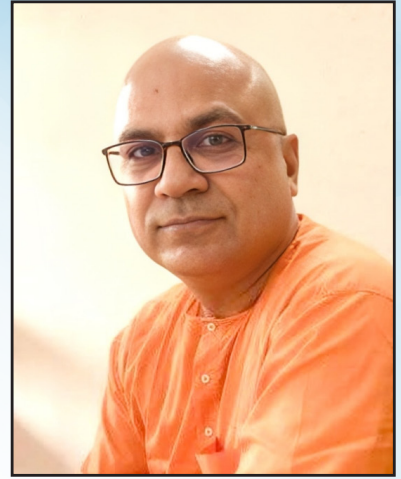


# Welcome Address



**Dear Parent/Guardian/Reader,**

Welcome to Ramakrishna Mission School, Imphal,

As you embark on this momentous journey of miraculous transformation, you'll soon realise that you are a member of a flagship that has been instrumental in propagating and implementing a ground breaking educational revolution in India from last 130 years and in Imphal from last 10 years.

"The education which does not help the common mass of people to equip themselves for the struggle of life is not worth the name." said Swami Vivekananda. Education should consist of a series of enhancements, each raising the individual to a higher level of awareness, understanding and kinship with other fellow beings. Ramakrishna Mission School, Imphal promotes a safe, caring and supportive environment that ignites the minds of the youngsters and inflames their intellect. Education becomes significant and valuable when the learners are nurtured and taught to develop a 'Love of Learning' by facilitating the right environment. Education must be based on a solid value system and ethical background to withstand the wind of change.

The school, therefore, endeavour to educate the students, in its charge, according to the best traditions of the country, while instructing them in modern arts, science, and crafts, etc. Students are encouraged and helped to grow in all directions – physically, mentally, intellectually and morally. As it grooms the students in academics, it also tries to attend to their all-round growth and development so that they become strong and healthy citizens of the country rooted in sound moral principles, learn to respect the higher values of life, and become aware of their obligation towards the society and its citizens.

With more than a decade of experience in the academic field, RKMS Imphal has touched, nurtured, molded, and influenced the lives of scores of young people. Under RKMS, Imphal's sheltering umbrella, from Nursery to class X, your child will blossom into a confident and mature youngster, ready to carve a niche in today's highly competitive world. Constant monitoring by proficient teaching faculty and frequent interaction between the school and parents ensure that a child prospers and thrives. Parents who wish to secure the future of their children start early. Help your children give wings to their dreams. In our ceaseless quest for excellence, we solicit your support to strengthen our commitment.

May God be with us all!!

*Swami Atmavikasananda*  
Swami Atmavikasananda  
Secretary Cum Principal

## AIMS & IDEALS

Swami Vivekananda used to say that education is the panacea of all social evils. But by education did not mean merely book learning. He said, “We must have life-building man making, character-making, assimilation of ideas.” And added, “What we want is that education by which character is formed, strength of mind is increased, the intellect is expanded and by which one can stand on one’s own feet.” It was his conviction that only through the right type of education, individuals can be transformed. It is by imparting man-making and character-building education, an individual becomes a complete man, a responsible citizen, which is the pressing need of today’s society. This is the ideal of education which we try to put into effect at Ramakrishna Mission School, Uripok, Imphal.

## RAMAKRISHNA ORDER

Ramakrishna Math and Ramakrishna Mission are worldwide, non-political, non-sectarian spiritual organizations which have been engaged in various forms of humanitarian, social service activities for more than 130 years. The Ramakrishna Order does not believe in conversion, nor does it indulge in the occult or the sensational. The Order places utmost importance on personal spiritual unfoldment and selfless service.

Inspired by the ideals of renunciation and service, the monks and lay devotees of the Math and Mission serve millions of men, women and children without any distinction of caste, religion, or race, because they see the living God in them.

The organization was brought into existence by Sri Ramakrishna (1836-1886), the great 19th century saint from Bengal who is regarded as the Prophet of the Modern age, and Sri Ramakrishna’s chief disciple, Swami Vivekananda (1863-1902), one of the foremost thinkers and religious leaders of the present age, who is regarded as ‘one of the main moulders of the modern world’, in the words of an eminent Western scholar A.L.Basham.

