



# MOUNT LITERA ZEE SCHOOL CHANDRAPUR

THINK EDUCATION. THINK ZEE LEARN.





# Welcome to Parents' Induction At Mount Litera Zee School, Chandrapur

This brief presentation will familiarize  
you with the plans we have made  
for the Academic Session  
**2020-21**



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# Overview

*Zee Learn is India's leading company in education segment with the fastest growing chain of K-12 schools – Mount Litera Zee School and Asia's No 1 chain of pre-school network – Kidzee in its portfolio.*

With one of the most advanced teaching methodology – Litera Octave, Zee Learn under its brand name **Mount Litera Zee Schools** provides promising education to the future generation enabling them to explore their true unique potential.

Awarded as the 'K-12 School Chain of the Year' at Indian Educational Congress in 2015, Mount Litera Zee school has over 130 schools in 80+ cities nationwide.



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# Mission Statement

“To create an excellent education institution synthesising the human values with the highest quality of teaching – learning using modern technology-driven tools for preparing a well-rounded personality for our society.”

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# LET US INTRODUCE YOU TO THE MANAGEMENT COMMITTEE

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Management (Director and Chairman)

Regional School Director

Principal

Pre-Primary Academic  
Co-ordinator

Primary, Middle & Secondary  
School Academic  
Co-ordinator

Educators

Accounts

Relationship  
Manager

Receptionist

Transport  
In-charge

House  
Keeping

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# School Management

## OUR FOUNDERS



**Mr. Deepak Sheorain**  
Director



**Mr. Nilesh Mohata**  
Chairman



# Our Mentor



Regional School Director  
West Zone Zee Learn

Name :- Ms. Satwant Palekar

Ph. No. :- 9819987979

E-mail :-  
satwant.palekar@zeelearn.com





# Our Leader



Principal

Name :- Mr. Peter Pereira

Ph. No. :- 9607157000

E-mail :-  
[principal.chandrapur@mountlitera.com](mailto:principal.chandrapur@mountlitera.com)

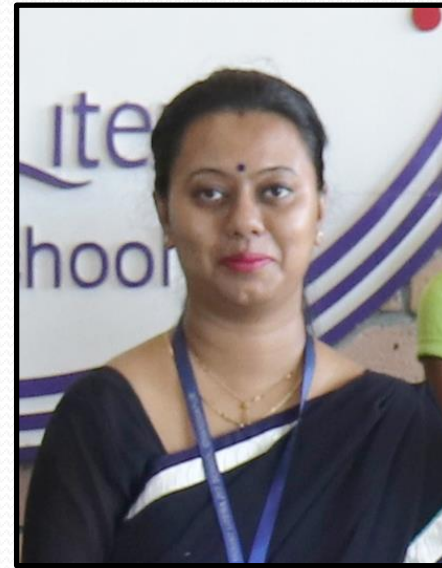
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# Our Academic Team



**Ms. Shital Dara**  
**Primary, Middle & Secondary School**  
**Academic**  
**Co-ordinator**  
**Ph No: 8850665226**  
**Email: primary.middlemlzsc@gmail.com**



**Ms. Sutithi Das**  
**Pre-Primary Academic**  
**Co-ordinator**  
**Ph No: 7588497779**  
**Email: preprimarymlzsc@gmail.com**



# Our Administration Team



**Ms. Avchetan Goraya**  
**Relationship Manager**  
**Ph No : 7722070000**  
**Email : rmmlzsc01@gmail.com**



**Mr. Mazan D'Souza**  
**Relationship Manager & Front Desk Incharge**  
**Ph No : 7722010000**  
**Email : rmmlzsc02@gmail.com**





# Our Administration Team



**Mr. Nitin Menan**  
Accounts Incharge

Ph No: 7304526772

Email :

accounts.mlzsc@gmail.com



**Mr. Sameer Ingole**  
Transport Incharge

Ph No: 9921927165

Email :

transportmlzsc@gmail.com



**Mr. Bhupendra Jambhulkar**  
Event Co-ordinator

Ph No: 9372202295

Email :

eventcoordinator.mlzsc@gmail.com

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# SCHOOL WORKING PLAN DURING COVID-19 PANDEMIC

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# Precautionary Measures at School

1. The entire strength of the school will be divided into two batches. This will help in maintaining social distancing in buses, school premises and classrooms.
2. Wearing mask and sanitization of hands before entering bus will be mandatory. Thermal scanning will be done at entrance.
3. Sanitization machines installed near the entrance of the school building will be used while students enter and leave school building.
4. Distance of 1.5 metres for seating arrangement in classrooms as well as in the corridors will be maintained at all times.
5. Continuous monitoring of students for any symptoms of distress will be noted and acted upon immediately.
6. Common contact surfaces like stairs railings, washrooms, water cooler taps etc., will be disinfected regularly.



# Healthcare during COVID-19

## CHECKLIST FOR PARENTS /CAREGIVERS & COMMUNITY MEMBERS

- Monitor your child's health and keep them home from school if they are ill or have a specific medical condition that may make them more at risk.
- Teach and model good hygiene practices for your children.
  - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
  - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.
  - Wear Protective Mask to safeguard yourself and others.
  - Maintain safe distance of 1 metre from others while outside home.



# Healthcare during COVID-19

- Encourage your children to ask questions and express their feelings with you and their teachers.
- Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigmas by using facts and reminding students to be considerate of one another.
- Coordinate with the school to receive information and ask how you can support school safety efforts (through parent- teacher committees , etc.)



# Health And Hygiene

Here are some precautions you and your family can take to help avoid infection



Wash your hands frequently using soap and water or an alcohol-based hand rub



Cover mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately



Avoid close contact with anyone who has cold or flu-like symptoms



Regularly clean and disinfect frequently touched surfaces like phones, doorknobs, light switches and countertops



Seek medical care early if you or your child has a fever, cough or difficulty breathing





# Plan for Conducting Classes

As directed via National Policy, not more than 50% students shall attend school at one time. The 220 working days and 1,320 hours of in-school studying model will be replaced by a combination of 110 days at school and home learning. School will run on alternate days and home learning will continue on off days.

To kick start the e-learning process, we have uploaded LRs for **Grade I to VII** on **E-plus**. **Login ID** and **passwords** have already been shared with you all. Use the link given below to access e-learning content.

