

The Cuncolim Educational Society's
**CUNCOLIM UNITED HIGHER
SECONDARY SCHOOL**

(Arts, Commerce, Science & Vocational Studies)

Cuncolim, Salcete - Goa 403 703

Ph. No. 2866251

email: cuhss.since1981@gmail.com



PROSPECTUS

Recognised by

The Directorate of Education

and

Goa Board of Secondary & Higher Secondary Education

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Rosario Pinto	- First Vice President
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5. MR. VIJAY KUMAR KOPRE DESSAI	ASST. SECRETARY
6. MR. MANOJ SAPRE DESSAI	MEMBER
7. MR. PRABHAKAR S. N. DESSAI	MEMBER

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PROSPECTUS

INTRODUCTION

The Cuncolim Educational Society, managed by the people of Cuncolim, was established on 2nd October 1963, in order to meet the educational needs of the youth in and around Cuncolim.

Initially a Marathi and an English medium primary and secondary school, was founded with the aim of catering to the educational needs of the Marathi as well as English enthusiasts.

From very humble beginnings, the society has grown today, to be the premier institution in South Goa. Ours is one of the Educational Societies in Goa to have a middle, a secondary, a Higher Secondary School of Arts, Commerce, Science and Vocational courses and a College, providing instruction in the faculty of Arts and Commerce.

The primary objective of the Society is to take education to the masses and cater to the educational needs of the poor and downtrodden in the rural areas. We believe in imparting life skills in our students and inculcating in them feelings of goodwill, equality and justice.

The Cuncolim Educational Society's Higher Secondary School of Arts and Commerce was established in June, 1981 and subsequently the Science stream was added in June 1986. Due to popular demands of the people, Vocational Courses were introduced in 1993.

Since the establishment of the School we have been getting better results with greater excellence in the academic sphere.

We have a fine, highly qualified and a dedicated team of teaching / non teaching staff to cater to the ever rising needs of the student community.

SCHOOL RULES AND REGULATIONS

The school attaches great significance to good discipline and character building, hence every student shall comply with and to the satisfaction of the Principal, the following rules of conduct:

- 1) Conduct of students both in the class as well as in the premises of the Institution, shall be such which will not cause any disturbance/annoyance to fellow students of other classes;
- 2) Students should not attend classes other than their own nor loiter in the school corridors while the classes are in progress **or between classes;**
- 3) **Absence for even one period will be treated as absence for the entire day, under the Circular No. 55 dt. 17/12/1990 of the Goa Board of Secondary and Higher Secondary Education.**
- 4) Students are expected to take proper care of the school property and assist in keeping the premises neat and tidy;
- 5) **Late comers shall not be allowed to attend the classes unless a note is submitted by such students to the teacher from the Principal;**
- 6) Damage done to the school property would be made good and recovered from the students;
- 7) No **student nor other** person shall be invited to address any meetings at the school without the prior permission of the Principal;
- 8) Students must compulsorily attend all the classes regularly and under no circumstances, leave the classroom without the prior permission of the class-in-charge;
- 9) Students must give due respect to teachers, other members of staff and to other such authorities;
- 10) Every student must wear **the** Identity card when in the school premises during **class/examinations** and the same should be produced when asked for, by the members of the staff;
- 11) The students are required to observe utmost silence in classrooms, library and laboratory;

12) Students should **submit** a note of absence or medical certificate, in support of their absence failing which they may not be permitted to attend the following day's classes. They shall also bring their parents/guardians when asked to, by the Principal.

13) Absence of any teacher should not be considered as a free period and therefore students are strictly prohibited from leaving their classrooms during such periods.

14) The students shall not contact the office or the library during the class hours **but can half hour before and after class hours , recess and free period with the permission of the teacher in the class;**

15) The students representing the school in different sports co-curricular activities shall submit a note to that effect only attested by the teacher-in-charge so that their absence may be regularized;

16) Students are strictly prohibited from smoking, gambling chewing/gutka or consuming liquor and other intoxicating drinks or substances.

17) Students are strictly prohibited from using two wheelers without permanent licence.

18) Students are strictly prohibited from carrying/using mobile phones in the classroom or in the school campus. Important messages can be conveyed through office phone.

19) The students are duty bound to refer to the Notice Board as all important announcements shall be placed on the school notice board from time to time;

20) No personal letters shall be delivered to the students, received on the school address, unless prior permission of the Principal is obtained;

21) No student will leave the premises during recess with the school bag.

22) Students are duty bound to be present everyday for the school assembly at 8.00 a.m.

23) Ragging in any form is a punishable offence as per a SC Judgement

TIMINGS

School Timings: a) 8.00 a.m. - 2.05 p.m. (with practicals)

b) 8.00 a.m. - 1.50 p.m. (without practicals)

Office Timings: 7.45 a.m. - 2.15 p.m.

