

School Diary

2025 - 2026



Akshar Academy

Kilvani Road, Dokmardi, Silvassa
Dadra & Nagar Haveli and Daman & Diu

aksharacade@gmail.com

Phone: 9714034105

It is a pleasure to inform you that from this Academic Year, Our school is divided into four houses namely, **Nachiketa, Shravan, Eklavya and Satyakam.**

Here is the brief introduction of these great personalities of our ancient Indian culture, who are all-time inspirer for successful life.

To attain Brahmvidya, **Nachiketa** was the child with powerful curiosity, who renounced the boon given by Yamaraja which consisted happiness, wealth and prosperity of heaven, earth and abyss! He inspires us to be kind to all creatures, to respect one's parents, to be strong willed to do something one has decided, even in the face of difficulties and obstacles and to seek for eternal happiness.

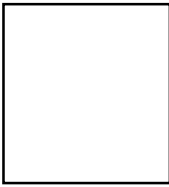
Shravan was an ideal example of parental service. He decided to put each parent in a basket and tie each to an end of bamboo pole, which he could carry on his shoulder while on pilgrimage. His life teaches us to respect our elders and take care of our parents till our last breath.

Eklavya is a child who made an idol of Guru Dronacharya and got inspiration from it to become the best archer. As part of gift, he offered his right hand thumb as Guru's desire. He is remembered for ideal determination, self-mentoring sincerity and loyalty to Guru.

Jabals son **Satyakam**, who successfully fulfilled the promise of his Guru Gautam to stay in the forest until 400 cows multiply to 1000. He is famous for devotion, determination and perseverance.

PERSONAL INFORMATION

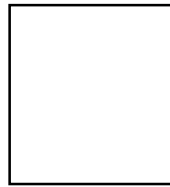
My Father



Myself



My Mother



Name _____

Class and Section _____ D.O.B. _____

Religion _____ Caste _____

Blood Group _____ Sex _____

Father's Name _____

Father's Occupation _____

Tel. No. _____ E-mail _____

Mother's Name _____

Mother's Occupation _____

Residential Address _____

Siblings Studying at Akshar Academy

Name _____

Class _____ Div. _____

In Case of Emergency Contact

Mr./ Mrs. _____

Contact Number _____

Father's Signature

Mother's Signature

Class Teacher's Name _____

Class Teacher's Signature _____

BLESSINGS



Blessings to all Children.
May your lives
become
Fragrant with values;
May you
become dear to God,
Holy Sadhu and Everyone;
And
May you
serve your Parents,
Society, Country and Satsang.

ॐ नमो भगवते वासुदेवाय
Pranav

- His Holiness Pramukh Swami Maharaj

CONTENTS

1. Personal Information	1
2. Blessings Page	2
3. From the Principals Desk	4
4. Chairman's Message	5
5. Pearls of Wisdom	6
6. Pledge and National Anthem	7
7. Daily Prayers	9
8. Recommendations to Parents	18
9. Rules and Regulations for Pupils	20
10. Discipline Code	21
11. Transport Rules	22
12. List of Holidays	23
13. Food Menu, School Uniform, School Timings	24
14. Annual Planner	25
15. Exam Time Table Periodic Test 1	30
16. Exam Time Table Term 1	31
17. Exam Time Table Periodic Test 2	32
18. Exam Time Table Term 2	33
19. Library Record	34
20. Principal's Note	35
21. Parent's Communication Record	37
22. Teacher's Communication Record	41
23. Home Work Not Done	59
24. Leave Absence Record	61
25. Exit Permission for Early Leave	63
26. Health Monthly Information	65
27. Travel Information Slip	66
28. Medical Card of the Student	67
29. Progress Report	68
30. Leave Application	70
31. Class Time Table	71

FROM PRINCIPAL'S DESK

Dear Students,

Jai Swaminarayan.

Welcome you all to Akshar Academy.

Before I proceed, let me tell you the meaning of 'Akshar'. It is the eternal supreme abode of God, where all the souls reside in presence of God after redemption. This can only be attained by true knowledge of soul (Atma) and God (Pramatma). Our real progress comes only from proper application of knowledge.

Here in this Akshar Academy, we provide the stage to have educational wings to help you explore, experience and excel. We are trying to create a junction of joy where you all love to learn not merely surrounded by four walled building but with environment awareness, physical fitness, cultural activities, moral development, creativity, patriotism, IQ enhancement and a lot to carve our bright future.

The purpose of this diary is to make you plan and work systematically to achieve the right goal. This will make you regularize your work. Bringing this diary to the school is a must for all of you, as it serves the purpose of an essential tool to keep the record of the instruction and home-work given by the teachers.

All the rules, regulations are given in a separate booklet. So all the parents are requested to follow them thoroughly in order to maintain the discipline of the school.

Parents, too are requested to keep an eye on this diary, so they know how to guide their ward for systematic and meticulous planning.

Hoping for your success.