<https://innovasphere.com/Elearning2020>

We hope to have your continued support during this difficult time!!!!





# Distribution of students in two shifts

Sr. No.	Grade	Total no. of students	Batch 1 A1/B1	Batch 2 A2/B2
1	I A	30	15	15
2	I B	31	15	16
3	II A	34	17	17
4	III A	25	12	13
5	III B	26	13	13
6	IV A	23	11	12
7	IV B	24	12	12
8	V A	28	14	14
9	VI A	33	16	17
10	VII A	21	10	11
11	VIII A	24	12	12
12	IX A	20	10	10



# Distribution of students in two shifts

**Time:** 8:15 a.m. to 2:30 p.m. ( Regular School timing)

DAY	I A	I B	II A	III A	III B	IV A	IV B	V A	VI A	VII A / VIII A / IX A
Monday	A1	B1	A1	A1	B1	A1	B1	A1	A1	A1 + A2
Tuesday	A2	B2	A2	A2	B2	A2	B2	A2	A2	A1 + A2
Wednesday	A1	B1	A1	A1	B1	A1	B1	A1	A1	A1 + A2
Thursday	A2	B2	A2	A2	B2	A2	B2	A2	A2	A1 + A2
Friday	A1	B1	A1	A1	B1	A1	B1	A1	A1	A1 + A2
Saturday	A2	B2	A2	A2	B2	A2	B2	A2	A2	A1 + A2

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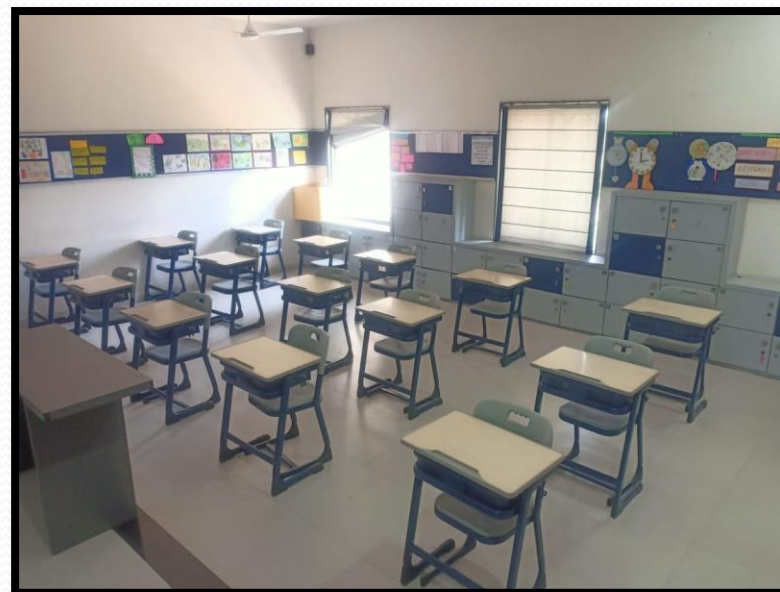
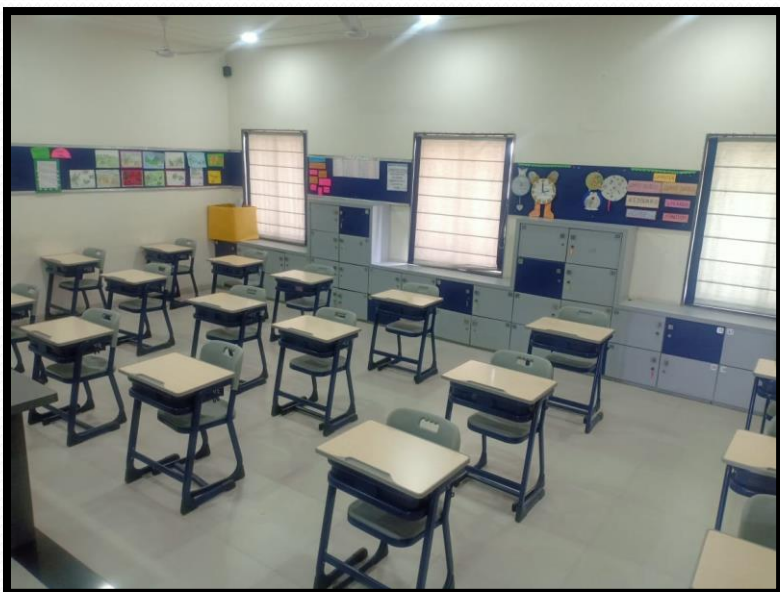
# Classroom Social Distancing







# Classroom Social Distancing





## Online/Virtual School Format for Primary/Middle /Secondary Section Grade I to IX

While school awaits further directions from the state government regarding physical reopening of schools, we at MLZS-C are in the process of major planning for conducting of **Interactive Classes** from **8 June 2020 onwards** in the following format.

- For **Grade I-VII**, small videos based on the chapters by respective subject teachers will be posted in the grade-wise **WhatsApp** group. **Elearning** content of LR and worksheets will also be covered.
- For **Grade VIII- IX**, a combination of online classes via **Webex** or **Skype** or **Google Meet** and videos in **Robomate Plus** app are already in progress.

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## Student Learning Management and Resources Grade I to IX



Robomate+ is the world's largest curriculum based study app that provides interactive study material for students to make learning easy for students and help them score more. The products are carefully designed to ensure maximum learning through proven techniques such as conceptual videos, adaptive learning and collaborative learning methods. For Grade VIII-IX only.

Worksheets and assignments will be shared from **Elearning** as well.

<https://innovasphere/Elearning.com>.