**MOTTO:** The motto of the twin organizations is Ātmāno moksārtham jagata hitāya ca. “For one’s own salvation and for the welfare of the world”. It was formulated by Swami Vivekananda.

**IDEALS:** Work as worship, potential divinity of the soul, and harmony of religions.

**Worldwide centers of Ramakrishna Order:** The Ramakrishna Math and the Ramakrishna Mission have 279 branch centers all over the world. Of these, 211 centers are in India and the remaining 68 are in 24 other countries (27 in Bangladesh, 14 in the USA, 3 in Brazil, 2 each in Canada, Russia and South Africa, and one each in Argentina, Australia, Fiji, France, Germany, Ireland, Japan, Malaysia, Mauritius, Nepal, Netherlands, New Zealand, Philippines, Singapore, Sri Lanka, Switzerland, UK and Zambia).





## EDUCATIONAL WORK OF RAMAKRISHNA MISSION:

All over India, the Ramakrishna Math and Mission run 1 university, more than 500 schools of different grades, 2 schools of languages, 4 polytechnics, 6 junior technical and industrial schools, 79 vocational training centres, 100 hostels, 6 orphanages, 2 centres for the disabled, 1 school of Vedic education, and 129 non-formal education centres.

Work in North-East: The Ramakrishna Mission has a significant presence in North East India, with various ashrams and centers actively engaged in educational, welfare, and religious activities.

### 1. Meghalaya-

- i. Sohra (Cherrapunjee)- Higher secondary schools-5, secondary schools-17, middle schools-12, lower primary schools -28.
- ii. Shillong- Computer centre

### 2. Arunachal Pradesh-

- i. Along- An English-medium higher secondary school (KG to class 12)
- ii. Narottam Nagar- A residential English-medium higher secondary school, a junior basic school (LKG to class 5),
- iii. Lumdung-upper primary school (class 2 to 8)
- iv. Itanagar – Hospital- 250 bedded.

### 3. Tripura-

- i. Agartala- A higher secondary school, an Industrial Training Institute.
- ii. Kailashahar - Ashrama

#### 4. Assam-

- |                         |                |
|-------------------------|----------------|
| i. Dibrugarh            | ii. Digboi     |
| iii. Guwahati           | iv. Haflong    |
| v. Sribhumi (Karimganj) | vi. Kharupetia |
| vii. Kuralbhanga        | viii. Silchar  |



### RAMAKRISHNA MISSION, IMPHAL

Ramakrishna Mission, Imphal, was established in the state of Manipur in the year 2015.

#### Activities-

- Secondary School at Uripok, Imphal.
- A Non-formal School for Poor Children- at “Kha Mamang Leikai” & “Seloi”, Manipur- Serving a total 200 children.
- Nursery to UKG school - at Babupara campus
- Proposed plan of upgradation of Secondary school to Higher Secondary School - at Uripok, School campus.

Please visit [www.imphal.rkmm.org](http://www.imphal.rkmm.org) and [www.belurmam.org](http://www.belurmam.org) for more information

### ADMINISTRATION

The Institution is governed by a School Managing Body appointed by the Managing Committee of the Ramakrishna Mission, Babupara, Imphal, which in turn is appointed by the Governing Body of the Ramakrishna Math & Mission, P.O. Belur Math, Dt. Howrah, West Bengal.

The day-to-day administrative work is carried out under the leadership of monastic member of the Ramakrishna Order holding the position of Principal oversees the school. He is being assisted by a group of efficient & dedicated teaching & non-teaching staff. Though strict discipline is insisted upon, attempts are made to keep the relationship between staff and students free and intimate, in conformity with the ideas of Swami Vivekananda. The students are expected to look upon all the staff with due respect.



**Our Pedagogy:** Implement a curriculum for intellectual, mental, physical, Socio-emotional, and spiritual progress to achieve ambidextrous development.