With best wishes.

Principal

CHAIRMAN'S MESSAGE

Dear Parents and Students,
Very warm greeting to all

“Our mission is to provide positive catalytic impulses to every child to stretch his inherent learning competencies through a self discovery process” Here the uniqueness of each child is recognized, nurtured and treasured.

Our emphasis is on learning and teaching. Education is a complete process that leads to the attainment of the full potential of the child. Our endeavor is to equip our students with life-skills to face the real world be-it planning, organizing, deciding, questioning, reasoning, analyzing, team-building, communicating effectively or dealing with challenges confidently.

Our focus is to develop our students as global citizens with tolerance, respect and appreciation of diverse cultures and religious for a life-time learning experience. They should be self motivated, independent, confident decision makers to take up a leadership role in future. It is our endeavor to establish a quality conscious school where...

- Excellence is driven by values.
- Success is strengthened by ethics and
- Modernity is fortified by tradition.

We invite the parents to join hands with us in this endeavor to prepare our students to face the challenges of life. We are empowered by unwavering trust that parents have in our institution and in this knowledge lies our strength and inspiration.

Mr. RANJIT PATEL
Director
Akshar Academy

Pearls of Wisdom

To be success in School :

- ❖ Always aim to rank first in your class.
- ❖ Pray to God before you begin your study.
- ❖ Keep image of God and guru inside the textbooks. Get inspiration for better study through their Darshan and remembrance.
- ❖ Early hours in the morning are best for studying, because one can concentrate and remember better.
- ❖ After school and tuition, read four hours a day.
- ❖ Prepare a timetable for study and stick to it.
- ❖ Revise whatever is taught in school at home every day. Solve your questions by asking teachers, elders and friends.
- ❖ Never do your homework by copying from others'. Do your homework, projects etc. on your own.
- ❖ Never kick or throw your notebooks and textbooks and schoolbag because Goddess Saraswati resides in them. Even if your feet touches them, bow before them and say sorry.
- ❖ Take care of your belongings.

PLEDGE

India Is my Country.

All Indians are my Brothers and Sisters.

I love my Country and I am Proud of its
rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders,
respect and treat everyone with courtesy.

To my Country and my people, I pledge my devotion.

In their well-being and prosperity alone lies my happiness.

NATIONAL ANTHEM

राष्ट्रगीत

जन गण मन अधिनायक जय हे। भारत भाग्य विधाता।

पंजाब, सिन्ध, गुजरात, मराठा, द्राविड, उत्कल, बंग।

विन्ध्य, हिमाचल, यमुना, गंगा, ऊच्छल जलधि तरंग।

तव शुभ नामे जागे, तव शुभ आशिष मांगे, गाहे तव जय गाथा,

जन गण मंगलदायक जय हे। भारत भाग्य विधाता।

जय हे। जय हे। जय हे। जय जय जय जय हे।

झंडा गीत

विजयी विश्व तिरंगा प्यारा, झंडा ऊँचा रहे हमारा ।
सदा शक्ति बरसाने वाला, प्रेम-सुधा सरसाने वाला ।
वीरों को हर्षाने वाला, मातृभूमि का तन-मन सारा ।

...झंडा ऊँचा रहे हमारा ।

आओ प्यारे वीरो आओ, देश-प्रेम पर बलि-बलि जाओ ।
एक साथ सब मिल कर गाओ, प्यारा भारत देश हमारा ।

...झंडा ऊँचा रहे हमारा ।

शान न उसकी जाने पावे, चाहे जान भले ही जावे ।
विश्व विजय कर दिखलावे, तब जोवे प्रण पूर्ण हमारा ।

...झंडा ऊँचा रहे हमारा ।

वन्दे मातरम्

वन्दे मातरम्, वन्दे मातरम्
सुजलाम् सुफलाम् मलयजशीतलाम्,
सस्यश्यामलाम् मातरम्, वन्दे मातरम् ॥
शुभ्रज्योत्सना पुलकित यामिनीम् ।
फुल्लकुसुमितद्रुमदल शोभिनीम्
सुहासिनीम्, सुनधुरभाषिनीम्,
सुखदाम्, मातरम् वन्दे मातरम् ॥२॥

Daily Prayers

मंगलाचरण

वन्दु श्रीहरिने सदा हृदयथी, गुणातीतानंदने,
वन्दु प्रागजी भक्तने वळी नमुं, शास्त्री महाराजने।
वन्दु श्री करूणानिधान गुरुने, योगी महाराजने,
वन्दु ब्रह्मस्वरूप श्री प्रमुखने, कल्याण दाता तमे ॥