Additional websites suggested by government for additional reference purposes are – <https://diksha.gov.in> and <https://ephathshala.gov.in> and <https://swayam.gov.in>

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## Online/Virtual School Timetable for Primary/Middle /Secondary Section Grade I to IX

### Sample Timetable Grade I-V

DAY	1	2
MONDAY	ENGLISH	MATH
TUESDAY	MATH	EVS
WEDNESDAY	ENGLISH	EVS
THURSDAY	MARATHI	HINDI
FRIDAY	COMPUTER	HINDI
SATURDAY	MARATHI	COMPUTER

### Sample Timetable Grade VI-IX

DAY	1	2	3
MONDAY	MATH	ENGLISH	HINDI
TUESDAY	COMPUTER	MARATHI	HINDI
WEDNESDAY	HINDI	SCIENCE	SOCIAL STUDIES
THURSDAY	SCIENCE	MATH	SOCIAL STUDIES
FRIDAY	ENGLISH	SOCIAL STUDIES	SCIENCE
SATURDAY	MATH	ENGLISH	MARATHI



## Online/Virtual School Assignment and Assessments for Primary/Middle /Secondary Section Grade I to IX

- Daily homework after each class in the form of small assignments and evaluation tests like **mind-map, Kahoot or any online quiz, drawing, writing/making sentences, dictionary work, Spell Bee, dialogue writing**, etc. shall be given.
- Worksheets and tests from Elearning and Robomate+ shall be assigned after completion of each chapter.

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# Regular School Timings

Grade I to IX

Monday to Saturday : 8:15 a.m. – 2:30 p.m.

- ❖ Principal meeting time: 9:30 a.m. to 3:30 p.m. (with prior information)
- ❖ Teachers meeting time : 2:30 p.m. to 3:30 p.m.
- ❖ As per the situation the school timing may change.



## School Timings for Primary Section Grade I to IX Time-Table (Monday – Saturday)

Monday to Saturday Bell Timings			
Sr. No.	Time	Minutes	Discription
1	8:10 a.m. to 8:15 a.m.	5 Min	Warning (short) bell
2	8:15 a.m. to 8:30 a.m.	15 Min	Assembly bell
3	8:30 a.m. to 9:10 a.m.	40 Min	Sports/ Reading/ Remedial
4	9:10 a.m. to 9:25 a.m.	15 Min	Recess
5	9:25 a.m. to 10:05 a.m.	40 Min	I Period
6	10:05 a.m. to 10:45 a.m.	40 Min	II Period
7	10:45 a.m. to 11:25 a.m.	40 Min	III Period
8	11:25 a.m. to 12:05 noon	40 Min	IV Period
9	12:05 noon to 12:20 p.m.	15 Min	Recess
10	12:20 p.m. to 12:55 p.m.	35 Min	V Period
11	12:55 p.m. to 1:30 p.m.	35 Min	VI Period
12	1:30 p.m. to 2:00 p.m.	30 Min	VII Period
13	2:00 p.m. to 2:30 p.m.	30 Min	VIII Period
14	2:30 p.m.		Dispersal bell

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# Center For Excellence Program

Sr.No.	Disciplines
1	Swimming
2	Football
3	Skating
4	Basketball
5	Volleyball
6	Karate
7	Lawn tennis
8	Cricket
9	Instrumental Music (Guitar, Keyboard and Drum)
10	Dance

- Chess and Carom are included in class-wise games periods for every class.
- Only applicable once the school reopen.

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www.mtzschandrapur.edu.in

Mount Litera  
Zee School  
CHANDRAPUR

# Our Infrastructure



Play Area



Pre-Primary  
Classroom



Primary Classroom



Computer Lab



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Mount Litera  
World Preschool





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Zee School  
CHANDRAPUR

# Our Infrastructure

Illume Room



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Mount Litera  
World Preschool



Mount Litera School  
INTERNATIONAL







# Our Infrastructure

- Library
- Science Lab
- Math Lab
- English Lab





# Guidelines For Parents

- ❖ Please check the diary(Almanac) regularly.
- ❖ Kindly go through the circulars and remove them and keep them safe with you.
- ❖ Communication should be done only through the Almanac.
- ❖ *Almanac should be brought to school daily.*
- ❖ Make sure your child wears the ID card everyday.
- ❖ Please refer the Almanac for all the activities and the requirement mentioned for the activities scheduled for the particular month.
- ❖ Uniform should be neat and clean as well as ironed.
- ❖ Follow the school timing strictly.
- ❖ For any queries contact at reception and kindly specify your ward's name and class and the name of the person you wish to talk to.



# Guidelines For Parents

- ❖ Encourage your ward to participate in all the activities conducted.
- ❖ Curtail the absenteeism, as it hampers the child's learning process.
- ❖ No fancy or costly accessories allowed.
- ❖ 4 photographs to be sent in school dress.
- ❖ Please submit the stationery, notebooks and textbooks to the respective teachers.
- ❖ Parents are requested to ask what is done in the class, child intentionally might ignore, encourage them to tell on their own.

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# Uniform

## Boys

Olive Green Shirt and Navy Blue Shorts (I to IV).

Olive Green Shirt and Navy Blue Pants (V to IX).

Black shoes, Navy blue socks, Tie and Belt.





# Uniform

## Girls

Olive Green Shirt and Navy Blue Tunic.

Black shoes, Navy blue socks, Tie and Belt

## Navy Blue Tunic



## Common Uniform

Cap, Belt, Tie and Socks are to be worn by both Boy and Girl students. Make sure your child wears the ID card everyday.





# House Uniform

## Boys & Girls (I to IX)

- House colour T - Shirt and Blue Track Pants



Leonardo  
Da Vinci



Christopher  
Columbus



Albert  
Einstein



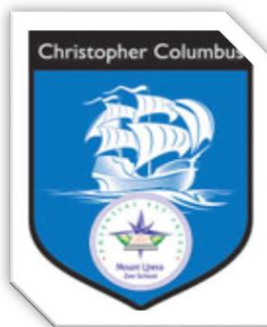
Mahatma  
Gandhi

- Black shoes, Navy blue socks.



# House System

**Blue House**  
Christopher  
Columbus



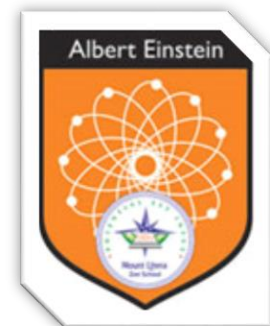
**Green House**  
Mahatma  
Gandhi



**Red House**  
Leonardo  
Da Vinci



**Ochre House**  
Albert  
Einstein





# When To Wear

## **Monday and Thursday :- Regular Uniform**

Boys – Olive Green Shirt and Navy Blue Shorts (I to IV)  
Olive Green Shirt and Navy Blue Pants (V to IX)  
Black shoes, Navy blue socks, Tie and Belt  
Girls - Olive Green Shirt and Navy Blue Tunic  
Black shoes, Navy blue socks, Tie and Belt

## **Tuesday, Wednesday, Friday and Saturday :- Sports Uniform**

(Common for boys and girls)

House colour Tee Shirt and Blue Track Pants, Black shoes,  
Navy blue socks.

