

GET SET FOR LIFE<sup>®</sup>



HVB GLOBAL ACADEMY  
HUMANITY - VERSATILITY - BRILLIANCE

**NURTURING IMAGINATION  
INSPIRING EXCELLENCE**

**FOR**

**61 GLORIOUS YEARS**

**STUDENT HANDBOOK**

**2024 - 2025**



**Cambridge Assessment  
International Education**

Cambridge International School



**Cambridge Assessment  
International Education**

Cambridge Early Years Centre



**CAMBRIDGE  
UNIVERSITY PRESS**



**Cambridge Assessment  
International Education**

Professional Development Centre



# HVB GLOBAL ACADEMY TIMETABLE FOR ACADEMIC YEAR 2024-25

## HVB CLASSES I TO XII

Block No.	Start Time	End Time	Duration	Mon	Tue	Wed	Thu	Fri
Reporting & Prayer	8.45 am.	9.00 am.	15 mins	Prayers				
1	9.00 am.	9.45 am.	45 mins					
2	9.45 am.	10.30 am.	45 mins					
BREAK	10.30 am.	10.50 am.	20 mins	BREAK				
3	10.50 am.	11.35 am.	45 mins					
4	11.35 am.	12.20 am.	45 mins					
5	12.20 pm.	1.05 pm.	45 mins					
BREAK	1.05 pm.	1.30 pm.	25 mins	BREAK				
6	1.30 pm.	2.15 pm.	45 mins					
7	2.15 pm.	3.00 pm.	45 mins					

GET SET FOR LIFE ®



HVB GLOBAL ACADEMY  
HUMANITY - VERSATILITY - BRILLIANCE

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E-mail: info@hvbglobalacademy.org • Website: www.hvbglobalacademy.org

## CAMBRIDGE - IN793

**2024 - 2025**

Affix Photo

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Div.: \_\_\_\_\_

Aadhar Card No. \_\_\_\_\_

Register No.: \_\_\_\_\_ House: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: Res. \_\_\_\_\_ Mob: \_\_\_\_\_

E-mail: \_\_\_\_\_

Specimen Signature of Parent (F): \_\_\_\_\_

Specimen Signature of Parent (M): \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Homeroom Teacher's Signature: \_\_\_\_\_

**\*Every Learner must bring his / her Handbook to school every day. He / she is liable to be sent home otherwise.**

# C O N T E N T S

No.	Particulars	Page No.
1.	Importance of Cambridge International	1
2.	From The Principal's Desk	2-3
3.	Declaration Form	4
4.	Our Pedagogy	5-7
5.	National Anthem	8
6.	National Song	9
7.	Preamble	10
8.	School Prayer	11
9.	School Song	12-13
10.	HVB Global Academy Anthem	14
11.	School Hours	15
12.	Desh Apnayen Pledge	16
13.	Right Course	17-18
14.	Mission Statement / Vision / Motto / Pride 59	19-25
15.	Awards & Recongnition	26
16.	Complete Cambridge Pathway at HVB	27-33
17.	Grading and Reporting at HVB	34-37
18.	Facilities at HVBGA	38-41
19.	General Rules	42-43



No.	Particulars	Page No.
20.	Rules of Discipline	44-45
21.	Absence and Leave / Fee Rules	46-47
22.	Examinations & Promotions	47
23.	School Awards & Prizes / Medical Inspections and Health Care / PTA	48-49
24.	Diary (2023-2024)	50-138
25.	Library Record	139-140
26.	Leave Record	141-142
27.	Complaints Record	143-144
28.	Corrective Measures / Disciplinary Action Taken By Teacher	145-146
29.	Teacher's Appreciation Remark	147-150
30.	Absence and Late Attendance Record	151-152
31.	Project Work	153-154
32.	Data Sheet	156-158
33.	Sportsman's Oath	160
34.	Indoor Games Tournaments Entry Form	162
35.	Indoor Games Tournaments	163
36.	Annual Sport Events	164
37.	Annual Sport Entry Form	165
38.	Rules & Regulation for Track & Field Events	166
39.	Important Days	167-170

## **IMPORTANCE OF HANDBOOK**

Dear Learners,

Welcome to the academic year 2022-2023 at HVB GLOBAL ACADEMY. This Handbook is for the parents/guardians and Learners of HVBGA from the Early Years to Grade 12.

The Handbook is crucial to the conduct of a learner's life at HVBGA. HVB Global Academy is dedicated to the skill of inquiry. We nurture the curiosity of our learners to develop skills for explorations and research. The Handbook helps learners organize and systematize their academics. They know how to learn independently and with others. Optimum time management involves the Handbook as a planner to keep track of homework, tests and assignments that are due. Learners learn with enthusiasm and sustain their love of learning throughout life. The Handbook also helps the teachers to communicate with parents and make a note when the learner fails to meet the requirements of the course.

Learning requires the learner to pay attention, to observe, to apply, to understand, to set goals, and to assume responsibility for their own learning. These cognitive activities are best achieved through the active involvement and engagement of the learner. The Handbook must be read thoroughly to familiarize oneself with the ethos, requirements, rules and processes of day-to-day functioning at HVBGA. Parents must take the initiative to acquaint themselves with the Handbook. If you have any questions/clarifications about the school policies, programmes and rules you are requested to seek an appointment from the Principal, Coordinators, Admin Dept. or concerned representatives of the school. We will do our best to address your concerns.

It is mandatory for all learners to carry the Handbook with them to school.

Dr. (Ms.) C. R. Pathak

Principal & CEO

Email at : [principal@hvbglobalacademy.org](mailto:principal@hvbglobalacademy.org)

### FROM THE PRINCIPAL'S DESK...

Dear Parents,

HVB Global Academy is a prestigious COMPLETE CAMBRIDGE PATHWAY SCHOOL in South Mumbai offering the Cambridge Assessment International Education to its learners. In its 60 Golden Years, HVB has been a foremost educational institution enjoying both goodwill and popularity among all its stakeholders. HVB learners seek key leadership roles in the complex process of how and what education should deliver to their lives.

We live in a complex and dynamic world that continually evolves through unpredictable changes. A good education is one that adequately equips learners with skills, knowledge and values that will help them:

1. understand themselves and make sense of the mechanics of the complex and uncertain world around them,
2. apply their knowledge and skills to find feasible and effective solutions to the problems that face them and the society at large,
3. find their place in the world by making meaningful contributions to the story of human progress.

In facts, if we examine general characteristics of individuals who qualify as successful - regardless of their culture, ethnicity, gender, geography, and times they lived in - we find that the three qualities mentioned above invariably emerge, without exception, as the substrates that make their activities relevant, meaningful and useful. We are guided by these realizations and our practice and policies are aimed at instilling these qualities in our learners.

The HVB Learner profile is the school's Mission Statement translated into a set of learning outcomes for the 21st Century Learner. HVB Mission Statement holds attribute values that infuse the whole school ethos and encourages our learners to imbibe a value-based learning culture which in turn harnesses a skill-based understanding of the curricula. HVB Mission Statement is to offer a meaningful, globally connected and comprehensive educational programme to its learner regardless of personal circumstances, to empower them to explore their natural curiosity and creativity. HVB learners are global citizens who are internationally minded and are willing conductors of positive change in society. Our learners are expressive about their need to find themselves and their understandings of the world around them and in all they learn at school.

HVB through its common school language and philosophy promotes EQ (Emotional Quotient) among all its learners. This engages our learners in developing personal and social competencies with ensured access to school counsellors, learning support, and advisor care. Grade level coordinators work to promote a natural bridge to the

Cambridge Pathway at HVB. We are also keen supporters of learners using internet and the World Wide Web safely and therein we take steps to spread active awareness for DQ (Digital Quotient). Wherever we go, the Internet goes with us, providing a continuous environment that most of us have adopted subconsciously as our second home. We text, check the news and play games with others, half way around the world, without giving it a second thought. The web is pervasive but its experiences are individual. We awaken learners to their moral responsibilities in their real world versus the augmented and virtual worlds. Engaging effectively and more meaningfully with virtual communities is woven into the life-skills sessions at school for Learners to accommodate an awareness of their digital footprints in the world.

My role as the Principal & CEO of HVB Global Academy and as a visionary educationist is chartered along the two-fold path of methodology and mentoring. I promote resilience in all my learners who are proud transformers of global change and drive sustainability. There in enriching the social quotient (SQ) HVB promotes a 'Happiness Guaranteed' learning environment and takes initiative pathways towards learners asking the big questions in their classrooms. Experiential learning and conceptual inquiries at HVB form our classroom narrative along with numerous other projects facilitating the teaching-learning process. These projects nurture the creative as well as the intelligence quotient towards championing of an integrated curriculum experience at HVB.

As a dynamic educationist self-driven and passionate about my school, I celebrate unconventional innovations and evolving methodologies that accentuate the teaching learning process. **The RIGHT (Resilience Independence Growth Happiness Toolkit) Course is an initiative taken by HVB Global Academy to equip learners with knowledge, competencies and values of practical utility that are often excluded from formal school curricula but are crucial to enable them to successfully navigate various modern complex challenges and uncertainties as resilient, independent, and productive members of society.**

My learners are my true brand ambassadors and along with my team of teacher-mentors, I work to establish an enquiring outlook at HVB. Learners are immersed in several projects sensitizing them to nation-building activities. This I believe is essential for instilling pride as well as accountability towards our local context and in augmenting our learner's pride for our country.

I welcome you to HVB where the Happiness Quotient is a bountiful measure of excellence in education. HVB Learners are exemplary beacons of mindful learners, building lifelong success stories. HVB vitalizes its learners with a wholesome grit to set personal goals and engage more altruistically with the world.

Dr. Chandrakanta R Pathak  
PRINCIPAL & CEO,  
HVB Global Academy (In793)

## DECLARATION FORM 2024-2025

To,  
**The Principal**  
HVB Global Academy  
79, F - Road Marine Drive,  
Mumbai - 400 020.

Learners Name \_\_\_\_\_

G. R. No. \_\_\_\_\_

Aadhar Card No. \_\_\_\_\_

Grade \_\_\_\_\_

Div. \_\_\_\_\_

Roll No. \_\_\_\_\_

I agree to abide by the rules of the school as mentioned in the school Handbook and co-operate with the school authorities in the interest of my ward. I accept the decision of the Principal of the school with regard to the interpretation and execution of the rules as final.

Place \_\_\_\_\_

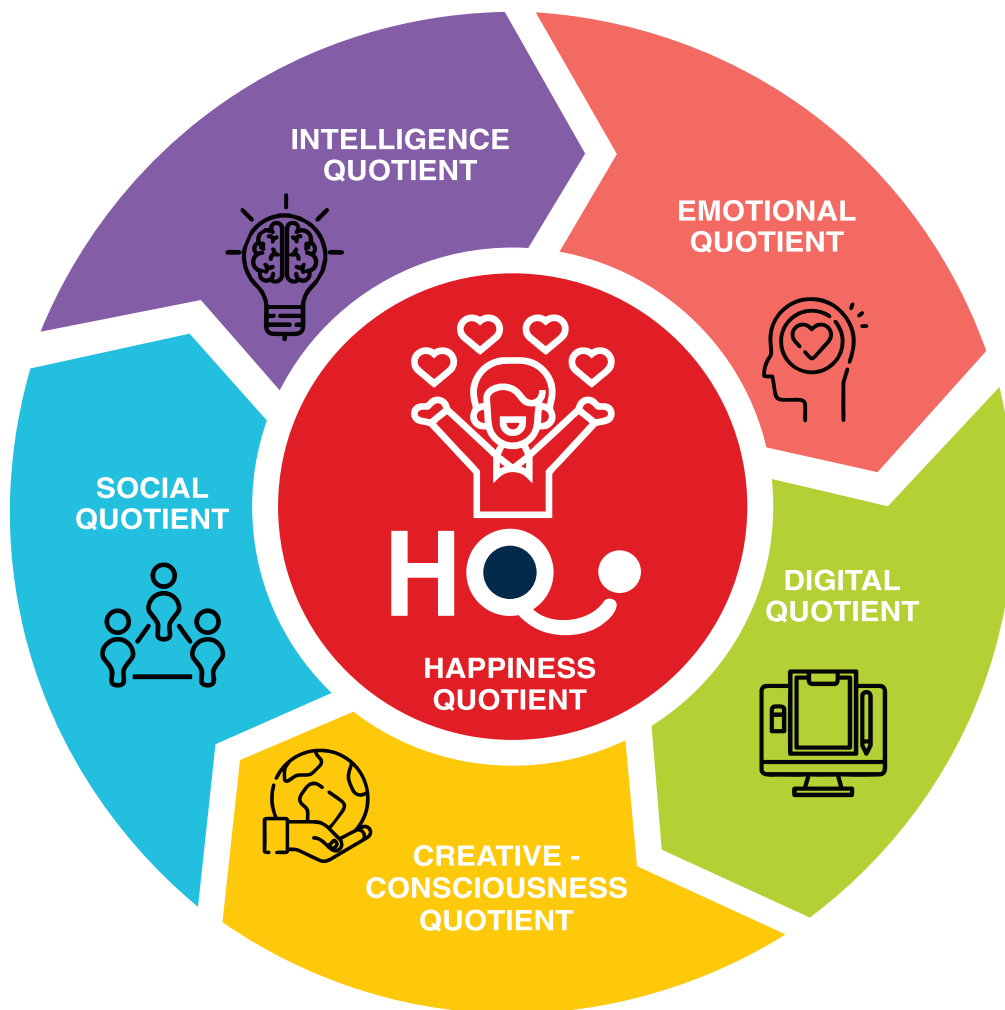
Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Guardian

**\* The Declaration form must be filled carefully in block letters and handed over to the Homeroom Teacher on the first day of school.**



## OUR PEDAGOGY<sup>®</sup>






$$IQ + EQ + DQ + CQ + SQ = HQ$$

### Happiness Quotient (HQ)

Research on people's well-being and overall happiness has shown the following six factors to be crucial in determining the sense of happiness an individual has with their life. These factors include: Sense of meaning and purpose, Relationship and Social Support, Freedom (of choice), Health, and Generosity. We collect data on each of these factors, and then quantify and process the data to calculate learner's Happiness Quotient (HQ). HQ is an estimation of degree of learner's well-being and happiness at present. The figure below shows how the learner has fared across the five factors mentioned above. Each of the factors is scored in the range 0 to 10, represents immediate need for action to improve and 10 represents an optimum level of well-being happiness. HQ is calculated based on these scores.

The shaded area in the above figure represents learner's existing level of well-being and happiness, whereas, the unshaded area represents the scope for improving learner's well-being and happiness by making appropriate changes in habits, lifestyle, behaviour, attitude, support from relationships and environment. The following achievement description provides interpretation of learner's HQ score.