गुरु वंदना

गुरु ब्रह्मा गुरु विष्णु गुरु देवो महेश्वर ।
गुरुः साक्षात् परंब्रह्म तस्मै श्री गुरवे नमः ॥
गुणातीतोऽक्षरं ब्रह्म भगवान् पुरुषोत्तमः।
जनो जानन् इदं सत्यं मुच्यते भवबन्धनात् ॥
मातृ देवो भव। पितृ देवो भव। आचार्य देवो भव। अतिथि देवो भव।
सत्यं वद। प्रियं वद। धर्मं चर। स्वाध्यायान् मा प्रमद।
असतो मा सद् गमय। तमसो मा ज्योतिर्गमय। मृत्योर्मा अमृतं गमय।
ॐ सहनाववतु। सह नौ भुनक्तु। सह वीर्यं करवावहै।
तेजस्विनावधीतमस्तु। ह्या विद्धिषावहै।
ॐ शान्तिः शान्तिः शान्तिः।

गायत्री मंत्र

ॐ भूर्भुवः स्वः
तत्सवितुर्वरेण्यं ।
भर्गो देवस्य धीमहि
धियो यो नः प्रचोदयात् ॥

सरस्वती वंदना

या कुन्देदु-तुषार-हार धवला या शुभ्रवस्त्रावृता
या वीणा-वरदण्डमण्डित-करा या श्वेत-पद्मासना ।
या ब्रह्माच्युत-शंकर-प्रभृतिभिर्देवैः सदा वन्दिता
सा मा पातु सरस्वती भगवती निःशेष जाड्यापहा ॥

O Merciful God,
Lead us all from unreal to the real.
Lead us all from darkness to the light.
Lead us all from death to immortality.
Let noble thoughts come to us from all sides.
Bless us triumph over evil.
Bless us peace now and forever.
Om shantihi shantihi shantihi.

Closing Prayer

We Thank Thee O ! Lord
For all we had from Thee day,
Bless our school, our teachers,
And all those who help us here
And protect us from the evil one
And keep us all in Thy loving care.

Monday's Prayer

मन की शक्ति

हम को मन की शक्ति देना, मन विजय करें,
दूसरों की जय से पहले, खुद को जय करें ॥२॥
भेदभाव अपने दिल से साफ कर सके, ॥२॥
दूसरों से भूल हो तो माफ कर सके, ॥२॥
झूठ से बचे रहे सच का दम भरे ॥२॥
दूसरों की जय से पहले, खुद को जय करें ।

हम को मन की शक्ति देना०

मुश्किले पडे तो हम पर इतना कर्म कर, ॥२॥
साथ दे तो धर्म का चले तो धर्म पर ॥२॥
खुद पे होंसला रहे बदी से ना डरे, ॥२॥
दूसरों की जय से पहले, खुद को जय करें।

हम को मन की शक्ति देना०

GOD IS DWELLING IN MY HEART

God is dwelling in my heart ,
He and I are one,
All his joy he gives to me,
with the graces I share,
and with the lord in my heart,
What have I to fear,
for he's our creator,
In my heart he's near,
We who are his children,
have we ever realised,
the privilege of,
God's dwelling in our heart.

Tuesday's Prayer

प्रार्थना

मेरे अच्छे भगवान दे दे ऐसा वरदान ॥२॥

सृष्टि के इस तेरे बाग में पुष्पो की हम शान ॥२॥

जीवन भर सौरभ फैला कर, गाये तव गुण गान ॥२॥

मेरे अच्छे भगवान

मात पिता और गुरुजी को हम पूजे देव समान ॥२॥

विश्व बंधुता मानव सेवा सबसे हो मुस्कान ॥२॥

मेरे अच्छे भगवान

बोले मुंह शुभ, देखे नैन शुभ, और सुने शुभ कान ॥ २ ॥

पैर हमारे ठहरे मन्दिर संत समागम स्थान ॥ २ ॥

मेरे अच्छे भगवान

दीग दीगंत है तेरी महिमा मुखरीत हिन्दुस्तान ॥२॥

अक्षर हमको ले ले गोदमें हम तेरी सन्तान ॥२॥

मेरे अच्छे भगवान

GOD IS LOVE

Love it was that made us,

and it was love that saved us,

Love was God's plan, When he made man,

God's divine nature is love,

Born of God's love, we must love him,

That's why he made us to love him,

But only when we have loved men,

Can we partake God's love,

Love is a wonderful thing,

Joy in our heart's it will bring,

Where there's true love there is God,

And where there is God,

There is love.

Wednesday's Prayer

भगवान की वंदना

त्वमेव माता च पिता त्वमेव,
त्वमेव बन्धुश्च सखा त्वमेव।
त्वमेव विद्या द्रविणं त्वमेव,
त्वमेव सर्वं मम देव देव॥

SPIRIT OF GOD

Spirit of God in the clear running water,
Blowing to greatness the trees on the hill,
Spirit of God in the figure of morning fill the Earth,
Bring it to birth and blow where you will blow blow till I be,
But the breath of the spirit is blowing in me,
Down in the meadows the willows are moaning
Sheep in the pasture and cannot be still,
Spirit of God, Creation in groaning,
Fill the Earth (etc.)