\* As per the situation the uniform arrangements may change.



# Birthday Policy

- The students are required to bring any small chocolate of value Rs. 1 or Rs. 2.
- Parents are requested not to give any gift or token of gratitude to the educators.
- No birthday parties will be held in school.
- No birthday gifts or return gifts will be exchanged with students.
- Private birthday invitations should be mailed rather than passed in class, unless the whole class is invited.
- Send your child in decent party dress along with I-card.





# Health And Hygiene

- In some cases, if the medical attention is required specially, please keep the authorities of the school informed in written at all times with doctor's prescription attached.
- No student should attend school if he/she is suffering with serious or contagious disease. They will be allowed to attend the school again when a medical certificate is produced.
- Please fill the details in the Health form. The Health form should be filled by your Family doctor or any Paediatrician only.



# Medical Health Form



## Mount Litera Zee School

### CHANDRAPUR

100 Kosara, Nr. Mhada Township, New Chandrapur - 442401

Tel : 7722070000

website : www.mtzcshandrapur.edu.in

### Health Information Form

To Be Completed by Examining Physician Section A

Name : \_\_\_\_\_ Date of Exam : \_\_\_\_\_  
M/D/Y

Height : \_\_\_\_\_ Weight : \_\_\_\_\_ Blood Group : \_\_\_\_\_

### Examination

		Normal	Abnormal	Notes
1.	Eyes			
2.	Nose			
3.	Throat			
4.	ENT			
5.	Ears			
6.	Skin			
7.	Teeth			
8.	Oral Hygiene			
9.	Lymph Nodes			
10.	Nails/Skin			
11.	Tonsils			
12.	Bones & Joints			
13.	P/A			
14.	R/S			
15.	CVS			
16.	CNS			

### STUDENT'S IMMUNIZATION RECORD

An accurate Immunization history is required to determine whether your child is adequately protected against major preventable childhood diseases, please fill the area below carefully, supplying details.

VACCINE	STATUS
Polio (TOPV) - Tri Oral Polio Vaccine	
DPT Diphtheria, Tetanus & Pertussis, OR	
TD Diphtheria, / Tetanus	
Measles	
DPT / OPV Boosters	
BCG	
Typhoid Meningitis Hib	
Hib Booster	
Hepatitis B	
Hepatitis A	
MMR	
Chicken Pox	
Comments	

### EMERGENCY PERMISSION

	YES	NO
I grant permission to the appointed person to administer non-prescribed medications such as Crocin, Paracetamol, throat lozenges, etc.		
I grant permission to obtain appropriate medical help for the student in an emergency if, after extensive efforts, parents cannot be contacted.		
I hereby give permission for emergency measures to be initiated in case of accident or sudden illness with the understanding that I will be intimated as soon as possible.		
I understand that, I as the parent, am solely responsible for all hospital, doctors and medical bills.		

Signature of  
Parents/Guardian

Father

Mother



Date : \_\_\_\_\_

Kindly mention any past history of your ward or any family member having COVID19

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# Suggested Menu Card

 <b>Mount Litera Zee School Chandrapur Breakfast Menu (For Pre-Primary)</b>	
DAYS	MENU
Monday	Dosa/Idli/Chutney Any One fruit 
Tuesday	Poha/Upma Any One fruit  
Wednesday	Rawa Sheera/Vermicilli Any One fruit  
Thursday	Veg paratha (Any stuffing of your choice) Any One fruit 
Friday	Sandwich/Vegetable cutlet Any One fruit  

**Note : This is Suggested Menu. If your child is allergic to any particular food kindly don't send it.**

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# Multiple Intelligence

“Each child is equipped with the innate ability to assimilate knowledge but the manner in which this is done , varies from individual to individual. Hence enough space should be given to a child, to gather this knowledge at their individual pace.” Multiple Intelligence influences the learning pattern of children and keep in mind that each child will learn differently.

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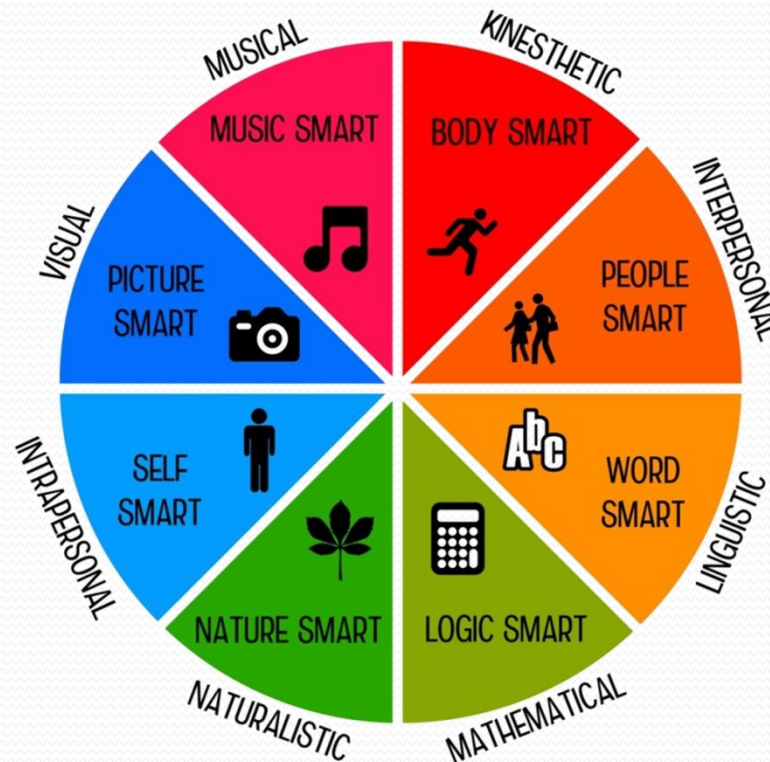






“Its Not How Smart You Are,  
its How You Are Smart.”