#### Achievement descriptors

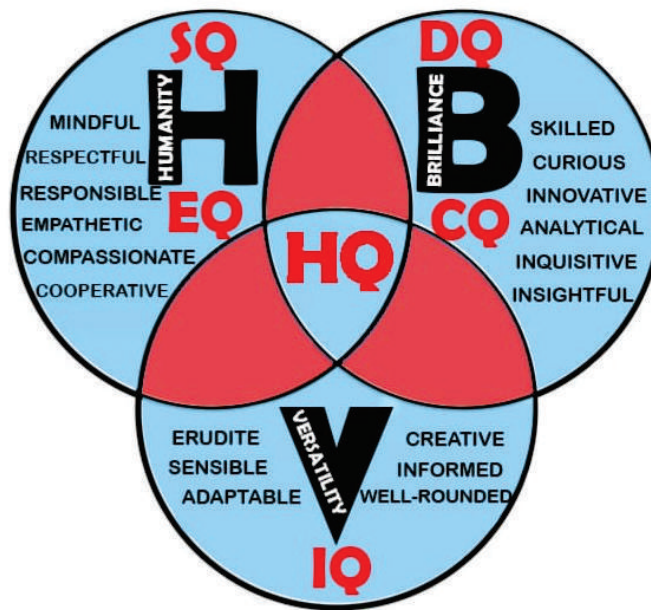
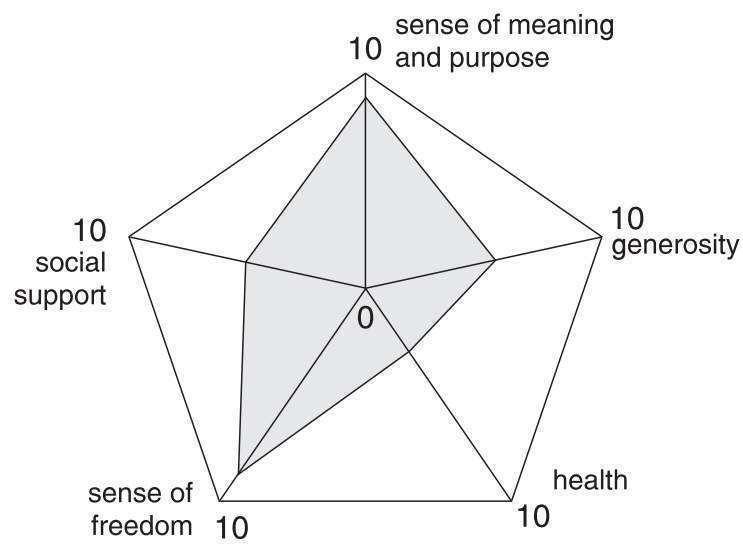
 $1 \leq HQ < 4$	Generally happy with a wide range of positive and happy sentiments, and a positive sense of self in relation to the people around them.
 $4 \leq HQ < 8$	Enhanced happiness and well-being marked by generally positive attitude, a healthy sense of self, willingness to help others, cheerfulness and joy that percolates in most aspects of life including personal and social.
 $8 \leq HQ \leq 10$	High level of happiness and well-being marked by high self-esteem, a positive approach to challenges, a strong willingness to help others, and meaning interpersonal relationships with peers and other majority of people in the surroundings

#### HVB's Happiness Ambassadors

Every year we selected and felicitate one learner from each section as HVB's Happiness Ambassador. The selection is based on the assessment of the required evidence turned in by each learner on a predefined set of parameters and on the learner's overall conducts in and out of the classroom at school.

Evaluation of evidence submitted by learners will depend on the **authenticity** of the work. Learners must make sure that everything they include in the evidence must be their own work and reflects their own views, not somebody else's.

**IMPORTANT :** Submission of these evidences is mandatory. HQ will be included in the report card. Report card will not be issued if learners have not submitted evidence for calculation of HQ.





## NATIONAL ANTHEM

The song, Jana-gana-mana, composed originally in Bengali by Rabindranath Tagore, was adopted in its Hindi version by the Constituent Assembly as the National Anthem of India on January 24, 1950. It was first sung on December 27, 1911 at the Calcutta session of the Indian National Congress. The complete song consists of five stanzas.

Jana-gana-mana-adhinayaka, jaya he,  
Bharata-bhagya-vidhata.  
Punjab-Sindh-Gujarat-Maratha,  
Dravida-Utkala-Banga,  
Vindhya-Himachala-Yamuna-Ganga  
Uchchala-Jaladhi-taranga.  
Tava shubha name jage, Tava shubha asisa mage,  
Gahe tava jaya gatha,  
Jana-gana-mangala-dayaka jaya he Bharata-bhagya-vidhata.  
Jaya he, jaya he, jaya he, Jaya jaya jaya, jaya he!

The following is Tagore's English rendering of the anthem: Thou art the ruler of the minds of all people, dispenser of India's destiny. Thy name rouses the hearts of Punjab, Sind, Gujarat and Maratha, of the Dravida and Orissa and Bengal; It echoes in the hills of the Vindhyas and Himalayas, mingles in the music of Jamuna and Ganges and is chanted by the waves of the Indian Sea. They pray for thy blessings and sing thy praise. The saving of all people waits in thy hand, thou dispenser of India's destiny. Victory, victory, victory to thee.

## NATIONAL SONG

The song Vande Mataram, composed in Sanskrit by Bankimchandra Chatterji, was a source of inspiration to the people in their struggle for freedom. It has an equal status with Jana-gana-mana. The first political occasion when it was sung was the 1896 session of the Indian National Congress. The following is the text of its first stanza:

Vande Mataram!  
Sujalam, suphalam, malayaja shitalam,  
Shasyashyamalam, Mataram!  
Vande Mataram!  
Shubhrajyotsna pulakitayaminim,  
Phullakusumita drumadala shobhinim,  
Suhasinim sumadhura bhashinim,  
Sukhadam varadam, Mataram!  
Vande Mataram, Vande Mataram!

The English translation of the stanza rendered by Sri Aurobindo in prose 1 is:

I bow to thee, Mother,  
richly-watered, richly-fruited,  
cool with the winds of the south,  
dark with the crops of the harvests,  
The Mother!  
Her nights rejoicing in the glory of the moonlight,  
her lands clothed beautifully with her trees in flowering bloom,  
sweet of laughter, sweet of speech,  
The Mother, giver of boons, giver of bliss.

## PREAMBLE

These are the opening words of the preamble of the Indian Constitution

“ **WE, THE PEOPLE OF INDIA**, having solemnly resolved to constitute India into a **SOVEREIGN, SOCIALIST, SECULAR, DEMOCRATIC, REPUBLIC** and to secure all its citizens:  
**JUSTICE**, social, economic and political;  
**LIBERTY** of thought, expression, belief, faith and worship;  
**EQUALITY** of status and of opportunity; and to promote among them all **FRATERNITY** assuring the dignity of the individual and the unity and integrity of the Nation;  
IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION. ”

## PLEDGE OF LOYALTY

"This morning, I, born in the Republic of India, take the pledge that I shall be loyal to my country, that I shall dedicate myself to the service of our nation and our people, that I shall preserve the freedom of sacred land and work for its prosperity and that I shall strive for world peace and the brotherhood of man."

Jai Hind !"

## SCHOOL PRAYER

यं ब्रह्मावरुणेन्द्ररुद्रमरुतः स्तुन्वन्ति दिव्यैस्तवैः  
वेदैस्साङ्गपदक्रमोपनिषदैः गायन्ति पं सामगाः ।  
ध्यानावस्थिततद्गतेन मनसा पश्यन्ति यं योगिनो  
यस्यान्तं न विदुः सुरासुरगणाः देवाय तस्मै नमः ॥

या कुन्देन्दुतुषारहारधवला या शुभ्रवस्त्रावृता  
या वीणावरदण्डमण्डितकरा या श्वेतपद्मासना ॥  
या ब्रह्माच्युतशंकरप्रभृतिभिर्देवैस्सदावंदिता  
सा मां पातु सरस्वति भगवति निःशेष जाड्यापहा ॥

Salutations to the Supreme,  
Whom Lord Brahma, Varuna, Indra, Rudra and the Lord of Maruts  
Invoke with their divine hymns;  
Whom the singers of the Sama songs  
Invoke through their correct and appropriate chantings;  
Whom the yogis realise with their minds absorbed  
In the goal of their contemplation through perfect meditation.  
Salutations to the Supreme  
Whose limitations are not known  
Even to the denizens of the heavens  
Or to the asuras of the nether kingdom.  
Let the Goddess Saraswati,  
As white as snow, the jasmine and the moon,  
Clad in white clothes and adorned with the excellent veena, protect me;  
Let the Goddess Saraswati,  
Seated on a white lotus,  
Prayed to by Brahma, Vishnu, Shankar and the other Gods,  
And who is the dispeller of ignorance, protect me.

## SCHOOL SONG

सुबह सवेरे लेकर तेरा नाम प्रभु  
करते हैं हम शुरु आज का काम प्रभु (२)

शुद्ध भाव से तेरा ध्यान लगाएं हम,  
फिर से विश्वगुरु बनकर दिखलायें हम ।  
हाँ फिर से विश्वगुरु बनकर दिखलायें हम ।

तुम्ही से है आगाज तुम्हीं से अंजाम प्रभु,  
करते हैं हम शुरु आज का काम प्रभु (२)

गुरुओं का सत्कार कभी न भुले हम,  
इतना बनें महान गगन को छु ले हम ।  
हाँ, इतना बनें महान गगन को छु ले हम ।

तुम्हीं से है हर सुबह तुम्ही से शाम प्रभु,  
करते हैं हम शुरु आज का काम प्रभु (२)

मात-पिता की सेवा और सम्मान करें ।  
उनकी खुशियों पर हम सब कुछ कुर्बान करें ।  
हाँ, उनकी खुशियों पर सब कुछ कुर्बान करें ।

## SCHOOL SONG

अच्छे कर्मों का अच्छा परिणाम प्रभु ।  
करते हैं हम शुरु आज का काम प्रभु (२)

मिलकर HVB को चमन बनायें हम ।  
ब्रह्मा, विष्णु और शिव से शक्ति पाएँ हम,  
हाँ नेता सुभाष और भगत सिंह बन जाए हम,

मानवता का हरदम दे पैगाम प्रभु,  
करते हैं हम शुरु आज का काम प्रभु (२)

सदा हमारे सिर पर तेरा हाथ रहे,  
हर सुख-दुख संकट में तेरा साथ रहे ।  
हाँ, हर सुख-दुख संकट में तेरा साथ रहे ।

खुशियों का हो जीवन में आयाम प्रभु,  
करते हैं हम शुरु आज का काम प्रभु (२)

सुबह सवेरे लेकर तेरा नाम प्रभु,  
करते हैं हम शुरु आज का काम प्रभु (३)

## HVB Global Academy Anthem

I can, yes I can  
We can, yes we can!

We are ready for life  
Our aim is not the sky  
We can go beyond, go high  
We have got wings to fly!

Na rukenge hum na rukenge  
Aasma se unche udenge

I can, yes I can  
We can, yes we can!

My heart learns every day  
To think beyond reason  
My mind learns every day  
To dream beyond imagination

We are ready for life  
Our aim is not the sky  
We can go beyond, go high  
We have wings to fly!

Na rukenge hum na rukenge  
Aasma se unche udenge

I can, yes I can  
We can, yes we can!

Our roots are so deep  
And Strong in traditions  
Our dreams are so free  
Free from limitations

We are ready for life  
Our aim is not the sky  
We can go beyond , go high  
We have got wings to fly!

Na rukenge hum na rukenge  
Aasma se unche udenge

I can, yes I can  
We can, yes we can!

## **SCHOOL HOURS**

**\*AGE RANGES ARE FOR GUIDANCE ONLY**

### **HVB CAMBRIDGE EARLY YEARS**

AGES : 2 Years to 6 Years

TIME : SHIFT 1 – 8:45 AM – 12:30 AM

TIME : SHIFT 2 – 12:00 AM – 3:15 PM

### **HVB CAMBRIDGE PRIMARY CLASSES 1 TO 5**

AGES : 6 Years to 11 Years

TIME : 8:45 AM – 3:00 PM

### **HVB CAMBRIDGE LOWER SECONDARY CLASSES 6, 7 and 8**

AGES : 11 Years to 14 Years

TIME : 8:45 AM – 3:00 PM

### **HVB CAMBRIDGE IGCSE and A LEVELS**

AGES : 14 Years to 19 Years

TIME : 8:45 AM – 3:00 PM





**“ The only way to secure our future  
The only way to protect our nation”**



### **Desh Apnayen Pledge**

**India belongs to all its citizens,  
It belongs to me, it belongs to us**

**I have a right, to live in peace and purposefully,  
But it is possible, only if I live responsibly**

**I work for its progress, peace and protection,  
Along with the Government meant for such action**

**Learn to protest when they need a correction,  
And together again till we see the correction**

**India can remain ahead and great,  
Only when we remain great, I remain great**

**If I respect the law, even if some don't,  
Maintain cleanliness, even if others don't**

**Keep my promises, have quality in all my work,  
Respect others' rights and help those without work**

**I am capable, I am strong,  
I belong to East, West, North and South**

**I pledge to make our country Strong,  
I pledge to make India Proud.**

**Jai Hind! Jai Hind! Jai Hind!**



\* A comprehensive guide to self sufficiency for HVB'ians - Age Group 2 - 19 years.





## RIGHT

RIGHT is an abbreviation of Resilience Independence Growth Happiness Toolkit. RITGHT is a unique curriculum by HVBGA to equip learners with practical knowledge, competencies and that are often excluded from formal school curricula but are crucial to enable them to successfully navigate various modern complex challenges and uncertainties as resilient, independent and productive members of society. RITHT embodies our the spirit of HQ that shapes the culture of teaching-learning at HVBGA. In this course, learners will learn and develop competency in the following seven areas:

- A. Environment and nature
- B. Nutrition and health
- C. The human brain and its needs
- D. Friends, family and community
- E. Home engineering
- F. Money management and wealth creation
- G. The digital life and health

The score a learner earns in RIGHT represents his/her level of independence (self-reliance), resilience in the face of novel challenges. Following are th achievement descriptors for this course.

### Achievement descriptors for RIGHT

 80% - 100%	Excellent level of independence, self-reliance and resilience suggestion a strong command over knowledge and skills required to successfully face a wide variety of practical challenges.
 60% - 79%	Good level of independence, self-reliance and resilience indicating a good command over knowledge and skills required to successfully face my practical challenges
 40% - 59%	Average level of independence, self-reliance and resilience indicating some command over knowledge and skills required to successfully face many practical challenges but more time and effort need to be invested in learning and practicing these skills
 ≤ - 39%	Indicates a strong need to work on and learn practical skills that are required to independently complete common everyday tasks

## **HVB VISION, MISSION, MOTTO**

HVB has a clear mission statement that refers to its educational values. The culture of learning at HVB is learner-centred and supports learners and teachers to become confident, responsible, reflective, innovative and engaged. International awareness and global perspectives are promoted through the curriculum and through numerous activities. Relationship between staff and learners is positive, demonstrates mutual respect and the school has established and consistent expectations of behaviour.

### **VISION**

To create lifelong success stories

### **MOTTO**

Nurturing imagination inspiring excellence

### **MISSION**

To offer a meaningful, globally connected and comprehensive education programme for its learners regardless of personal circumstance so as to empower them to explore and develop their natural curiosity and creativity.

## **Our philosophy**

As an institute of learning, we ask ourselves the following questions:

Who are we and what is our place in the Indian society ?

What are we doing to contribute to the local and global community ?

Are our motivations and actions aligned with the spirit of humanity and human progress?

Will our actions make this world a better place than the one we inherited ?

These questions help us evaluate our actions, and shape our beliefs, goals, policies and practice. We see ourselves as a temple of learning where everyone who wishes to learn or has potential to learn is welcome regardless of their personal circumstances and background.

We are community of learners wherein we actively foster values including mutual respect, kindness, inclusiveness, honesty, equanimity, love for the nation and fellow countrymen, uphold our constitution, and celebrate diversity in all its forms. All individuals in this community find opportunities to construct a realistic and sound knowledge and understanding of how the world operates, and are empowered with principles, values and abilities to find their own meaning, purpose, identity and place in the story of human progress.

It is our obligation to see to it that when learners graduate from this institute and go out into the real world and face its rapidly evolving challenges, they are well equipped to understand these challenges and find innovative solutions in ways that contribute to the local and global community and to the story of human progress. As an institute of learning, we have entrusted with the responsibility to train and shape the future authors of this story.

These reflections shape our motivations and guide our actions, practice and policies at HVBGA. As codified in our name, Humanity, Versatility and Brilliance are the three pillars on

which HVB institute rest, and we hold our staff and other stakeholders (including parents and learners) to these values and standards.

