



ST. MARY'S CONVENT SCHOOL

Kasauli, Solan Dist. (HP). 173204

(Affiliated to CBSE, New Delhi. No:630014)



INDEX

S No.	Content	Page No.
01	Founder of the Congregation of the Sisters of the Destitute	01
02	Principal's Message	02
03	About School	03
04	Vision, Mission & Core Values	04
05	Curriculum	05
06	Admission Criteria for Class Nursery	06-11
07	Admission Criteria for Class JKG to IX	12
08	Registration for Class XI	13
09	Admission & Withdrawals	14-15
10	Fee Payment Schedule	16
11	Facility	17-18
12	Holistic Development & Code of Conduct	19
13	School Hours	21

VENERABLE FATHER VARGHESE PAYAPILLY

**Founder of the Congregation of
the Sisters of The Destitute (SD)**



The powerful inspiration received from the founder Venerable, “Fr. Varghese Payapilly”:our devotion shall be devotion to the poor, our service to the destitute shall be a constant God-experience" strongly urges the members to serve the poor with great zeal contemplating Jesus in the poor.

Venerable Father Varghese Payapilly is undoubtedly a beacon of compassion and love, which will remain as an eternal source of inspiration for everyone.

SCHOOL MOTTO: FOR GOD AND COUNTRY

Principal's Message

Welcome to St. Mary's Convent School, Kasauli, an institution dedicated to empowering young minds with knowledge, values and compassion.

St. Mary's strives to create a nurturing environment that foster academic excellence, creativity and character development. Our Motto, "For God and Country" guides us in our pursuit of excellence and service. As we journey together, we aim to instill in our students a sense of purpose, responsibility and patriotism. We encourage them to become active learners, critical thinkers and compassionate individuals who make a positive impact in the world. We accompany our students on a journey to develop essential life skills, including compassion, empathy and social responsibility. By fostering these values, we empower them to become active contributors to their communities and make a better society where we can live in harmony.

Our students excel in various fields, showcasing exceptional attributes that define our institution.

As the Principal, I am proud to lead this community of dedicated educators, students and parents. We are committed to providing a well-round education that prepares our students for future success.

The education field faces numerous challenges, and educators and parents play crucial roles in addressing these issues. The impact of social media on students is a pressing concern in today's educational landscape. Collaboratively, educators and parents can effectively address the challenges students face and provide them with the support and resources they need to succeed.

We appreciate your active participation as collaborators in shaping students into responsible and sensible individuals. Your contributions will have a positive impact on the community: By working together, we can create a supportive environment that fosters growth, learning and community engagement.

We invite you to explore our website(<https://www.smcskasauli.com>) and discover the many facets of life at St. Mary's. Join us in our mission to shape young minds and hearts, and together, let us strive for excellence.

Tessy M Mathew (Sr.Tesvin SD)

ABOUT SCHOOL

ST. MARY'S CONVENT SCHOOL KASAUJI is a Christian Minority Educational Institution established and administered by the members of the Congregation of the Sisters of the Destitute (SD). The school was established in 1958 to cater to the educational needs of the children of the surrounding localities.

SD is an indigenous religious congregation of sisters founded by Venerable Father Varghese Payapilly who has a vision for the upliftment of our fellowmen especially the poor, abandoned and destitute.

The School is affiliated to the Central Board of Secondary Education, New Delhi w.e.f. February 1972 and managed by the Sisters of the Destitute Educational Society, Kasauli.

The administration, faculty, and staff of St. Mary's Convent School Kasauli strongly believe that honesty, integrity and compassion, are essential elements for building community and promoting social justice. As we state in our educational philosophy, St. Mary's Convent School is Catholic and, therefore, it is based on a faith response to the Gospel of Jesus Christ.

We commit ourselves to the highest standards including the promotion of academic integrity. Our collective commitment to academic honesty upholds the mutual respect and moral integrity that our school community values and nurtures.

Our holistic approach integrates character formation, spiritual growth, intellectual pursuits and prepare students to emerge as good citizens. We empower our students to be critical thinkers, problem solvers, and compassionate individuals who can bring a positive change in the world.