**Our Excellence:** We guide each child to unlock their true potential so that they can set new milestones towards personal excellence. We instill in each child the will to succeed, light the desire to win and inspire each child to reach greater heights of glory.

**Holistic Development Our Strength:** An efficient and effective education system is incorporated to provide holistic development to each unique and outstanding child.

**Personal Attention:** Each student's overall progress is closely monitored, ensuring that each child instils the skills and confidence to face the challenges of life successfully.

**Best-In-Class Infrastructure:** Our state-of-the-art infrastructure aids in the smooth and efficient dissemination of learning in the most student-friendly manner

**Safe Campus:** We have a well-equipped CCTV monitored safe and green campus. The entire campus is environment friendly, with hundreds of varieties of flora spread all across the campus.

### **What makes RKMS Imphal the best choice for your Child?**

RKMS Imphal began its journey in 2016. It is an English medium school affiliated with the Central Board of Secondary Education, New Delhi. It is a non-profit making society registered under the Society's Registration Act of 1860. The school has excelled in providing a holistic education to its students, as with other schools in India.

We aim to provide our students, who are confident in their academic success and developing socially, physically and psychologically, with a happy and engaging learning environment that is structured, collaborative and purposeful. It is not about obtaining the best marks, but about getting students to be best they can be. We seek to develop students as individuals who achieve their full potential. We are committed on building a complete personality of a person with a strong moral backbone and integrity. Thus, a promise to give your child the right foundation. Our learning technique is based on constructivism. We believe that each individual child has the potential to construct their own knowledge. "Education is the manifestation of the perfection already in man" says Swami Vivekananda

## **STUDENTS**

Admission is open to all eligible candidates irrespective of caste, creed, and religion. A spirit of cooperation, tolerance and acceptance is expected from every student during their course of study. Admissions are open for classes from Nursery to Class X.



# PRE-PRIMARY/PLAY SCHOOL SECTION

## Academic & Emotional Development

**BALVATIKA -1 (Nursery):** Age group: 3 years to 4 years-

At this stage children's vocabulary has developed enough to express their needs and recite stories and rhymes. Though they are still attached to the primary caregivers but are ready to interact with the new people, provided they are in the environment they are familiar with. It's in this stage that they are curious to explore their surroundings but are unaware of the risks attached to them. Our Nursery programme provides the transition from the known to the new environment. Our approach enables a child to develop socializing, exploring, experimenting, logical thinking, physical development, and language skills through a theme-based curriculum and activities in a fun-filled manner. The first few years of a child in a preschool determine their lifetime. Our Nursery Programme is designed to provide the foundation for every child's future academic, social and emotional wellbeing. To create a learning environment that accommodates all individual learners, providing them with opportunities to maximise their inherent potential. The programme provides high-quality education that develops children's language, literacy, numeracy, emotional well-being, universal values, and creative skills.

**BALVATIKA -2 (Junior Kindergarten):** Age Group: 4 Years to 5 Years –

We all act on situations based on our previous experience, which is preprogrammed in our minds. Likewise, our children also save a few programmes in their minds. Our Junior Kindergarten is designed to help children build on their prior knowledge and experiences to form the concepts and acquire foundational skills. Our programme is 'activity based' with themes comprising both individual and group activities. Our approach enables the development of cognitive skills, logical reasoning through sorting, grouping, temporal concepts, and number concepts with mathematical operations. Our learning centres provide both free and guided play, thus enhancing the child's imagination and creativity.

**BALVATIKA -3 (Senior Kindergarten):** Age group: 5 years to 6 years.

An effective Kindergarten develops essential skills to be independent, knowledgeable, confident, and to respect self and others. Our Senior Kindergarten programme fosters fullness of experience to children in Language - by providing language rich environment; Science - by giving children opportunities to explore, experiment, and discover through hands on learning activities; Maths - by the concepts of pre-math, numbers, counting and mathematical operations thus creating the curiosity and zeal of exploring; Life Skills- through the life skills.



## **FOUNDATIONAL STAGE (Age 6-8, Class 1-2)**

The Foundational Stage lays the groundwork for lifelong learning. NEP 2020 emphasizes play-based, activity-based and discovery-based learning to foster curiosity and creativity.