### **Our goals**

As an institute of learning, we aim to accomplish the following through our activities:

- Actively foster change-makers who will shape future for the betterment of local and global community
- Instil the values of humanity, compassion and kindness in our learners and promote these values in the Indian society at large
- Weave the element of research in all aspects of education so that our learners may learn to think for themselves and find out reliable information and truth
- Inculcate respect for the Indian constitution and uphold the democratic values that the constitution guarantees.
- Develop, in our learners, a sense of duty, meaningful service, and the idea of giving back to society

## **PRIDE 60 – WHY HVB IS A GREAT PLACE TO STUDY**

### **SCHOOL MANAGEMENT AND LEADERSHIP AT HVB**

HVB Global Academy has worked with people and organizations all over India since its establishment as a premier educational institute in 1963 and believes in unity in diversity with a positive approach to continuous improvement and innovative ideas. The senior management team and the governing body demonstrate clear goals for the successful growth of Cambridge qualifications and evidence planning to support effective implementation. Senior staff at HVB are committed to setting targets for school improvement and staff development, supported by well-designed performance reviews and self-evaluation. There is a systematic budget and dedicated resources for the continuous professional growth and learning of all teachers at HVB. At HVB there is effective and transparent management of school budget along with clear transparency and zero-donation policy. A complaints procedure is in place that effectively manages grievances if any for parents and other stakeholders. All stakeholders enjoy direct communication and collaboration with Principal & CEO Dr. Pathak.

### **QUALITY OF TEACHING AND LEARNING AT HVB**

HVB promotes the Principles to Practices model to ensure that the best techniques enrich the classrooms, the procedures as well as the wider policy making including research and evidence. HVB is appropriately resourced with sufficient staff employed in management, teaching and support roles. HVB curriculum is clearly expressed and accessible to teachers, learners and their parents on the e-school portal called MICM EDUSPRINT. Assessment outcomes are monitored and evaluated with clear feedback into teaching and learning strategies. Teachers at HVB have appropriate qualifications to deliver Cambridge programmes and qualifications successfully. Teaching at HVB takes account of learner's diverse learning styles and individual needs. HVB has a well-designed approach to the professional development of teachers and other staff. The school also has a clear policy to address the language needs of learners.



## **HVB IS AN NEP 2020 ALIGNED SCHOOL**

- HVB is NEP 2020 aligned school in structure, philosophy and outlook.
- NEP 2020 policy envisages that the extant 10+2 structure in school education will be modified with a new pedagogical and curricular restructuring of 5+3+3+4 covering ages 3-18. The NEP provides a new structure for school education from ages 3 to age 18. At HVB we offer Cambridge EY which is designed for ages 3-6. It provides a secure base of foundational development and learning, and successful transition to any Class 1 context.
- At HVB we have always nurtured a 360° approach to assessments and we routinely update our parents about the progress of their wards while offering focussed intervention and support wherever required.
- At HVB we continue relentlessly in our pursuit of attaining optimal outcomes for our learners in the domains of physical and motor development, cognitive development, socio-emotional-ethical development, cultural/artistic development, and the development of communication and language, literacy, and numeracy.
- HVB nurtures pedagogy which is strongly rooted in the Indian and local context and ethos in terms of culture, traditions, heritage, customs, language, philosophy, geography, ancient and contemporary knowledge, societal and scientific needs, indigenous and traditional ways of learning etc. We celebrate the importance of home, community and school links to our learners' and their learning ethos.
- At HVB we have an integrated and robust system of continuous formative/adaptive assessments from Grades 1 to 7 to track and thereby individualize and ensure each learner's learning.
- At HVB we encourage extensive use of technology in teaching and learning. The aim of education at HVB alongside the Complete Cambridge Pathway is not only cognitive development, but also building character and creating holistic and well-rounded individuals equipped with the key 21st century skills.
- HVB develops the whole child, laying the foundations of enthusiasm and skills needed for lifelong learning in school and beyond. In particular, we support diverse approaches which involve children actively in their own learning; the development of self-regulation skills; and the development of communication and social skills.
- NEP 2020 expects each teacher to participate in at least 50 hours of CPD opportunities every year for their own professional development, driven by their own interests. At HVB our teachers have numerous professional development opportunities. Cambridge Professional Development Qualifications (Cambridge PDQs) are offered through approved Cambridge Professional Development Centres, quality assured by Cambridge. HVB is an authorised Cambridge PDQ Center.
- NEP 2020 ensures the inclusion and equal participation of children with access arrangements. HVB has an established SEN policy, regularly reviewed to promote inclusive education. At HVB we recommend inclusive approaches that provides all learners with feelings of competence, agency, emotional attachment and self-worth.

## **INFRASTRUCTURE AT HVB**

HVB premises create a positive learning environment for Learners. Our Library and our learning resources adequately support delivery of the curriculum. Our classrooms are well lit with temperature control and promethean boards. Specialist facilities are provided (e.g. for art and craft, music, language labs, ICT, physical education, robotics and the sciences). We have collaborated with Shiamak Dance Academy, NASCA STEAM (integration of Science, Technology, Engineering, Arts and Mathematics), Gojukai Karate-Do and with numerous sports coaches for excellence in co-curricular activities. Our science and robotics labs are compliant with international standards of excellence and safety. Our library has the most updated editions of books, magazines and periodicals for higher order research and to nurture a love for reading. Secure storage arrangements for question papers and other examination materials comply with Cambridge regulations. At HVB all appropriate facilities are available that comply with Cambridge regulations for accommodating examinations.

## **INFRASTRUCTURE AT HVBGA**

For our learners' overall development, we conduct sessions for our learners personality development and public speaking training sessions by Cyrus Barucha Academy, and music training sessions by Salim Merchant Academy.

### **Career guidance and counselling**

At HVBGA, learners get access to professional career counsellors from Aara Consultancy to find answers to their queries relate to subject selection at IGCSE and A Levels, internship, career options and prospects, and admission in universities in India and abroad. The agency also provides guidance for creating portfolios that are required by universities abroad for admissions. In addition to this, learners also get to interact with professionals from various disciplines to understand the demands of the disciplines and which professions might be a good fit for them keeping in mind their own strengths and abilities.

## **LEGAL REQUIREMENTS**

HVB is an authorized Cambridge school. Government approval to operate, including any approvals needed to provide the Cambridge curricula are secured. Health and safety policies in line with government requirements are fully in place including the undertaken fire drills and fire compliance measures. First aid provision in line with government requirements are in place including the presence of a full-time nurse and medical room. Child protection policies in line with government requirements are fulfilled. We have full time counsellors to assist learners with mental health and academic life balance.

### **The Role Of Counsellor at HVB**

The HVB Global academy has counselling services available to learners across the Cambridge Pathway. The role of the counsellor is to guide, advise, recommend, consult, and

assist with the nearly limitless variety of concerns that Learners, parents, teachers, administrators, and the school community may have. School counsellors work collaboratively with Head of School and teachers to decide on what action needs to be taken to address issues interfering with a learner's learning process. These issues may be academic or social. The school counsellor also helps with crisis intervention and is a vital member of the HVB team.

**School counsellor addresses below domains of school counselling:**

- **Academic Development**
- **Career Development**
- **Social/Emotional Development**
- **Psychosocial Problems**
  - The counsellor helps in early identification of problem behaviours and takes suitable steps to prevent the onset of psychosocial problems.
  - In case of psychosocial problems detected after their onset, the counsellor works towards finding suitable solutions.
- **Working with Parents**
  - To enable holistic support and to ensure that the child's home environment is secure and nurturing, as well as to keep the parents in the loop about the work done in counselling, and how to ensure that the results are maintained at home.
- **Working with Teachers**
  - Teacher meetings are extremely crucial to keep the teacher in the loop about the work being done.

**How does a school counselor provide services?**

- **Individual counseling**

The counselor works with learners on an individual basis to help meet the needs of a child.

- **Small group counseling**

The counselor offers a wide range of small groups focusing on many topics. Topics are decided by needs of learners and vary based on need. Some examples of groups may include Cyber-Safety, Self-esteem, Organization, Study Skills, Social Skills and friendship building.



- **Remedial teaching**

The objective of remedial teaching is to give additional help to learners who, for one reason or another, have fallen behind the rest of the class.

- Remedial programs are used to address gaps in basic skills.
- Most remedial programs target reading and math weaknesses.
- Remedial programs are different from special education services.

Remedial programs are designed to close the gap between what a Learners knows and what he is expected to know. It targets reading or math skills.

## **RESEARCH CENTRE AND LIBRARY – ANVILS OF RESEARCH AND INNOVATION**

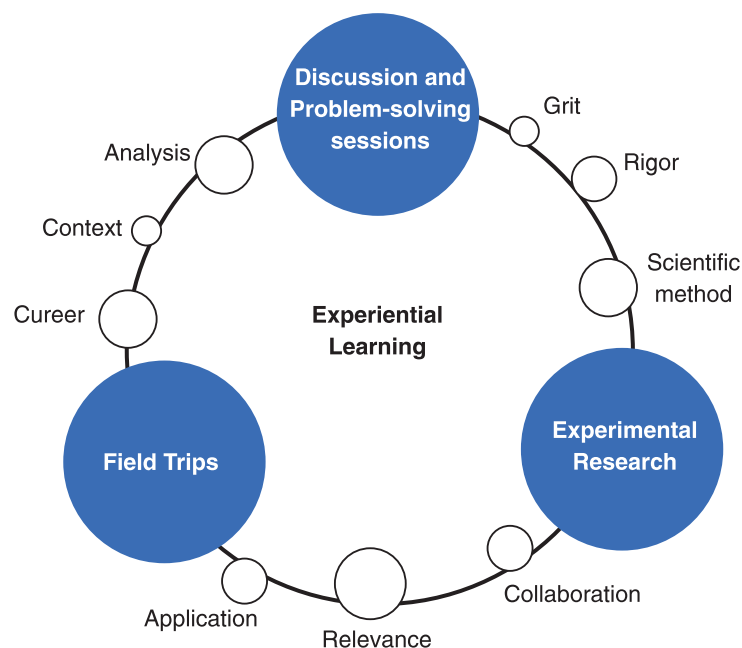
The Innovation Hub at HVB provides facilities to nurture new ideas and help develop an inquisitive perspective in our young learners. The Innovation Hub along with our well-resourced Library engages learners in innovative and creative activities. These serve as springboards for new ideas, research and innovation and thus helping our young learners to emerge as leaders and decision makers, ready to face future challenges and benefit society at large. Embedding such creative pedagogies in science education through the Innovation Hub retains the talent we have in the field of science at school and the Library assists in opening young minds to possibilities of innovative practices and future growth and learning.

## **CORE AND ADVANCED SKILLS ENRICHMENT PROGRAMMES – STEM**

Core and Advanced Skills Enrichment Programmes—STEM - are **two-year courses for Learners Grades 9 & 10 and Grades 11 & 12**. It is an initiative taken by HVB Global Academy to equip learners with diverse skills commensurate with the characteristics of challenges they are likely to face in future. The course curriculum features learning activities that integrate a kaleidoscopic range of technical topics and practical skills.

The programme comprises three primary components: **discussion and problem-solving sessions, experimental research, and field trips**. The three components work in concert to contextualize technically advance content by connecting the content with learner's real-life experiences; this naturally leads to a holistic and multidisciplinary curriculum design. The course focusses and enhances primarily the following three skills:

- a. Creative critical thinking
- b. Complex problem solving
- c. Communication and social skills



<b>1 SUCCESS</b> Our Cambridge Pathway gives students a clear path for educational success from age 5 to 19. 	<b>2 FLEXIBILITY</b> Schools can shape the curriculum around how they want students to learn – with a wide range of subjects and flexible ways to offer them.	<b>3 FUTURE SKILLS</b> We help students discover new abilities and a wider world, and develop the skills they need for life, so they can achieve at school, university and work. 	<b>4 DEVELOPMENT</b> Each stage builds on learners' development in the previous stage, or from other education systems. 	<b>5 CHOICE</b> We offer an unrivalled choice of subjects: over <b>70</b> at Cambridge IGCSE™ and over <b>50</b> at Cambridge International AS & A Level. Schools can let students choose subjects in any combination.
<b>6 RECOGNITION</b> Our qualifications are recognised by universities worldwide, including over <b>650</b> in the US. 	<b>7 PREPARATION</b> <b>98%</b> of admissions officers surveyed said Cambridge programmes give students excellent preparation for university. 	<b>8 TRAINING</b> We provide first-class support for teachers through publications, online resources, training and professional development. 	<b>9 GLOBAL</b> Every year, Cambridge learners from 10 000 schools in over 160 countries prepare for their future with an education from Cambridge International. 	<b>10 HERITAGE</b> We have a <b>150-year</b> history of providing international exams. We are also a not-for-profit organisation and part of the University of Cambridge. 

Cambridge Pathway has a wide range of subjects and flexibility, giving schools the chance to shape the curriculum so that it is exciting and relevant for students. Cambridge Pathway students can acquire the knowledge and skills they need to achieve at school, university and beyond.

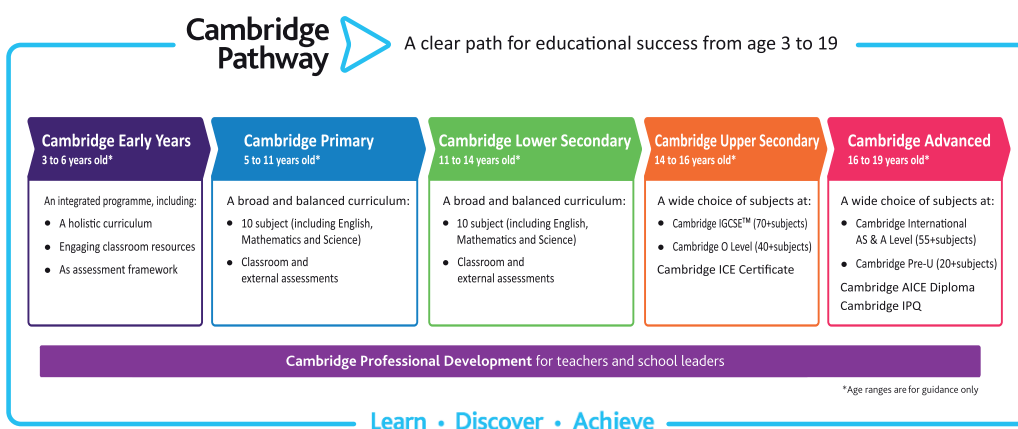
## AWARDS

1. HVB Global Academy is certified as the Great Place to Study (GPTS) at the 5th Global League Institute Certification at the prestigious House of Commons, UK on June 17, 2019. Mr. Surendra Somany and Dr. Ms Chandrakanta R.Pathak were honored with the prestigious certificate at the event on behalf of the school by Baroness Sandip Verma, chair of UN Women National Committee United Kingdom, member of the European Union Committee.
2. HVB Global Academy recipient of the "Asia's Greatest Brands & Leaders Award 2017" by Ambassador of Ukraine His Excellency Dmytro Senik at the Indo-Singapore Business & Social Forum 2018, Singapore.
3. HVB Global Academy is ranked #1 Cambridge School in Mumbai by the prestigious Times School Survey 2023. It also ranked #1 in Zone A- South Mumbai beating the other Cambridge Schools in the region.
4. Dr. Chandrakanta Pathak awarded as "Inspiring Personality 2022" Changemaker in Education by the Economic Times.
5. Free Press Journal Newspaper in Mumbai Schools conducted Survey 2022. HVB Global Academy received a certificate for outstanding performance in Vocational Education and sustainable and inclusive education.
6. HVB Global Academy honoured by Eldrok IKA 2022 for Exceptional Adoption of Technology in Pedagogy at the Eldrok India K-12 Summit.
7. Dr. C.R Pathak was honoured with an outstanding Leadership Education Award for exceptional contribution towards the Education Sector 2023 at the EGN summit.
8. Times Education Icons Award by Times of India, for being 1st in Zone A and 1st in entire Mumbai by a survey conducted by Times of India School Survey 2022 - Mr. Bhaichung Bhutia giving award to HVB Global Academy.
9. HVB Global Academy is Ranked No. 1 in Maharashtra, No. 1 in Mumbai Category - 'Top20 International Schools under "CAIE Curriculum" in a survey conducted by EducationToday.
10. HVBGA has been awarded for "Most Technically Advanced School" at the Principal's Conclave and Award Ceremony by MIMAMSA.
11. Dr. Chandrakanta R. Pathak has been awarded amongst "The Most Influential Educators of the year 2023 by the esteemed panel of jury of Education Today

## COMPLETE CAMBRIDGE PATHWAY AT HVB GLOBAL ACADEMY IN793

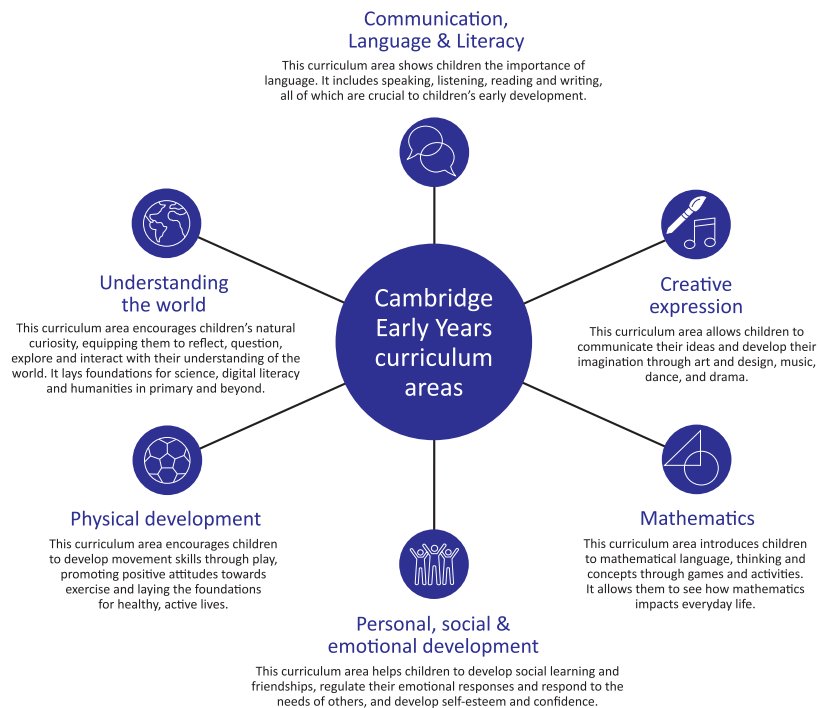
Cambridge Assessment International Education at HVB prepares learners for life, helping them develop an informed curiosity and a lasting passion for learning.

