



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

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 2050 students and more than 200 staff functioning in its own, well laid out campus.



The Main Entrance wears a welcoming look.



The ISC Block consists of twelve classrooms and a spacious hall to accommodate all the activities of the students.

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

PRINCIPALS



Mrs. Brenda Bhandary
Principal, Pre-primary



Mrs. Pallavi Buyao
Principal, Primary



Mrs. Maria Norman
Principal, Middle, High &
Senior Secondary School



Mrs. Gayle Menezes Gama
Head of Resource Room

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. The school also conducts ISC examination for the science, commerce and humanity streams.

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 |

EXECUTIVE COMMITTEE MEMBERS

1.	Mr. Jose Manuel Noronha	Chairman
2.	Dr. Neena Panandikar	Trustee, Secretary
3.	Adv. Rachel Vas	Trustee
4.	Ms. Mayalin Noronha	Manager, Member
5.	Dr. Priyanka Talak	Parent, Member
6.	Mr. Rashid Sousa	Parent, Member
7.	Ms. Manisha Dias	Parent, Member
8.	Dr. Mubeena Shaikh	Parent, Member
9.	Ms. Brenda Bhandary	Principal - Pre-Primary School, Member
10.	Ms. Pallavi Buyao	Principal - Primary School, Member
11.	Ms. Maria Norman	Principal - High School, Member
12.	Dr. Patricia D'Mello E Valadares	Teacher - Pre-primary, Member
13.	Ms. Soraya Azavedo	Teacher - Primary, Member
14.	Ms. Geetanjali R.	Teacher - ISC, Member
15.	Mrs. Gayle Menezes Gama	HOD - Resource Room , Member

FACILITIES



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

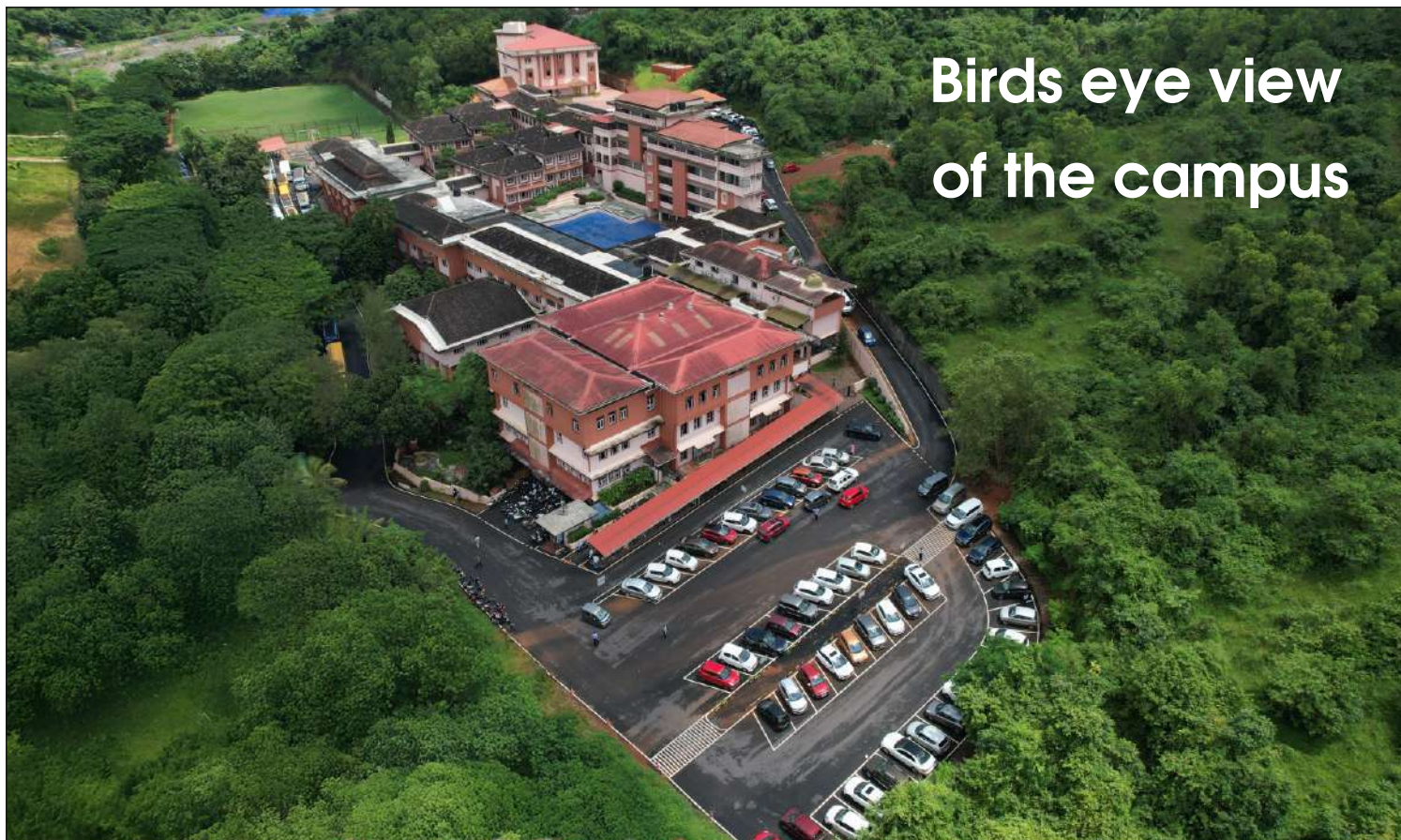
The large campus has a built up area of around 15,000 sq.mt. spread over 35,000 sq.mt. of land. The trust has recently built a new ISC block comprising of twelve classrooms and a multipurpose hall to accommodate all activities of the students.

