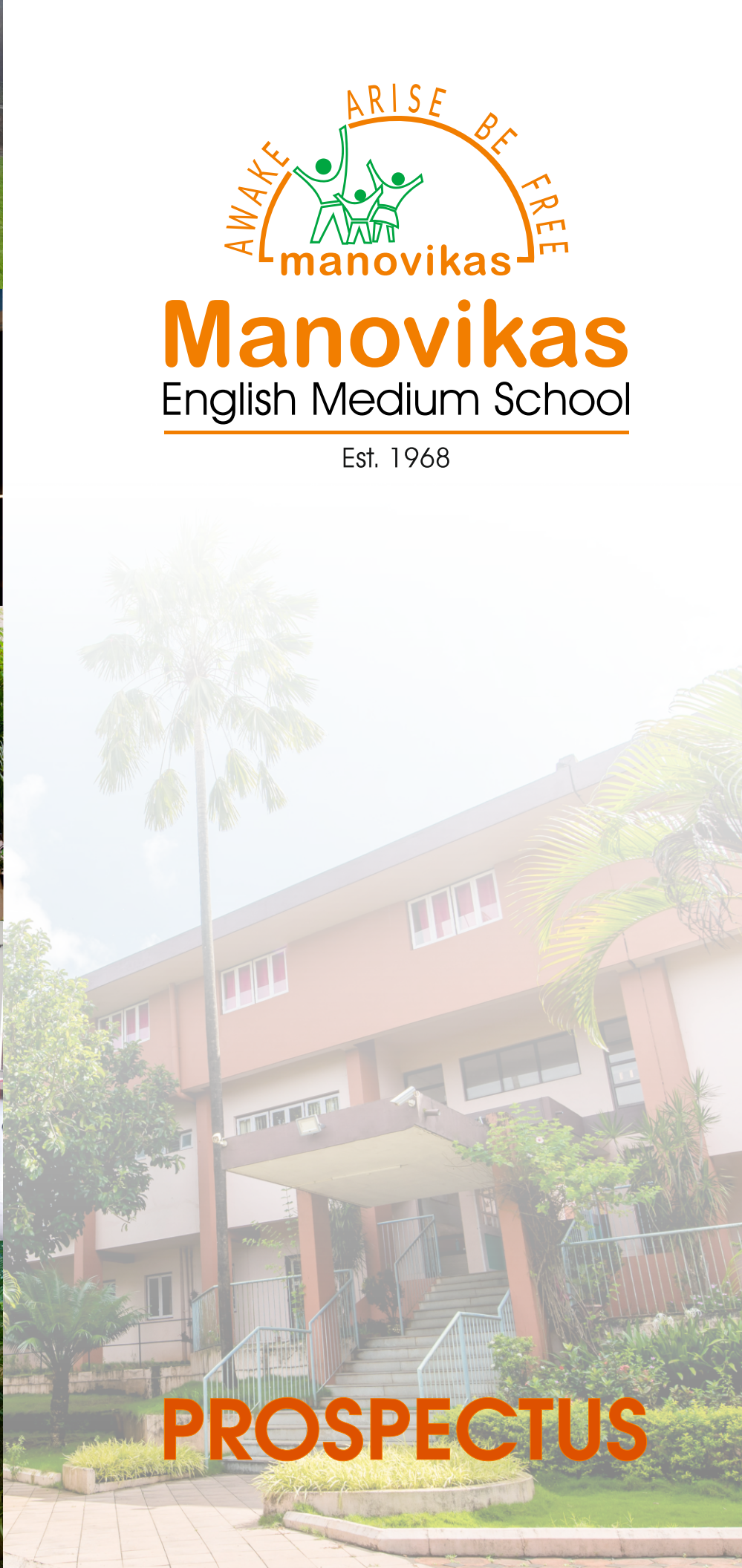




# Manovikas

English Medium School

Est. 1968



# PROSPECTUS





## — At Manovikas, You can be —

- Free from fear through acceptance and respect
- Self confident through appreciation and accomplishment
- Responsible to develop personal, physical, and intellectual skills through work, play , practice, correction and right evaluation
- Culturally sensitive through exposure, experience and travel
- Secular and democratic through inclusive activities, decision making and social enquiry
- Environmentally skilled through environmental practices
- A nation builder through meaningful work and interaction .







# Manovikas

## English Medium School

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### VISION

To promote the growth of self-confident, creative and skilled young persons who value freedom, practice honesty, build good relationships, protect the environment, and contribute effectively to a continually changing world.