HVB Cambridge Pathway gives learners a clear path for educational success from age 3 to 19. It helps learners discover new abilities and a wider world, and gives them the skills they need for life, so they can achieve at school university and work.



### Cambridge Early Years

- Cambridge Early Years is designed in line with international best practices and research, and in collaboration with pioneers of early education in India.
- At HVB Cambridge Early Years is the start of an exciting educational journey that helps learners aged 3 to 6 develop the knowledge, understanding and skills they need to make the best possible start in life.
- The programme is designed to meet the needs of young learners in India, and to be used by a wide range of early years centres. Cambridge Early Years takes a holistic and balanced approach that focuses on physical, cognitive, language and communication and social and emotional development.
- At HVB we offer engaging classroom resources as well as a range of assessment approaches. Cambridge Early Years encourages a play-based, child centric approach to teaching and learning within the programme. This helps learners to act independently and make their own choices, develop at their own pace, and build feelings of competence, emotional attachment, and self-worth.



## CAMBRIDGE PRIMARY

- Cambridge Primary at HVB is an international education programme, typically for young Learners (5 to 11 years)
- It starts Learners on an exciting educational journey, setting out what they should be able to do at each stage of their primary education
- The programme develops young learners who are confident, responsible, reflective, innovative and engaged
- Cambridge Primary at HVB includes assessments that improve learning
- Cambridge Primary at HVB includes tests to help us assess your child's development, and report progress to you and your child
- There are two assessments: Cambridge Primary Progression Tests and Cambridge Primary Checkpoint:
- Cambridge Primary Progression Tests – for each stage and marked by teachers
- Cambridge Primary Checkpoint – at the end of the Primary programme.

### **CAMBRIDGE LOWER SECONDARY**

- Cambridge Lower Secondary at HVB provides a natural progression for children from primary education and prepares them for post-14 education programmes that lead to formal qualifications
- Cambridge Lower Secondary at HVB includes tests to help us assess your child's development, and report progress to you and your child
- There are two assessments: Cambridge Lower Secondary Progression Tests and Cambridge Lower Secondary Checkpoint
- Cambridge Lower Secondary Progression Tests – for each stage and marked by teachers
- Cambridge Lower Secondary Checkpoint – at the end of the Lower Secondary programme.

### **CAMBRIDGE UPPER SECONDARY**

- The IGCSE qualification is typically for learners aged 14 to 16 years
- HVB inspires learners to love learning, helping them discover new abilities and a wider world
- HVB offers a wide range of subjects and flexible ways to study them
- HVB aligns the curriculum, teaching, learning and assessment
- Cambridge IGCSE is a globally recognised qualification
- The IGCSE at HVB provides a springboard to the Cambridge Advanced stage, as well as other post-16 routes.

### **CAMBRIDGE INTERNATIONAL AS & A LEVEL**

- Cambridge International AS & A Level at HVB develops deep subject knowledge, conceptual understanding and higher order thinking skills
- Learners develop the skills they need for life at school, university and work
- Cambridge Advanced is committed to the linear approach to study making sure that learners taking Cambridge International A Levels are assessed after two full years of study.
- Cambridge learners at HVB are confident that their qualifications will be understood and valued throughout their education and career, in their home country and internationally.
- HVB Learners use Cambridge International AS & A Levels to gain places at leading universities worldwide.

## THE LEARNER ATTRIBUTES WE PROMOTE AT HVB

- The concept of a 'Cambridge learner' helps us communicate attributes we believe are important for learners in the modern world
- HVB recognises that a meaningful curriculum is more than a collection of subjects. Learners need to develop a set of academic skills, life skills and attitudes to be successful
- HVB Global Academy is a mission-driven and committed education hub empowering young learners with treasured skills and attitudes of lifelong learning
- With a focus on ingraining creative assertiveness, learners showcase diverse subject specific explorations in diverse syllabuses of interest like the Languages, Mathematics, Human Sciences, Natural Sciences, dedicated Arts, Theatre, Dance by Shiamak, international calibre Music program by Furtados along with a competitive team of Sports coaches
- Some of the key learning skills include understandings related to 21st Century Learner psychology and motivation, career guidance, online webinars conducted by various universities, in-house counsellors and special educators
- Making a difference in the lives of underprivileged children through Ujjwal Bhavishya project by offering them a self-reliant and dignified life; making India a better and prosperous country along with Behtar India, Citizenship Club and Desh Apnaye campaigns instils in our learners a strong sense of nationalism and devotion for their country
- Teaching the underprivileged children of Kolkata through Help Us Help Them, Desh Apnaye, Ujjwal Bhavishya and many more social initiatives colour the unique fabric of the HVB Family.
- We encourage learners to become confident, responsible, reflective, innovative and engaged:
  - **confident** in working with information and ideas – their own and those of others
  - **responsible** for themselves, responsive to and respectful of others
  - **reflective** as learners, developing their ability to learn
  - **innovative** and equipped for new and future challenges
  - **engaged** intellectually and socially, ready to make a difference.

## WHY CAMBRIDGE LEARNER ATTRIBUTES SHINE AT HVB?

- HVB Cambridge Pathway prepares learners for life – helping them to develop an informed curiosity and lasting passion for learning
- HVB helps learners become confident, responsible, reflective, innovative and engaged. These are the attributes of Cambridge learners
- HVB designs all curriculum and assessments with the Cambridge learner attributes in mind

- The five Learner Attributes are HVB's way of recognising that Learners need to develop attitudes and life skills throughout their education, as well as academic skills, in order to be successful at university and in employment
- We offer a wide range of subjects and we let every learner choose the subjects they love and the subjects they're best at
- We offer an unrivalled choice of subjects - 13 at Cambridge IGCSE and 10 at Cambridge International A Level
- HVB encourages teachers to use examples that are relevant to learner's local context and culture
- HVB wants each learner to fulfil their potential and make the most of their strengths and interests
- HVB designs curriculum execution – with the help of expert educators in school - to challenge learners and excite them about what they're learning
- HVB's flexible assessment structure maximises time for teaching and learning, helping learners to develop a strong grasp of each subject.

#### **WHAT'S IT LIKE IN AN HVB CLASSROOM?**

- With the Cambridge Pathway at HVB, learners build more than just a deep understanding of their subject - they also develop higher order thinking skills so that they can apply what they've learned
- HVB Learners get to play an active role in the classroom - both EQ and HQ drives the metamorphosis within the classrooms
- EQ and HQ are hallmarks of our classroom and our team of teachers and counsellors work actively with our Learners to integrate resilience and a positive outlook to life
- The mental health of our Learners is of prime concern to all HVB stakeholders
- Weekly referral system to school counsellors, consultations – both formal and informal, aids learners to understand their emotions and to reflectively regulate them so as to maintain optimum mental health
- At HVB learners are trained to think critically, to learn how to construct an argument and evaluate evidence
- Within HVB classrooms, learners learn to work independently and to collaborate with one another to bring a project to a successful outcome (and if it's not successful, they'll also learn lessons from reflecting on why that might be)
- Learners are encouraged to develop an international outlook and become confident global citizens
- Conventional teacher-centric models of education view students as passive recipients of knowledge, demanded blind obedience, promoted rote learning, exerted inordinate pressure on children to perform, and disregarded diversity in students' needs. These imperatives unduly imposed on children have restricted their career prospects, stifled their



overall development and compromised their well-being for decades. At HVBGA, we are acutely aware of the pressing need for a significant revision of our educational philosophy.

- Led by Dr Chandrakata Pathak, principal and CEO at HVBGA, our team has been working relentlessly to reimagine the ethos of teaching and learning at our school to make education egalitarian and a means to actualize students' innate creative potentials. We do so by making learning inclusive and by effecting, measuring and tracking growth and development of students along five key dimensions: Intelligence Quotient (IQ), Emotional Quotient (EQ), Digital Quotient (DQ), Social Quotient (SQ) and Creative-Consciousness Quotient (CQ).
- While IQ and EQ are popularly known as measures of a person's abilities to reason and to understand, use and manage their emotions, DQ, SQ and CQ are new additions in keeping with the nature of challenges we face today. DQ refers to the awareness of and competence in tools and skills of the digital world which permeate all aspects of modern life; SQ refers to the state of mind and skills required to collaborate in groups, form reliable long-term social relationships in a world where social media has made life increasingly disconnected and isolated; and Creative-Consciousness Quotient (CQ) refers to the ability of being mindful, reflective and deliberate—much needed qualities in today's fast-paced, data-driven world.
- These abilities are essential to enable an individual to survive, thrive and lead a meaningful life in today's increasingly complex and uncertain world rife with novel challenges. Thus, these form the components of what we refer to as the Happiness Quotient (HQ)—measure of a person's overall physical and mental well-being.
- When we design our curriculum at HVB, we start by identifying what a learner needs to learn - Learners must demonstrate understanding and the core knowledge of a subject, as well as think critically
- Exams are there to recognise, reward and encourage learning - HVB provides comprehensive classroom support and resources
- HVB also offers training and professional development opportunities to all our staff and faculty so that teachers and school leaders constantly improve their practice and share expertise with Cambridge schools worldwide
- Cambridge teachers access the School Support Hub, a secure site which contains a wide range of support resources and discussion forums that strengthen their practices within the classroom.

## **CAMBRIDGE SYLLABUSES AT HVB FOR IGCSE**

### **GROUP 1 – LANGUAGES**

1. Cambridge IGCSE English as a Second Language (0510)
2. Cambridge IGCSE French – Foreign Language (0520)
3. Cambridge IGCSE Hindi as a Second Language (0549)

**GROUP 2 - HUMANITIES AND SOCIAL SCIENCES**

4. Cambridge IGCSE Economics (0455)
5. Cambridge IGCSE Global Perspectives (0457)

**GROUP 3 – SCIENCES**

6. Cambridge IGCSE Biology (0610)
7. Cambridge IGCSE Chemistry (0620)
8. Cambridge IGCSE Physics (0625)

**GROUP 4 - MATHEMATICS**

9. Cambridge IGCSE Mathematics (0580)

**GROUP 5 – BUSINESS, TECHNICAL AND VOCATIONAL**

10. Cambridge IGCSE Accounting (0452)
11. Cambridge IGCSE Business Studies (0450)
12. Cambridge IGCSE Information & Communication Technology (0417)
13. Cambridge IGCSE Art and Design (0400)

**CAMBRIDGE SYLLABUSES AT HVB FOR AS & A LEVEL****GROUP 1 – LANGUAGES**

1. English General Paper (AS Level only) (8021)

**GROUP 2 - HUMANITIES AND SOCIAL SCIENCES**

2. Cambridge International AS & A Level Economics (9708)
3. Cambridge International AS & A Level Psychology (9990)

**GROUP 3 - SCIENCES**

4. Cambridge International AS & A Level Biology (9700)
5. Cambridge International AS & A Level Chemistry (9701)
6. Cambridge International AS & A Level Physics (9702)

**GROUP 4 - MATHEMATICS**

7. Cambridge International AS & A Level Mathematics (9709)

**GROUP 5 – CREATIVE AND PROFESSIONAL**

8. Cambridge International AS & A Level Accounting (9706)
9. Cambridge International AS & A Level Business (9609)
10. Cambridge International AS & A Level Art & Design (9479)
11. Cambridge International AS & AL Computer Science (9618)

## **GRADING AND REPORTING AT HVB**

### **GRADE DESCRIPTORS and PROCEDURES**

**Internal Summative Assessment** This reflects the progress attained by the learner in all assessments taken in a subject over the semester. This holds a weighting of 20% towards the overall semester grade.

**Semester Examination** This reflects the mastery of the content and skills aligned with the Cambridge International requirements and taught throughout the semester. This holds a weighting of 80% towards the overall semester grade. This exam is taken twice a year; once mid-year and once at the year-end. This examination is only for Grades 8 to 12.

**Academic Achievement** A cumulative of Internal Summative Assessment and Examination scores indicates the Academic Achievement for the learner.

**Effort Grade** This evaluates a learner's work ethics and habits in the classroom alongside each learner's record of academic standing. The Effort Grade is imperative to assessing the whole child and invaluable to celebrating a wide array of learners.

**Achievement Descriptors** These are subject-specific. Learners are encouraged to develop their own approaches to work and may address the achievement descriptors either singularly or in combination as appropriate for their grade and level.

**IGCSE Results** are reported on an 8-point scale of grades at school A\*(a\*), A (a), B (b), C (c), D (d), E (e), G (g). Grade A\*(a\*) being the highest and grade G (g) the lowest. UNGRADED indicates a standard below that required for grade G (g).

Only subjects in which grades A\*(a\*) to G (g) are attained are recorded on certificates.

**A Level Result** is reported on an 5-point scale of grades at school A\*(a\*), A(a), B(b), C(c), D(d), or E(e), of which Grade A\*(a\*) is the highest and Grade E(e) the lowest.

**Advanced Subsidiary Level Result** is indicated by one of the grades at school a(a), b(b), c(c), d(d) or e(e), of which Grade a(a) is the highest and Grade e(e) the lowest.

'UNGRADED' in Advanced Subsidiary Level or Advanced Level subject indicates a standard below that is required for a grade E (e).

Only subjects in which grades A\* to E are attained are recorded on certificates.

**Cambridge Primary and Lower Secondary** Classes 1 to 7 follow continuous assessment and active learning strategies throughout the academic year.

The HVB GLOBAL ACADEMY, Cambridge Calendar begins in March and ends in February.

The academic school year is divided into two semesters. Semester 1 Exams are in August. Semester 2 Exams are in February.