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.



MANOVIKAS



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.

A happy learning space for our little ones



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.

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.



Doctor on campus
Dr. Reefa Alina Dsouza
MBBS, MD, CCD Diabetes (RCP UK)

Dr. Reefa Alina Dsouza joined the school as medical officer in February 2025 and has since been actively involved in promoting health awareness among students and staff. She has conducted Diabetes Camps and interactive sessions on Diabetes and Lifestyle Management, engaging audience with valuable insights into healthy living.

Additionally, Dr. Dsouza organized a Breast Cancer Awareness Program for teachers and support staff, emphasizing the importance of preventive healthcare and early detection.



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

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.



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.



ACTIVITIES

The school conducts various activities to enhance their extra curricular skills.



BUS SERVICE

A fleet of twenty six 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.

All buses are RFID enabled for parents to track the bus location if they so desire

FACULTY

Our dedicated teaching faculty regularly participates in in - service training programmes to stay updated with the latest developments in the field of education. Students are nurtured and guided by qualified teachers in academics as well as co-curricular areas such as art, dance, craft, music, and sports.

The strength of our teaching staff across various sections is as follows:

Pre-Primary : 31	Primary : 38	Middle, High School and Senior Secondary: 73
Attendants : 33	Drivers : 14	

LIBRARY AND READING CENTRE

Our school library is a vibrant centre of learning, housing a collection of over 13,000 books, including a wide range of encyclopaedias and reference materials. It is managed by trained librarians who guide students in developing reading habits and research skills.

The Pre-Primary section has its own dedicated reading centre, encouraging young learners to discover the joy of books from an early age. The library is spacious, well-lit, and equipped with comfortable seating arrangements, providing an inviting atmosphere for study and reading.



The school cafes & canteens provide a wide variety of healthy meals, snacks & smoothies to the children.

Monginis



Combo Meals and Goan Thali



Cherry Tomato Cafe





CENTRE FOR SCIENCE, TECHNOLOGY AND 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.



AN OBSERVATORY



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

PRERNA: The Life Skills Resource Room



The Life Skills Resource room caters to the needs of children with developmental disabilities. At Prerna, we follow the Functional Curriculum, our aim being to make our students independent in daily life. After an initial period of Observation and Assessment, Individualized Educational Programs are developed for each student.

Students are included in their regular classes for co-curricular activities and participate meaningfully in assemblies, school outings, cultural and sports events. At Prerna, we provide pre-vocational training to our older students. We work in co-ordination with the regular teachers, therapists and parents.