Thursday's Prayer

हे परमेश्वर मंगलदाता

हे परमेश्वर मंगलदाता, छीए अमे सौ तारा बाळ;
दे दरशन तुज दिव्य मनोहर, वंदन करीए वारंवार ॥१॥
सवार पडे ने पंखी जागे, किल किल गाये तारुं गान;
झालर झणणे मंदिर गूंजे, जय जय थाये तारुं नाम ॥२॥
परहितकारी तुं छे स्वामी, सकल जगतनो सर्वाधार;
नानामोटा सौ मानवनो, एक ज छे तुं छे तारणहार ॥३॥
भणतर गणतर एवुं देजे, देजे भक्ति ने तुज ज्ञान;
ह्यातपिता ने संतगुरुना, राजीपानुं करीए पान ॥४॥

FATHER WE THANK THEE

Father we thank thee for the night,
And for the pleasant morning light.
For rest and food and loving care,
And all that makes the world so fair.
Help us to do the things we should,
To be to others kind and good.
In all we do and in all we say,
To grow more loving every day.

Friday's Prayer

इतनी शक्ति हमे देना

इतनी शक्ति हमे देना दाता, मनका विश्वास कमजोर हो ना ॥२॥

हम चले नेक रस्ते पे हमसे, भूल कर भी कोई भूल न हो ना ।

इतनी शक्ति हमे देना ०

दूर अज्ञान के हो अंधेरे, तू हमे ज्ञान की रोशनी दे,
हर बुराई से बचके रहें हम, जितनी भी दे भली जिन्दगी दे ।

बैर हो ना किसी का किसी से, भावना मन में बदले की हो ना,
हम चले नेक रस्ते पे हमसे, भूल कर भी कोई भूल न हो ना ।

इतनी शक्ति हमे देना ०

हम ना सोचे हमे क्या मिला है, हम ये सोचे किया क्या है अर्पण,
फल खुशियों के बाटे सभी को, सबका जीवन ही बन जाय मधुबन ।

अपनी करुणा का जल तू बहा दे, कर दे पावन हर एक मन का कोना,
हम चले नेक रस्ते पे हमसे, भूल कर भी कोई भूल न हो ना ।

इतनी शक्ति हमे देना ०

COME BY HERE

Come by here My Lord

Come by here (3 times)

O Lord come by here

Someone's praying Lord

Hear his prayers

Someone's hungry Lord

Give him bread

Someone's crying Lord

Console him

O Lord come by here.

Saturday's Prayer

तुम्ही हो माता पिता तुम्ही हो

तुम्ही हो माता पिता तुम्ही हो, तुम्ही हो बन्धु सखा तुम्ही हो ॥ २ ॥

तुम्ही हो साथी तुम्ही सहारे, कोई ना अपना सिवा तुम्हारे ॥ २ ॥

तुम्ही हो नैया तुम्ही खेवैया । तुम्ही हो बन्धु सखा तुम्ही हो ।

तुम्ही हो माता पिता तुम्ही हो०

जो खील शके ना वो फूल हम है, तुम्हारे चरणों की धूल हम है ॥ २ ॥

दया की दृष्टि सदा ही रखना, तुम्ही हो बन्धु सखा तुम्ही हो ।

तुम्ही हो माता पिता तुम्ही हो०

MAKE ME A CHANNEL OF YOUR PEACE

Make me a channel of your peace,

Where there is hatred let me bring your love,

Where there is injury your pardon Lord,

And where there's doubt true faith in you,

CH. Oh Master ! Grant that i may never seek,

So much to be consoled as to console,

To be understood as to understand,

To be loved as to love with all my soul.

Make me a channel of your peace,

Where there is despair in life let me bring hope.

Where there is darkness Lord your shining light,

And where there's sadness ever joy.

RECOMMENDATIONS TO PARENTS

Parents are an integral part of the school and the school expects them to co-operate in enforcing all the guidelines that will benefit the child and assist in the smooth functioning of the school.

The school diary serves as a bridge between teachers, students and parents. Parents are requested to go through the school diary and respond to all comments made by the teachers and make sure that the Home Work assignment for the next day is done regularly.

The school insists on strict punctuality, regular school attendance, regulation regarding uniform, cleanliness in dress, good grooming and fidelity to study and work assignments.

As the medium of instruction in the school is English, parents should provide ample opportunities to their children to converse in English at Home.

See that your child carries books/ exercise books according to the time table for that day. No extra books are allowed.

Due to illness or else, If special care is required for your child, please do not hesitate to inform us. If the child is viral-infected, please do not send the child to the school to avoid infections.

No late entry will be allowed. In special case it is permitted, if prior note is issued to the principal or class teacher in writing by parents. For absence leave, please inform in writing on prescribed form available in the school diary.

No students will be allowed to leave the school campus before schedule time. In emergency, if you desire your child at home in the middle of school timings, you must bring the written note. The authority will call you to make sure that the child is handed over to proper person to avoid incidents like kidnapping.

