submit a written application to the Principal, failure of which, necessary fees shall be charged till the date of issue of Transfer Certificate.
18. If any student assaults or threatens any staff, he/she shall be discontinued immediately.
19. If any student indulges in unfair means in exam or test, he/she shall be expelled.
20. If any student is caught for forgery of signatures, manipulation of marks or school records, he/she will be expelled. Only authorised teachers are to make entries in the PCR books or mark sheets.
21. Students are not allowed to use Mobile phones in school. Seized mobile phones will not be returned.
22. Anyone that damages School properties, shall be held responsible for the damages.
23. Kindly note that the speed limit of any vehicle on the school road & school campus should not exceed 20 km per hour for the safety of the children.
24. Extend co-operation towards teachers and the school authority for healthy progress in all matters.
25. Students of class 10 appearing for retest for poor performance in any monthly test or terminal exams will have to pay exam paper fees.

INSTRUCTIONS FOR BOARDER'S PARENTS & GUARDIANS

1. Parents/Guardians are requested to note the school calendar to pick your child/children on the first days of Summer, Winter and other holidays as informed by the Hostel Authority.
2. It is compulsory for all the boarders to return to hostel on the day before the school re-opens. Students who fail to turn up on the appointed date, will be charged ` 200/- as late fine. (Only applications with Medical proof/prescription will be considered).
3. Parents/Guardians are to sign at the time of dropping and picking up your child/children.
4. Parents/Guardians are requested to provide all the necessary requirements for your child/children in due time (school uniform, dresses etc.)
5. Parents/Guardians may visit your child/children only on the 2nd Saturdays. Visiting hours : 9:00 A.M. to 1:00 P.M. Outing is not allowed.
6. Parents/Guardians are not allowed to meet the boarders without permission from the boarding incharges. Visiting the bedrooms/kitchen is also restricted.
7. In case, parents/guardians cannot come to meet the boarders and send someone else, an authorised letter should be submitted, along with Visiting Card.
8. No one is allowed to take boarders away for any occasion such as Birthdays, Weddings, Festivals, Religious programmes etc. without permission.
9. All the fees and dues should be cleared before leaving the boarding.
10. Money should not be given to your child/children, except through the boarding incharge.
11. A physician will be made available for medical checkup for the boarders free of cost once in a month. The cost of Medicines prescribed by the physician will be borne by the boarder's parents. If any boarder is found having any dangerous communicable disease, he/she will be sent home immediately with intimation to the parents/guardians for further treatment.

12. If a boarder is found weak in studies from weekly and monthly tests, special tuition will be made compulsory in his/her weak subjects for which extra charges will be made at reasonable rates.
13. Do not provide any mobile phone to your child. If any mobile phone is caught, it shall not be returned.

RULES AND REGULATIONS FOR THE BOARDERS

The School Hostel is only for boys and girls above seven years of age. The Director and the Hostel Administrator are the head of the hostel.

1. There will be a common mess.
2. All the boarders should be present in the morning and evening worship service daily.
3. All the students should wear clean uniforms. Boys should keep their hair short and tidy.
4. No boarders will be allowed to go out without the permission of the Superintendent, the Director or Administrator.
5. Boys and girls are restricted to visit each others' rooms.
6. All are requested to be present on time for meals, otherwise food will not be served afterwards.
7. If any student has any serious argument/fights with the hostel superintendent or teacher, he/she will be discontinued from hostel.
8. There will be no special treatment except for sickness.
9. Students personal things should not be exchanged or removed without the consent of the superintendent/incharge.
10. Any student caught damaging the boarding/hostel properties will have to pay the expenses for repairment work
11. Any student, who is found stealing, will be discontinued from the hostel.
12. Playing of musical instruments will be allowed only during free hours.
13. Boarders can meet their parents/relatives/friends with the permission of the incharges.
14. In case of arguments between the students, the superintendent is authorised to settle the matter.
15. Students violating these rules and regulations, will seriously be dealt with or may be expelled from the boarding.

OFFICE OF
GREENWOOD SCHOOL
Kuda Village: Dimapur

ANNUAL REPORT 2021

The Lord is my strength and shield; in him my heart trusts and I am helped; my heart exalts, and with my song I give thanks to him.

Psalm 28:7

The year 2021 has been yet another blessed year. Despite of Pandemic & Lockdown & closure of schools all over the country, our school has managed to fare well, produced Toppers in HSLC Exam 2021, and got recognitions & Awards in many other areas and for all these, we give all glory and honor to God.