**ACADEMIC ACHIEVEMENT CAMBRIDGE PRIMARY TO CAMBRIDGE UPPER SECONDARY/IGCSE**

GRADE	RANGE	GRADE DESCRIPTOR
A*	90 - 100	Excellent
A	80 - 89	Very Good
B	70 - 79	Good
C	60 - 69	Satisfactory
D	50 - 59	Fair
E	45 - 49	Needs Improvement
G	40 - 44	Minimum Pass
U	Less than 40	Ungraded

**ACADEMIC ACHIEVEMENT CAMBRIDGE ADVANCED LEVEL/GRADE 12**

GRADE	PUM RANGE	GRADE DESCRIPTOR
A*	90 - 100	Excellent
A	80 - 89	Very Good
B	70 - 79	Good
C	60 - 69	Fair
D	50 - 59	Needs Improvement
E	40 - 49	Minimum Pass
U	Less than 40	Ungraded

**ACADEMIC ACHIEVEMENT CAMBRIDGE ADVANCED SUBSIDIARY LEVEL/GRADE 11**

GRADE	PUM RANGE	GRADE DESCRIPTOR
a	80 - 100	Excellent
b	70 - 79	Good
c	60 - 69	Fair
d	50 - 59	Needs Improvement
e	40 - 49	Minimum Pass
u	Less than 40	Ungraded

## **EFFORT GRADE**

A	Evidence of exceptionally high standard of work
B	Evidence of high standard of work
C	Evidence of satisfactory standard of work
D	Evidence of poor standard of work
E	Cause for concern

## **RECOGNITION – INDIA & ABROAD - WHERE DO CAMBRIDGE QUALIFICATIONS TAKE YOU?**

There are many reasons to study at undergraduate level in India. With a rich history and diversity and a surging global business landscape, the world's most populous democracy is also home to the world's second-largest higher education system, with over 800 universities, 40000 colleges and 11000 stand-alone institutions (\*All India Survey on Higher Education (AISHE) Report 2016-17).

## **GRADES OR MARKS?**

Most learners who take Cambridge examinations receive a percentage uniform mark (PUM) alongside grades for each subject on their statement of results. The percentage uniform marks correspond to grades and are always calculated out of 100. The percentage uniform mark should be used in India for admission purposes, wherever a numerical score is required. Percentage uniform marks achieved in Cambridge International are treated on a par with marks of Indian Senior Secondary Examinations. For their eligibility criteria, all institutions use aggregate percentage marks achieved in the qualifying exams.

It is important to note that entry to universities is competitive and that they have limited numbers of seats available. You should plan to apply to a wide range of universities to maximise your chances of acceptance.

## DOCUMENT CHECKLIST

Here is a list of the documents you will need for admission to higher education institutions in India:

Documents	Issued by	Notes
Statement of results and provisional statement of results	Cambridge International	Provisional statements of results are accepted for admission purposes.
Cambridge Certificate	Cambridge International	Certificates from Cambridge International are despatched up to eight weeks after provisional results are released online.
Migration Certificate	Cambridge International	Cambridge International issues a Migration Certificate
School Leaving Certificate	School	Issued by school upon completion of course.
Bonafide Certificate	School	Issued by school upon completion of course.
Marks Conversion Certificate	School	Issued by school on completion of course.

## **FACILITIES AT HVBGA ECAMPUS - EDUSPRINT+**

Ecampus - Edusprint+ at HVB is powered by MICM Net Solution Pvt. Ltd, one of the pioneer IT Solution providers to education sector. This tie-up provides all HVB Stakeholders a SMS (School Management System) with numerous modules like Learning Management, Report Card, Admission System, Parent Mobile App and many more.

### **SCHOOL TRANSPORT FACILITY 2024-2025**

The need for safe passage of each child to school and back home is of paramount importance to us. To ensure safe travel the school will provide its own bus service of school buses designed as per standards and manned by trained drivers and personnel sensitized to the need of small children. For supervision and monitoring a transport attendant is on board throughout the journey. Mobile phones have been provided in each bus that ensures efficiency in term of service and better communication in case of emergencies. Besides ensuring the implementation of the safety norms, all staff on the bus is well trained in first aid and emergency management.

- 1 The school bus facility is mandatory for students to avoid any traffic issues. NO PRIVATE VANS / TAXIS / PERSONAL TWO WHEELERS FOR CARS are allowed on F-ROAD.
- 2 The school bus facility is only exempted for only those students who meet the below specified conditions and have already sought prior approval from school for the same. Under such circumstances the School authorities shall not be hold responsible for any learner's safety after s/he steps out of HVB school premises unattended.
  - reside within 600 metres radius of school
  - have an approved and certified medical reason \*Medical Certified is must
  - commute using public transport facilities namely train / BEST / bus \*Travel Pass must be attached
- 3 Parents are required to make the bus fees payment in advance on yearly basis to the bus vendor itself along with the School Fees. The payment should be made online to Shanta Durga Travels through the chakrerview app.
- 4 Learners availing the bus facility will be provided an access to the School bus mobile app "Chakrerview" which will guide you through the bus number, pick up and drop nodel points, bus route tracking, sms when the bus is about to reach the nodel stop. Generally, the bus timings will operate within 10 to 15 minutes of the pickup and alighting time. Parents are requested to accommodate the same.

- 5 Any change in the bus timings will be notified to the parent.
- 6 Learners will have to board and alight the school bus at the respective stops allotted to them only.
- 7 Learners are required to compulsory wear a seat belt. Any learner found moving or standing in the bus, disciplinary action will be taken against that child.
- 8 Learners while travelling on the school bus must maintain discipline. Any student guilty of misconduct will not be allowed to avail the bus facility.
- 9 A Learner shall be refused the bus facility if involved in damage to the bus property. Besides, the damage done will have to be compensated by the student.
- 10 Learners / parents will not have any transaction / altercation / physical fight with the bus staff. Bus staff are not authorized to change / add bus stops.
- 11 School has taken utmost care for the safety and convenience of the students. Any suggestion / complaint regarding the transport service is to be made in writing strictly either to the Transport Committee elected by the PTA or else to the principal@hvbglobalacademy.org.
- 12 School Bus team is strictly instructed to bring back to school any student who is not picked up by the authorised person at the exact designated drop off point. No child will be handed over to any unknown person.
- 13 It is mandatory that the authorised person shows the Parent ID Card / Authorisation Letter at the drop off point.
- 14 Please cooperate with the drivers and attendants. It takes nearly two weeks to set the transport route. Hence, there is a possibility of mismatch of timings given to you at the start.

### **THE LIBRARY**

Parents and children can view the availability of books through our website and the school's well-stocked and well-furnished Library. It provides ample reading facilities to develop the study habits of the learners.

#### **Rules :**

1. Do not raise your voice to a level that causes disturbance to others.
2. One to two books shall be issued at a time to learners for home reading.
3. Readers shall not write upon, damage, tear, turn down the leaves of, or make any mark upon any book, manuscript or map belonging to the Library.
4. Every person taking a book out of the Library and every reader inside the Library shall be responsible for the safe custody of the book and its return and in the event of it



being lost or damaged (including pencil or ink marks), shall either replace the book or pay such compensation as may be fixed by the Librarian with the consent and approval of the Principal.

5. Encyclopedia, meant exclusively for use in the Library, shall not be issued for home reading.

No book forming a part of the reference collection nor a periodical shall ordinarily be issued out, unless the consent of the Principal has been obtained for overnight reading.

6. All books must be returned to the Library for stock-taking before the Annual Examination.
7. No hand-bags or bags are allowed in the Library.

### **THE HOUSE SYSTEM**

To foster in the learners a sense of collective responsibility and solidarity, a feeling of sociability and unity, the school has the House System. The learners are divided into the Alpha, Beta, Gamma and Delta. Each of these Houses has its office-bearers.

There is also a Prefects' Body that helps to maintain House and class discipline. The President, Vice-President and Head Prefect, under the guidance of the Principal, are in charge of this Council, planning, galvanising and organising its moves.

### **THE SCHOOL BAND**

HVB school band is for the benefit of those learners who are interested in music.

The school band plays at the assemblies, the Annual Athletic Meet, the Annual Prize Distribution function and the school socials.

### **ELOCUTION**

In order to develop oratory abilities, opportunities are provided for exposures through the Annual Elocution Competitions and other platforms at school.

### **VISITS AND EXCURSIONS**

Regular visits are arranged to places of educational interest like the museum, the aquarium, the planetarium, the zoo, the mint, the milk colony, the theatre and the cinema, factories and services for our learners. These visits are a part of the school's education plan and operation.

Excursions within the country and outside it are a usual feature at HVB. They range from a day to weeks. With these excursions, both local and foreign, the school tries to widen the learner's horizon of experience learning. HVB hosts the Indo-Denmark exchange programme at school which is an enriching experience for our learners.

## **HVB CO-CURRICULAR**

HVB is committed to offering learners wide-ranging opportunities for extracurricular participation. The School believes that participation in extracurricular activities enables learners to develop talents that may find little expression in the classroom. Club activities expand interactions among learners, who are likely to interact with others who are different from them.

## **COUNSELLING SERVICE**

The School offers emotional and career counselling to learners and parents. The basic objective of counselling is the overall development of learners. It is aimed at helping each individual to gain an insight into the dynamics of his/her behaviour, to prepare alternate action plan for improving on his performance and to achieve his/her set targets and goals.

## **THE ARTS**

To enable the learners to express their innermost feelings the curriculum includes Art, Drawing, Painting, Art Appreciation, Craft, Music and Dance.

Our learners receive several inter-school and international prizes.

## **PHYSICAL EDUCATION**

With a view in keeping the child healthy and fit, special attention is paid to sports, physical culture and games - indoor and outdoor - including cricket, badminton, table tennis, throw-ball, foot-ball, weight-lifting, gymnastic, skating & swimming, etc. Physical Education & Martial Art is encouraged.

## **COMMUNITY SERVICE**

The principles of charity and humanitarianism are fostered in the child from an early age. The learners provide service to national and social organisations like Ujjwal Bhavishya, Behtar India, Desh Apnaye, Help Us Help Them They often voluntary visit to hospitals, the aged, the handicapped, child welfare centres, etc, with gifts and donations. Annual camps are compulsory.

## **OLYMPIADS**

The learners are sent for external competitive examinations in diverse subject Olympiads like Science, Mathematics, Cyber and many more.

## **ROAD SAFETY PATROL GROUP**

The Road Safety Patrol is organised to help our learners to learn and obey traffic rules. The RSP group also helps in the smooth flow of vehicles at the entrance of the school at its meeting and dispersal times.

## **GENERAL RULES**

### **Admissions**

1. Children who complete 2,3,4 & 5 years on or before 31st December of the previous academic year of which they are seeking admission, shall be admitted to the Playgroup, EY 1, EY2 and EY3 classes, respectively.
2. Learners seeking admission to EY 3 upwards shall be subject to an interaction, provided they meet the age requirements.
3. Learners who join the school have to produce Municipal Birth Certificate and Aadhar Card in support of the date of birth entered in the admission form. The admission of learners from unrecognised schools shall not be entertained as per school rules.
4. Admissions are strictly as per the age criteria prescribed.
5. Candidates who have attended any recognised school shall not be admitted without a Leaving Certificate from the school last attended. If they come from a school outside the State of Maharashtra, the Leaving Certificate has to be countersigned by the inspector of the division in which the school is situated. Candidate must also submit the most recent Statement of Results or Marksheet of previous exam given.
6. Admission and processing fees once paid are not refundable.

### **Withdrawals**

- Parent or guardian wishing to withdraw their child or ward from school must notify their intention to the Principal.
- One calendar month's notice and fees will have to be given for the withdrawal of the child from the school. Those who leave the School in April must pay their fees for May also.
- All dues must be cleared and books and other school property items returned, before the child is withdrawn and transfer certificate is obtained.
- Management may require the withdrawal of any learner, when satisfied, that such a step is necessary in the interest of the school and best interest of the child.

### **Recommendations to Parents**

1. Parents are requested to co-operate with the school by working side by side with it towards the growth and development of the child.

2. Regular hours of study at home help children develop proper study habits.
3. The school shall be sending at regular intervals, reports of mid-term tests and exams, performance status, personality traits etc., via School app Edusprint+, emails etc.
4. Private tuitions shall not be encouraged. Private tutors may not be engaged except when the sanction of the Principal is obtained. Special arrangements shall be made to coach a academically weak children and the parents of such learners shall be expected to share the expenses. The school staff, does not take private tuitions.
5. Parents are required to seek permission from the Principal before seeing their ward or meeting teachers during school hours. Parents can meet the staff after school hours or by prior appointment, for which they shall carry with them the appointment slip.
6. Parents are requested to refrain from seeing the teachers one week before the commencement of the examinations and till the results are declared.
7. Parents are expected to be very particular to see that their children return home immediately after school hours, except on days when they stay on for co-curricular activities. It may be noted that the responsibility of the school authorities ceases immediately after school hours.
8. Any change in the residential address or telephone / mobile number may please be immediately notified to the school authorities.
9. Dress code

There are several events and occasions throughout the year when learners may be allowed or required dress in attire other than the regular school uniform and the sports uniform depending on the nature of the event or occasion. Such attires include formal, traditional, casual and semi-casual. All learners are required to observe the following general rules as they dress for the occasion to ensure propriety:

Girls must not wear tops that are low cut and/or expose most of the back. Where skirts are concerned, they should be at least knee-length or longer.

Boys must not wear tank tops regardless of the occasion unless specifically asked to wear one. Fashion jewelry items such as thick chains, bracelets must be always be avoided.

### **Rules of Discipline & Uniform**

1. On school days and at school functions, the learner should wear a clean starched and ironed school uniform as prescribed by school.

On all Physical Education days, all the learners - boys and girls-shall wear black shoes and the complete sports outfit.

It is compulsory for every learner to wear the school cap and gloves as and when required for inter-school competitions or participation.

Learner are requested to wear only school sweaters as per school rules. No fancy jackets or multi coloured sweaters will be permitted. All Learners must purchase their house coloured PE Uniform for all sporting activities.

2. Learners are not allowed to wear any ornaments or bring any valuable articles to the school. These shall be confiscated.
3. Personal hygiene and cleanliness is laid stress on. Nails and hair should be properly and regularly trimmed as per the directions of the school authorities.
4. The school is very particular about its learners' personal cleanliness and uniform. It reserves the right to check learners violating the above rules, to confiscate items that do not conform to the set pattern, to take such measures as it thinks fit to enforce the above rules and requirements and to bring the dress and uniform in conformity therewith.
5. No learner who has been absent from the school or is late for the first period shall be admitted to the class, without the Principal's permission.
6. Learners are responsible to the school authorities for their conduct both in and outside the school. Misbehaviour and/or use of foul language in the school and outside or on roads and in public conveyances is a just cause for the school to take regulatory action.
7. Irregular attendance, missing classes and extra classes, unjustified or unexplained absence, habitual idleness, disobedience or objectionable moral influence justify dismissal.
8. Any change made in the entries made by staff-members in report-cards and other school records will be dealt with seriously and may amount to even rustication.
9. Running, playing and/or shouting inside the school building is not allowed.
10. When the learners move along the corridors and when they are on the staircases, they are expected to walk in silence and in single file, keeping to the left.

