



**Onward and Upward**

**A NABET Accredited Institution**



# **St. Stephen's Sr. Sec. School, Ajmer**

**(A Minority Educational Institution)**



## **PROSPECTUS**

**Phone: 0145-2641851, 0145-2640851**

**[www.ststephensajmer.com](http://www.ststephensajmer.com)**











# About Us...



St. Stephen's Senior Secondary School, Ajmer (Estd. 1985) is an English medium co-educational day school, affiliated to the Central Board of Secondary Education, following the NCERT curriculum.

Founded by Late Shri Gilroy Martins and Late Dr. (Mrs.) Deepa Martins, the School is an institution of excellence that celebrates the possibilities of the imagination and perseverance of the human spirit. This is a legacy that spans and touches generations of learners.



We are an educational community committed to a more equitable society through education. It is our constant endeavour to build empathy, social and environmental awareness, responsibility, leadership and respect in our students so that they may embrace and celebrate diversity and change in an increasing complex world. The School has over 2,400 students and a sprawling campus with 118 rooms and spacious playgrounds.

## The School Emblem

The School Emblem depicts the Bird of Paradise ascending towards the sky, crossing dales and hills, with the School Motto 'Onward and Upward' – symbolizing a progressive journey to unfold one's true potential. It encourages one to dream high, to persevere and work incessantly, never compromising with the shortcuts of immorality or injustice.

## NABET Accreditation

St. Stephen's is the first school in Ajmer District to be awarded an accreditation by the National Accreditation Board for Education and Training (NABET). It is a comprehensive process based on three domains and 50 parameters offered by the Quality Council of India (QCI) that highlights an institution's commitment to continuous improvement, providing high-quality education and training to our students.

## Our Vision

Enabling Every Student to Succeed.



## Our Mission

Making Quality Education Accessible





The School strives to build language fluency and improve reading habits of the students and will also continue to introduce one educational innovation each year to make learning more meaningful. In keeping with the spirit of NEP 2020, the school has incorporated Joyful Learning, Art Integrated Learning, Competency Based Learning, the Introduction of Vocational Subjects, and Continuous Assessments.

The School will continue to be a model employer and regularly invest in teacher training and development. It is also committed to complying with regulatory and statutory norms and to continually improving the effectiveness of its systems in the School.

## Our Core Values

Six core values (enshrined in the acronym SIMPLE) are an integral part of the School ethos:

- Self-Discipline
- Integrity
- Mutual Respect
- Pursuit of Excellence
- Learning for Life
- Environmental Management



At St. Stephen's, we remain firmly committed to academic excellence and our vision of quality education includes preparing our students for college, careers and citizenship. Dr. Howard Gardner, one of the most influential educators, has said that there are five minds that our children need to develop to find success and fulfilment in life: the *Disciplined Mind* that acquires mastery over a subject; the *Synthesizing Mind* that is able to process information in a meaningful way; the *Creating Mind* that breaks new ground with ideas and inventions; the *Respectful Mind* that recognizes and celebrates diversity, and the *Ethical Mind* that does what is right for the greater good. It is our endeavour to nurture these Minds in all that we do at the School.



We have five overall priorities at the School – **Academic Excellence, Co-curricular Activities, Human Resource Development, Community Outreach, Quality Governance and Safety.**

**Academic Excellence** begins through setting clearly defined learning goals and outcomes for each subject. To make education a more meaningful and personalized experience, we design lesson plans around Dr. Gardner's Multiple Intelligences. Drawing inspiration from the renowned popularizer of Science, Padma Shree Mr. Arvind Gupta, an alumnus of IIT, Kanpur, we conduct numerous hands-on Science activities. At the Primary level, we have a partnership with Jodo Gyan to empower students to build and strengthen mathematical concepts. We have year-round activities to enable our students to build language fluency and proficiency. The Elements of Literature, Atlas Hunt and Map Skills activities, Reasoning and Problem Solving, the Elements of Art as well as Human Rights Education are integrated into our academic programme. Our curriculum design also incorporates 21<sup>st</sup> Century strategies and techniques.