The report of 2021 are as follows.

1. Statistical Report:-

- i. Students Enrollment (Nursery – 12) reached 1697
- ii. Staff – 115

2. Awards, Scholarships & Concessions

- i. Mr. Kekhrieselhou Kerhuo secured 2nd position in illustration (meme/poster/cartoon/Signage) on the topic “Environmental Conversation” (State level)
- ii. Miss Sedevi Nagi and Miss Roviriano were given cash Award by the school for securing Top 12 and Top 20 respectively in the HSLC Exam 2021
- iii. Concession of Monthly fees is meted out to the children of teaching & supporting staff .

3. Training, Meeting & Seminar

- i. Teachers Orientation program was held in the month of January
- ii. Attended all meetings and webinars conducted by NBSE.

4. Mission & Evangelism

- i. Good news Program was conducted online for all the students
- ii. The school sponsors three Missionaries
- iii. As the Pandemic continued for the second year, the school extended its help to the sick by donating cash to Referral Hospital, Dimapur
- iv. The school sponsors free education, provides free food, lodging & clothing to some few individuals.
- v. The school also gave free education to children whose parents died due to Covid-19 and couldn't afford to continue studies

5. Co-curricular Activities

- i. Participated in Swatch Bharat Abhiyan
- ii. Participated in Freedom Run 2021

6. Important functions/occasion

- i. International Women's Day
- ii. World Environment Day
- iii. Felicitation of NBSE Toppers
- iv. Teacher's Day
- v. Childrens' Day

7. Examination Centre:- The school conducted Exams for the following

- i. HSLC 2021
- ii. HSSLC 2021
- iii. NPSC 2021
- iv. NSEE 2021

8. New Facilities

- i. Khelo India Centre for Football
- ii. Music subject introduced in Higher Secondary section Arts stream

9. Pass Percentage Record of HSLC & HSSLC as from the first batch/year onward:

HSLC

| | |
|------|-----------------|
| 1989 | 1st Batch 82% |
| 1990 | 2nd Batch 76% |
| 1991 | 3rd Batch 87% |
| 1992 | 4th Batch 100% |
| 1993 | 5th Batch 90% |
| 1994 | 6th Batch 96% |
| 1995 | 7th Batch 100% |
| 1996 | 8th Batch 100% |
| 1997 | 9th Batch 76% |
| 1998 | 10th Batch 100% |

HSSLC (Arts)

| | | |
|------|-----------------|-----------------|
| 2000 | 12th Batch 100% | 1st Batch 100% |
| 2001 | 13th Batch 97% | 2nd Batch 98% |
| 2002 | 14th Batch 97% | 3rd Batch 98% |
| 2003 | 15th Batch 98% | 4th Batch 98% |
| 2004 | 16th Batch 100% | 5th Batch 98% |
| 2005 | 17th Batch 98% | 6th Batch 98% |
| 2006 | 18th Batch 97% | 7th Batch 90% |
| 2007 | 19th Batch 100% | 8th Batch 100% |
| 2008 | 20th Batch 97% | 9th Batch 100% |
| 2009 | 21st Batch 89% | 10th Batch 100% |

HSSLC (Sci)

| | | | |
|------|-----------------|----------------|-----------------|
| 2010 | 22th Batch 91% | 11th Batch 99% | |
| 2011 | 23th Batch 87% | 12th Batch 99% | |
| 2012 | 24th Batch 99% | 13th Batch 94% | 1st Batch 94% |
| 2013 | 25th Batch 93% | 14th Batch 99% | 2nd Batch 95% |
| 2014 | 26th Batch 93% | 15th Batch 97% | 3rd Batch 98% |
| 2015 | 27th Batch 96% | 16th Batch 92% | 4th Batch 91% |
| 2016 | 28th Batch 100% | 17th Batch 87% | 5th Batch 82% |
| 2017 | 29th Batch 93% | 18th Batch 95% | 6th Batch 96% |
| 2018 | 30th Batch 78% | 19th Batch 89% | 7th Batch 85% |
| 2019 | 31st Batch 84% | 20th Batch 77% | 8th Batch 64% |
| 2020 | 32nd Batch 91% | 21st Batch 79% | 9th Batch 74% |
| 2021 | 33rd Batch 95% | 22nd Batch 96% | 10th Batch 100% |