Faith and a strong moral foundation are the hallmarks of St. Mary's. We encourage students to cultivate a deep sense of spirituality, a strong moral compass and a genuine respect for diversity.

Vision, Mission & Core Values

Vision

Provide education based on compassionate love, peace, forgiveness, harmony and tolerance with a holistic approach in order to create loyalty in the young minds, strengthening them to face challenges of life with a sensible mind.

Mission

Achieve positive approach in all aspects of lives of students by nurturing a culture of fraternity, respect, deep sense of moral and ethical responsibility, fostering values and life skills to contribute beneficially to the world.

Core Values

At the heart of our school are values that truly matter — kindness, honesty, curiosity, and resilience. These aren't just words on a wall; they shape how we treat one another, how we learn, and how we grow together. We believe that when students feel grounded in strong values, they're ready to thrive in every part of life.

Faith and Responsibility

We see faith as a quiet strength that helps guide choices and build character. Alongside it, we nurture a deep sense of responsibility — to ourselves, to each other, and to the world around us. Our students learn to lead with compassion, act with integrity, and take ownership of their actions.

Moral Integrity

“Doing the right thing, even when no one is watching” — that's what we mean by moral integrity. It's something we talk about often, and more importantly, model every day. We want our students to grow into people who can be trusted, who stand up for others and who know the value of staying true to their word.

Respect for Diversity

Every child who walks through our doors brings a story, a culture, a voice — and we make space for all of it. We celebrate what makes us different and find strength in what we share. Our classrooms are places where curiosity replaces judgement and every student feels safe, seen and heard.

Excellence in Education

Excellence here isn't just about grades — it's about lighting a spark. We challenge our students to think deeply, explore boldly, and love the journey of learning. With dedicated teachers and a rich, engaging curriculum, we help each child to discover what success means to them — and how to reach it with confidence.

CURRICULUM

Nursery

This class introduces young learners to foundational skills through a joyful, play-based approach. The curriculum focuses on developing languages, motor, cognitive, and socio-emotional skills through subjects included English, Hindi, Mathematics, EVS, GK, Music, Dance, Yoga, Art and Craft.

I – XII

The students will be prepared for the All India Secondary School Examination (AISSE) and All India Senior Secondary School Certificate Examination (AISSCE) of the Central Board of Secondary Education, New Delhi.

The curriculum includes English, Hindi, Sanskrit, Punjabi, Mathematics, Science, Social Science, Art, Craft, Instrumental Music, Dance, Life Skills, Physical Education, Health Education, General Knowledge and Information Technology, Computer Science. The medium of instruction right from the beginning is English.

The school authorities consider it to be their duty to show due respect to the religious feelings and the freedom of conscience of their pupils belonging to various religious communities. Moral Science is taught in all classes as it aims at teaching our pupils about their duty to God, to fellow men and to self.

Admission Criteria for Class Nursery

STEPS FOR ONLINE REGISTRATION TO NURSERY

1. Parents have to register themselves on smcskasauli.com by making online payment of Rs 2500/- as registration Fees.
2. Fees once remitted will not be refunded in any case.
3. They will receive User Id and Password after registration on the registered Mobile number.
4. Login through the given User Id and Password.
5. You will be able to download the prospectus and will also find the registration form on the same portal.
6. Please read the necessary instructions and information given in the prospectus to fill online form.\
7. Fill the form online and please keep ready following scanned copies to upload online—
 - a. **Child's Photo** (Less than 1 MB)
 - b. **Aadhaar Card** (Father, Mother and child Less than 1 MB)
 - c. **DOB Certificate** (Child Less than 1 MB)
8. Take a print out of the application form and submit in the school office with required documents on the date as mentioned in the prospectus.