At School, we also encourage excellence through **Games and Co-curricular Activities**. Games and Sports build not just physical health but also teach essential life skills such as teamwork and perseverance. Our students participate in Cricket, Badminton, Football, Basketball, Lawn Tennis, Chess, Table Tennis, Kabaddi and Volleyball tournaments, winning numerous trophies at the District and State levels. We offer a number of activities such as NCC, Scouts and Guides, Bulbuls, Gymnastics, Model United Nations (MUN), Generation Global, Time Project, Theatre, Debate, Elocution, Choral Speaking, Quiz, Music, Dance and Art to name a few. Students are also members of School clubs such as Eco Club, Heritage Club and UNESCO Club.



We invest in our third key priority, **Human Resource Development**. Our teachers constantly strive to stay updated by regularly attending workshops and training programmes. In order to help students make informed career choices, the School organizes regular career counselling sessions for senior classes. With the belief that, “We make a living by what we get and we make a life by what we give,” the staff and students of St. Stephen’s participate in environment management and outreach programmes, both within the campus and in the city. We invite eminent keynote speakers, whose lifework exemplifies the values and beliefs that our Founder Secretary Dr. (Mrs.) Deepa Martins practised through her life. The School has become a part of The World’s Largest Lesson by exploring Sustainable Development Goals 2030 through academic as well as co-curricular activities.



**Safety and ISO Compliance** are also our crucial priorities. The safety of a child is a shared responsibility. We believe that it is the responsibility of the parents and the School to ensure that our children’s world is secure so that their exploration is free of any injury and filled with fun. The School has enforced the following safety measures: safety inside premises through teacher monitored activities, CCTV monitoring, appointment of student well-being coordinators, Police verification of staff, visitor management, road safety, social media safety and safe dispersal.

The School is ISO 9001:2015 certified by Intertek. The audit report acknowledges five areas of our work: a good infrastructure, an educated work force, extra-curricular activities, weekly teaching plans, and teachers’ diaries.



In all that we do and achieve at the School, the parents/guardians of our students are our indispensable partners. We invite constructive feedback for the consideration of the Governing Body and hold Parent-Teacher meetings every month. We stand committed to making each child the best that they can be.

## RULES AND REGULATIONS

1. Students must bear in mind that they represent the School at all times. They are responsible to the School authorities for their conduct both in and outside the School. So, misbehaviour at School functions/events and outside the school premises will have serious consequences that may include rustication/ expulsion.
2. Punctuality is essential. On working days, if students are late, they will not be normally permitted to enter the campus once the bell has sounded for the Assembly. They will be asked to return home. The School disclaims all responsibility of the students in this regard.
3. Students are strictly forbidden to go out of the School campus during School hours without permission of the Principal/Vice Principal/Headmistress.
4. Students must use their time purposefully and stay on task while teaching is on. They must take permission if they need to leave the classroom. Students must always have the necessary books, stationery and follow the work instructions given by the teacher.
5. Movement of the students within the School should be brisk and orderly. Silence should be maintained. During the change of periods, students should be in specified locations unless a faculty member has directed them otherwise.
6. Students are required to converse in English in the School premises.
7. We expect all students to collaborate to make School functions successful and to participate in good spirit and maintain decorum.
8. All personal belongings including jackets, blazers, books, lunch boxes, water bottles etc., should bear the name of the student. The School is not responsible for damage or loss of personal belongings.
9. The students are strictly prohibited from purchasing any food item from vendors near/outside the School premises. Parents/ guardians are advised to give nutritious food items in the lunch boxes to be eaten during recess.
10. If the students bring mobile phones, iPods, cameras or other electronic gadgets, the same will be confiscated and a fine of ` 500/- will also be imposed.
11. Change of address of residence should be immediately notified in writing to the School office.
12. **Students should accompany their parents in proper school uniform and carry their School diaries on the day of Parent Teacher Meeting.**