### MISSION STATEMENT

Manovikas School works to promote Freedom, Rationality and Self Belief so that all persons within it are Creative, Secular and Culturally alive. And thus able to achieve lasting and sound Academic, Social, Personal and Environmental skills committed to the greater good.

### HISTORY

The Manovikas Trust was established in 1968 in response to a deeply felt need for a radical change in the practice of education and in the curriculum (that limited the horizons of school education) in Goa, at the time.

Many parents with young children already at school, were disappointed by the rote learning in practice and the lack of skill in reading, writing and mathematics. These people, mostly young, formed the bulwark from which arose the Trust. The non-profit Trust headed by a Board of Trustees, included parents of enrolled children and members of the community. The school was started on 26th January 1968.

Funding for the school was made available by the Trustee parents for the first ten years and now continues through the tuition fee and development fee which is used for the running and maintenance of the institution, for the salaries of all staff and for better learning facilities. There is a 'NO DONATION' policy practised in school.

From one class in a rented house with rented furniture and two teachers, today Manovikas boasts of over 1655 students, 104 teaching staff and 39 support staff functioning in its own, well laid out campus.



The Main Entrance wears a welcoming look.



The new block consists of 17 Classrooms, Art and Craft facility, Culinary Arts centre and Cafeteria.



# MESSAGE



It gives me great pleasure to introduce Manovikas English Medium School to all those parents who are choosing to admit their children to our school. As you will see from the following pages, the facilities provided are world class and the academic inputs that will be delivered to your children are second to none. I welcome you to the school and look forward to your child having a fruitful academic career with us.

**Mrs. Mayalin Noronha**  
Director

## AFFILIATION AND RECOGNITION

Manovikas is affiliated to the Council for the Indian School Certificate Examination (CISCE) New Delhi. It is recognised by the Government of Goa. The ICSE Examination has been conducted for students of Class X since 1976.

## MANAGING COMMITTEE

The school Managing Committee is formed in accordance with rule 46 of Goa School Education Act 1986, and comprises of the following members:

- |  |               |
|--|---------------|
| 1. Chairperson of the Trust                      | : Chairperson |
| 2. Member of the Trust                           | : Member      |
| 3. Member of the Trust                           | : Member      |
| 4. Member of the Trust                           | : Member      |
| 5. Member of the Trust                           | : Member      |
| 6. Principal of the Pre- Primary School          | : Member      |
| 7. Principal of the Primary School               | : Member      |
| 8. Principal of the Secondary School             | : Member      |
| 9. Teachers Representative                       | : Member      |
| 10. Nominee of the PTA (Parent's Representative) | : Member      |
| 11. Teacher from another school/college          | : Member      |
| 12. Representative of Education Department       | : Member      |

## FACILITIES



The School is delightfully situated on the hills, in the suburbs of Margao, the commercial capital of Goa.

The large campus has built up area of 11568.24 sqm, spread over 35000sqm of land. The trust has recently built a new classroom block comprising 17 classrooms ad-measuring approximately 1700 sqm, which includes a training centre for Culinary skills and an Art & Craft room.

The campus provides for multi disciplinary educational programmes

- It has a vibrant, multi cultural ambience.
- It provides for a variety of learning activities.
- Spaces are created for specific activities.
- Creative use of the campus is encouraged.
- Outdoor learning is encouraged and made possible.



Birds eye view  
of the campus



## Sports Arena







The newly renovated Amphitheatre to give children the opportunity and space for Performances and Entertainment.



The newly constructed Stage adjoining the Skating rink provides an inspiring space for Performance, Assemblies and Cultural events.

Upgradation exhibiting a new look directed at creating a happy learning space for our little stars.



**Classrooms** are airy and spacious, equipped with display and writing boards, lockers for students, a public address system, and have easy access to the outdoors.

**First Aid facilities** are on hand in the school, and emergencies are handled by a trained nurse, until expert help is made available.



The campus meets all the minimum **fire safety standards** and is equipped with fire fighting resources.

**Filtered drinking water** is available throughout the day on each floor of the campus.

**Lost and found service** is maintained with the Estate Manager. You may inquire about these through the office at the school.



## OUTDOOR PLAY AREA

The pre-primary section has its own private outdoor play area with a manicured lawn for the safety of the young ones. It is equipped with a variety of outdoor play equipment like balance bar, slide, merry-go-round, mini-gym, rope climber and so on. There is also a mini stage with a viewing balcony for the budding actors.