SCHEDULE OF ADMISSION PROCESS

01	Registration link duration	20th November 2025 to 30th November 2025
02	Hard copy of registration form with other documents to be submitted in school office	11th December 2025 Timings 09.00 am to 1.00 pm
03	Declaration of selected candidates for Nursery	15th December 2025 Afternoon
04	Deposition of Admission fee	18th December 2025 (as per schedule mentioned)

AGE CRITERIA FOR NURSERY

Children born between 1st April 2022 and 31st March 2023

(The minimum age required for admission to *Nursery is 3 years*)

CRITERIA FOR ADMISSION TO NURSERY (2026-2027)

For Nursery admission, points will allocate to the applicants on the basis of the following criteria:

01. Neighbourhood		
Distance in km.	Point	Max Points
a) From 0-3 km	30	30
b) From 3-6 km	24	
c) From 6-10 km	18	
d) Beyond 10 km	0	
02. Siblings (Real Brother or Sister who is studying in the same school on the date of application.)		20
03. Alumni (Father or Mother or both)	5 each	10
04. Children with special needs (physically challenged)		05
05. Parents Qualification a) Graduate and above & Professionals b) Below Graduate	5 each 3 each	10
06. Girl Child		05
07. Children belong to SC/ST (Socially Disadvantage)		05
08. Christian Minority		15
Total Point		100

Admission is subject to verification of original birth certificate, residence proof and other relevant documents. The Selected Candidates list will be updated on www.smcskasauli.com and also on School Notice Board on 15th December 2025. The Fee should be deposited by 18th December 2025 positively, failing which candidature shall be cancelled and the seat left vacant will be given to another candidate as the management decides.

Since ours is a Private Unaided Minority Institution, so the provisions of RTE Act and RTI act are not applicable on our institution.

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FORM

1. Self attested photocopy of Birth Certificate of the Child under Birth and Death Registration Act with Child's name and Parents name on it.
2. Attested photocopy of proof of residence - Family I.D.(Parivar Pehchan Patra), Aadhar Card, latest electricity bill, passport, voter ID, house tax receipt (anyone in the name of child's parent).
3. In case the parents are residing in the rented accommodation then they should submit RENT DEED on Stamp Paper which must be attested by Notary Public and duly Registered in the Register of Notary Public with Serial No. and Stamp and it must be of prior to 01/07/2025. (No other document of residence proof is acceptable).
4. SC/ST Certificate of child /parents issued by the appropriate authority.
5. For catholic and Christians, suitable supporting documents like Baptism Certificate, a letter from the respective parish priest/pastor testifying to the membership of their parish should be attached.
6. Proof of Alumni i.e. photocopy of certificate of Class X/XII of same school (Duly attested).
7. Proof of sibling (real brother/sister only) studying in the same school i.e., photocopy of the latest fee slip.
8. Attested photocopies of documents relating to both parents' Highest Educational qualification only.
9. Attested proof of change in name of Father / Mother (If required).
10. In case the child is residing with single parent, please attach copy of Court order/ Guardian Certificate/ Divorce Petition filed in Court and Affidavit of Single parent, that in case of any dispute, he/she shall be solely responsible and the School will not come in the picture anywhere.

Please Note:

1. If the candidate is selected, his/her original Birth Certificate should be presented for verification purpose along with admission form and the receipt of admission fee paid.
2. Both parents must be present with the child on the day of admission as the signature of both are imperative.
3. If the required hard copies of the documents are not submitted along with the application form on 11th December 2025, the application form will be rejected and no request for the same will be entertained at any stage later on, any ground.
4. The school authorities reserve their right to give or not to give admission to any student, if they deem fit in the interest of the school without assigning any reason.
5. The school does not accept any donation or capitation fees, so the parents are requested not to give any donation or capitation fee on behalf of school to any person.
6. The school has no association with any of the Play Schools in any respect whatsoever.
7. No enquiries related to declaration of result will be entertained in the school office before the 15th of December 2025.
8. If the name and surname of the child and that of parents given in the application form do not match with the birth certificate of the child, the application form will be considered as incomplete and will not be considered for admission.
9. No alteration will be permitted in the application form once the same stands submitted in the school.
10. The school being a Christian minority institution reserves its constitutional right to give preference to the children from the Christian Community. Preference will also be given to Siblings, Wards of Alumni and Staff. Preference does not guarantee admission.
11. Being a Christian minority educational institution and an imitation of Jesus who made a preferential option for the poorest of poor of the society, the school has independently been educating the EWS/EDG (Economically Disadvantage Group). Since 1958 the institution has never stopped to look after EWS/EDG and will continue to reach out to them.
12. Only one application form per child will be accepted.
13. Forms and all the accompanying documents, once submitted, will become the property of the school and shall not be returned at any cost.
14. We are Private Unaided Minority Institution and have every right to admit or not to admit any student and we are also not covered under R.T.I. Act. As such as per the Judgment of Hon'ble Supreme Court of India we can adopt our own procedure for admission and fixation of fee.
15. The age group that has been taken for the criteria of admission to the school is purely based on the norms prescribed by the Government.
16. Admission fee: Payable only once and it is not refundable.