11. Any kind of damage done in school premises will have to be made good by the concerned parent.
12. Learners must not throw pieces of paper, pencil shavings and other waste in the class or in the corridors. All such material must be deposited in wastebins provided for the purpose.
13. All must converse in English at school except during Second Language classes.
14. Children must carry their own dry lunch/tiffin boxes to school. No dabbawala or servants bringing lunch boxes are permitted during lunch breaks.
15. The School gives additional academic opportunity support for those learners who need it. Once the parents are committed to this arrangement, they have to stand by it till specified duration.
16. Every Learner should endeavour to keep up the high ranking and good name of the school, by excelling in fine manners and conduct.
17. When allowed by Principal only miniscule display of Mehendi should be on palm as token of cultural requirement.
18. Co-curricular activities till 3.30 pm. no excuse for tuition.
19. School will not be responsible for any student or any act of student after school hours and beyond school premises.
20. School responsibility ceases once the child leaves the school premises.
21. Our school is a smoke free campus. For better health, smoking products are prohibited on our campus. Any act contrary to the school provisions is an illegal & punishable offence.
22. We strongly advise parents not to enrol their ward(s) in private tuition / coaching classes, particularly those instructed by untrained teacher who are aware of the philosophy of the Cambridge curriculum and international standards in pedagogy. In our year of experience, we have observed the following changes in learners who all private tuitions / coaching classes from such teachers:
  1. Negative changes in academic performance in the classroom due to acquisition of incorrect concepts, creating a challenge for our school teachers to valuable time and resources in, first, the unlearning of wrong concepts and then subsequent relearning of the concepts.
  2. Adoption of negative views and attitudes toward learning and education (viewing learning only as a means to gain marks.)
  3. Behavioural issues wherein learners adopt abusive language, consumption of vape, etc from their peers from other schools.

### **Absence and Leave**

1. No leave of absence is granted except on previous written application from parents and then too only for serious reasons.
2. Absence without leave is liable to punishment.
3. The Principal must be informed at once if the learner is to be absent from school through illness. Wherever a child is absent, even if it is for a day, the entry should be made in the calendar, failing which the child will be sent home. In case the child is sick, the calendar entry is to be supported with a medical certificate. Intimation to the school can be immediate via email to the Principal.
4. Learner suffering from an infectious disease is not allowed to attend school. A doctor's certificate that the learner is free from infection should be sent when learner begins to attend the school, after such illness. Chickenpox, measles, jaundice, mumps, herpes, etc, require a three week stay at home, since that is the medically prescribed incubation period for these illnesses.
5. No leave shall be granted for out of Mumbai weddings, religious festivals, mundane ceremonies, on school working days. If any of these functions require learner's presence, then such ceremonies are expected to be fixed up during the school holidays.
6. In case of absence without leave, the learner on returning to the school, must have the reason of absence entered and signed by his parent on the leave record. Absence immediately prior to examinations and tests necessitates punishment.
7. Absence on the reopening day of the school after the vacations or on the last working day during the school terms renders the learners name liable to being struck off the rolls.
8. AS and AL Learners need to abide by 100% attendance requirement and all rules as stated above.
9. Please note that for a learner to be promoted to the next class, he/she must have at least 75% attendance (of the total working days) in each semester of the current academic year. Regular attendance ensures that a learner has adequate access to the support and guidance required to timely and effectively address learning challenges, maintain academic progress, form positive learning experiences, and improve performance. Missing school not only hampers a learner's academic progress but also their motivation. Therefore, it is imperative for learners to maintain regular attendance during the course of the academic session. Though the minimum attendance required is 75%, we strongly advise that learners maintain 100% attendance during regular school days.



**Fee Rules**

1. All fees are to be paid as per the School schedule using HVB Edusprint+ Portal.
2. If fees are not paid and the learner has not been excused by special arrangement, strict disciplinary action will be taken.
3. No deductions shall be made for vacations or for broken periods.
4. Fees Once Paid Are Non-Refundable.
5. Parents must pay fees on / before the due date.

**Schedule for Payment of Fees.**

**DUE DATES SEMESTER 1 :-** 14/02/2024 to 28/02/2024

**DUE DATES SEMESTER 2 :-** 01/08/2024 to 15/08/2024

8. Parents can pay school fees directly through the School Edusprint + App with various options available.
9. Please note that school will accept fees only via MICM and not entertain any other mode of payment.

**Late Fee**

The late fees charges are levied if fee is not paid in time

The parents are requested to pay their fees on or before the due date. If there is any genuine problem it should be intimated to the Principal in writing, and subject to Principals' further decision.

**Examination and Promotions**

1. Any learner found using unfair means shall be debarred from appearing for the rest of the examination and, consequently, shall be detained in his class and rusticated from the school.
2. Application for the verification of marks in special cases will be considered at the discretion of the Principal.
3. Promotion of Learners will depend not only on the final report but also on the results of Internal Assessments the mid-term tests, projects and the progress made throughout the year.
4. If, for a valid and accepted reason, a learner is not able to appear for a whole or part of an examination, his case will be considered on the strength of the year's record.
5. A learner who fails to be promoted twice will have to discontinue his studies at the school.
6. Promotion, once refused, shall under no circumstances be reconsidered.



## **SCHOOL AWARDS AND PRIZES**

Regular attendance, good conduct and persevering application are indispensable conditions for any award or prize.

Prizes are awarded for general proficiency and for proficiency in each and every academic and non-academic subject, the school having a very elaborate and comprehensive scheme.

Awards are made for excellence in the cultural and co-curricular activities of the school.

In today's world, health and safety are the priorities where children are concerned along with education. At HVBGA we give due importance to these aspects.

### **Safety & Health care**

Our wellness centre is fully equipped with essential medical facilities.

HVBGA in association with "Ayaksha Healthcare Pvt. Ltd." (an ISO certified company ) will provide

- A qualified Nurse and A Doctor on call in School premises
- E-clinics, Telemedicine facility & virtual doctor assistance during school hours
- Tie up with the "Bombay Hospital, Marine Lines"
- Regular medical check-ups for learners, screening of learners by specialized team of Doctors
- The centre is fully equipped and will provide with necessary First Aids medicines and medical instruments required to treat an illness or injury at School
- Training for School Staff, Students and Parents in various wellness, health awareness and child safety programs.
- Detailed medical history and medical checkup report available on click of mouse/button on MICM
- Professional indemnity of 1 crore in case of any untoward incident for legal/medical liabilities will be covered.

### **Doctors who will do Medical Check-up**

1. General growth profile and health assessment
2. Vision testing, General eye health
3. Dental assessment
4. Comprehensive assessment of Ear Nose and Throat
5. Skin / Hair / Nail Assessment

Every year a link will be shared with Parents. Parents are requested to fill up & submit the link of the medical history along with the latest reports of the child on regular basis.

HVBGA has always provided a safe and secure learning environment to all its learners and staff. We periodically take safety & security policy for entire School stakeholders and School premises.

To ensure our learners' safety and security, the entire school premises and the school buses are equipped with constant audio and video surveillance. In case any person who is not a school staff wishes to enter the school premises for any reason, they pass through multiple security checks starting at the main gate and then at the reception. Additionally, the school undergoes routine electrical, structural and fire safety audits in accordance with norms established by the government by a certified independent licensed agencies.

The Management regularly organizes, workshop sessions for all stakeholders of the school, specifically students and parents along with active team of teachers centered on key safety concerns such as fire safety management, transport management, cyber safety management, social awareness campaigns, types of parenting, and good touch and bad touch.

Medical observation will be conducted within school premises and under the supervision of a team of eminent and specialized doctors. This is available absolutely free of cost for all HVB Learners and there is no financial cost involved for the same. This generous initiative is credited to the benevolence of our HVB Management and team. We look forward to a fit and health academic year for all our learners.

### **THE PARENT - TEACHER CONNECT**

The school always seeks parental cooperation and help. Among its objective is the promotion of a closer relationship between the home and the school which, supplemented by the planned social and cultural activities of the school, fosters a harmonious background for the social growth of the Learners.

We have a Elected Parents-Teachers Committee to improve the overall functioning of the institution and to have a two-way exchange of views and ideas.

As a School we have taken this initiative to eliminate ANY SORT OF POSSIBILITIES the sexual harassment to any child, staff in the School premises. In order to resolve such issues the members of the Executive Committee of PTA also nominate and elect the Women Harassment Complaint Committee.

In order to resolve any bus related ISSUES, A transport Committee is also formed. The School transport Committee monitors the Bus and transport safety. It takes the leadership in implementing the RTO norms in the buses and in resolving the grievances of all stakeholders. It meets twice a year or as and when required to address all issues related to School transport.

# **HANDBOOK 2024-2025**

## **61 Glorious Years**

The dates of the School activities mentioned in the diary may change due to unavoidable or unforeseen circumstances

**MARCH 2024**

THOUGHT FOR THE WEEK :

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4 Monday

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**- AY 2024-2025 Regular Re-Opens**

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**- Names of Absentees on 1st Day to be Reported**

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**- New Admissions Orientation**

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5 Tuesday

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**Grade 1 Orientation**

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6 Wednesday

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**Grade 2 Orientation**

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For every minute you are angry you lose sixty seconds of happiness  
– Ralph Waldo Emerson

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7 Thursday

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**Early Years (Playgroup, EY1, 2, 3) Orientation**

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**No Regular School for Early Years**

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8 Friday

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**Holiday : Mahashivratri**

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9 Saturday

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**MARCH 2024**

**THOUGHT FOR THE WEEK :**

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11 Monday

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12 Tuesday

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13 Wednesday

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If you want to be happy, do not dwell on the past, do not worry about the future, focus on living fully in the present. – Roy T. Bennett

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14 Thursday

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**PTA Grades 6, 7, 8**

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**A Level Resumes**

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15 Friday

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16 Saturday

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**MARCH 2024**

**THOUGHT FOR THE WEEK :**

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18 Monday

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19 Tuesday

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20 Wednesday

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**In happiness & suffering, in joy and grief, we should regard all creatures as we regard  
our own self** **– Mahavira**

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21 Thursday

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22 Friday

**PTA - IX & X**

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23 Saturday

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**MARCH 2024**

**THOUGHT FOR THE WEEK :**

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25 Monday

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**Holiday : Holi**

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26 Tuesday

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**Quiz Jr. Sec.**

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27 Wednesday

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Don't be satisfied with stories, how things have gone with others unfold your own myth  
– J. Rumi

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28 Thursday

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**Quiz Sr. Sec.**

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29 Friday

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**Holiday : Good Friday**

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30 Saturday

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**APRIL 2024**

THOUGHT FOR THE WEEK :

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1 Monday

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**IA Week**

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2 Tuesday

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3 Wednesday

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Cultivation of mind should be the ultimate aim of human existence.

– B. R. Ambedkar

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4 Thursday

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5 Friday

**PTA Grade I & II**

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6 Saturday

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**APRIL 2024**

**THOUGHT FOR THE WEEK :**

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8 Monday

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9 Tuesday

**Holiday : Gudi Padwa**

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10 Wednesday

**PTA Grades 3 to 5**

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Kindness is the language which the deaf can hear and the blind can see.  
– Mark Twain

11 Thursday

Holiday : Id-ul-Fitr

12 Friday

13 Saturday

Regular Online School - Tuesday Timetable

APRIL 2024

THOUGHT FOR THE WEEK :

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15 Monday

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EY 2 Cambridge Early Years Check Together

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16 Tuesday

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17 Wednesday

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Holiday : Shree Ram Navmi

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Great works are performed not by strength but by perseverance

– Samuel Johnson

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18 Thursday

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19 Friday

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20 Saturday

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**APRIL 2024**

THOUGHT FOR THE WEEK :

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22 Monday

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23 Tuesday

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24 Wednesday

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**IA Week**

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**Talent wins games, but teamwork and intelligence wins championships**  
— Micheal Jordan

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25 Thursday

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26 Friday

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27 Saturday

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29 Monday

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30 Tuesday

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**Table Tennis Inter-house Tournament**

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1 Wednesday

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**School Closes for Summer Vacation**

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**1st May to 5th June, 2024**

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Intelligence without ambition is a bird without wings

– Salvador Dali

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6 Thursday

**School Re-Opens**

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7 Friday

**Inter-house Carrom Tournament**

---

8 Saturday

**Regular Online School - Monday Timetable**

**JUNE 2024**

**THOUGHT FOR THE WEEK :**

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10 Monday

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11 Tuesday

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12 Wednesday

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To expect the unexpected shows a thoroughly modern intellect.

– Oscar Wilde

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13 Thursday

**Investiture Ceremony**

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14 Friday

**PTA - AS & A**

---

15 Saturday

**JUNE 2024**

**THOUGHT FOR THE WEEK :**

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17 Monday

**Holiday : Bakri - Id**

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18 Tuesday

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19 Wednesday

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The art of communication is the language of leadership.

– James Humes

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20 Thursday

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21 Friday

**International Yoga Day**

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22 Saturday

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**JUNE 2024**

**THOUGHT FOR THE WEEK :**

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24 Monday

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**Playgroup & EY 1 Fancy Dress Elimination Round**

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25 Tuesday

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**EY 2 Fancy Dress Elimination Round**

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26 Wednesday

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**EY 3, G 1, G 2, Fancy Dress Elimination Round**

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**The art of communication**  
**A man's character may be learned from the adjectives which he**  
**habitually uses in conversation.**  
**– Mark Twain**

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27 Thursday

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**Grades 3, 4, 5 Fancy Dress Elimination Round**

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28 Friday

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**Primary story telling competition**

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29 Saturday

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**JULY 2024**

**THOUGHT FOR THE WEEK :**

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1 Monday

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**HVB 61st Anniversary**

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**Fancy Dress Competition (EY to V)**

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**Jr. Sec. - Poems come alive**

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**Sr. Sec. - Debate**

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2 Tuesday

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**IA Week**

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3 Wednesday

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Too many of us are not living our dreams because we are living our fears

– Les Brown

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4 Thursday

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**Primary UOI**

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5 Friday

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**Primary UOI**

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6 Saturday

**JULY 2024**

**THOUGHT FOR THE WEEK :**

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8 Monday

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9 Tuesday

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**Jr. Sec. Hindi & English Elocution**

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10 Wednesday

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**You will not be punished for your anger, you will be punished by your anger.**

**– Buddha**

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11 Thursday

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12 Friday

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13 Saturday

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JULY 2024

THOUGHT FOR THE WEEK :

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15 Monday

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16 Tuesday

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17 Wednesday

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**Holiday : Muharram**

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Gratitude makes sense of our past, brings peace for today, and creates a vision for tomorrow. – M. Beattie

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18 Thursday

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**Sr. Sec. Dance Competition**

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19 Friday

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20 Saturday

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**JULY 2024**

**THOUGHT FOR THE WEEK :**

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22 Monday

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**Primary Hindi Elocution**

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23 Tuesday

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24 Wednesday

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Peace cannot be kept by force, it can only be achieved by understanding.  
– Albert Einstein

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25 Thursday

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**IA Week**

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26 Friday

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27 Saturday

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29 Monday

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30 Tuesday

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31 Wednesday

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**Health is the greatest gift, contentment the greatest wealth, faithfulness the best relationship.**  
**– Buddha**

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1 Thursday

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2 Friday

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3 Saturday

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**AUGUST 2024**

**THOUGHT FOR THE WEEK :**

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5 Monday

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6 Tuesday

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7 Wednesday

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To survive in peace and harmony, united and strong, we must have one people, one nation, one flag. – Pauline Hanson

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8 Thursday

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**First Semester**

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**Internal Assessment Open day**

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**Grades 8 to 12**

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9 Friday

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**First Semester**

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**Internal Assessment Open day**

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**Grades 8 to 12**

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10 Saturday

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**AUGUST 2024**

**THOUGHT FOR THE WEEK :**

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12 Monday

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13 Tuesday

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14 Wednesday

**1st Semester Examination Commences**

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Develop a passion for learning. If you do, you will never cease to grow.  
– Anthony J. D’Angelo

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15 Thursday

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**Independence Day Celebration**

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16 Friday

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**Inter-house Hockey Tournament**

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**EY Open House**

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17 Saturday

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**Regular Online School - Thursday Timetable**

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**AUGUST 2024**

**THOUGHT FOR THE WEEK :**

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19 Monday

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**Holiday : Raksha Bandhan**

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20 Tuesday

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**IA Week**

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21 Wednesday

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Change is the end result of all true learning.