Furniture

Prerna has specially designed furniture to meet the learning needs of all students.

Visually structured Classroom

Our Resource room is physically accessible.

Jungle gym

An energetic corner where students excess energy is used meaningfully. A space that helps to regulate emotions and build peer relationships.



Movie Theatre

A theatre like experience for our students. A place where they can learn new songs, watch educational videos and stories. A space that promotes Inclusion- we welcome students from regular classes to enjoy this facility as well.



Calming Corner

A safe space for our students, to help them regulate their emotions, especially when they feel overwhelmed. Relaxing in the soothing colours of the drapes, our students can take time-off before getting back to their routine.

Activities for Sensory Integration



Library

Immersing students in the magical world of books, answering curious questions and fostering creative minds.

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, gives students opportunities to investigate and analyse the secret of 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 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 LABORATORY

Manovikas boasts of three separate computer laboratories-one for the use of students between Pre-Primary senior to 3 standard, and the other two for class IV onwards. The computer laboratories are equipped with the latest hardware and software to enable students to be in-step with the latest technology.



ART AND CRAFT ROOM

Our new modern Art and Craft facility promotes a sense of creativity among the learners. The space provides inspiration for expression.

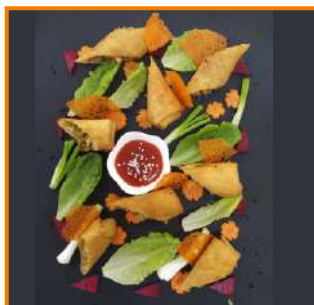
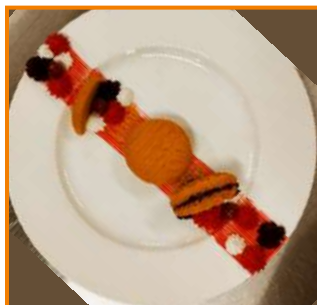




CULINARY FACILITIES



The 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.



New facilities at school



Hospitality management facility



Tarang

The state-of-the-art auditorium with 400 seats, is equipped with a modern sound system and digital screen.



Singing Chamber and Dance Studio

Rooftop Power Plant



The school is equipped with 110KwP Grid Connected Rooftop Power Plant

This initiative reflects the school's commitment to renewable energy, environment responsibility, and inspiring young learners to embrace a greener future.



PRE-PRIMARY AND 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 outcomes 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.

The Annual Sports week encourages students to participate in various sports events, March Past and drill performances.