Objectives of Nursery Education

1. To ensure a child-friendly environment where each child is valued, respected, feels safe, secure and develops a positive self-concept. To develop good physique, adequate muscular co-ordination and basic motor skills: To achieve these objectives, opportunities for climbing, jumping, sliding, swinging, pedaling, drawing, painting, threading the beads etc. are provided.
2. To enable a sound foundation for good health, well-being, nutrition, healthy habits and hygiene. These skills are necessary for personal grooming of the children. Personal hygiene, healthy eating habits, dressing up themselves are a part of it. Children are encouraged to do their own work and be self-reliant. Independence and self-help are encouraged and appreciated.
3. To enable children become effective communicators and foster both receptive and expressive language. To develop desirable social attitudes and manners. This is achieved by encouraging the child to co-operate, share and take care of the property belonging to him/her as well as others. How to greet the teachers, elders and their friends is taught and soon imbibed by the children.
4. To help children become involved learners, think critically, be creative, collaborative, communicative and connect with their immediate environment.
5. To enable a smooth transition of children from foundational stage to preparatory stage.
6. To work as partners with parents and community to enable each child flourish

ADMISSION CRITERIA FOR CLASSES J.K.G. TO IX

The online registration for admission to Class J.K.G to Class IX is open only if seats are available in a particular class.

Admissions at St.Mary's Convent School Kasauli are conducted on the basis of merit, and we aim to provide equal opportunities to all eligible students. We encourage parents to explore our admission process, which is transparent and designed to welcome students from diverse backgrounds.

Age Criteria for

JKG	4 years and above
SKG	5 years and above
Class I	6 years and above

Applicants may complete the registration process either online or offline, as per their preference.

Admission tests will be conducted based on the syllabus of the applicant's previous class.

While our school follows the CBSE curriculum, no specific syllabus is provided for the admission test. Applicants are advised to prepare for test based on the general curriculum of their previous class.

Please submit the hard copy of the registration form in the school office within one week between 9.00 am and 2.00 pm

ADMISSION CRITERIA FOR CLASS XI

Streams Available in XI & XII: Commerce and Non-Medical.

Commerce- English Core, Business Studies, Accountancy, Economics.

Non-Medical- English Core, Physics, Chemistry, Mathematics.

Optional subjects for both streams- Physical Education, Hindustani Music Vocal.

Skill Subjects- Information Technology, Physical Activity Trainer.

Stream Eligibility Criteria:

- **Commerce Stream:** A minimum of 60% marks in Mathematics and English
- **Non-Medical Stream:** A minimum of 75% marks in Mathematics and Science

Entrance test guideline for students from other schools:

Students seeking admission from other schools are required to appear for an entrance test based on their chosen stream.

Commerce Stream- Students will be given an Entrance Test in English, general paper on Social Science and General Awareness based on IX & X and Mathematics.

Non-Medical Stream- Students will be given an Entrance Test in English, Mathematics, Science.

STEPS FOR REGISTRATION TO CLASSES I – IX, XI

1. Parents have to register themselves on smcskasauli.com by making online payment of Rs 2500/- as registration fees.
2. Fees once remitted will not be refunded in any case.

NOTE:

Please don't forget to mention the e-mail id on the registration form. The Entrance test date will be sent through mail.

ADMISSION AND WITHRAWAL

The Academic year commences in February and culminates at the end of January of the following year inclusive of winter vacation.

ADMISSION

1. The management reserves to itself the right to admission.
2. Admission is open to all irrespective of their caste, creed or community; provided they qualify.
3. Children are ordinarily admitted at the beginning of the academic year.
4. No admission is made unless the child has passed a test in the essential subjects. (I-IX, XI)
5. At the time of admission Transfer Certificate, Conduct Certificate and latest Progress Report should be submitted.
6. Direct admission to class X and class XII is not granted.