## MULTIPLE INTELLIGENCE



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# Learning styles



Visual



Auditory



Kinesthetic

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# Emerging Student Profile



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# Litera Octave

## Unique Child – Centric Teaching Process



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# THE LITERATI

If you're following us on social media or frequently visiting our website, you may already be in-the-know about all things MLZS. We also know it's easy for information to fall through the cracks in these 'blink-and-you-miss-it' times. As such, we're introducing a monthly newsletter titled "THE LITERATI" to share with our students and parents the most relevant information in one place, once monthly.

To access 'THE LITERATI', visit our website by clicking on the link given below.

[http://mlzschandrapur.edu.in/Important\\_notice.aspx](http://mlzschandrapur.edu.in/Important_notice.aspx)

Happy Reading!!

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# THE LITERATI

06 School News

## Student's Write up

### If I had wings

If I had wings  
I would have an open air classroom.  
The sky would have been my home.  
Which class I'd be a beautiful poem.  
The sky, full of clouds and hope.  
Miles we could fly from here to there.  
Everything would have been mine.  
But there is a difference between here and there.  
While everything will be mine.  
They will definitely die.  
Up above the sky.  
The answer is 'No'.  
My childhood would have not without wings.  
It was mine.

Written by: **Adar Singh**  
Class: **VII**  
Date: **10/12/2019**

Writer: **Suman Chakraborty**  
Date: **10/12/2019**

DECEMBER 2019 Vol: 01 Issue: 10

## The Literati

### Mount Litera Zee School - Karnal, Bilta and Chandrapur Crowned with International School Award, Year 2019 - 2022

The ISEB is India's first International School Award. It was established in 2009 by the British Council. It is an award for the best international schools in the world. The award is given to schools that have achieved the highest standards of international education. The award is given to schools that have achieved the highest standards of international education. The award is given to schools that have achieved the highest standards of international education.

MLZ, Bilta MLZ, Chandrapur

BRITISH COUNCIL INTERNATIONAL SCHOOL AWARD 2019-2022

5 December / New Delhi  
www.britishcouncil.in

MLZ, Karnal

07 School News

## The Literati

### MERRY CHRISTMAS

It's a very special time of the year.  
We are all together and celebrating.  
We are all together and celebrating.  
We are all together and celebrating.  
We are all together and celebrating.  
We are all together and celebrating.  
We are all together and celebrating.  
We are all together and celebrating.

MLZ, Karnal

10 School News

## The Literati

### MLZ, Chandrapur practice Honesty at School through "HONESTY KIOSK"

Honesty and integrity are important traits to have in one's life. In school, good student behavior is encouraged. Honesty is a key trait. Honesty is a key trait. Honesty is a key trait. Honesty is a key trait. Honesty is a key trait. Honesty is a key trait. Honesty is a key trait. Honesty is a key trait.

MLZ, Chandrapur

13 Activities

## The Literati

### MOUNT LITERA ZEE SCHOOL, CHANDRAPUR

ART & CRAFT

MLZ, Chandrapur

### MOUNT LITERA ZEE SCHOOL, MYSORE

ART & CRAFT

MLZ, Mysore

August - October 2019 Vol: 01 Issue: 05

## The Literati

### Zee Learn conducts Principal Leadership Conclave 1.0 - West India

In order to have leadership skills of Principals in MLZ, West India, Zee Learn conducted the first ever 2 days Principal Leadership Conclave 1.0, West India.

MLZ, West India

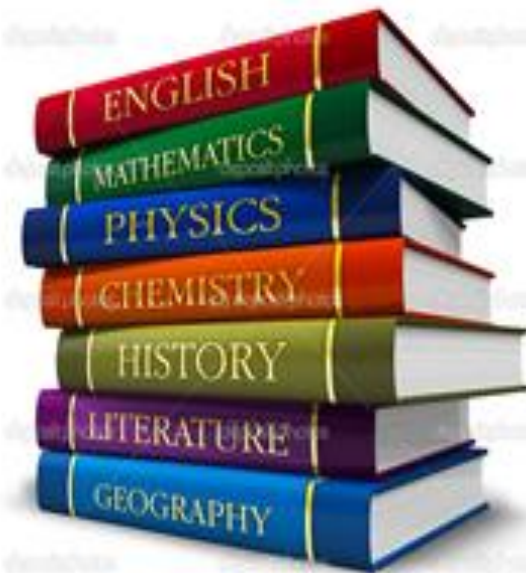
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# Subject Educators Concept for Primary

## Subjects for I to IX

1. English Language / Literature
2. Hindi
3. Marathi(Third Language)
4. Mathematics
5. Science / EVS
6. Computer / IT
7. GK
8. Library
9. Art and craft
10. Work Education
11. Sports
12. Life Skills





## Grade Educators

NAME	GRADE EDUCATOR
VANDANA PACHU DAS	I A
SEEMA KHAN	I B
SUSHMITA MAHAJAN	II A
NANDA JITENDRA THAKUR	III A
SHITAL MESHRAM	III B
VRUSHALI DHANRAJ SARVE	IV A
SHYAMLA AMIT SHENDE	IV B
SHOBHANA SHIMON	V A
ROOPA ANAND SHARMA	VI A
PRIYANKA JOHAL	VII A
LEELA BHIWRAJ KUKARA	VIII A
PRIYA PILLE	IX A

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## Other Educators

NAME	SUBJECTS
PETER PEREIRA	SST
SHITAL FRANCIS DARA	ENGLISH
PRANITA SANDIP UPARE	MARATHI
POONAM PRATIK BADKHAL	COMPUTER
BHUPENDRA JAMBHULKAR	PE
RAJANI RAVINDRA TAKSALE	MARATHI, PE
NITESH ROY	A/C
RAJU GOYALWAR	MUSIC
SWAPNIL GAINWAR	DANCE
NEHA KISHOR MARVE	COUNSELOR
CHETANA GARGELWAR	LIBRARIAN

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# ASSESSMENT STRUCTURE GRADES I & II

**Assessment Guideline – Grade I and II**

**MLZS – 2020-2021**

## STRUCTURE OF ASSESSMENT PATTERN

Grades I - II								
	Term 1 (Marks:100)				Term 2 (Marks:100)			
Assessment	PT 1	Note book	PT 2	SEA 1	PT 3	Note book	PT 4	SEA 2
Total marks	20	10	20	10	20	10	20	10
Scale to	40	10	40	10	40	10	40	10

**Note: You will receive SEA 2 for 20 marks. Please scale it down to 10 marks for Grade I and Grade II.**

SEA : Subject Enrichment Activities will be grades only for Skills.  
These need not require any mark entry.