THE AVAILABILITY OF PRINCIPAL

The School Principal is available during office hours to the parents/guardians for their valued suggestions and proposals for the development and the betterment of the students community and the school.

ADMISSION TO STD. XI AND STD. XII

A student seeking admission to **the school** shall apply in the prescribed form available in the school office. Once admitted, student must be acquainted with the rules and regulations of the school.

Standard XI

Eligibility:

Only those candidates who have passed the S.S.C. Examination of Goa Board or of any **other equivalent** Statutory Board are eligible for admission to Std. XI.

Documents to be submitted at the time of admission

Candidates seeking admission to Std. XI are required to **submit** in Original and certified true copies of the following documents along with their **application**:

1) Statement of marks cum Passing Certificate at S.S.C. or equivalent examination.

2) Original School Leaving Certificate from the last school attended which however shall not be returned.

3) Provisional eligibility certificate from the Goa Board Secondary and Higher Secondary Education, Alto Betim Goa in case of students having passed their S.S.C. Examination from other Boards than the Goa Board of Secondary and Higher Secondary Education.

4) Two copies of Identity Card (IC) passport size photograph.

5) A character certificate from the last school attended.

6) Birth Certificate.

7) **ST/SC/OBC certificates, if applicable**

8) Photo copy of Aadhar card

9) **Photo copy of bank pass book**

Standard XII

Eligibility:

Only those candidates who have passed Std. XI examination in the respective stream from a recognized Higher Secondary School in Goa and elsewhere will be considered for admission to Std. XII Arts, Commerce and Science and respective Vocational Courses.

Documents to be submitted at the time of Admission:

Candidates seeking admission of Std. XII will have to submit the following documents:

- 1) Statement of marks at Std. XI examination both original and a certified true copy:
- 2) School leaving certificate in original from the last school attended which shall not be returned in case of students migrating from any other Higher Secondary School besides a character certificate and No Objection Certificate from the Head of the institution last attended, Photo copy of Aadhar Card and Bank Pass Book.
- 3) A certificate of eligibility of admission of Std. XII from Goa Board of Secondary and Higher Secondary Education, Alto Betim Goa, by students migrating from other states who have passed an equivalent examination of Std. XI of Goa Board. Such students will also have to produce a Migration Certificate from the Statutory body which conducted the previous examination; and
- 4) **Two** copies of Identity Card (IC) passport sized photographs.
- 5) **A character certificate from the last school attended**
- 6) **Birth Certificate**
- 7) **ST/SC/OBC certificates, if applicable**
- 8) **Photo copy of Aadhar Card**
- 9) **Photo copy of bank pass book**

NOTE: Conditions at Sr. Nos. 2 & 3 above are not applicable to students who have passed Std. XI examination in this school.

Validity of Admissions and other Allied Matters:

- 1) The admissions are valid for one year only and as such have to be renewed for the subsequent year of study.
- 2) The Principal reserves the right to refuse admission to a student whose past academic record and conduct were considered as unsatisfactory.

COURSES OF STUDY

The Institution provides instruction in Arts, Commerce, Science faculties and Vocational Courses.

The students are to choose the subjects as per their stream:

a) Arts:

- Compulsory
1. English (FL)
 2. Hindi/Konkani/Marathi
 3. History
 4. Political Science/Psychology/**NSQF(Media & Ent.)**
 5. Economics/Geography
 6. Sociology

b) Commerce:

- Compulsory:
1. English (FL)
 2. Hindi/Konkani/Marathi
- Optional
3. Economics
 4. Accountancy
 5. Business Studies
 6. S.P. **/NSQF(Media & Entertainment)**

c) Science:

- Compulsory:
1. English (FL)
 2. Hindi/Konkani/Marathi
- Optional
3. Physics
 4. Chemistry
 5. Biology/Geography
 6. Maths/Psychology
 7. **NSQF(Media & Entertainment) [Optional]**

Students of XII Science will have to opt for Psychology instead of Maths when their score in the subject of Maths at Std. XI is less than 50%. Option once exercised shall be final and binding and in no way should be changed in between without the prior consent of the Principal.

d) Vocational Courses:

1. Auto Engineering Technology (AET)

- a. Communication Skills (English)
- b. General Foundation Course
- c. Engineering Maths & Engineering Drawing (XI) / AutoElectrical (XII)
- d. Mechanical Technology (XI) / Auto-Transmission (XII)
- e. Automobile EngineeringI(XI)/Automobile Engineering-II(XII)
- f. Auto Servicing (XI) Auto Servicing and Garage Management (XII)

2. Commercial Garment Designing & Making (CGD'M)

- a. Communication Skills (English)
- b. General Foundation Course
- c. Fibre to Fabric & Fashion Marketing
- d. Clothing Construction
- e. Apparel Designing & Decoration
- f. Dyeing & Printing

3. Office Management (OM)

- a. Communication Skills (English)
- b. General Foundation Course
- c. Computer Application
- d. Accountancy
- e. Business Administration
- f. Office Administration