## ACTIVITY SHEET

Special activity sheets for developing students' skill are prepared by teachers for the student's use.

## COUNSELLING CELL

A trained counsellor works in all sections of the school to provide academic, career, personal and social guidance to students. The counsellor is available to the students/teachers and parents at all times during school hours.

## RESOURCE ROOM

Special educators have been employed to work with our students who need extra support or require an advanced programme of education to excel in learning, in strong support and collaboration with the child's respective teachers and parent. Our prime objective is to identify individual needs and create a safe, stimulating and supportive learning environment to our specially gifted and talented students.



## BUS SERVICE

A fleet of buses with an attendant in-charge not only picks and drops children to school but also brings in their hot lunches at noon. The buses also enable the students to undertake frequent field trips, excursions and outstation travel.



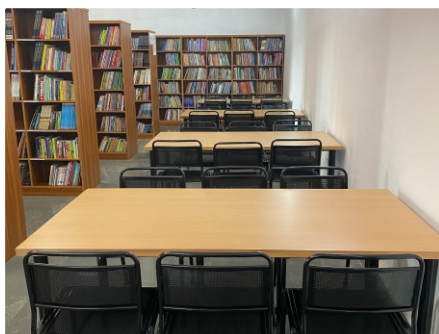
## FACULTY

The pre-primary has a staff of over 22 trained teachers, and 15 attendants. The teachers regularly attend in-service training programmes to keep themselves abreast of new happenings in the field of education. The students are guided by qualified teachers in art, dance, craft, music and sports.

## LIBRARY AND READING CENTRE

The spacious well stocked library follows an open access system and is child friendly. It is equipped with resources for students as well as teachers. Story books, picture books, art and craft books, children's magazines and a host of other books. Children are encouraged to explore and go through the books. Teachers conduct story-telling and read aloud sessions to develop the students' interest in reading.

Twenty-two publications and daily newspapers are available in addition to a large number of interactive learning material and films. Students and staff also have at their disposal the use of audio-visual materials, language tapes, computer programmes in relation to the curriculum.



## Marc Brown Cafe

This cafe will provide a wide variety of healthy snacks & smoothies to the children.



## Cherry Tomato Cafe



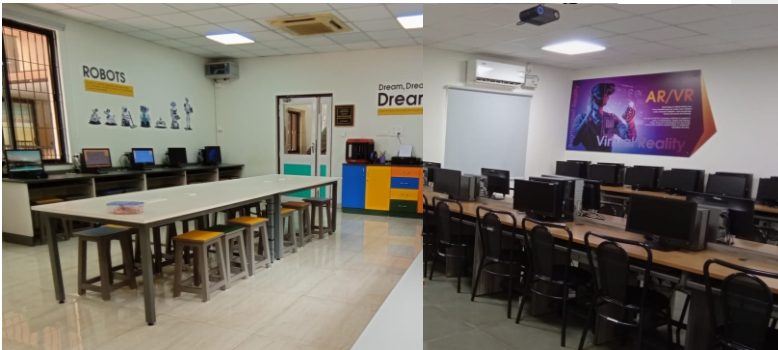




## CENTRE FOR SCIENCE, TECHNOLOGY & INNOVATION

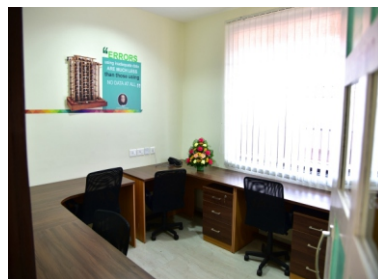
A science centre is established to offer an opportunity to our students to understand the principles of science and technology in an exploratory manner. The centre also allows innovators in science and technology to utilize our facilities to incubate their ideas.

Augmented reality, robotics, and virtual reality are the 'Three Amigos to our students.' VR and AR can offer help to get connected to a different world at real time.



## INCUBATION CENTRE

Our young students are a fountainhead of ideas. With an on-campus Technology Business Incubator, our students get exposed to the world of technology start-ups at an early age. The start-up activities in the school premises also inspire our students to adopt a problem-solving approach, and to ponder how technological innovation can help address burning issues around them.



## AN OBSERVATORY

An observatory which helps our students to learn and see the world beyond our world. One can experience spectacular science through the medium of interactive binoculars, 5 inch telescope, 8 inch telescope and a 14 inch automatic telescope.





# Laboratories

## Physics

Our state-of-the-art Physics laboratory equipped with modern amenities provides students the opportunities to learn and experience the laws of the Physical World.