– Leo Buscaglia

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22 Thursday

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23 Friday

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24 Saturday

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**AUGUST 2024**

**THOUGHT FOR THE WEEK :**

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26 Monday

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27 Tuesday

**Holiday : Gokulashtami**

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28 Wednesday

**EY 1 and EY 2 Colouring Competition**

**EY 3 Drawing and Colouring Competition**

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**You cannot believe in God until you believe in yourself.**

**– Swami Vivekananda**

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29 Thursday

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30 Friday

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31 Saturday

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SEPTEMBER 2024

THOUGHT FOR THE WEEK :

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2 Monday

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3 Tuesday

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4 Wednesday

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- I semester Open Day

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Grade 8 to 12

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- First semester

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Internal Assessment Open Day

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Grade 1 to 7

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The more you like yourself, the less you are like anyone else, which makes you unique.  
– Walt Disney

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5 Thursday

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**Teachers' Day**

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6 Friday

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7 Saturday

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**Holiday : Ganesh Chaturthi**

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SEPTEMBER 2024

THOUGHT FOR THE WEEK :

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9 Monday

**HOLIDAY**

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10 Tuesday

**HOLIDAY**

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11 Wednesday

**HOLIDAY**

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Success is not final, failure is not fatal; it is the courage to continue that counts.  
– Winston Churchill

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12 Thursday

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13 Friday

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**Hindi Diwas**

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**Dramatics by Cyrus Broacha Academy**

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14 Saturday

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**Regular Online School - Wednesday Timetable**

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SEPTEMBER 2024

THOUGHT FOR THE WEEK :

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16 Monday

**Holiday : Eid-e-Milad**

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17 Tuesday

**Holiday : Anant Chaturdashi**

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18 Wednesday

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**The two most powerful warriors are patience & time.**

**– Leo Tolstoy**

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19 Thursday

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20 Friday

**Play Group & EY Recitation Elimination**

**Inter-house football tournament**

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21 Saturday

**Regular Online School - Monday Timetable**

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SEPTEMBER 2024

THOUGHT FOR THE WEEK :

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23 Monday

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**IA Week**

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24 Tuesday

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25 Wednesday

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**Play Group and EY Final Recitation**

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**Obstacles are those frightful things you see when you take your eyes off your goal.**  
— Henry Ford

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26 Thursday

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**E O E**

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27 Friday

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**E O E**

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28 Saturday

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30 Monday

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1 Tuesday

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2 Wednesday

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**Holiday : Gandhi Jayanti & Lal Bahadur Shastri Jayanti**

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Raise your words, not voice. It is rain that grows flowers, not thunder.

– J. Rumi

3 Thursday

**Sr. Sec. M. R. Pai Competition**

4 Friday

**Inter-house Cricket Tournament**

5 Saturday

**Regular Online School - Wednesday Timetable**

OCTOBER 2024

THOUGHT FOR THE WEEK :

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7 Monday

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8 Tuesday

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9 Wednesday

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**Medical Check-up**

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The power of imagination makes us infinity

– John Muir

10 Thursday

Medical Check-up

11 Friday

EY 2 and EY 3 Handwriting Competition

12 Saturday

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14 Monday

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**Classwise Best Student Election**

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15 Tuesday

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**Grade 8 Career Counselling**

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16 Wednesday

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Try to leave the Earth a better place than when you arrived.

– Sidney Sheldon

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17 Thursday

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**Grade 9 - 10 Career Counselling**

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**IA Week**

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18 Friday

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**Best Student Election**

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19 Saturday

OCTOBER 2024

THOUGHT FOR THE WEEK :

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21 Monday

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22 Tuesday

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23 Wednesday

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That one plant should be sown and another be produced cannot happen; whatever seed is sown, a plant of that kind even come froth. – Guru Nanak

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24 Thursday

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25 Friday

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**Annual Day**

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26 Saturday

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**Diwali Vacation**

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**28th October to 10th November, 2024**

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NOVEMBER 2024

THOUGHT FOR THE WEEK :

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11 Monday

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**School re-opens**

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12 Tuesday

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13 Wednesday

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**It's fine to celebrate success but it is more important to need the lessons of failure.**

**– Bill Gates**

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14 Thursday

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15 Friday

**Holiday : Guru Nanak Jayanti**

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16 Saturday

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**NOVEMBER 2024**

**THOUGHT FOR THE WEEK :**

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18 Monday

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19 Tuesday

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20 Wednesday

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One reason people resist change is because they focus on what they have to give up,  
instead of what they have to gain – Rick Godwin

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21 Thursday

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22 Friday

**Inter-house Badminton / Volleyball Tournament**

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23 Saturday

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**NOVEMBER 2024**

**THOUGHT FOR THE WEEK :**

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25 Monday

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26 Tuesday

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**Recital (Primary)**

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27 Wednesday

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**EY 3 Story Telling Competition**

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A national festival is an occasion to refine and rebuild the national character.  
– Narendra Modi

28 Thursday

Recital (Secondary)

29 Friday

30 Saturday

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2 Monday

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**I Preliminary Examination Commences**

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**(Grade X to XII)**

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**IA Week**

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3 Tuesday

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4 Wednesday

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**The new year stands before us, like a chapter in a book, waiting to be written.  
We can help write that story by setting goals.** **– Helen Keller**

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5 Thursday

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6 Friday

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7 Saturday

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**DECEMBER 2024**

**THOUGHT FOR THE WEEK :**

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9 Monday

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10 Tuesday

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11 Wednesday

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**In order to carry a positive action we must develop here a positive vision.**  
**– Dalai Lama**

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12 Thursday

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13 Friday

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14 Saturday

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16 Monday

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**Sports Week**

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17 Tuesday

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**1st Prelim Open Day (Grade X to XII)**

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18 Wednesday

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Your Positive action combined with positive thinking results in success  
– Shiv Khera

19 Thursday

Sports Heats

20 Friday

21 Saturday

Annual Sports Day

School Closes for Christmas Holidays

(23rd Dec. 2024 to 1st Jan. 2025)

JANUARY 2025

THOUGHT FOR THE WEEK :

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1 Wednesday

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**Holiday : New Year**

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There is much more to being a patriot and a citizen than reciting the pledge of raising a flag.  
– Jesse Ventura

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2 Thursday

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**School - Re-opens**

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3 Friday

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**II Preliminary Examination Commences**

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**- IGCSE, AS, A LEVEL**

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4 Saturday

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**Regular Online School - Wednesday Timetable**

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JANUARY 2025

THOUGHT FOR THE WEEK :

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6 Monday

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**IA Week**

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7 Tuesday

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8 Wednesday

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Don't judge each day by the harvest you reap but by the seeds that you plant.  
– Robert Louis Stevenson

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9 Thursday

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10 Friday

**Student Council Election**

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11 Saturday

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13 Monday

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**IA Open day - G8 & 9**

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14 Tuesday

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**Holiday : Makar Sankranti**

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15 Wednesday

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**IA Open day - G8 & 9**

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There are two ways of spreading light to be the candle or the mirror that reflects it  
– Edith Wharton

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16 Thursday

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**NASCA Expo**

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17 Friday

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**NASCA Expo**

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18 Saturday

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**Grades X, XI, XII - Preparatory Leave Begins**

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**JANUARY 2025**

**THOUGHT FOR THE WEEK :**

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20 Monday

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21 Tuesday

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**II Prelim Open Day (Grades - X, XI, XII)**

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22 Wednesday

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**Believe you can and you're halfway there.**

**– Theodore Roosevelt**

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23 Thursday

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24 Friday

**Farewell Grades (X, XII)**

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25 Saturday

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27 Monday

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28 Tuesday

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29 Wednesday

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EY 2 Cambridge Early Years Check Together

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**Don't dwell on what went wrong. Instead, focus on what to do next spend your energies on moving forward toward finding the answer.**  
– Denis Waitley

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30 Thursday

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31 Friday

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01 Saturday

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3 Monday

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**Annual Examination Starts for Grades VIII and IX**

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**IA Week**

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4 Tuesday

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5 Wednesday

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Education is the movement from darkness to light.

– Allan Bloom

6 Thursday

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7 Friday

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8 Saturday

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**FEBRUARY 2025**

**THOUGHT FOR THE WEEK :**

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10 Monday

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11 Tuesday

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12 Wednesday

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**An investment in knowledge pays the best interest.**

**– Benjamin Franklin**

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13 Thursday

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14 Friday

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15 Saturday

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17 Monday

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18 Tuesday

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**Annual Examination Open Day for Grades VIII and IX**

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19 Wednesday

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**Remember that not getting what you want is sometimes a wonderful stroke of luck.**  
**– Dalai Lama**

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20 Thursday

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21 Friday

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**EY Graduation day**

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**IA Open day for Grades 1 to 7**

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**Attendance is compulsory for all learners from EY to Grade 7**

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22 Saturday

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**FEB. - MARCH 2025**

**THOUGHT FOR THE WEEK :**

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24 Monday

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25 Tuesday

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26 Wednesday

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Teachers who love teaching; teach Children to love learning.

– Unknown

27 Thursday

28 Friday

Report Cards will be uploaded on Edusprint<sup>+</sup>

1 Saturday

New academic year commences

from 3rd March 2025

## LIBRARY

Name \_\_\_\_\_

[illegible]

## RECORD

Grade \_\_\_\_\_ Div. \_\_\_\_\_

[illegible]

\*

LEAVE

Name \_\_\_\_\_

[illegible]

## PARENTS SHOULD MAKE IT

It will be the responsibility of the Learners remaining absent  
To apply for a leave, email your application to the  
Principal at [principal@havbglobalacademy.org](mailto:principal@havbglobalacademy.org) and cc  
the coordinator and the home room teacher.

## RECORD

Grade \_\_\_\_\_ Div. \_\_\_\_\_

[illegible]

A POINT TO USE THIS PAGE

from School to make up the syllabus completed in class

\* Refer to Absence and Leave Taking Rules

## COMPLAINTS

Name \_\_\_\_\_

**Note : More than three remarks per semester will lead to detention/suspension with immediate effect**

Reference : Homework Neglected, Incorrect / Incomplete

[illegible]

1. Home-work assignment not done
2. Note books / text books / articles / library books not brought
3. Negligent and inattentive in the class
4. Non-submission of the acknowledgement slip of circular / report / medical form / note books.
5. Shabby incomplete uniform
6. Coming late to school
7. In need of a haircut
8. Disturbance to the class



## RECORD

Grade \_\_\_\_\_ Div. \_\_\_\_\_

**Note : Class Teachers should check for the Parent's Signature**

Uniform, Late Coming to School, ill-equipped, any other.

[illegible]

9. Leaving the class / seat, repeatedly.
10. Misbehaviour / disobedience / impoliteness
11. Absent from detention / cultural activities / assembly
12. Parent's signature not brought
13. Found copying in the class
14. Missing school / extra classes
15. Leaving the school premises during the school hours without permission
16. Detention

CORRECTIVE MEASURES / DISCIPLINARY ACTION TAKEN BY TEACHER

Name \_\_\_\_\_

Date	Complaint	Action

- 1. Home-work assignment not done
- 2. Note books / text books / articles / library books not brought
- 3. Negligent and inattentive in the class
- 4. Non-submission of the acknowledgement slip of circular / report / medical form / note books.
- 5. Shabby incomplete uniform
- 6. Coming late to school
- 7. In need of a haircut
- 8. Disturbance to the class

## RECORD

Grade \_\_\_\_\_ Div. \_\_\_\_\_

[illegible]

9. Leaving the class / seat, repeatedly.
10. Misbehaviour / disobedience / impoliteness
11. Absent from detention / cultural activities / assembly
12. Parent's signature not brought
13. Found copying in the class
14. Missing school / extra classes
15. Leaving the school premises during the school hours without permission
16. Detention

## TEACHER'S

Name \_\_\_\_\_

Completes work in time / any other

Date	Performance	Teacher's Signature	Parent's Signature	Class teacher's Signature

- |  |  |
|--|--|
| 1. Punctual                                      | 6. Excellent in any Co-curricular activity         |
| 2. Always in complete & neat uniform             | 7. Participation in inter-school competitions      |
| 3. Regular & sincere in work                     | 8. Works well in a team                            |
| 4. Lends a helping hand to classmates & teachers | 9. Shows Leadership Skills                         |
| 5. Maintains discipline                          | 10. Willing to take on additional responsibilities |

APPRECIATION REMARK

Grade \_\_\_\_\_ Div. \_\_\_\_\_

Outstanding Performance, Project Work Excellence

Date	Performance	Teacher's Signature	Parent's Signature	Class teacher's Signature

## TEACHER'S

Name \_\_\_\_\_

Completes work in time / any other

Date	Performance	Teacher's Signature	Parent's Signature	Class teacher's Signature

- |  |  |
|--|--|
| 1. Punctual                                      | 6. Excellent in any Co-curricular activity         |
| 2. Always in complete & neat uniform             | 7. Participation in inter-school competitions      |
| 3. Regular & sincere in work                     | 8. Works well in a team                            |
| 4. Lends a helping hand to classmates & teachers | 9. Shows Leadership Skills                         |
| 5. Maintains discipline                          | 10. Willing to take on additional responsibilities |

APPRECIATION REMARK

Grade \_\_\_\_\_ Div. \_\_\_\_\_

Outstanding Performance, Project Work Excellence

Date	Performance	Teacher's Signature	Parent's Signature	Class teacher's Signature

## ABSENCE AND LATE

Name \_\_\_\_\_

	March	April	June	July	August	September
Monday		1		1		2
Tuesday		2		2		3
Wednesday		3		3		4
Thursday		4		4	1	5
Friday	1	5		5	2	6
Saturday	2	6	1	6	3	*
Monday	4	8	3	8	5	*
Tuesday	5	*	4	9	6	*
Wednesday	6	10	5	10	7	*
Thursday	7	*	6	11	8	12
Friday	*	12	7	12	9	13
Saturday	9	13	8	13	10	14
Monday	11	15	10	15	12	16
Tuesday	12	16	11	16	13	*
Wednesday	13	*	12	17	14	18
Thursday	14	18	13	18	15	19
Friday	15	19	14	19	16	20
Saturday	16	20	15	20	17	21
Monday	18	22	*	22	*	23
Tuesday	19	23	18	23	20	24
Wednesday	20	24	19	24	21	25
Thursday	21	25	20	25	22	26
Friday	22	26	21	26	23	27
Saturday	23	27	22	27	24	28
Monday	*	29	24	29	26	30
Tuesday	26	30	25	30	27	
Wednesday	27		26	31	28	
Thursday	28		27		29	
Friday	*		28		30	
Saturday	30		29		31	

Sunday have been omitted.

\*Holidays have been indicated with asterisks.

Mar. 08 Mahashivratrai	Apr. 11 Id-ul-Fitra	Aug. 19 Raksha Bandhan
Mar. 25 Holi	Apr. 17 Shree Ram Navmi	Aug. 27 Gokulashtami
Mar. 29 Good Friday	Jun. 17 Bakri-Id	Sep. 07 Ganesh Chaturthi
Apr. 09 Gudi Padwa	Jul. 17 Muharram	



## ATTENDANCE RECORD 2024 - 2025

Std. \_\_\_\_\_ Div. \_\_\_\_\_ House \_\_\_\_\_

October	November	December	January	February
		2		
1		3		
*		4	*	
3		5	2	
4	1	6	3	
5	2	7	4	1
7	4	9	6	3
8	5	10	7	4
9	6	11	8	5
10	7	12	9	6
11	8	13	10	7
12	9	14	11	8
14	11	16	13	10
15	12	17	*	11
16	13	18	15	12
17	14	19	16	13
18	*	20	17	14
19	16	21	18	15
21	18	23	20	17
22	19	24	21	18
23	20	25	22	19
24	21	26	23	20
25	22	27	24	21
26	23	28	25	22
28	25	30	27	24
29	26	31	28	25
30	27		29	26
31	28		30	27
	29		31	28
	30			

Holidays for 2023 shall be announced later.