13. Students should come to school in proper uniform and shoes. Students should wear their identity card at all times. Students whose school uniform is not proper will not be allowed to sit in the classroom.
14. In all matters pertaining to discipline, evaluation and promotion, and other activities organised by the School, the decision of the Committee constituted by the School shall be final and binding. Students are expected to follow the Code of Conduct and the behavioural guide at all times. In instances where students violate these rules or policies, it may be necessary to impose disciplinary measures. Any breach of respect or discipline and discourtesy shown to teachers/violence towards fellow pupils and irregular attendance will have serious consequences that may include suspension/ rustication.
15. We believe that the best form of discipline is self-discipline. As a part of our learning ethos, we try to promote a constructive approach which promotes self-reflection, personal well-being and good citizenship. Parents are kept informed if there are recurring problems and are invited for a discussion with the Coordinator/ Vice Principal/ Headmistress/ Principal. The School does not allow corporal punishment under any circumstances.
16. Bullying, including any act of violence, is strictly prohibited inside the School premises and no such act will go unnoticed and unpunished.
17. Parents should ensure that their wards do not carry any sharp or dangerous objects to School which might endanger the safety of other students and/or themselves.
18. Students should be particularly careful not to throw waste paper, foil, wrappers, bags etc. anywhere in the School premises. They should use bins specifically provided for this purpose.
19. Those students who bring bicycles to School should keep them properly locked securely in the allotted area for parking.
20. Those parents who send their children to School in private auto rickshaws or vans should ensure that the hired vehicles follow the rules including those of Bal Vahini prescribed from time to time by the Regional Transport Officer and the Department of Traffic Police. You are advised to get the police verification done of the driver and conductor of the vehicle used by your child.
21. As per the rules issued by the Department of Transport, children of the age of 16 years and below are not permitted to drive any motor vehicle (with/without gears) and those above 16 years can only drive motor vehicles (without gears only) with a proper driving license issued by the competent authority.
22. We strongly discourage students from coming to School on mopeds/ motorcycles/ light motor vehicles (with or without gears). The School permits only those vehicles to be brought to School which have proper registration and for which students possess a valid driving license. The School disclaims all responsibility for loss of any vehicle or any accident or mishap. Wearing of helmets is also compulsory for all riders. No child is permitted to come to School on a motorcycle.



## Admission:

Admission to various classes is granted in accordance with rules, regulations, norms and guidelines issued from time to time by the Central Board of Secondary Education and State Government. Admissions to classes other than Nursery and L.K.G. are done, if seats are available.

A child seeking admission to Classes Nursery, L.K.G., H.K.G. and I, should enclose with the Admission form, an attested photocopy of the child's Original Birth Certificate issued by the Municipality of the area in which the child was born. For children seeking admission to Classes II and above, the original Transfer Certificate of the recognized institution last attended will have to be attached. Registration of a candidate does not guarantee admission. The School reserves the right to refuse admission to a candidate even after a candidate is registered.

The Parent/Guardian will have to sign a declaration stating that they will abide by all the rules and regulations of the School detailed in the Registration cum Admission Form and as well as in the School Diary and those issued from time to time.

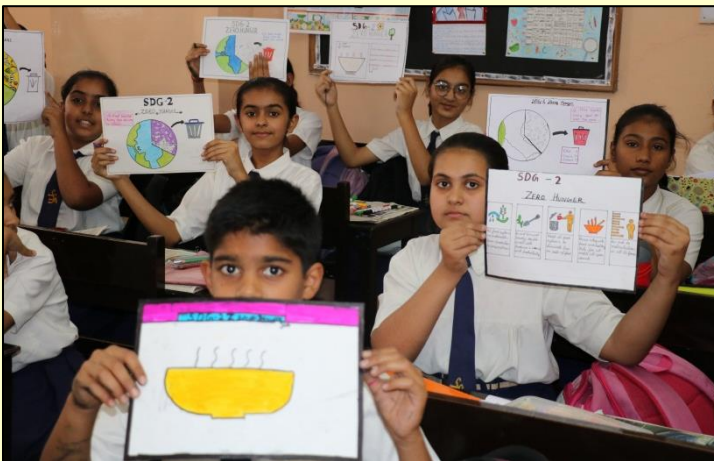
In all matters pertaining to admission, discipline, evaluation and promotion and other activities organised in the School, the decision of the Committee constituted by the Governing Body of the School shall be final and binding.















## St. Stephen's Sr. Sec. School, Ajmer

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Makarwali Road, Ajmer (Raj.) - 305 004

Phone : 0145-2641851, 2640851

Website : [www.ststephensajmer.com](http://www.ststephensajmer.com)

E-mail : [contact@ststephensajmer.com](mailto:contact@ststephensajmer.com)