FEES AND DEPOSITS

The students are required to pay the full fees at the time of admission:

S. No.	Fees/Deposits	Std.XI	Std.XII
1)	Enrolment fees (Goa Board)	Rs. 75.00	Nil
2)	Term Fees (first and Second)	Rs. 150.00	Rs.150.00
3)	Laboratory Fees	Rs. 150.00	Rs.150.00
4)	Laboratory Deposits (as at Note 2)	Rs. 100.00	Nil
5)	General Deposit	Rs. 100.00	Nil
6)	Pupils Fund	Rs. 200.00	Rs. 200.00
7)	Examination Fees	Rs. 110.00	Rs. 110.00
8)	PTA membership Fees	Rs. 10.00	Rs. 10.00

- NOTE:
- 1. All fees are strictly to be paid in cash.
 - 2. Laboratory fees are applicable for the students of **Arts (Geography)**, Science and Vocational Courses.
 - 3. Students of Std. XII migrating to our school from elsewhere are require to pay laboratory (for **Arts (Geography)**, science and vocational students) fees, general deposits of Rs.100/- each and **the** enrolment fees of **Rs.75/-** which shall be forwarded to the Goa Board of Secondary and Higher Secondary Education.

Refund of Fees and Deposits: The fees and deposits of students, shall be refunded only under the following circumstances:

- 1) If a student informs the school, in writing before the commencement of the academic year, **of their** inability to continue studies in the Institution for any genuine reason and expresses **their** desire to withdraw, the school will refund all the fees and deposits paid by such a student after deducting an amount of Rs. 50/- only as administrative charges.
- 2) If a student desires to completely withdraw from the school and applies for refund of fees after the commencement of the academic year, no fees with the exception of deposit shall be refunded.

3) Deposits will be refunded to the students, provided they apply for the refund within a period of six months after leaving the School, only after ascertaining that the student concerned has not caused any damage to the school property or the student owes anything to the school.

4) In case the deposits are not claimed by the students within a period of one year, the same shall be forfeited and credited to school development activities fund.

5) Refund of deposits shall be made only to the concerned student on submission of original receipt.

PROMOTION TO STD. XII

Promotion will strictly depend upon the fulfilment of the following conditions to the satisfaction of the Principal:

- a) Minimum attendance of 75% of days in which classes are held. Relaxation in the case of sports persons and illness with proper documentation, whereas students of Std. XII will not be sent up in any case for H.S.S.C. Examination.
- b) Satisfactory performance in assignment, classwork, projects, practicals and periodical written tests including Midterm & First terminal examinations.
- c) The promotion of a student to Std. XII will entirely be based on the average of the tests held during the academic year, as per the norms laid down by the Goa Board of Secondary and Higher Secondary Education.
- d) For Practical Subjects: The completion of practicals, the laboratory work and journals will be taken into account while deciding the promotion. Separate passing in Practical and Theory is Compulsory.

The following Nine-point scale for Absolute Grading shall be used in all subjects, both academic as well as School Assessment subjects.

TABLE No. 1

Sr. No.	Percentage Range	Letter Grade	Grade Value	Description/Remarks
1.	91% to 100	A	10	Outstanding
2.	81% to 90%	B	9	Excellent
3.	71% to 80%	C	8	Very Good
4.	61% to 70%	D	7	Good
5.	51% to 60%	E	6	Above Average
6.	41% to 50%	F	5	Average
7.	33% to 40%	G	4	Fair
8.	21% to 32%	H	3	Marginal
9.	Below 21%	I	2	Unsatisfactory

Grades are to be awarded separately for Theory and Year Round Assessment (YRA) components , and overall after adding theory and YRA components based on the percentage scored as shown in Table No.1 above.

For passing a subject a student will have to secure any grade from A to G in that subject provided he/she secures minimum H grade separately in Theory and Year Round Assessment.

Theory : Mid-term and First & Second/Final Terminal Examinations.

Year Round Work : Orals, Practical, assignments/projects, year's work, Class response & note book.

A student who secures 'T' grade either in Theory or Year Round Assessment separately in a subject will necessarily be awarded 'T' grade overall in that subject.

A student for qualifying for next higher class will have to secure a grade from A to G grade in all six subjects.

A student failing to secure A to G grade in the School Assessment Subject/s will be given enough opportunity by the Head of the Institution to improve his/her grade in such subject/s, before the declaration of Final results.

A student is entitled for maximum six condonation marks for obtaining overall 'G' Grade in one or more subject/s after adding the Theory and YRA components.

A student declared as "Need improvement" and securing overall 'H' or 'T' grade in one or two subjects will be eligible to appear for supplementary examination in one/two subjects only to be conducted not earlier than one month after declaration of final results and not later than 2nd week of commencement of next academic year and for which the portion will be the whole year's portion. Student may be exempted from Theory or YRA component for which he/she has qualified.