CURRICULUM FOCUS

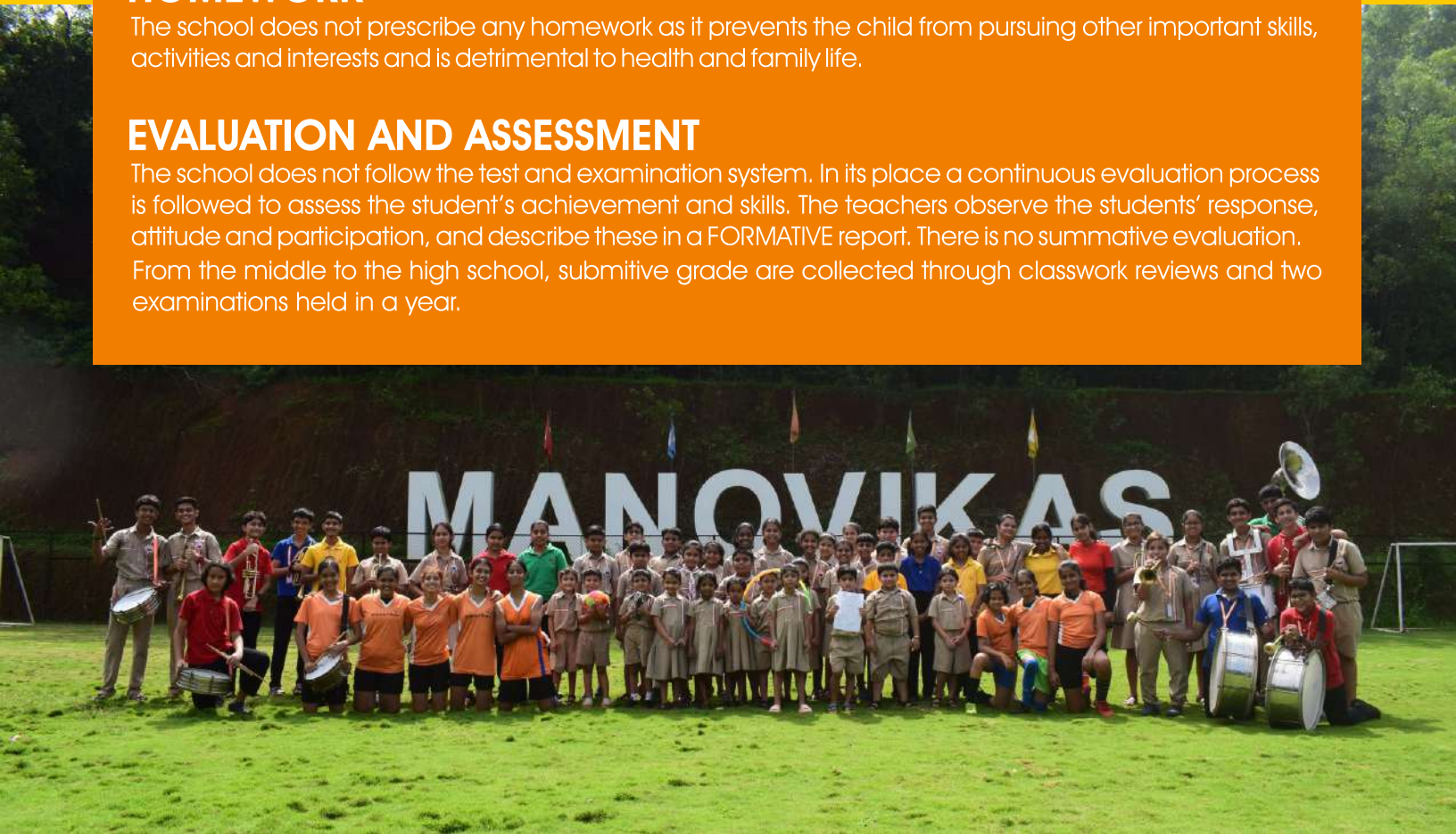
Curriculum is designed keeping the child and his/her developmental progress in focus - speech, sensorial development, basic concepts, manipulation, coordination, listening, dance, art, music, physical activity, number concepts, awareness and attitudes.

HOMEWORK

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, submittive grade are collected through classwork reviews and two examinations held in a year.



ACTIVITIES CONDUCTED BY THE PRE-PRIMARY SCHOOL

Special Assembly and Sports Day

The cultural event and Sports Day is celebrated annually on an alternate basis. Each child in the Pre Primary section gets an opportunity to participate in the event. It's a proud moment for every parent to see their child participate.



Parent Child Bonding

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



Grandparents Day



Patriotic Days

It's 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 celebrate Independence Day, Republic Day, Gandhi Jayanti and Goa Liberation Day.



CO-CURRICULAR ACTIVITIES



DANCE AND MUSIC

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



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 day 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.



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.



OBSERVATORY

A magical evening under the stars, where the Pre-Primary students and parents come together to marvel at the beauty of the night sky.



ADDITIONAL PROGRAMMES

OUTDOOR LEARNING

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

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



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.





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.



ACTIVITIES CONDUCTED BY THE PRIMARY SCHOOL

Special Assembly and Sports Day

The Primary Section of Manovikas School is a vibrant space where curiosity, creativity and values take root. Students are gently guided in exploring art, music, sports and cultural activities through a variety of competitions ensuring every child gets an opportunity to showcase and nurture their talents. This truly lays the ground work for life long learning and overall leading to holistic development. Every child here is a blossoming learner, carrying within the spark of confidence and creativity, ready to embrace the challenges of tomorrow with joy and boundless enthusiasm.





Outbound activities for Primary section.

