

NOTICE

FOR THE ATTENTION OF THE I.C.S.E. CANDIDATES OF MARCH 2010

1. Issue of the ICSE Examination Results : A copy of the Marks Sheet, Leaving Certificate, Character Certificate and Migration Certificate will be issued to the candidates or their parents personally in the first week of June 2010

All are requested to refrain from making enquiries, either personally or on the telephone, concerning the results.

2. School Leaving Certificate & First Attempt Certificate : First copies of these certificates are issued free. But those who have not returned articles belonging to the NCC, RSP or any other activity or have not paid School Fees upto March 2010 inclusive will not be issued these certificates unless the articles are returned.
3. Activity Certificate : Those who have participated in different competitions already possess certificates to their credit. Those who submit the necessary data with Moderators signatures in a specific format by January 28, 2010 will be issued these certificates. Please note that these certificates will not be attended to, if the data is submitted later than January 28, 2010. Duplicate of these certificates are not issued.
4. Eligibility Certificate : Is also required for admission to the H.S.C. Course. Application forms may be collected from the school office after the ICSE results are declared.
5. Attestation of Certificates : Only 5 copies of each certificate will be attested by the school.

PAUL MACHADO
PRINCIPAL

JANUARY 20, 2010

NOTICE

ACTIVITY CERTIFICATES

General Information

1. All information should be submitted on **filed sheets**.
2. Name, Class, Division and Date of Birth should be written at the head of the first page.
3. Soiled, Untidy and incomplete sheets will be rejected and will not be attended to.
4. Every statement should be completed in all respects and yet brief and to the point, made in a factual manner.
5. Every statement of the data must be counter-signed by the moderator of the activity concerned.
6. Under each heading, statements should be enumerated strictly in chronological order i.e. achievements in Junior School first, then those in the Middle School, followed by those in the Senior School.
7. This is a certificate of co-curricular and extra curricular activities, both indoor and outdoor, cultural and athletic, inter-house and inter-school. Therefore prizes, awards and merit cards for academic subjects should not be mentioned in it.
8. Data sheets should be submitted to the School Office by Thursday, January 28, 2010

Data should be entered under the following headlines.

1. Positions held in the School

- a. Only the following posts, held for a duration of at least a year, may be mentioned under this heading. School Captain, Assistant School Captain, House Prefect, Assistant House Prefect, Sports Prefect /Games Prefect, Monitor, Leader, (Librarian, Member of the Editorial Board of the Campion Review).
- b. There should be only one statement for each post,
Examples - Was appointed Leader for the academic year 2005-06.
Was elected Britto House Prefect for the academic year 2005-06.

2. Participation in co-curricular activities :

- a. Only the following are the official co-curricular activities of the School:
NCC Air-Wing, NCC Naval-Wing, Scouts, R.S.P., Interact,
Sanskar, Red Cross, Nature Club, Cubs and the Social Service.
- b. Mention of Participation in the activity may be made only if the student has been its member for the duration of at least two years (according to school rules) except in the case of students who have joined the school in class 9.
- c. There should be only one statement for each activity.
Examples:
 - i. was a member of the 'D' pack in Cubs in the year
 - ii. was a member of the NCC Naval Wing from 1990 and 1993 and held the post of Leading Cadet.
 - iii. was a member of Sanskar Club in 1991 and 1993 and was appointed/selected Secretary for the year 1993.

Contd...2

3. Represented the School :

- a. Only those competitions and events may be mentioned which were officially patronized by the school and the individual was entered as a representative of the school.
- b. Both participation in an inter-school competition and awards won at the competition should be mentioned in the same statement where applicable. Otherwise, mention should be made only of participation.
- c. There should be only one statement for each competition. Examples
 - i. represented the school at the Inter-School Athletic Meet in 1990 in 100m, 200m., sprint and long jump for intermediates and secured the first place in the 200m. sprint.
 - ii. represented the school at the Inter-School Swimming Gala in 1997 in the Junior Division in the 50m. Free Style and back stroke.
 - iii. was a member of the winning team in the Inter-School Badminton Tournament in 1997 in the Senior Division.
 - iv. was a member of the Regional winners of the Inter-School Bournvita Quiz Contest in 1998.

4. Awards won at the Inter-House Level :

- a. The following are the official Inter-House Competitions:
Aquatics, Football, Badminton, Table-Tennis, Quiz, Debates, English Elocution, Hindi Elocution, Indian Music, Western Music, Cricket, Basketball, Dramatics and Gymnastics, Chess, Carrom, Choral recitation, Choral singing etc.
- b. Mention may be made only if an award has been won at these competitions, namely, for standing first, second or third in individual events or standing first in team events.
- c. No mention may be made of mere participation in Inter-House Competitions or of anything connected with Inter-Class Competitions.
- d. There should be only one statement for competition: examples
 - i. secured the second place in the 100m. sprint, third place in 200m. sprint and first place in the high jump in the Intermediates group at the Annual Athletic Meet of 1997.
 - li .Stood third in vocal non classical and first in instrumental classical in the senior group in the western music competition in 2005.

5. Other Achievements / Credits

Any participation or award won at levels higher than Inter-School level, namely, Inter-city, state, National, should be mentioned here. The student concerned should have participated in such activities, not on his own, but as a representative of the school.

Examples :

- i. As an NCC Cadet, was selected to represent the state of Maharashtra at the Republic Day Parade in New Delhi in 2000.
- ii. Was selected to represent the City of Mumbai in the 100m. sprint at the State Athletic Meet in 2002.

6. Activities related to SUPW.

NO ACTIVITY CERTIFICATE WILL BE ENTERTAINED IN THE NEXT ACADEMIC YEAR OF THE SCHOOL.

PAUL MACHADO
PRINCIPAL

JANUARY 20, 2010