WITHDRAWAL AND DISMISSAL

1. Parents desirous of withdrawing their ward from school must give a week notice in writing, however, the complete instalment of the fee will be charged.
2. If the name of a pupil who has been absent, has through lack of notification been entered in the register for the following month/months, fee is due even if the child continues to be absent.
3. No transfer certificate is given until all the dues of the school have been paid in full.
4. The school authorities reserve the right to dismiss those children from the school whose conduct is found unsatisfactory; their attendance is irregular

LEAVE CRITERION

1. All are expected to attend school on the first day of the academic session and the re- opening day after each vacation.
2. Leave applications must be submitted in the form of written leave letter or through e-mail. The prescribed format is provided at the back of the diary. For leave exceeding three days, the application must be submitted to the Principal.
3. Repeated absence without leave letter for more than ten consecutive days renders the student liable to have his/her name struck off the rolls.
4. The absentees on account of illness must present a medical certificate before they are admitted to class.

EXAMINATION AND PROMOTION

1. Monthly Test, Periodic Test and Annual Examination are held in the academic year. Progress report will be given to the child after the final examination.
2. Any kind of malpractice in the examination is punishable with expulsion from the examination hall and subsequent cancellation of the paper or the whole examination.
3. Result declared at the end of the school year is final. It will not be reconsidered and final examination answer sheets will not be shown.
4. Children who are absent from examination, periodic test and monthly test for any reason will not be re-examined.
5. Children who are absent from examination, periodic test and monthly test due to illness must submit a medical certificate.
6. If children are unable to attend the school, they should not come only for class test and other assessments.
7. A minimum of 75% attendance is compulsory to be eligible to appear for the annual examination.

Promotion of the child is based on the periodic tests, monthly tests and annual examination held during the year along with performance in the class

FEE PAYMENT SCHEDULE

ADMISSION FEE:

Payable only once, the fee is not refundable. This fee is to be paid at the time of admission.

SCHOOL FEES

The annual school fee should be deposited online through the Bank of Baroda & HDFC, as per the prescribed schedule. Monthly payments (March to December) must be made on or before the 10th of each month.

1. Online Payment can be made through e-care panel or M connect app (Bank of Baroda & HDFC). If paid through any other source (NEFT, IMPS, RTGS, Google pay) inform the school office immediately.
2. A late fee fine of ₹ 100/- will be charged per month whether the fee is deposited after 10th of the month.
3. The name of the student will be struck off from the School Roll for non-payment of the fee consecutively for three months.
4. All fees for the academic year must be cleared in full before a student is permitted to appear for the final examination.
5. No reduction in the fee will be granted for any period of absence.
6. The Progress Report of students with outstanding fee payment will be withheld until all dues are cleared.
7. School Fee once paid will not be refunded.

No cash will be accepted in School office.

FACILITY

Our campus is designed to support holistic development, blending modern learning tools with spaces that inspire creativity, exploration, and growth. From academics to athletics, every corner of the school is built to enrich the student experience.

SMART CLASSES

Our classrooms are equipped with interactive smart boards, high-speed internet, and multimedia tools that bring lessons to life. Learning becomes more engaging, visual, and collaborative — preparing students for a digital world.

SCIENCE AND COMPUTER LABS

Our fully equipped science and computer labs foster hands-on exploration and innovation. From experiments to coding, students experience real-world learning in a safe, modern environment.

LIBRARY

Our library offers a calm and welcoming space that encourages a love for reading. Stocked with a wide range of books for all age groups, it supports both academic learning and personal exploration in a quiet, focused environment.

SPORTS FACILITIES

Our school offers a versatile sports court that supports a variety of outdoor games, with a strong focus on Basketball. Students are trained by experienced coaches and regularly participate in inter-school tournaments. Indoor games and structured physical activities promote fitness, discipline, and team spirit across all age groups.

AI LEARNING AND ROBOTICS

We introduce students to AI concepts and robotics from an early age through guided, age-appropriate programs. With access to robotics kits and AI tools, they learn to think critically, code, and solve real-world problems.