ACTIVITIES CONDUCTED BY THE MIDDLE SCHOOL

(CLASSES V, VI and VII)





ACTIVITIES CONDUCTED BY THE HIGH SCHOOL

(CLASSES VIII, IX and X)





ACTIVITIES CONDUCTED BY THE ISC SECTION

(CLASSES XI and XII)

SCHOOL TRIPS AND EXCURSIONS

These are an important part of the curriculum, particularly to provide first hand experiences, case studies and for better understanding.

Guest lectures and visiting teachers contribute to the curriculum. Excursion and trips to sites of significant interest are encouraged. Students often participate in in-house camps and workshops too.



SOCIALLY USEFUL PRODUCTIVE WORK

Socially Useful Productive Work and Community Service (Compulsory). The assessment in “Socially Useful Productive Work and Community Service” will be made by the school and the result will count towards the award of the Certificate. Promotion from Class XI to Class XII will be done on the basis of the cumulative achievement level of the student throughout the academic year in the subjects he/she has been registered for.

All students must invest at least 250 hours (annually) of SUPW which consists of doing helpful work such as washing, cleaning, gardening, shopping assisting the aged, the sick, and the handicapped. Fund raising, teaching others, performing at community function, wastemanagement are undertaken as a service by the student. Skill includes field work, simple repairs, wood craft, model making, stage craft, cooking, etc.

ADDITIONAL PROGRAMMES

CULTURAL WEEK:

Students will have the opportunity to display their talent and skill in dramatics, music, elocution, art, creative writing and various activities.

STUDENTS' COUNCIL:

To provide training in active democracy, a class councillor is elected from each class who represents the class in the student council. The class councillor plays an active role in planning and problem solving.

HEAD BOY, HEAD GIRL, PREFECTS , CAPTAINS, VICE PREFECTS, VICE CAPTAINS:

Teachers are able to identify students who are responsible, conscientious and talented. The prefects and vice prefects canvas for themselves, in turn learning more about themselves, and are elected through a democratic process of confidential voting. The students elected to this post are usually active sportsman. They have to carry out the responsibility of being a disciplined and inspiring leader, along with managing the sports activities of all the Houses.

OPEN HOUSE:

Open House meetings provide an opportunity for parents to interact with teachers. Parents are required to attend at least two in a year. We believe appreciation of the child works better than blame. Both teachers and parents must avoid complaining at the meeting and instead have a constructive discussion on how to help the student.



Inauguration of Prerna : Resource Room



ADMISSION POLICY AND FEES

Conditions of eligibility for admission to Class XI

Candidates who have been awarded Pass Certificates in the Indian Certificate of Secondary Education examination passing in five or six subjects including English are eligible to be admitted for preparation in courses of study leading to the Indian School Certificate Examination.

The conditions of eligibility are as follows:

- (i) The candidate must have been awarded a Pass Certificate in accordance with the requirements of the Board at an equivalent examination taken at one and the same sitting
- (ii) The candidate must have obtained pass marks in accordance with the Regulations of the Board in English and five other written subjects.

ADMISSIONS

School policy and objectives limits the number of student per class. Provisional admission application forms are issued in the school office in the month of March for Class XI, as soon as the ICSE exams are over. The forms are to be filled and submitted in the school office, accompanied by an attested copy of the Birth Certificate and the Mark Sheet/Prelims Marksheet.

OUT OF STATE TRANSFERS

All Transfer certificate from outside Goa must carry the counter signature and seal of the Education Authority of the State. In case of overseas transfers, an endorsement from the Indian Embassy/consulate should be obtained.

FEES FOR THE ACADEMIC YEAR

All fees are charged as approved by the Government of Goa, Directorate of Education from time to time. All fee payments are notified and billed, and can be paid through "Manovikas School App" provided by the school.

For the information of the parents/Guardians and students we quote below Rule 24 of the Goa Education Rules 1986 -

“The name of the student may be struck off the rolls by the head of the school on account of non-payment of fees and other dues wherever applicable as per rules of Govt. of Goa as prescribed.”

FEE CONCESSION : A waiver in tuition fees is granted to students who have financial difficulties belonging to an economically weaker section. An application and fee concession form may be acquired from the account department to attain this benefit. A panel will scrutinise the application deserving students will be awarded the waiver in tuition fees.