ASSESSMENT FOR STD. XII GENERAL

Students of Std. XII will have 2 internal exams (1st Formative Exam and 2nd Formative exam) the total marks for all exams and assignment/project will be sent as internal Assessment marks to the Goa Board as shown in the table below.

		1 st Formative Exam	2 nd Formative Exam	YRA	Total	Average
Non Practical Subjects		20	20	20	60	20
Practical Subjects	Theory	20	20	5	45	15
	Practical		10	5	15	5

RULES AND REGULATIONS OF EXAMINATIONS

The students are strictly required to adhere to certain rules and regulations at the time of the examinations:

They are strictly forbidden to bring books, Mobile phones guides or notes into the examination block. Those caught copying or found in possession of copying material, in the concerned paper, and will be allotted ZERO marks and sent out of the Examination Block.

LIBRARY

The School has a well stocked library and has a gracious collection of books on subjects prescribed for study, by Directorate of Education and the Goa Board, besides, having many educative journals and periodicals.

Library Timings: The library is open during working hours.

Library Rules:

- 1) Students should possess a valid library Card when they make use of the library facilities;
- 2) A student will be issued only one book at a time subject to availability;
- 3) Students should observe strict silence in the library room and should not engage in conversation which will result in disturbing the atmosphere in the library;
- 4) On receiving any book, a student should carefully examine the same and report to the librarian if any damage is found to the book, failing which they will be held responsible for any damage that may be detected later on;
- 5) Books lost, damaged or defaced must compulsorily be replaced by the reader on whose name the books were issued;
- 6) In case the book/periodicals are not returned to the Librarian, a fine of Rs.5/- per day will be levied till the book periodicals are returned;
- 7) All the borrowed books are to be returned before the declaration of the annual results on the date fixed, failing which Re.1/- a day will be charged as late fees; and
- 8) Disregard to library rules, indiscipline, misbehaviour and students not keeping 75% of the attendance during the month, shall not be entitled for the library book facilities.

TEXT AND REFERENCE BOOKS

The text/reference books are the ones prescribed by the Goa Board of Secondary and Higher Secondary Education from time to time.

The subject teachers will inform the students the kind of text and reference books to be used by them during the year.

Students are strictly advised against the use of guides or cheap notes as these kill the ability of the students to be self-reliant.

STUDENTS COUNCIL

The school has a Student's Council which is composed of the students who are guided in their co-curricular and extra-curricular activities by the members of staff.

The objectives of the Students Council are:

- 1) to promote all round development of the students;
- 2) to organise co-curricular and extra curricular activities;
- 3) to discuss matters regarding the general welfare of the students.
- 4) to develop leadership qualities in the students and train them in the democratic process.

Composition of the Student's Council: The Students' Council comprises of:

- 1) The Chairman-Principal of the School (Ex-Officio);
- 2) Vice Chairman - A teacher of the School nominated by the Principal;
- 3) Representative from each class selected by the Principal and the Committee on the basis of competency and leadership qualities.
- 4) General Secretary - A student to be elected by the class representatives from amongst themselves through secret ballot;
- 5) Ladies Representatives - A student to be elected by the class representatives amongst themselves if the GS happens to be a Boy.

Besides the above posts, the Students' Council shall have various Sub-Committees like Gymkhana, Social and Cultural, Wall Paper, Magazine, Debating and Elocution, **Creative Club**, **Consumer Welfare Club**, **Legal Aid Club**, Tours and Excursion and Science Club under the charge and overall control and supervision of the teaching staff appointed by the Principal for the purpose.

The Secretaries of these - Sub Committees shall be elected by the class representatives amongst themselves in their very first meeting.

CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in various activities, which give them an opportunity to tap their hidden talents so as to excel in different fields and develop their personalities.

- a) Debating
- b) Elocution
- c) Dramatics
- d) Music and Dancing
- e) Painting
- f) Photography
- g) Hiking

NATIONAL SERVICE SCHEME (N.S.S.)

The school has a National Service Scheme (NSS) unit, initiated by the Government of India. Our NSS volunteers under the supervision and guidance of NSS Programme Officer has done yeomen service in neglected areas.

The general approach of the NSS is to assist in the development of neighbouring backward areas.

The NSS volunteers are trained to be sensitive to the needs of society and to provide selfless service to the underprivileged section of the community.

Every NSS volunteer is expected to devote a minimum time equivalent to 120 hours in a academic session at the end of which the NSS volunteers are awarded merit certificates. Besides, they can also attend the special camp during vacation for which they get a credit of 120 hours.

PARENTS-TEACHERS' ASSOCIATION (PTA)

The school has Parents Teachers' - Association of which the parents automatically become members when their wards are admitted to school.