Sep. 17 Anant Chaturdashi

Oct. 02 Gandhi Jayanti &  
Lal Bahadur Shastri Jayanti

Nov. 15 Guru Nanak Jayanti

Jan. 01 New Year

Jan. 14 Makar Sankranti

## ACTIVITIES AND PROJECT WORK

Name\_\_\_\_\_

[illegible]

2024 - 2025

Grade \_\_\_\_\_ Div. \_\_\_\_\_

[illegible]



## DATA SHEET



79 F-Road, Marine Drive, Mumbai - 400 020. Phone : 2281 6980 / 2281 2662 / 61436 000

Full Name \_\_\_\_\_

Surname

Name

Father's Name/Mother's Name

Std. \_\_\_\_\_ Div. \_\_\_\_\_ Roll No. \_\_\_\_\_

Date of Birth (as per the General Register) \_\_\_\_\_

General Register No. \_\_\_\_\_ Aadhar Card No. \_\_\_\_\_

Height (cm.) \_\_\_\_\_ Weight (kg.) \_\_\_\_\_ Blood Group \_\_\_\_\_

Religion \_\_\_\_\_ Occupation (Father) \_\_\_\_\_

Mother Tongue : \_\_\_\_\_

House \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. : Residence \_\_\_\_\_ Office \_\_\_\_\_

Mobile (Father) \_\_\_\_\_ Mobile (Mother) \_\_\_\_\_

E-mail (Father / Mother) \_\_\_\_\_

Hobbies \_\_\_\_\_

Full Name of Brother/Sister, studying in this school :

Name : \_\_\_\_\_

Class : \_\_\_\_\_ Div. : \_\_\_\_\_

I certify that the above information is correct. I have read the rules and regulations laid down in the calender and agree to abide by them.

Date

2024- 2025

Signature of the Parent



## DATA SHEET



79 F-Road, Marine Drive, Mumbai - 400 020. Phone : 2281 6980 / 2281 2662 / 61436 000

Full Name \_\_\_\_\_

Surname

Name

Father's Name/Mother's Name

Std. \_\_\_\_\_ Div. \_\_\_\_\_ Roll No. \_\_\_\_\_

Date of Birth (as per the General Register) \_\_\_\_\_

General Register No. \_\_\_\_\_ Aadhar Card No. \_\_\_\_\_

Height (cm.) \_\_\_\_\_ Weight (kg.) \_\_\_\_\_ Blood Group \_\_\_\_\_

Religion \_\_\_\_\_ Occupation (Father) \_\_\_\_\_

Mother Tongue : \_\_\_\_\_

House \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. : Residence \_\_\_\_\_ Office \_\_\_\_\_

Mobile (Father) \_\_\_\_\_ Mobile (Mother) \_\_\_\_\_

E-mail (Father / Mother) \_\_\_\_\_

Hobbies \_\_\_\_\_

Full Name of Brother/Sister, studying in this school :

Name : \_\_\_\_\_

Class : \_\_\_\_\_ Div. : \_\_\_\_\_

I certify that the above information is correct. I have read the rules and regulations laid down in the calender and agree to abide by them.

Date

2024- 2025

Signature of the Parent





## SPORTS FORM 2024 - 2025

### SPORTSMAN'S OATH

"We the Athletes of the HVB Academy promise that we shall take part in our School Annual Athletic Meet in loyal competition, respecting the regulations which govern it and a desire to participate in it in the true spirit of sportsmanship for the honour of our school and for the glory of sports."

The Sports uniform is compulsory for Martial Arts, P. Ed. Periods and all sporting activities.

### SCHEDULE FOR THE INDOOR GAMES

Month	Group	Games
June	Sub-Juniors	T.T., Carrom, Chess, (Eliminations)
July	Juniors	T.T., Carrom, Chess (Eliminations)
June	Seniors	T.T., Carrom, Chess (Eliminations)
July	Sub-Juniors, Juniors, Seniors Senior Secondary	T.T., Carrom, Chess (Finals)

### SCHEDULE FOR THE OUTDOOR GAMES

Month	Games
July	Interhouse Hockey, Interhouse Football
January	Interhouse Volleyball, Interhouse Kabaddi
Nov-Dec	Cricket, Throw ball

\* Activities depend on availability of resources.





## INDOOR GAMES TOURNAMENTS 2024-2025

### ENTRY FORM

Roll No. \_\_\_\_\_ Competitor's No. \_\_\_\_\_

Name \_\_\_\_\_ G. R. No. \_\_\_\_\_

House \_\_\_\_\_ Grade & Div. \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ (on 1/7/2024)

Entry Group : Senior / Senior Secondary / Juniors / Sub-Juniors (Boys and Girls)

Games	Sr. Sec. : Born between 1.1.2007 & 31.12.2008		Seniors : Born between 1.1.2009 & 31.12.2010		Juniors : Born between 1.1.2011 & 31.12.2012		Sub-Jr. : Born between 1.1.2013 & 31.12.2014	
Table Tennis	Singles	Doubles	Singles	Doubles	Singles	Doubles	Singles	Doubles
Badminton	Singles	Doubles	Singles	Doubles	Singles	Doubles	Singles	Doubles
Carrom	Singles	Doubles	Singles	Doubles	Singles	Doubles	Singles	Doubles
Chess	Singles	-	Singles	-	Singles	-	Singles	-

Name of the Partner	Game	Group	Signature
	Table Tennis	Seniors	
	Table Tennis	Juniors	
	Table Tennis	Sub-Juniors	
	Badminton	Seniors	
	Badminton	Juniors	
	Badminton	Sub-Juniors	
	Carrom	Seniors	
	Carrom	Juniors	
	Carrom	Sub-Juniors	

Please tick, wherever necessary.

Signature of the Competitor



## INDOOR GAMES TOURNAMENTS 2024-2025

### **Groups :**

SENIORS - Born on or after 1.1.2009

JUNIORS - Born on or after 1.1.2011

SUB-JUNIORS - Born on or after 1.1.2013

### **Rules :**

1. The Juniors can participate in the Seniors, events.
2. Learners shall use their own rackets. Other requirements will be provided by the school.
3. Matches shall be played in the School Hall / at an outside venue.
4. The duly filled-in Entry Form should reach the Sports Master's by April 18, 2024. Entries will not be accepted after this date.
5. All the players must obey the Tournament In-charge of the game.
6. House teams must be selected by the Games Captain and should be approved by the House Master.
7. Tournaments will be conducted as per the availability of the school hall or an outside venue.
8. The partners cannot be changed, once they are selected. For doubles the partner has to be from the same house.



## ANNUAL SPORTS 2024 - 2025

GROUPS	EVENTS
OPEN	(Above 14 years only) (1) 1500 M. Run OR (2) 800 M. Run (3) Discuss Throw OR (4) Shot Put
SENIOR SECONDARY	(Above 16 years only) Born from 1.1.2007 to 31.12.2008 (5) 100 M. Run Compulsory (6) 200 M. Run or (7) 400 M. Run (8) Long Jump or (9) Javelin Throw
SENIORS	(Under 16 years and above) Born from 1.1.2009 to 31.12.2010 (10) 100 M. Run Compulsory (11) 200 M. Run or (12) 400 M. Run (13) Long Jump or (14) Javelin Throw
INTERMEDIATE	(Under 14 years and above 12 years) Born from 1.1.2011 to 31.12.2012 (15) 100 M. Run Compulsory (16) 200 M. Run or (17) 400 M. Run (18) Long Jump or (19) Javelin Throw
JUNIORS	(Under 12 years and above 10 years) Born from 1.1.2013 to 31.12.2014 (20) 50 M. Run Compulsory (21) 100 M. Run or (22) 200 M. Run (23) Long Jump or (24) Javelin Throw
SUB-JUNIORS	(Under 10 years and above 8 years) Born from 1.1.2015 to 31.12.2016 (25) 100 M. Run (26) Long Jump (27) Javelin Throw
MID-GETS	(Under 8 years and above 6 years) Born from 1.1.2017 to 31.12.2018 (28) 50 M. Run (29) Obstacle Race (30) Book Balance



ANNUAL SPORTS 2024 - 2025  
ENTRY FORM

Boy / Girl

Roll No. \_\_\_\_\_ Competitor's No. \_\_\_\_\_  
Name \_\_\_\_\_ G. R. No. \_\_\_\_\_  
House \_\_\_\_\_ Std. and Div. \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age. \_\_\_\_\_

Sports Group : Senior Secondary / Senior / Intermediate / Juniors / Sub-Juniors / Midgets / Tenders / Toddlers / Tiny Tots.

Events : 

OPEN					
			+		
For above 14 years					

(Write only the number of event/s in the box, referring to those given at the back from your group.)

\_\_\_\_\_  
Signature of the Competitor

\_\_\_\_\_  
Signature of the Sports Master

\_\_\_\_\_  
Class Teacher

\_\_\_\_\_  
House Master



### Rules and Regulations for Track & Field Events

1. A competitor can take part only in 3 events from their group.
2. Boys/Girls above 14 years can take part in only 3 open events.
3. No athlete will be permitted to compete in any event without a proper chest number given by the house master and duly pinned on the chest or back with four pins.
4. For Track and Field event athletes will wear House T-shirts / Jersey and Shorts.
5. Relay event – In the relay event the competitor must also participate in one age-group only (i.e. the same age-group he/she is participating in individual event)
6. If there are less than (6) six entries from different house in an event then that event will be cancelled.
7. March Pass – The squad will consist of 30 Girls/Boys who will march three abreast plus one flag bearer and one placard bearer.
8. After filling in the Entry Form given behind it should be handed over to the class teacher who will handover the same to the House Masters after checking the relevant entries.
9. House master will handover the group list and entry forms to the sports master's on/before August.

10.

Scoring of points	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Individual Championship	5	3	1
Relay	7	5	4
Team Championship	7	5	4
Marchpass / PT Display	10	5	3

## International Days suitable for school celebration

15th March	World Consumer's Day World Disable Day
21st March	World Forestry Day
23rd March	Shaheed Day & Meteorological Day
29th March	National Navigation Day
1st April	Indian Air Force Day
7th April	World Health Day
8th April	D. A. Revolutionary Mangal Pandey (1857)
14th April	Fire Brigade Day
17th April	World Haemophila Day
18th April	World Heritage Day Mahavir Jayanti
22nd April	World Day
1st May	Foundation of Maharashtra State International Worker's Day
7th May	B. A. Rabindranath Tagore (1861)
8th May	World Red Cross Day
11th May	National Technology Day
14th May	Mother's Day
17th May	World Telecommunication Day
22nd May	B. A. Raja Ram Mohan Roy (1772)
23rd May	Bachendri Pal become first Indian woman to climb above Mount Everest (1984)
27th May	D. A. Jawaharlal Nehru
29th May	Edmund Hillary & Tensing Norgay
31st May	World Anti - Tobacco Day
2nd June	Alexander Graham Bell invented Telephone (1862)
3rd June	Maharana Pratap Jayanti
5th June	International Environment Day Cleanliness Day
7th June	D. A. Rani Lakshmibai of Jhansi (1858)
10th June	Int. Eye Donation Day
25th June	B. A. Bankimchandra Chattarjee
28th June	First World War started (1914)
1st July	Maharashtra Agriculture Day
3rd July	D. A. Sant Namdeo Maharaj
4th July	D. A. Swami Vivekanand



## International Days suitable for school celebration

11th July	World Population Day
13th July	D. A. Baji Prabhu Deshpande (1660)
18th July	Foundation day of Mumbai University (1857)
22nd July	The Tricolour become the National Flag (1947)
23rd July	Tree Plantation B. A. Lokmanya Tilak / Chandrashekar Azad
27th July	Sant Namdeo Punyatithi
29th July	D. A. Ishwarchandra Vidyasagar (1901)
1st August	D. A. Lokmanya Tilak (1920)
2nd August	D. A. Alexander Graham Bell (1922)
6th August	Hiroshima Day
7th August	D. A. Nobel Laureate Rabindranath Tagore (1941)
9th August	Nagasaki Day
11th August	D. A. Madame Bhikai Cama
13th August	D. A. Ahilyabai Holkar
15th August	Independence Day
18th August	D. A. Netaji Subhash Chandra Bose
20th August	Foundation Day of Brahmo Samaj
23rd August	Foundation Day of Dr. Ambedkar University (1958)
29th August	National Sport Day
1st September	2nd World War Started 1939
4th September	Foundation Day of Mumbai Corporation (1873)
5th September	Teacher's Day
8th September	International Literacy Day
14th September	Hindi Day
16th September	World Ozone Day
23rd September	Vishv Din Equatorial Day Satyashodhak Samaj Founded by Mohatma Joytiba Phule
27th September	D. A. Raja Ram Mohan Roy (1833)
28th September	B. A. Shaheed Bhagatsingh (1907) D. A. Scientist Louis Pasteur (1895)
1st October	Senior Citizen Day International Day for Elderly
2nd October	Mahatma Gandhi Jayanti (1869) Lal Bahadur Shastri Jayanti (1904)
3rd October	World Habitat Cleanliness Day
4th October	World Animal Welfare Day

## International Days suitable for school celebration

5th October	D. A. Guru Gobind Singh (1708)
8th October	Indian Air Force Day
15th October	World White Cane Day (Guiding the blind)
19th October	Human Rights Day
21st October	Foundation Day of Azad Hind Sena (1943)
25th October	D. A. Saint Dyaneshwar
30th October	B. A. Dr. Homi Bhabha (1909)
2nd November	International Industrial Safety Day
11th November	B. A. Maulana Abdul Kalam Azad
14th November	Children's Day
15th November	D. A. Acharya Vinoba Bhave (1982)
16th November	B. A. Rani Lakshmibai of Jhansi (1835)
17th November	D. A. Lala Lajpatrao (1928)
18th November	D. A. Madhavrao Peshwa
19th November	National Unity Day
	B. A. Indira Gandhi (1917)
21st November	D. A. Dr. C. V. Raman
23rd November	D. A. Dr. Jagdishchandra Bose (1937)
25th November	Dr. A. P. J. Abdul Kalam Awarded Bharat Ratna (1997)
28th November	Punyatithi of Mahatma Jyotiba Phule (1890)
1st December	World AIDS Day
	N.C.C. Day
2nd December	Discovery of Atomic Power (1942)
3rd December	B. A. Dr. Rajendra Prasad
4th December	Navy Day
6th December	D. A. Dr. Babasaheb Ambedkar (1956)
10th December	Human Right Day
11th December	Foundation Day of UNICEF
18th December	Untouchability Eradication Day
	Minorities Rights Day
23rd December	Kisan Divas
24th December	Indian Consumer Day
26th December	B. A. Great Social Workers - Baba Amte
29th December	Guru Gobindsingh Jayanti
1st January	Anti Smoking Day
3rd January	B. A. Savitribai Phule
6th January	Journalist Day
10th January	B. A. Swami Vivekananda

## International Days suitable for school celebration

12th January	National Youth Day
14th January	Geography Day
15th January	Army Day
19th January	B. A. James Watt
20th January	B. A. Sir Ratanji Jamshedtji Tata
23rd January	B. A. Netaji Subhash Chandra Bose (1871)
24th January	Physical Education Day
26th January	Republic Day
28th January	National Science Day / B. A. Lala Lajpatrai
30th January	World Leprosy Eradication Day
	D. A. Mahatma Gandhi (1948)
4th February	D. A. Great Warrior Tenaji Malusare (1670)
8th February	B. A. Dr. Zakir Husain
13th February	B. A. Sarojini Naidu
15th February	D. A. Mirza Galib (1869)
17th February	D. A. First Revolutionary Vasudev Balwant Phadke (1883)
19th February	Shivaji Jayanti
	D. A. Gopal Krishna Gokhale
20th February	B. A. Mahatma Jotiba Phule
22nd February	B. A. Lord Robert Baden Powell (Founder of Scout Movement)
23rd February	D. A. Maulana Abdul Kalam Azad (1958)
24th February	Central Excise Day
25th February	D. A. Sant Eknath (1599)
26th February	D. A. Vinayak Damodar Savarkar
27th February	D. A. Chandrashekar Azad
28th February	National Science Day
2nd March	D. A. Sarojini Naidu (Poets & Nightingale of India) (1949)
3rd March	B. A. Alexander Graham Bell
4th March	Industrial Security Day
8th March	International Women's Day

**Note : D. A. Indicates Death Anniversary**

**B. A. Indicates Birth Anniversary**