HONOUR ROLL CRITERIA

1. Students with 85% of marks and above in their academic results qualify directly for the Honour Roll.
2. The achievements and accomplishments may include participation in Sports, Elocution, Band Coaching, Drama, Singing, Big Idea Challenge, Field Trips and other activities conducted by the school.





PARENT RESPONSIBILITIES

The school seeks the partnership of parents through cooperation to take an active interest in the school activities, study tours, excursions and leadership programs of their wards. Also, the institution affirms their faith in parents to impart sound values to their wards to make them active, responsible citizens of the future.

ALL PARENTS ARE REQUESTED TO :

- **Attend all orientation, P.T.A activities, workshops/seminars and functions that are specially organised for them.**
- Keep in touch with their ward's academic performance and progress.
- Know the events at Manovikas and attend the functions/exhibitions. This created confidence in the child and encourages him/her to do better.
- Parents can provide a moderate amount of money to their ward for canteen usage per day.
- **Parents are requested not to give mobile phones to their wards on any pretext whatsoever to bring to school. A student found to be violating the rule will have to surrender the phone to the school authorities.**

P.T.A - The Parent Teacher Association of the school sponsors and conducts same events for the students and teachers.



ISC SUBJECT COMBINATION

English is a compulsory subject for all streams.

Following are the subject combinations as per streams. A student has to select total 6 subjects including English.

SCIENCE STREAM

Compulsory Subjects : Physics | Chemistry

Optional Subjects :

Maths | Biology | Economics | Business Studies | Psychology | Hospitality | Physical Education | Legal Studies | Elective English | Computer Science

COMMERCE STREAM

Compulsory Subjects : Commerce | Accounts

Optional Subjects :

Maths | Business Studies | Economics | Psychology | Hospitality | Physical Education | Legal Studies | Elective English | Applied Mathematics | Computer Science

HUMANITIES STREAM

Compulsory Subjects : History | Geography

Optional Subjects :

Economics | Business Studies | Psychology | Hospitality | Physical Education | Legal Studies | Elective English

A subject combination set is provided by the school.

ISC (11th, 12th) Assessment

20 - Internal Assessment

80 - Theory

Note:

Practical subjects are marked on 70+30

Theory subjects are marked on 80+20



MIDDLE SCHOOL ASSESSMENT SCHEME

Middle School (VI to VII) Assessment

Marking Scheme for the Middle School Section

The academic year is divided into two terms. In each term, students are assessed for a total of 100 marks, distributed as follows:

- Classwork 1 – 10 marks
- Classwork 2 – 10 marks
- Review 1 – 10 marks
- Review 2 – 10 marks
- Orals – 20 marks
- Project – 20 marks
- Visuals – 20 marks

O	90% & above
P	70% & above
S	50% & above
D	30% & above
N	below 30%

- O - Outstanding
P - Proficient
S - Successful
D - Developing
N - Needs Attention

Clubs : Various club activities are conducted

HIGH SCHOOL ASSESSMENT SCHEME

High School (VIII , IX and X) Assessment

2 term examination are conducted during the year.

20 - Internal Assessment

80 - Theory

Class work Assessments

Note:

Practical subjects are marked on 100

Theory subjects are marked on 80+20

Passing in English is compulsory.

Other subjects offered are:

English Literature & English Language | Hindi | Portuguese | French | History & Civic | Geography |
Physics | Economics | Chemistry | Biology | Mathematics | Commercial Studies | Computer Application |
Hospitality | Physical Education

Clubs : Various club activities are conducted

FLAGSHIP EVENTS

BIG IDEA

"The Big Idea," launched in 2003, is a science project event designed to foster innovation and creativity among students. It provides a platform for young minds to explore and showcase their scientific and technological talents.

Participants are encouraged to think outside the box, develop novel solutions, and present their ideas in a collaborative and competitive environment. Over the years, "The Big Idea" has become a hub for budding innovators, inspiring a new generation of thinkers and problem-solvers.



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.