## Assessment Guideline – Grade III to V

### MLZS 2020-2021

### ASSESSMENT STRUCTURE

	Grades 3 to 5							
	Term 1 (100)				Term 2 (100)			
	Internal Assessment (50)			Half Yearly Exam (50)	Internal Assessment (50)			Yearly Exam (50)
Assessment	SEA 1	Periodic Test 1	NB	Half Yearly Exam	SEA 2	Periodic Test 2	NB	Yearly Exam
Total Marks	10	20	20	50	10	20	20	50
Month for Assessment	July	Aug	Sep	Nov	Jan	Jan – Feb	Feb	April

[SEA 1 scores for all subjects are mapped to the rubric used. Hence the marks for each subject varies from 10 – 20, but these are all scaled down to 5, as mentioned in the table above]



## Assessment Guideline – Grade VI and VIII

### MLZS – 2020-2021

### ASSESSMENT STRUCTURE GRADES

	Term 1 (100)				Term 2 (100)			
	Internal Assessment (20)			Half Yearly Exam (80)	Internal Assessment (20)			Yearly Exam (80)
Assessment	SEA 1	Periodic Test 1	Notebook	Half Yearly Exam	SEA 2	Periodic Test 2	Notebook	Yearly Exam
Total Marks	10	40	20	80	20	40	10	80
Scale to	5	10	5	80	5	10	5	80
Break Up	20			80	20			80
	July	Aug	Sep	Nov	Jan	Jan - Feb	Feb	April

[SEA 1 scores for all subjects are mapped to the rubric used. Hence the marks for each subject varies from 10 – 20, but these are all scaled down to 5, as mentioned in the table above.

*For grades 6 to 8, CBSE Academic circular 14/2017 dated 21/03/17 has been followed.]*





## Assessment Guideline – Grade IX MLZS – 2020-2021 ASSESSMENT STRUCTURE GRADES

Grades IX and X																	
	Internal Assessment															Yearly Examination (80)	
	PT 1	MA 1	Port folio	SEA 1	Total	PT 2	MA 2	Port folio	SEA 2	Total	PT 3	MA 3	Port folio	SEA 3	Total		
Total marks	80	10	5	5	100	80	10	5	5	100	80	10	5	5	100	80	300
Scale To	5	5	5	5	20	5	5	5	5	20	5	5	5	5	20	80	
	20															80	100

[SEA 1 scores for all subjects are mapped to the rubric used. Hence the marks for each subject varies from 10 – 20, but these are all scaled down to 5, as mentioned in the table above.]

*For grades 6 to 8, CBSE Academic circular 14/2017 dated 21/03/17 has been followed.]*



# Term Details

Grade I & II has 3 terms

Term	FROM	TO
I	20-06-2020	
II		
III		

Grade III to VIII has 2 terms

Term	FROM	TO
I	20-06-2020	
II		



# Term Details

Grade IX has 3 terms

Term	FROM	TO
I	20-06-2020	
II		
III		



# Notebook Details

## Grade – I & II

Row Labels	Quantity
5 line notebook (172 pages) Hindi	1
4 line notebook (72 pages) English	3
4 line notebook (72 pages) Computer	1
4 line notebook (72 pages ) Extra	2
4 line Interleaved (172 pages) EVS	3
2 line notebook (172 pages) Marathi	1
Square books (72 pages), 1/2" Maths	2
Art book 40 pages (A4 size)	1

## Grade – III

Row Labels	Quantity
4 Line (172 pages) EVS	2
4 Line notebook (72 pages) English	3
4 Line notebook (72 pages) Computer	2
4 Line notebook (72 pages) Extra	1
2 Line notebook (72 pages) Hindi	2
2 Line notebook (172 pages) Marathi	2
Square book (172 pages) 0.5" Math	2
Art book 40 pages (A4 size)	1

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# Notebook Details

## Grade – IV

Row Labels	Quantity
Single lined (72 pages) EVS	2
Single lined (72 pages) English	3
Single lined (72 pages) Hindi	2
Single lined (72 pages) Marathi	2
Single lined (72 pages) Computer	2
Single lined (172 pages) Math	2
Art book A3 - 40 pages	1

## Grade – V

Row Labels	Quantity
Single Line (172 pages) Math	3
Single Line (72 pages) English	3
Single Line (72 pages) Hindi	2
Single Line (72 pages) EVS	2
Single Line (72 pages) Computer	2
Single Line (72 pages) Marathi	2
4 Line notebook (72 pages) Handwriting	1
Art book A3 - 40 pages	1

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# Notebook Details

## Grade – VI

Row Labels	Quantity
Single Line (108 pages) Social Sciece	3
Single Line (72 pages) English	3
Single Line (108 pages) Hindi	2
Single Line (72 pages) Computer	2
Single Line (72 pages) Marathi	2
Single Line Long (172 pages) Math	3
Single Line Long (172 pages) Science	2
4 Line notebook (72 pages) Handwriting	1
Art book A3 - 40 pages	1
Graph book (64 pages)	1

## Grade – VII

Row Labels	Quantity
Single Line (108 pages) Social Sciece	3
Single Line (72 pages) English	3
Single Line (108 pages) Hindi	2
Single Line (72 pages) Computer	2
Single Line (72 pages) Marathi	2
Single Line Long (172 pages) Math	3
Single Line Long (172 pages) Science	2
Art book A3 - 40 pages	1
Graph book (64 pages)	1

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# Notebook Details

## Grade – VIII

Row Labels	Quantity
Single Line (172 pages) Social Sciece	2
Single Line (72 pages) English	3
Single Line (72 pages) Hindi	2
Single Line (72 pages) Computer	2
Single Line (72 pages) Marathi	2
Single Line Long (172 pages) Math	3
Single Line Long (172 pages) Science	1
Art book A3 - 40 pages	1
Graph book (64 pages)	1