CO-CURRICULAR ACTIVITIES

At our school, learning is not confined to the classroom — it comes alive through creativity, expression, and exploration. Whether it's painting a canvas, playing an instrument, competing on the sports field, or speaking up in a debate, every student finds a space to shine. Through quizzes, music, art, and joyful learning experiences, we nurture critical thinking, confidence, and curiosity. "Learning by doing" is at the heart of our approach, helping students grow into imaginative and well-rounded individuals.

SPORTS ACTIVITIES

Sports Activities are an integral part of the school curriculum. Table Tennis, Basketball, Carrom Board, Chess, Volleyball, Kho-Kho etc. have been added to the sports activities. Our students have participated in National Level Tournaments and have a number of achievements to their credit.

OUR FACULTY

Our faculty stands out not just for their expertise, but for the genuine care and belief they hold for every child. They don't stand at the front of a classroom; they sit beside learners, ask the right questions, and light the spark of curiosity. Teaching here is personal, purposeful, and heart-led — shaped by a shared belief in empathy, integrity, and the joy of learning. For our teachers, success isn't defined by test scores, but by the quiet moments when a child begins to believe in themselves.



HOLISTIC DEVELOPMENT

We aim to nurture the whole person-embracing the full spectrum of human life. Our focus is on building strong character, fostering a foresighted vision and instilling a deep sense of responsibility, empathy and compassion. The foresighted dream of elevating, regulating and perfecting the physical, spiritual, intellectual, moral and social dimensions of each student is realized through the sincere efforts and dedication of every member of the St. Mary's community.

CODE OF CONDUCT

Students must arrive on time, attend all classes, and maintain discipline throughout the school day.

Electronic devices like mobile phones, smartwatches, and tablets are strictly prohibited on school premises.

Respectful behavior towards teachers, staff and classmates is expected at all times, both in and outside the school.

Speaking and communicating in English is required within the school and during all school activities.

Students should never bring or use dangerous items, such as crackers or explosives, and must keep the school environment safe and clean.

Any form of bullying, shouting, or disruptive conduct is not allowed; students should always walk and act quietly and politely.

Take care of school property and keep the premises clean; damaging or defacing school property is strictly forbidden.

Buying, selling, using or possessing any kind of drugs is not acceptable and is strictly forbidden.

RECOMMENDATIONS TO PARENTS

Maximum co-operation between the parents and the school authorities is necessary for securing all that is the best in the education of the child.

1. Parents are requested to check the school diary regularly and sign the occasional report and notices from the teachers, as a proof that they have read them.
2. Children should do their homework by themselves. It is important that the children develop a habit of studying on their own.
3. Criticism of a teacher should be avoided in the presence of the child because it undermines respect for the teachers and the school. If you have a legitimate complaint, meet the Principal.
4. Parents, guardians or other persons are not allowed to see the children or meet their teacher, during school hours without the prior permission of the Principal. They are requested to bring their complaints directly to the Principal and not to any member of the staff.
5. It may also be understood that the school will take all possible care and precautions to safeguard the children when they are in school campus. However, the school will not be responsible for any mishap beyond its control in the school.
6. Parent -Teacher Meeting will be conducted once every two months. Parents should make it a point to take this opportunity to discuss the progress of their children.
7. Comments made by parent in diary should be confined strictly to the students work and conduct. All other matters concerning school should be dealt separately. They are to be either conveyed personally or through separate letters/emails addressed to the Head of the school.

SCHOOL HOURS

Monday to Friday

Kinder Garten	8:20 AM. to 1:00 PM.
Recess	11:30 AM. to 12:00 Noon
Classes I to XII	08:20 AM. to 2:30 PM
Recess	12:25 PM. to 12:45 PM

Saturday

Classes I-XII	8:20 AM. to 12:30 PM.
---------------	-----------------------

OFFICE HOURS

Monday to Saturday

09:00 AM. to 02:00 PM

VISITING HOURS

Parents are advised to meet the Principal according to the timings given below or by prior appointment.

Monday - Friday

09:30 AM. to 11:00 AM.

No school business will be transacted on holidays and outside of School hours.