Parents are requested not to contact their children during school timings. In case of emergency, they may contact receptionist to meet the principal and get permission to do so.

In case the child forgets any book or tiffin at home, parents can pass such things to the receptions. Student's belonging will be passed to him/ her safely. But do not make it a regular practice.

No mobile phone is allowed with students. Use of mobile by Parents/ Visitors is strictly prohibited in the school building. For any communication you can always use the school ground.

We will try our best to take care of your children but in case of accident we are helpless. We will make sure that the child gets prompt and necessary treatment and the parents would be informed for the same.

The child is solely responsible to protect his/her belonging. Your child should be instructed to be careful about his/ her things. Lost property will be remained in the lost property box for working seven days. After that it will be disposed.

Children's are not allowed to bring expensive articles like transistors, calculators, mobile phones etc. to school. Children should not bring crackers, colours, to the school which will lead to expulsion of a student from the school.

Encourage your child to take balanced interest in studies, co-curricular activities and sports.

The school reserves the right to suspend or to take disciplinary action against a child whose progress in studies is constantly unsatisfactory or whose conduct is harmful to other students.

Giving presents or gifts to staff or other, demonstration of gratitude or goodwill in their honor is not allowed except with the prior permission of principal.

Parents are expected to co-operate with the school authorities in enforcing regularity and discipline. They should take an active and helpful interest in the activities of the school. If the management requires your service, you can provide your honorary service for cultural activities etc.

When you happened to visit the school, please maintain the decorum of the school and do not wear sleeveless, deep necked and short dresses. In case, the parents will be requested to leave the premises.

While communicating with school staff, please talk in soft tone. No complains will be unheard.

RULES AND REGULATIONS FOR PUPILS

Every student is expected to carry the School Diary to school every day.

Students who commute to school by their own conveyance must be in school by 07:30/ 08:25 AM, school gates will close at 07:40/ 08:30 AM.

Students who report late to school for a second time in a given month will be sent back home.

Students who forget belongings can collect them from the Lost & Found in the office within 7 working days. Thereafter school is not responsible for the same.

Attendance during Republic Day and Independence Day celebrations is mandatory for all students. No leave will be sanctioned on these days.

SCHOOL HOUSE NAMES

SATYAKAM - YELLOW HOUSE

NACHIKETA - GREEN HOUSE

EKLAVYA - BLUE HOUSE

SHRAVAN - RED HOUSE

DISCIPLINE CODE

- Any damage done to school property/ premises will enforce punitive measures of imposing fine.
- Students are accountable to the school authorities for their behavior both inside and outside the school, particularly when in the school uniform.
- Students must keep the school and classrooms clean.
- Students are not allowed to drive to the school.
- The following acts and Conduct on the part of the students will amount to misconduct.
- Misbehavior towards teachers or any other employee of the school.
- Intentional disturbance of classes.
- Absence from classes without permission of the Teacher/ Principal.
- Bullying/ Intimidating others.
- Eve-Teasing/ misbehavior towards girls- Students.
- Damaging/ disfiguring school property.
- Propagating a strike/ disruption of class.
- Association with banned organizations.
- Propagating communal/ caste feeling among students.
- Indulging in physical violence in any manner.
- Disobeying lawful orders of the teachers/ Principal
- Bringing unauthorized people/ articles/ Instruments.
- Theft/ Pilferage of school/ Students property
- Indulging in acts of moral turpitude.
- When students move along the corridors and when changing class, they must maintain silence and walk in a single line keeping left.
- Students are expected to speak only in English during school hours.
- In case of misconduct, school shall take actions as per observation, which may involve.
 - Oral warning to the student.
 - Written warnings
 - Suspension of one day from classes/ school/ period after five written warnings.
 - Final written warning in case of no improvement
 - Suspension of one week.

TRANSPORT RULES

- Students who avail the school transport subject to the availability of seats.
- Bus facility is available on fixed routes with designated stops.
- Parents are expected to be at the stop 10 minutes before the scheduled arrival of the bus.
- Students are permitted to use only their designated bus and bus stop. No change will be allowed without written permission of the authorized person.
- Bus will leave the stop at the designated time, In case a child misses a bus, parents are requested to drop the child to the school.
- Fixed seats will be allotted to the students in the bus. Students are expected to remain seated while the bus is in motion. Students are expected to maintain silence and behave in a decorous manner at all times.
- Any case of negligence by the bus driver or attendant should be brought to the notice of the transport incharge.
- Parents are requested not to make any oral request to the bus driver or attendant. Any request should be made in writing to the transport in - charge.
- Though utmost care is taken while transporting the children, the school will not be held responsible for any untoward incident.
- A child who consistently reports late at the bus stop or caught misbehaving more than 3 times in the bus, will be refrained from using the bus service.
- In case of an emergency and the child has to leave school before school hours the procedure to be followed is :-
 - Written request by the parents.
 - Permission slip obtained from the office and signed by the authorities to be shown at the gate.
 - School leaving register to be signed by the parents.