The main objective of the PTA is to have the participation of the parents in the various school development programmes. The PTA serves not only as a link between the teachers and the community but also helps in establishing a healthy rapport between teachers, school and the parents with view in creating better academic and co-curricular achievements by the students. To achieve these objectives, it is imperative that the teachers and the parents have to work together.

A general body meeting of the enrolled members of the PTA is generally held in the month of July at which a Working Committee is elected for a period of two years of which one of the parents is the Chairman.

The Working Committee plans and implements various co-curricular activities and School developmental programmes as per **the needs of the school/students**.

Responsibilities of Parents / Guardians:

It is the responsibility of the Parents / Guardians to :

- 1) Keep a close vigil on the behaviour and the study habits of their wards.
- 2) Go through the progress card of the wards after each test and affix their signatures on the progress card.
- 3) Meet the Principal/teachers concerned so as to enquire about the progress of their wards.
- 4) Discuss problems, if any, relating to their wards with the Principal.

THE SCHOOL GYMKHANA

The School Gymkhana organises sports and various games to coach the students in Inter class and Interschool events, besides providing facilities both for indoor and outdoor games.

The Gymkhana timings are beyond the regular instructional hours and as notified from time to time.

Students are strictly prohibited to engage in any games by absenting themselves for classes and such students will straight away be marked absent for the day.

Students will not engage themselves in any inter class / inter school / zonal games without the prior permission of the Principal and such students violating this regulation are liable for dismissal from the school.

SCHOOL LEAVING CERTIFICATE

1) Students seeking school leaving certificate will have to apply in writing to the Principal on the given proforma.

2) The School leaving certificates shall normally be issued to an applicant within a period of one week subject to the applicant having cleared all the school dues and return of school property in **the** form of library books, jerseys / dresses etc. which they had been provided at the time of representing the school in **any competitions**.

3) **In the event of a student applying for a duplicate school leaving certificate, the candidate concerned will have to swear an affidavit before a competent authority failing which no such school leaving certificate shall be issued. FIR from Police Station for the lost certificate is also to be submitted.**

4) **The school leaving Certificate of Std. X which is submitted at the time of finalising admission to Std. XI will not be returned to the student since it becomes the property of the school.**

SCHOLARSHIPS PRIZES

The following scholarships and prizes are awarded to bright and meritorious students who excel in their studies:

1. Mr. Moducora B.N. Dessai Scholarship of Rs. 1000/- to the student of Std. XII Science Scoring with more than 75% marks in Biology at the HSSC Examination.

2. Mr. Datta Kumar Ambe Scholarship of Rs. 1000/- to the student of Std. XII Science Scoring with more than 75% marks in Physics at the HSSC Examination.
3. Mr. Prabhakar Dessai Scholarship of Rs. 1000/- to the student of Std. XII Science Scoring with more than 75% marks in Chemistry at the HSSC Examination.
4. Mr. Dilip Dessai Scholarship of Rs. 1000/- to the student of Std. XII Science Scoring more than 75% in Mathematics at the HSSC Examination.
5. **Mr. Neenad Desai Scholarship of Rs.1000/- to the Best Girl Student of Std. XII.**
Principals Scholarship
6. **Mrs. Mallika Bene (Principal) Scholarship of Rs.1000/- to the Best Boy Student of Std. XII.**
7. Six Scholarships of Rs. 1000/- each by the PTA of the school to a student each of Arts, Commerce, Science, OSS, AET and CCGDM Courses.
8. A prize of Rs. 500/- to a best NSS Volunteer during the year.
9. A prize of Rs.500/- to the best sports person of the year sponsored by Mr. Sanket Dessai (P.E. Teacher).
10. The following scholarships of Rs.1000/- in each subject have been instituted by the teaching staff of CUHSS.
A student must obtain a minimum of 75% marks at the HSSC Examination to avail of the scholarship.

Sr. No.	Subject	Scholarship Sponsor
1	English	Mrs. Zeena Rodrigues
2	Hindi	Mrs. Shobha Sawant
3	Marathi	Mrs. Pooja Phal Dessai
4	Konkani	Mrs. Shoban Gaonkar
5	Economics	Mrs. Pratima Borkar
6	History	Mrs. Yvette Caeiro
7	Pol. Science	Mrs. Suchana Dessai
8	Sec. Pract.	Mr. Hemant G. Sail
9	Sociology	Mrs. Delima D'Mello

10	Business Studies	Mr. Hemant G. Sail
11	Accountancy	Mr. Mallikarjun Hoogar
12	Physics	Mrs. Maria Norma Almeida
13	Chemistry	Mrs. Rosita Costa e Barreto
14	Biology	Mallika G.S. Bene
15	Geography	Mr. Shankarppa Guddadamani
16	Maths	Mr. Ajay H. Dessai
17	Psychology	Mrs. Arya Surlakar
18	Communication	Mr. Roy Rodrigues
19	General Foundation Barreto Course	Mrs. Sarita
20	O.S.S.	Mrs. Joyce Rosario
21	A.E.T.	Mr. Anthony Vales
22	C.G.D.M. 1st	Mrs. Yasmin Barreto Miranda
23	C.G.D.M. 2nd	Mrs. Rosetta Fernandes
24	Computer Awareness	Mrs. Jenifer Pinto
		Mrs. Savita Manerkar