## Chemistry

Our Chemistry laboratory, equipped with modern furniture is all set to receive learners of all levels. Students will get opportunities to Investigate and Analyse the secret of the Organic and Inorganic World.

## Biology

Learning by doing is the motto of our upgraded Biology lab. Equipped with a variety of apparatus for Physiological and Ecological experiments, Our lab is ready to welcome students to explore the Living World.





## Media Centre

The Media Centre consists of a studio where the students will get an opportunity to create videos and movies. They will be given hands on experience of how a news capsule is recorded.



## AUDITORIUM

The Manovikas campus boasts of a plush, spacious auditorium that is fully-equipped with modern audio-visual infrastructure – an ideal setting for movie screenings, presentations and seminars.





# Computer Lab

Manovikas boasts of two separate computer labs - one for the use of students between Pre-Primary senior to III Standard, and the other one for the senior students. The computer labs are equipped with the latest hardware and software to enable students to be in-step with the latest technology.



# ART & CRAFT ROOM

Our new modern Art and Craft facility promotes among the learners a sense of Creativity. The space provides inspiration for Expression and motivates the learners to give.







# CULINARY FACILITIES

State of the art culinary centre in Manovikas is well equipped with modern facilities to facilitate cooking skills in our young students, along with a trained chef.









# — PRE PRIMARY EDUCATIONAL PROGRAMME —

## LEARNING BY DOING

The curriculum in school is designed to give young children an opportunity to reinforce ideas, to provide them with innumerable experiences, develop their thinking and analytical capabilities, and prepare them for learning confidently and independently. The programme focus is on the various formative aspects that govern the child's learning capacity, such as fine and gross motor skills. By the end of the programme we expect children to be observant and curious, willing to learn, ready to participate in all the activities of learning and doing.

The programme is built around the active participation of the child in the learning process. Nothing is forced, nothing is to be memorised, and all activities are outcome of both the child's readiness and willingness to participate in the activity. The children learn at their own individual pace. There are no prescribed text books and children are allowed to take up writing once they are ready.

Stress is laid on cooperative and creative aspects. Violent and destructive and competitive tendencies are consciously discouraged.

At annual sports week all students participate and compete to win prizes in races and participate in the March Past and the drill performances.

## CURRICULUM FOCUS

Curriculum is designed keeping the child and his/her developmental progress in focus - speech, sensorial development, basic concepts, manipulation, coordination, listening, dance, art, music, physical activity, number concepts, awareness and attitudes.

## ANNUAL ACTIVITIES CONDUCTED BY THE PRE-PRIMARY SCHOOL

### Grandparents Day

The annual grandparents day is celebrated every year. Grandparents spend time with their grand children with great joy and enthusiasm. Children sing songs, recites rhymes and dance with their heart and soul to make their grandparents happy.





# Parent Teacher Child Bonding

For the holistic development of the child, the school organizes the "Parent-Teacher-Child Bonding" workshop for the students of Pre-Primary.



# Patriotic Days

Its important that we continue to cherish and practice the same ideas and values our great countrymen held during their struggle to build an independent India. Students of pre-primary celebrates Independence Day, Republic Day, Gandhi Jayanti, Goa Liberation Day.





## HOMWORK

The school does not prescribe any homework as it prevents the child from pursuing other important skills, activities and interests and is detrimental to health and family life.

## EVALUATION AND ASSESSMENT

The school does not follow the test and examination system. In its place a continuous evaluation process is followed to assess the student's achievement and skills. The teachers observe the students' response, attitude and participation, and describe these in a FORMATIVE report. There is no summative evaluation.

From the middle to the high school, summative grade are collected through classwork reviews and two examinations held in a year.

# CO-CURRICULAR ACTIVITIES



## SPORTS

The campus is replete with a variety of sports facilities including a football ground, basketball court, volleyball court, skating rink, badminton court and a multi-purpose hall for indoor games.

The students are guided by qualified physical education teachers. The school has a separate Annual Sports for primary and pre-primary sections, where all children participate in novelty races, athletics and drills.



## ART AND CRAFT

Trained teachers guide the students to develop their artistic talents as well as to develop their gross and fine motor skills through art and craft activities.



## DANCE AND MUSIC

School life is made exciting and learning made fun through learning songs, listening to music, dancing on regular basis and encouraging our own School Band. Dance and music help to develop rhythm, coordination besides artistic skills.



## COOKING

Mixing, tossing, kneading...the little chefs learn not just about food but sharpen a whole lot of other skills.