LIST OF HOLIDAYS

SR. NO.	NAME OF HOLIDAY	DATE	DAYS
1	MAKAR SANKRANTI / MEGHA BIHU / PONGAL / HAZARAT ALI'S BIRTHDAY	14.01.2025	Tuesday
2	MAHA SHIVRATRI	26.02.2025	Wednesday
3	HOLI	14.03.2025	Friday
4	ID-UL-FITR	31.03.2025	Monday
5	MAHAVIR JAYANTI	10.04.2025	Thursday
6	GOOD FRIDAY	18.04.2025	Friday
7	RAKSHA BANDHAN	09.08.2025	Saturday
8	INDEPENDENCE DAY PARSI NEW YEAR'S DAY/NAURAJ	15.08.2025	Friday
9	JANMASHTAMI	16.08.2025	Saturday
10	GANESH CHATURTHI VINAYAK CHATURTHI	27.08.2025	Wednesday
11	DUSSEHRA	01.10.2025	Wednesday
12	MAHATMA GANDHI'S BIRTHDAY	02.10.2025	Thursday
13	CHRISTMAS DAY	25.12.2025	Thursday
14			
15			
16			

FOOD MENU

Day	Menu
Monday	Roti Sabji/ Puri Sabji/ Curd Rice + One Seasonal Fruit
Tuesday	Upma/ Masala Khichadi/ Batata Poha/ Dry Bhel + Nuts/ One Seasonal Fruit
Wednesday	Stuffed Paratha/ Thepla + Curd + One Seasonal Fruit
Thursday	<i>Dhokla/ Idli/ Batata Vada/ Vegetable Samosa + One Seasonal Fruit</i>
Friday	Sprouts: Sprouted grains like Green gram, moong, chana etc. boiled and sprinkled with chat masala & lemon + One Seasonal Fruit
Saturday	Roti Sabji + Mix of Seasonal Fruit

While Fasting (like Ekadashi, Gauri Vrat etc.), Children can bring appropriate food (Fal-aahar)

NOTE: No non-veg food is allowed. No garlic or onion in the tiffin.

SCHOOL UNIFORM

Sections	Regular Uniform	Non Regular Uniform
Jr. KG./ Sr. KG.	All days except Wednesday	White Dress on Wednesday
Primary	Monday to Friday	P.T. Dress on Saturday

- **For Jr. KG & Sr. KG. Only** Please send one extra pair of clothes with your kids. Also please pin up one hanky on the right hand side of the uniform.
- Please send one Napkin daily along with your child.
- On every Wednesday nails and hairs of students would be checked, so please send your kids tidy.

SCHOOL TIMINGS

Sections	Monday to Friday	Saturday
Jr. KG./ Sr. KG.	8:30 A.M. to 12:20 P.M.	8:30 A.M. to 11:20 A.M.
Primary	7:30 A.M. to 01:20 P.M.	7:30 A.M. to 12:20 P.M.

ANNUAL PLANNER 2025-26

DATE	DAY		STD	Incharge	
APRIL					
02-04-2025	Wednesday	New Academic Year Begins	Jr.kg. to VIII		
10-04-2025	Thursday	Mahavir Jayanti (H)			
18-04-2025	Friday	Good Friday (H)			
22-04-2025	Tuesday	Earth Day Celebration	Jr.kg. to VIII		
		Drawing & Colouring Competition	Jr.Kg. to IV	CLASS WISE	
		Slogan Writing Competition	V to VIII	CLASS WISE	
		Rally on water conservation	VI to VIII		
		Painting Competition (Parents)	All parents		
		SUMMER VACATION (1st May- 8th June)			
JUNE					
09-06-2025	Monday	School Reopens	Jr.kg. to VIII		
21-06-2025	Saturday	Yoga Day	Jr.kg. to VIII		
28-06-2025	Saturday	Green day Celebration	Jr.kg. to II		

JULY					
01-07-2025	Tuesday	Periodic Test - 1 begins	I to VIII		
12-07-2025	Saturday	Fruit & Vegetable Market Activity	Jr.kg. to II	CLASS WISE	
16-07-2025	Wednesday	Poetry Recitation Competition	Jr.kg. to II	CLASS WISE	
		Calligraphy Competition	III to V	CLASS WISE	
		Quiz Competition	VI to VIII	HOUSE WISE	
30-07-2025	Wednesday	Warli Painting Competition	VI to VIII	CLASS WISE	
AUGUST					
01-08-2025	Friday	Patriotic Drawing & Colouring Competition	Jr.kg. to II	CLASS WISE	
02-08-2025	Saturday	Costume Parade Competition	III to V	HOUSE WISE	
06-08-2025	Wednesday	Liberation Day Celebration	Jr.kg. to VIII		
08-08-2025	Friday	Patriotic Song Competition	VI to VIII	HOUSE WISE	
09-08-2025	Saturday	Rakshabandhan Celebration	Jr.kg. to VIII		
15-08-2025	Friday	Rakshabandhan (H)			
16-08-2025	Saturday	Independence Day Celebration			
27-08-2025	Wednesday	Janmashtami (H)			
		Ganesh Chaturthi (H)			