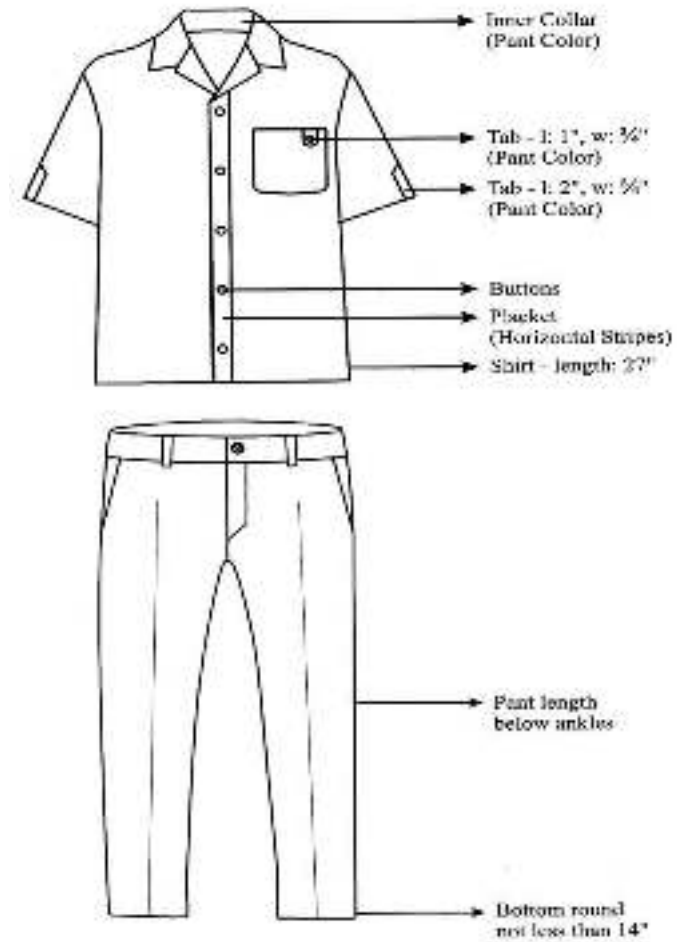
11. Merit Scholarships available to children of school teachers.

12. National Scholarship available to meritorious students at Goa S.S.C. Examination.

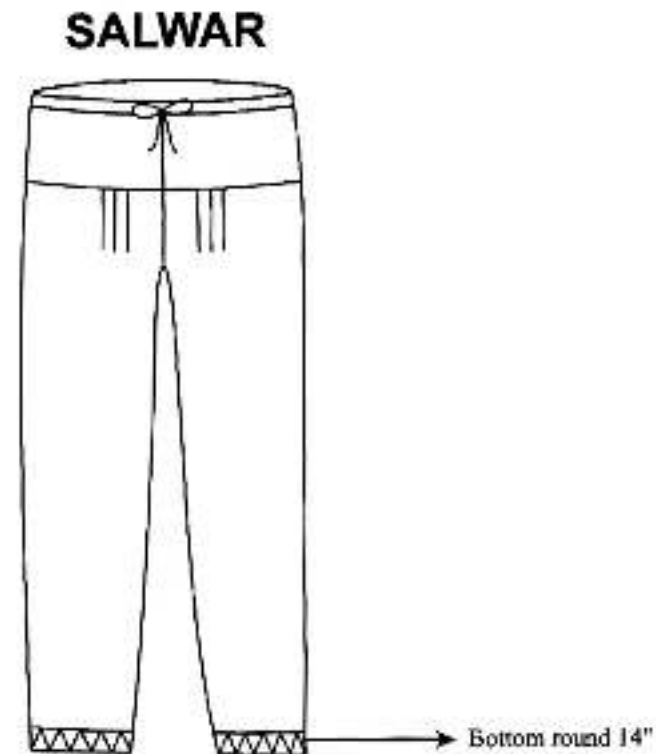
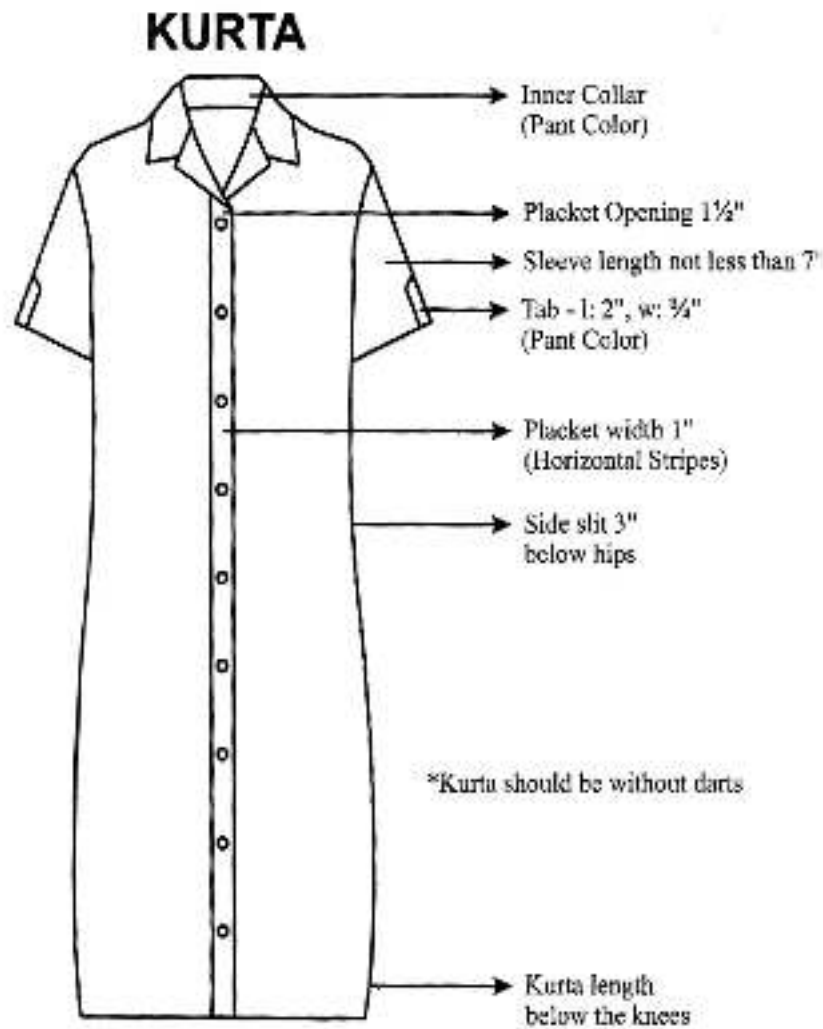
13. Any other Government Freeship/Scholarship made available from time to time.