## ASSEMBLY

Weekly assemblies are held in the hall, where all pre-primary students gather. The children are awarded for their performance and talent. Singing the National Anthem, special presentations are some of the activities conducted.



## FESTIVAL CELEBRATION

Children get practical lessons in unity in diversity through celebration of variety of festivals such as Ganesh Chaturti, Diwali, Eid, Raksha Bandhan, Janmashtami, Christmas etc. The festivals are celebrated with much gusto with all the children having a role to play.



## THEMATIC SPECIAL DAYS

Some special days are just fun days, or days to accentuate a certain pre-school theme. It aims to celebrate an upcoming event, to complement the pre-school curriculum or just for fun. Dressing up to match the theme of the day is a typical component of the special day's activities for pre-school students.



# ADDITIONAL PROGRAMMES

## OUTDOOR LEARNING

These are an important part of the curriculum particularly to provide for firsthand experiences and better understanding.

The little ones look forward to their outdoor classes which may consist of visits to the police stations, fire station, marketplace, museum and beaches. The children travel in the school buses and are accompanied by an adequate number of adults.



## GRADUATION DAY

The students of Pre-Primary Senior gather proudly with sashes around their shoulders as they graduate to Primary School. It is a momentous day for the students, parents and teachers as well.

## OPEN HOUSE

Open house meetings provide an opportunity for parents and teachers to interact. Parents are required to attend the same. We believe praise and appreciation of the child works better than blame. Both teachers and parents are encouraged to have a constructive discussion on how to help the child.



## STREET PLAY

Manovikas organizes "The All Goa Konkani Street Play Competition" annually since 2012 to create awareness about several issues pertaining to the daily lives of people. Street play is used to convey a message to the audience watching it.





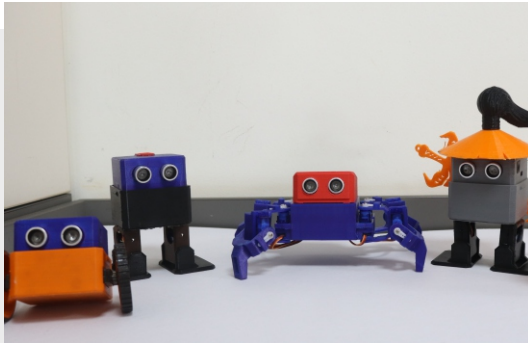
## Inter School Elocution

Admiration comes easy to a person who is endowed with the fine art of public speaking, who adorns common thoughts with the grace of elocution and elegance of style



## BIG IDEA

Big idea is organised to encourage innovative talent amongst young minds. Students are requested to come up with original and creative ideas.



## Indian School Certificate (ISC) Section

The School has been upgraded and affiliated with ISC for 11th and 12th Standard ( Higher Secondary) and offers Science, Commerce and Humanities disciplines. English is a compulsory subject and Students can opt for any four other subjects such as Hospitality Management, Physical Education, Art, Environmental Studies, Law, etc. as subjects offered at the ISC are interdisciplinary subjects. The school also explores opportunities for students encouraging research and internships. The school's counselling department takes additional interest in improving student performance for those who require supplementary support.





## ATTENDANCE

Students must attend school on all school days, Independence Day, Republic Day and at all school functions. Students are expected to be present for all short study trips, games, sports and public events of the school. Absence causes deterioration of the learning spirit.

Students must be present just before the holidays begin and after they end. The school must be informed if a child is to be absent for the day.

The student should be kept home, with prior permission from the Principal, in case of illness, medical appointments, religious or family functions. Students are allowed to leave the school premises only on serious emergencies.

Should a child be absent, a letter explaining the reason for absence must be sent. If under medical treatment, a medical certificate must be attached.

Online Attendance : Parents have to keep the school office updated if there is a change in their mobile number as attendance will be marked online. Parents will be receiving a SMS on the same day in case the student is absent for the day.

**Those needing to take a long leave during school working days, must apply to the principal for leave at least fifteen days in advance.** The parents must meet the class teacher, on their return, so as to help the child feel comfortable, confident as well as to help catch up with academics.

## SCHOOL IDENTITY CARDS

ID cards for students increase the ability of school staff to identify individuals and make the facilities safer for all who use it.

During school hours while on school premises and when attending school or inter school activities, students are required to be in possession of their official ID cards.

The identity card is the property of Manovikas School. The student identity card must be relinquished to any staff member upon request.