SEPTEMBER					
01-09-2025-15-09-2025	Monday to Monday	Semester - I Exam	Jr.kg. to VIII		
05-09-2025	Friday	Teachers' day / Onam			
		Hindi Pakhwada	Jr.kg. to VIII		
27-09-2025	Saturday	Navratri Celebration	Jr.kg. to VIII		
OCTOBER					
01-10-2025	Wednesday	Dussehra (H)			
02-10-2025	Thursday	Mahatma Gandhi's Jayanti (H)			
11-10-2025	Saturday	Diwali Celebration	Jr.Kg. to VIII		
		Card Making Competition with parents (at home)	Jr.Kg. to II	CLASS WISE	
		Toran Making Competition	III to V	HOUSE WISE	
		Rangoli Making Competition	VI to VIII	HOUSE WISE	
		DIWALI VACATION			

NOVEMBER					
06-11-2025	Thursday	School Reopens after Diwali Vacation			
14-11-2025	Friday	Children's Day Celebration	Jr.kg. to VIII		
20-11-2025	Thursday	Periodic Test - II begins	Jr.kg. to VIII		
26-11-2025	Wednesday	Constitution Day	I to VIII		
DECEMBER					
06-12-2025	Saturday	Fancy Dress Competition	Jr.Kg. to II	CLASS WISE	
		No fire cooking Competition	III to V	CLASS WISE	
		Debate Competition	VI to VIII	HOUSE WISE	
17-12-2025	Wednesday	School Picnic (Tentative)	All Classes		
24-12-2025	Wednesday	Christmas Celebration	All Classes		
25-12-2025	Thursday	Christmas Day (H)			

JANUARY					
14-01-2026	Wednesday	Makar Sankranti (H)			
17-01-2026	Saturday	Annual Day / Sports Day	Jr.kg. to VIII		
26-01-2026	Monday	Republic Day celebration	III to VIII		
FEBRUARY					
23-02-2026	Monday	Semester - II Exam	Jr.kg. to VIII		
MARCH					
21-03-2026	Saturday	Open House (Tentative)	Jr.kg. to VIII		

EXAM TIME TABLE (PERIODIC TEST-I)

SUBJECT	TIME TABLE

EXAM TIME TABLE (TERM - 1)

OPTIONAL				MAIN	
DATE	SUB	TIME TABLE	DATE	SUB	TIME TABLE

EXAM TIME TABLE (PERIODIC TEST- 2)

SUBJECT	TIME TABLE

**EXAM TIME TABLE
(TERM - 2)**

OPTIONAL				MAIN	
DATE	SUB	TIME TABLE	DATE	SUB	TIME TABLE

PRINCIPAL'S NOTE

Date	Remarks	Teacher's Signature	Parent's Signature

PRINCIPAL'S NOTE

Date	Remarks	Teacher's Signature	Parent's Signature

PARENT’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

PARENT'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

PARENT'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

PARENT’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

TEACHER'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

TEACHER’S COMMUNICATION RECORD

Date	Remarks	Teacher’s Signature	Parent’s Signature

TEACHER'S COMMUNICATION RECORD

Date	Remarks	Teacher's Signature	Parent's Signature

HOMEWORK NOT DONE

Date	Remarks	Teacher's Signature	Parent's Signature

HOMEWORK NOT DONE

Date	Remarks	Teacher's Signature	Parent's Signature

LEAVE/ABSENCE RECORD

Name: _____ Roll No.: _____ Std.: _____ Div. _____

Specimen Signature of the Parent's/Guardian: _____

DATE OF LEAVE	NO. OF DAYS	REASON FOR ABSENCE (PLEASE USE Ref. CODES GIVEN BELOW)	PARENT'S SIGNATURE	PRINCIPAL'S SIGNATURE	TEACHER'S SIGNATURE

REF. CODES : (1) Sick (2) Festival / Marriage / Pooja (3) No Transport (4) Out of Station

LEAVE/ABSENCE RECORD

Name: _____ Roll No.: _____ Std.: _____ Div. _____

Specimen Signature of the Parent's/Guardian: _____

DATE OF LEAVE	NO. OF DAYS	REASON FOR ABSENCE (PLEASE USE Ref. CODES GIVEN BELOW)	PARENT'S SIGNATURE	PRINCIPAL'S SIGNATURE	TEACHER'S SIGNATURE

REF. CODES : (1) Sick (2) Festival / Marriage / Pooja (3) No Transport (4) Out of Station

EXIT PERMISSION

FOR EARLY LEAVE

[illegible]