## Grade – IX

Row Labels	Quantity
Single Line (172 pages) Social Sciece	2
Single Line (108 pages) English	3
Single Line (108 pages) Hindi	2
Single Line (72 pages) Computer	2
Single Line (72 pages) PE	1
Single Line Long (172 pages) Math	4
Single Line Long (172 pages) Science	2
Art book A3 - 40 pages	1
Graph book (64 pages)	1

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# Homework policy

## Grade I – V

**Monday** – English & English Grammar

**Tuesday** - Hindi

**Wednesday** – Marathi

**Thursday** – EVS / Science

**Friday and Saturday** – Mathematics  
and Project related to any curricular  
and co-curricular subject

## Grade VI & IX

**Monday** – English and  
English Grammar

**Tuesday** - Social Science

**Wednesday** – Hindi

**Thursday** – EVS / Science

**Friday** - Marathi

**Friday and Saturday** – Mathematics  
and Project related to any curricular  
and co-curricular subject

Note : Mathematics Homework will be given regularly.

We shall be sending HW and SMS through e-plus from next month, class wise training will be conducted for parents.

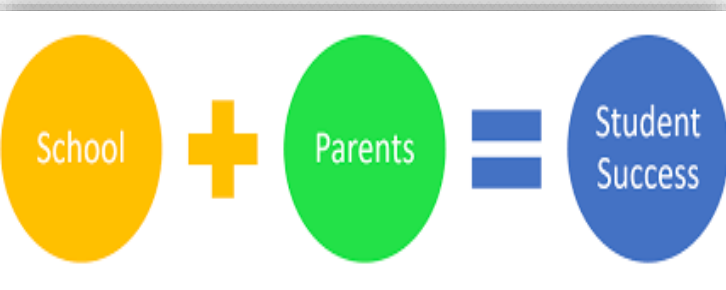
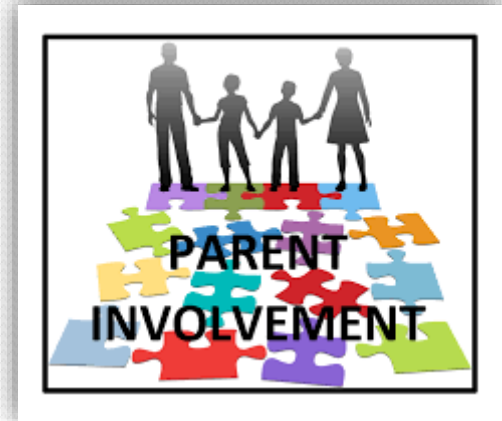




# Parent on campus

We strongly believe that Holistic Development of students is based on 4 pillars : Student, Parent, Teacher and School. To further strengthen the bond of all stakeholders, we hereby introduce the “Parent on Campus” policy. In short, everyday one parent can come and be present in the school campus before the start of the school till the end of the school.

This will not only enhance the trust between parents and school but will prove to an important step towards fostering a relationship of confidence.



This is an effort to supplement and re-enforce our commitment to provide Safe and Secure Environment and to make parents as Partners in our endeavor of imparting Holistic Quality Education. Looking forward to working together and successful Cooperation.

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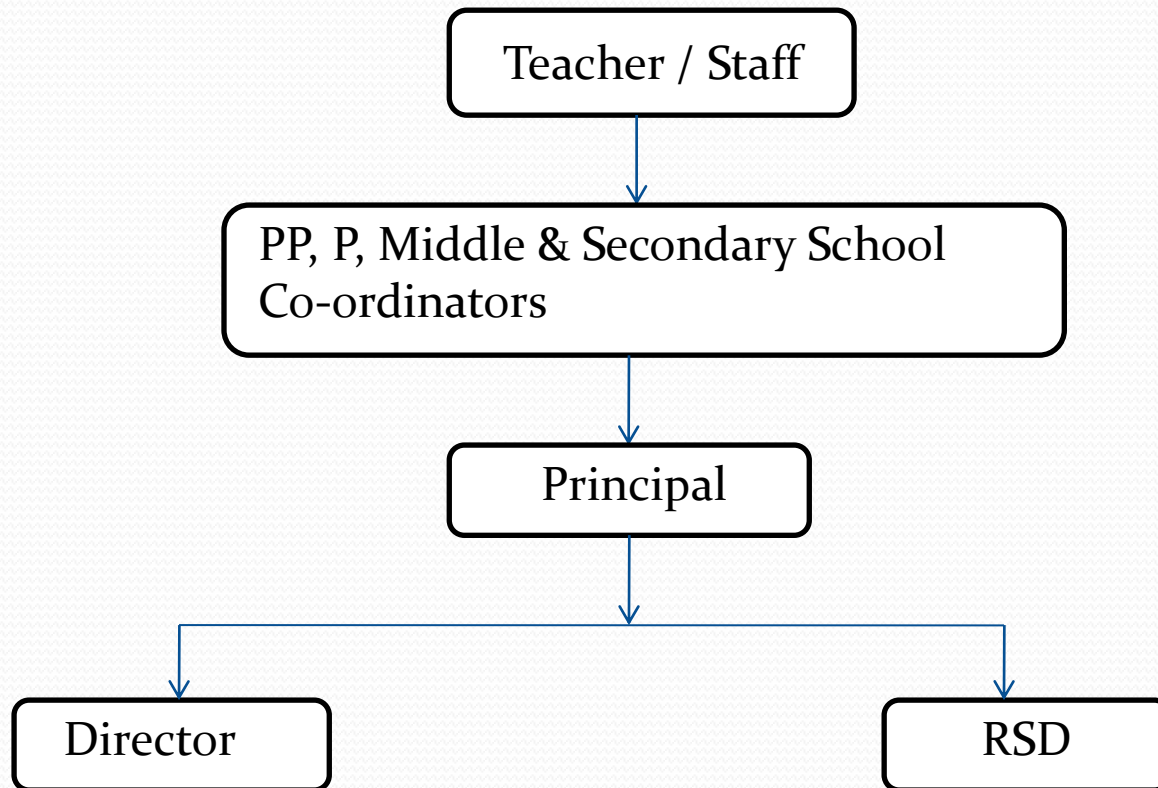


# Code Of Conduct For Parents

- ☐ Show respect and support for your child, the educators, and the school.
- ☐ Do not talk ill about any educator or school authority in front of the students.
- ☐ Have positive attitude towards the school and cooperate with the teachers towards the betterment of the student.
- ☐ Develop reading habit in your child by example.
- ☐ Support the school's discipline policy.
- ☐ Encourage the child to be regular and punctual in attending the school.
- ☐ No half day is allowed to any child unless there is an emergency.