If a student withdraws/ is transferred, the ID badge must be returned to the school office. If a card is lost, stolen, or broken, a temporary identification form will be issued by the school office. The temporary identification form is valid until a replacement is issued at Rs.110/-. Disciplinary action will be taken if a student is found without his/her ID card.

## SECURITY CAMERAS IN SCHOOL

To create and maintain a safe school work environment, security cameras have been installed to maintain school property and to assist school administrators to supervise the smooth functioning of everyday school activities. The entire school campus is under CCTV surveillance.

## EMERGENCY DRILLS

Drills will be held twice during a year. Teachers will announce and post directions for students to follow regarding fire drill. All alarms indicate possible fires or other emergencies and instructions should be strictly obeyed when an alarm rings.



# GENERAL INFORMATION

## SCHOOL TERMS AND VACATIONS

The academic year begins in March and ends in February. The school has three terms: March to April, June to October and November to February.

There are four major vacations: Summer vacation, Ganesh Chaturthi, Diwali/Mid-term break and Christmas/New Year.

## SCHOOL UNIFORM

The school uniform shows that the student belongs to a school community that he/she respects. The uniform must fit well and present a neat appearance.

On school days students are required to wear a complete uniform with black shoes, white socks and a black hair band for the girls. Only on Wednesdays students must wear their white sports uniform, with regular length white socks and white canvas shoes.

Students must not be in the school uniform after school hours. Old uniforms should not be handed over to others to wear. Uniforms in good condition are accepted at school.

Coloured clothes may be worn to school on the following days:-

- Birthday
- Raksha Bandhan
- Children's Day
- Day before the Christmas Holidays
- The last day of the school year

However, students must wear clothes appropriate for school. Very short skirts or shorts, halters, spaghetti straps and exposed midriffs are not suitable whether on birthdays or special occasions.

## NORMS FOR PUBLIC EMERGENCIES

School is always open on working days even if bandhs and strikes are declared. The decision to come to school or to stay absent rests with the parent or guardian. Should there be any known or suspected threat to the students' safety, they will be sent home under escort.

**Out of List Holidays:** If Government declares a public holiday suddenly without notice, it is taken to be a holiday if the notice for public holiday appears in newspaper of that day. However, if it is the intent of the school to have a working day it will be so confirmed to the students and the staff on the previous day.

## SCHOOL HOURS

Section	Timings Monday to Friday
 Pre Primary	8.30 am to 11.45 am
 Primary	8.25 am to 3.30 pm
 Middle & Secondary School	8.15 am to 3.40 pm

**Saturday** is non-instructional day. Pupils do not attend, unless a programme is arranged for them.

**The School Office** works from 8.00am to 4.30pm - Monday to Friday, and from 8.30am to 1.00 pm on Saturdays.

## AFTER SCHOOL HOURS

Unless required for some activity under supervision, pupils should not be in school after 12:10 pm and on Saturdays. It is not possible to guarantee their security or safety beyond school hours. Parents should arrange that they leave the school premises as soon as possible and not later than 12:30 pm



# ADMISSION POLICY & FEES

## ADMISSION

School policy and objectives limits the number of pupils per class. As all classes hold full complement of pupils, admissions into existing classes is only possible if a vacancy arises.

Students seeking admissions should conform to the required age for each class as mentioned below.

## AGE OF ADMISSION

Class	Age	Cut off Date
PP Junior	3+	As on 31 <sup>st</sup> May 2024
PP Inter	4+	As on 31 <sup>st</sup> May 2024
PP Senior	5+	As on 31 <sup>st</sup> May 2024
Class 1	6+	As on 31 <sup>st</sup> May 2024

Admission application forms are issued in the school office in the months of November/ December of the previous year. The forms which are available online are to be filled and submitted in the office.

Details of fees are attached to the application form.

## OUR INTERACTIONS AND BEHAVIOUR

We are a school community who share positive values and time together. We are always honest, respectful of the rights of others and act to promote Justice and Equality for all. It is important that all teachers and students in the Manovikas Community actively promote the search and practice of Truth and justice and parents must actively support these practices.

### Together...

- Let us communicate our achievements and doubts and setbacks to each other.
- Voice our concern for any actions and practices we believe to be detrimental to children.
- Give our support to maintain a position for Manovikas that is positive and recognisable.
- We must support the mission of Manovikas to give all children the opportunity to learn and grow to be confident, productive, well balanced beings contributing to a changing world.







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Celebrating  
**50 Years**  
of Glory

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**AWAKE  
ARISE  
BE FREE**



**Manovikas English Medium School**

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