EXIT PERMISSION

FOR EARLY LEAVE

[illegible]

HEALTH MONTHLY INFORMATION

	Absentee			Proper Uniform			Late Attendance			Eating Habit			Height			Weight			Hair			Teachers Sign.			Parents Sign.		
APR																											
JUN																											
JUL																											
AUG																											
SEP																											
OCT																											
NOV																											
DEC																											
JAN																											
FEB																											
MAR																											

Note: Please use YES: ✓ or No: X

TRAVEL INFORMATION SLIP

Name of Child _____

Class _____ Division _____

In case of Pvt. Transport

Mode of Transport _____

Vehicle Reg. No. _____

Name of Driver _____

Driver's Contact _____

In case of School Bus

School Bus No. _____

Morning Stop _____ Evening Stop _____

Name of Person authorized to Pick up Child

Telephone Numbers

Father _____

Mother _____

Emergency _____

Mother's Signature

Father's Signature

MEDICAL CARD OF THE STUDENT

Not for Medico & Legal Purpose

Students Name _____

Age in Years _____

Specific Disease suffered in the past _____

Operation (s) undergone in the past if any, please specify

Allergies, if any _____

Blood Group _____

Immunizations Details

B.C.G.	Yes	No
DPT	Yes	No
Polio	Yes	No
M.M.R.	Yes	No
Tetanus	Yes	No

Date of last Injection _____

Typhoid, Cholera, Chicken Pox, Meningitis and Hepatitis – A & B

Date of last immunization _____

Any Others _____

Any other disease for which child is on regular medication

Parent's / Guardian (Signature)

AKSHAR ACADEMY - SILVASSA

PROGRESS REPORT FOR PRE - PRIMARY

Name: _____

Std.: _____ Div.: _____ Roll No.: _____ G.R. No.: _____

Subjects	P.T. - 1	TERM - 1	P.T. - 2	TERM - 2
ENGLISH				
MATHS				
HINDI				
G.K. / STORY / CONVERSATION				
A/C				
GRAND TOTAL				
PERCENTAGE%				
GRADE				
ATTENDANCE				
CONDUCT				
CLASS TEACHER SIGN				
PRINCIPAL SIGN				
PARENT/GUARDIAN SIGN				
REMARKS:				
P.T. - 1 :				
TERM - 2 :				
P.T. - 1 :				
TERM - 2 :				

AKSHAR ACADEMY - SILVASSA

PROGRESS REPORT FOR STD. 1 - 8

Name: _____

Std.: _____ Div.: _____ Roll No.: _____ G.R. No.: _____

Subjects	P.T. - 1	TERM - 1	P.T. - 2	TERM - 2
ENGLISH				
GRAMMAR				
HINDI				
GUJARATI / SANSKRIT				
MATHS				
SCIENCE				
SOCIAL STUDIES				
COMPUTER				
G.K.				
A/C				
P.T.				
MUSIC				
DANCE				
KARATE				
GRAND TOTAL				
PERCENTAGE%				
RANK				
ATTENDANCE				
CONDUCT				
CLASS TEACHER SIGN				
PRINCIPAL SIGN				
PARENT/GUARDIAN SIGN				
REMARKS:				
P.T. - 1 :				
TERM - 2 :				
P.T. - 1 :				
TERM - 2 :				

Leave Application

From

Date

**To,
The Principal,
Akshar Academy,
Dokmardi, Silvassa**

Subject : Grant of leave for my Son/ Daughter for _____ Days.

Respected Sir/ Madam,

Myself _____ father/ mother/
guardian of _____ request you to
please grant a leave for _____ days from _____ to _____ for the
reason mentioned below.

Sickness _____

Others _____

My Child is studying in _____ Class, Div _____, Roll No. _____

Thanking you

Yours Faithfully

Parent's Signature

Enclosures:

1. _____

2. _____

3. _____

CLASS TIME TABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1						
2						
3						
4						

R E C E S S

5						
6						
7						
8						

TIME TABLE



HIS HOLINESS MAHANT SWAMI MAHARAJ

Mahant Swami Maharaj is the sixth and present spiritual successor of Bhagwan Swaminarayan.

Through his austerities, discipline, saintliness, humanity, devotion and wisdom, he earned the profound blessings of gurus Yogiji Maharaj and Pramukh Swami Maharaj.

Under the instructions of Pramukh Swami Maharaj, he has served for many decades in the multitude of activities undertaken by BAPS Swaminarayan Sanstha. His contributions to the Sanstha's international festivals, Akshardham and other mandir projects, children, youth and satsang forums. He has promoted education, publication and herbal productivity on a very large scale.

Innumerable aspirants have been spiritually inspired by his profound, insightful and practical discourses. His devout, saintly and contemplative life has left a deep impact on all. Under his thoughtful and compassionate leadership, countless have been inspired onto the spiritual path.



We Have Wings to Help your Child
Explore, Experience and Excel



Akshar Academy