- a) **School Terms during 2020 - 2021**
1st Term - 4th June 2020 - 7th November 2020 2nd
Term - 30th November, 2020 - 30th April 2021
- b) **Vacations & Breaks**
Ganesh Break - 21st August 2020 - 27th August 2020 Diwali
Vacation - 9th November 2020 - 28th November 2020 X-Mas
Break - 24th December 2020 - 2nd January 2021 Summer
Vacation - 1st May 2021 - 3rd June 2021

BOYS UNIFORM PATTERN



GIRLS UNIFORM PATTERN



Student should come to school clean and neatly dressed in full school uniform.

Boys must wear Black shoes only.

Girls must wear Black flat Sandals only & Long hair must be plaited neatly.

Students are not permitted to wear ornaments to the school. Applying of hair colour, henna, nail polish or any make-up will be considered inappropriate.

APPLICATION FOR A LEAVING CERTIFICATE

(Format)

Date : _____

From :

To,
The Principal,
Cuncolim United Higher Secondary School,
Cuncolim, Salcete - Goa.

SUB: Issue of Leaving Certificate

Sir,
Kindly issue me a School Leaving Certificate. The necessary
particulars are given below:

Name in full : _____

Beginning with surname)

Date of Birth : _____

Father's Name : _____

Class in which studying : _____

Year of joining this School : _____

Year of last exam answered : _____

Final Result : _____

Reason for leaving : _____

Thanking you.

Yours Faithfully,

Sign.

APPLICATION FOR A BONAFIDE CERTIFICATE

(Format)

Date : _____

To,
The Principal,
Cuncolim United Higher Secondary School,
Cuncolim, Salcete - Goa.

Sir,
Kindly issue me a Bonafide Certificate. The necessary
particulars are given below:

Name : _____

Date of Birth : _____ Reg. No. _____

Roll No : _____ Result : Passed / Failed : _____

Stream, Class and Division in which studying: _____

Date and Year of joining : _____

Date and Year of leaving the School : _____

Reason : _____

Address : _____

Thanking you,

Yours Faithfully

Sign.