# Complaint Handling System





# Parent's complaint disposal system

Parents to contact the **Complaint Handling Coordinator i.e. Principal Mr. Peter Pereira** for any complaints regarding transport and academics.

The complaint can be in the mode of e-mail and in written mode between 10.00 a.m. to 1.00 p.m. (Monday to Friday only)

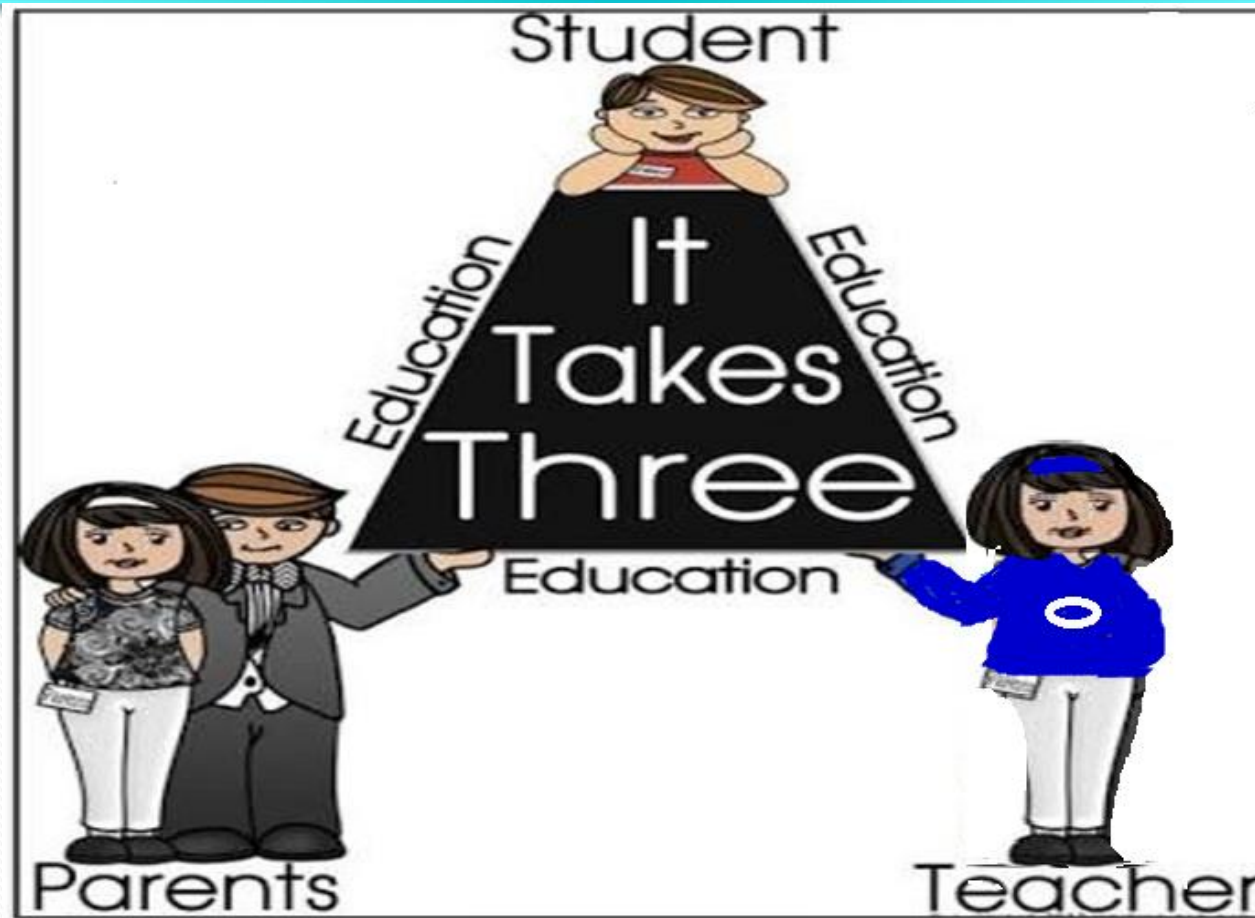
Ph. No. : 7722010000, e-mail id : [principal.chandrapur@mountlitera.com](mailto:principal.chandrapur@mountlitera.com)

- The CHC will maintain the record of the complaints made and convey it to the concerned authority on the same day.
- The CHC will be responsible for taking the feedback and the proper closure from the concerned authority and will give a proper closure to the parent within 3 days of lodging the complaint.
- The parents will contact the Academic Co-ordinator for any complaints regarding the academics ( by written mode or through emails only).

e-mail id: [primary.middlemlzsc@gmail.com](mailto:primary.middlemlzsc@gmail.com)



# Parents – Teacher – Student Relationship



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# ***PTMs***

**PTM I – 25 July 2020**

**PTM II – 12 September 2020**

**PTM III – 05 December 2020**

**PTM IV – 13 February 2021**

**\*Attendance shall be mandatory.**

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# Our Philosophy

Every aspect, action and decision at Mount Litera Zee School is governed by a single, simple principle –  
**“What’s Right For the Child (WRFC)”**.

This helps us keep the child at the centre of the everything we do and ensures single-minded devotion to their growth and development.

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# Know more about us

- School Website :

[www.mlzschandrapur.edu.in](http://www.mlzschandrapur.edu.in)

Circulars are uploaded on the website regularly. Hard copy of the same will be provided to the child only once in school.

[http://mlzschandrapur.edu.in/Important\\_notice.aspx](http://mlzschandrapur.edu.in/Important_notice.aspx)

- Facebook Page:

<https://www.facebook.com/mountlitera.chandrapur>





# THANK YOU

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