LUMINARIUM ... An Orator's Odyssey

All Goa Annual Inter School Elocution Competition

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



SARTO ALMEIDA MEMORIAL FOOTBALL TOURNAMENT

Sarto Almeida Memorial Football Tournament was founded in 2023 in honour of Arch. Sarto Almeida who was one of the founders of Manovikas Public Charitable Trust. This tournament is held every year and presently it is conducted for boys under the age of fourteen.



MANOVIKAS MODEL UNITED NATIONS CONFERENCE

Manovikas hosted an all Goa MMUN 2025, where spirited debates, articulate speeches, and committee discussions showcased the confidence and global outlook of our young delegates - future thinkers, peacemakers and changemakers.



GRADUATION DAY FOR CLASS XII



GENERAL INFORMATION

ATTENDANCE FOR PRE-PRIMARY AND PRIMARY

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.

ATTENDANCE FOR MIDDLE, HIGH AND ISC

- 85% attendance is important for appearing in the final exam.
- Regularly attending the school is desirable and will be in the interest of the students.
- No leave will be granted without prior written application from the parent / guardian except in cases of unforeseen circumstances and serious reasons.
- All leave applications should be addressed to the Principal.
- Leave applications should be written on a white A4 sheet and put in an envelope for submission to the class teacher.
- Leave for illness will be granted only through a medical certificate along with a hand written application in the Handbook from the parent / guardians.
- Parents/Guardians will be informed through school mail/SMS in case of very frequent absenteeism of their ward from the school.
- Attendance for all functions of the school is compulsory.
- If a national holiday, 15th August or 26th January, falls on a Sunday, attendance will be made compulsory for the celebration of the day.
- Students will not be allowed to leave school early (half-day). In case of half day, the child will be marked absent for the day.
- Student obtaining 100% attendance during the academic year will be awarded certificates.

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.

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.

THE HOUSE SYSTEM OF THE SCHOOL

Arjun house, Bhim House, Nakul House, Karna House. Students from class four onwards are assigned a house. Students work and play well to win points for their house. Inter-house competitions are held in culinary, elocution and debates, dramatics, art, dance, music, general knowledge and both team and individuals sports and games.

The annual sports week showcases the ability of students to participate, compete and win medals in team events and track and field sports.

THE FOUR HOUSES ARE:



Bhim House (Red)
Significance
Noble-Magnanimous



Nakul House (Green)
Significance
Peace-Patience



Karna House (Blue)
Significance
Generosity-Humility



Arjun House (Yellow)
significance
Courage-Obedience

— 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 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 : Pre Primary, Primary, Middle and High School

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 wear 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 (For Pre-primary and Primary school only)
- Children's Day
- Day before the Christmas Holidays (For Pre-primary and Primary school only)
- The last day of the school year (For Pre-primary and Primary school only)

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.

ISC School Uniform

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

On all school days students are required to wear a complete uniform:

Girls & Boys : Beige Shirts with Black trousers, Black shoes with white socks of ankle length.





On day of PT, PE sports uniform to be worn to school with black tracks or black canvas shoes with white socks

SCHOLASTIC ENRICHMENT PROGRAMME

LEARNING BY DOING

Activity is an important part of work in the school. To learn and develop skill in Languages, Social Studies, Science, Environment and Mathematics, students enact plays, work on projects, attend field trips, prepare reports and conduct experiments. All students are encouraged to participate in all activities as they teach the learner to be independent and resourceful.

SCHOOL HOURS

Section	Timings Monday to Friday
 Pre Primary	8.45 a.m to 11.45 a.m
 Primary	8.30 a.m to 3.30 p.m
 Middle & Secondary School	8.30 a.m to 3.40 p.m
 ISC Section	8.20 a.m to 2:00 p.m

Parents / Visitors meeting hours : Mon to Fri 8.30 am to 12 pm

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

The School Office works from 8.00 a.m. to 4.30 p.m. - Monday to Friday, and from 8.30 a.m. to 1.00 p.m. on Saturdays.

AFTER SCHOOL HOURS

Unless required for some activity under supervision, pupils should not be in school after 12:10 p.m. and on Saturdays.

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 (As on 31st May 2026))

Class	Age
PP Junior	3+
PP Inter	4+
PP Senior	5+
Class 1	6+

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.



AWAKE ARISE BE FREE



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