[illegible]

S. No.	Holidays	Date	Days of the Weeks
1.	Republic Day	January, 26	Sunday
2.	Holi	March, 10	Tuesday
3.	Gudi Padva	March, 25	Wednesday
4.	Good Friday	April, 2	Friday
5.	Birth Anniversary of Dr. Babasaheb Ambedkar	April, 14	Tuesday
6.	May Day	May , 01	Friday
7.	Id-UI Fitr*	May, 25	Monday
8.	Id-UI-Zuha (Bakri Id)*	August, 02	Sunday
9.	Independence Day	August, 15	Saturday
10.	Ganesh Chaturthi (1st Day)	August, 22	Saturday
11.	Ganesh Chaturthi (2nd Day)	August, 23	Sunday
12.	Gandhi Jayanti	October, 02	Friday
13.	Dussehra (Vijaya Dashmi)	October, 25	Sunday
14.	Diwali (Deepavali)	November, 14	Saturday
15.	Feast of St. Francis Xavier	December, 03	Thursday
16.	Goa Liberation Day	December, 19	Saturday
17.	Christmas Day	December, 25	Friday

STAFF

Sr. No.	Name of the Staff	Qualification	Designation
1	Mrs. Malika G.S. Bene	M.Sc.,DHE. B.Ed	Principal
2	Mrs. Norma M. Almeida	Msc., B.Ed	Teacher Grade - I (Physics)
3	Mr. Mallikarjun Hoogar	M. Com, B.ed	Teacher Grade - I (Accountancy)
4	Mrs. Yvette Caeiro	M.A. B.Ed	Teacher Grade - I (History)
5	Mr. Hemant Sail	M.Com, B.Ed	Teacher Grade - I (Business Studies)
6	Mrs. Delima D'Mello	M.A. B.Ed	Teacher Grade - I (Sociology)
7	Mrs. Shobha Sawant	M.A. B.Ed	Teacher Grade - I (Hindi)
8	Mr. Shankareppa Guddadamani	M.A. B.Ed	Teacher Grade - I (Geography)
9	Mrs. Rosita Barreto	M.Sc. B.Ed	Teacher Grade - I (Chemistry)
10	Mr. Ajay Dessai	M.Sc. B.Ed	Teacher Grade - I (Mathematics)
11	Mr. Sanket Dessai	M.P. Ed	Physical Education Teacher
12	Mrs. Arya Surlakar	M.A. B.Ed	Teacher Grade - I (Psychology)
13	Mrs. Pratima Borkar	M.A. B.Ed	Teacher Grade - I (Economics)
14	Mrs. Zeena Rodrigues	M.A. B.Ed	Teacher Grade - I (English)
15	Mr. Roy Rodrigues	M.A. B.Ed	Teacher Grade - I (English)
16	Ms. Suchana Dessai	M.A. B.Ed	Teacher Grade - I (Political Science)
17	Ms. Shobhan Gaonkar	M.A. B.Ed	Teacher Grade - I (Konkani)
18	Mrs. Jeniffer L. Pinto	B.Com, PGDCET	Teacher for ICT
19	Mrs. Savita Manerkar	B.Com, PGDCET	Teacher for ICT
20	Mr. Prashant Phal Dessai	XII Science	Laboratory Assistant (Physics)
21	Mrs. Rajeshri Gaikwad	B.A.B. Lip	Librarian
22	Mr. Surendra Dessai	B.Sc	Laboratory Assistant (Biology)
23	Mr. Prajyot Desai	XII Science	Laboratory Assistant (Chemistry)
24	Mrs. Lata Dessai	B.A.	U.D.C.
25	Mr. Usman Shah	XII	L.D.C. cum Librarian
26	Mrs. Parimita Dessai	B.Com	L.D.C.
27	Mr. Babuso Velip	X	Multi Tasking Staff (Lab. Att. Physics)
28	Mr. Shankar Dessai	IX	Multi Tasking Staff (Lab. Att. Chemistry)
29	Mr. Narayan Velip	IX	Multi Tasking Staff (Peon)
30	Mr. Kushali Gaonkar	IX	Multi Tasking Staff (Peon)
31	Mr. Afzal Shaikh	XII	Multi Tasking Staff (Peon)
32	Mr. Indra Bahadur Pun	X	Multi Tasking Staff (Watchman)
33	Mr. Tapvir V. Dessai	XII	Multi Tasking Staff (Library Attendant)
34	Mr. Damodar A. Dessai	X	Multi Tasking Staff (Lab. Att Biology)

VOCATIONAL SECTION

Sr. No.	Name of the Staff	Designation	Designation
1	Mrs. Yasmin Barreto Miranda	MSC Fashion Technology	Vice Principal Incharge (VOC)
2	Mrs. Sarita Barretto	M.Com B.Ed	Full time Teacher for OM
3	Mr. Anthony Vales	Dip. in Auto Eng.	Full Time Teacher for AET
4	Mrs. Rosetta Fernandes	MSC Fashion Technology, B.Ed	Full Time Teacher for CGDm
5	Mr. Kushali Velip	M. Com	Accountant
6	Mr. Yeshwant Dessai	XII Arts ITI in Motor Mechanic	Laboratory Assistant (AET)
7	Mrs. Nutan Arolkar	XII CGDM	Laboratory Assistant (CGDM)
8	Mrs. Surekha Dessai	B.A.	L.D.C.
9	Mr. Saptu Velip	IX	Multi Tasking Staff (Peon)