In our school special emphasis is given on this very important stage. We have developed special curriculum and activities to fit into the directives of NEP 2020.

These learning activities are based on play way method of teaching and caters to the following developments-

- Develops cognitive, social-emotional, and physical skills
- Enhances language and numeracy skills
- Encourages exploration, imagination, and creativity
- Builds foundational literacy and numeracy
- Integrates art, music, and physical education
- Emphasizes social and emotional learning

The outcome of these learning experience will make the students –

- Confident, curious, and creative learners
- Provide strong foundation for future academic success
- Develop social skill and emotional intelligence
- Assessment is done in a continuous, holistic, and criterion-referenced evaluation format.

This stage sets the foundation for future learning, ensuring a strong, well-rounded start for India's youngest learners.

## **PREPARATORY STAGE (Age 8-11, Class 3-5)**

The Preparatory Stage builds upon the foundational skills, focusing on depth and breadth of knowledge. In our school, we have added co-curricular activities to prepare the child both physically and mentally for higher learning experiences.

This stage focuses on preparing the child, and –

- Consolidates reading, writing, and numeracy skills
- Introduces basic concepts in sciences, social sciences and mathematics
- Develops critical thinking, problem-solving, and communication skills
- Encourages creativity, arts and physical education
- Foster social and emotional learning
- Emphasizes experiential and project-based learning

The outcomes of these activities are to form –

- Confident, expressive, and curious learners
- Strong foundation in core subjects
- A developed critical thinking & problem-solving skills

The evaluation and assessment of this stage is –

- Multidisciplinary education
- Critical thinking and problem-solving

### **MIDDLE STAGE (Age 11-14, Class 6-8)**

The Middle Stage focuses on deepening knowledge, developing skills, and fostering curiosity.

We put special emphasis on- Intensifying subject-specific knowledge (languages, sciences, mathematics, social sciences) Enhancing critical thinking, analytical skills, and problem-solving, encouraging interdisciplinary connections and applications, developing life skills (communication, collaboration, time management), Integrating arts, physical education, and vocational exposure, - Emphasizing experiential learning, projects, and community service.

The key objectives are to form –

- Confident, informed, and thoughtful learners
- Strong foundation for secondary education
- Developed critical thinking and life skills

The assessment of the students is conducted through- Continuous, criterion-referenced evaluation, Formative and summative assessments, Peer and self-assessment.

This stage prepares students for secondary education, equipping them with essential skills for future success

### **SECONDARY STAGE (Class 9-10)**

Our Secondary Stage program (Class 9-10) prepares Students for success. Our rigorous curriculum focuses on in-depth subject knowledge, critical thinking and problem-solving, practical applications and projects

Beyond academics, we nurture holistic development through Co-curricular activities (sports, music, arts)- Club activities (debate, science, Eco, Music, Dance etc.), Community service and social responsibility.

Our supportive environment fosters confidence and self-expression, collaboration and teamwork, emotional intelligence and resilience. Assessment is done continuously and comprehensively,

We are committed for a well-rounded education, equipping students for higher education, careers, and lifelong success.

### **DAILY ROUTINE (Pre-School, Babupara)**

The primary goal of a daily preschool schedule is to create an ideal environment for early childhood development. In addition to behavioral orientation, pre-primary classes also play the role of bridging any gaps between the current knowledge of the kids and the knowledge they might need to start Class I. Academic focus during pre-primary education broadly focuses on developing the following areas:

**Language skills:** Typically, children learn to read and write alphabets, spell out and pronounce words, identify basic objects by their names, and sentence formation using basic English. In our pre-primary school kids will be introduced with Hindi and Manipuri Meitei languages.

**Number skills:** Kids learn to read and write basic numbers, the concept of quantity as designated by numbers, etc.

**Art and craft:** Kids are exposed to the creative side of the world by engaging in fun art and craft activities such as drawing, sketching, painting, and making crafts using various items.

**Games and Activities:** Kids are also exposed to fun games and activities which help develop their cognitive and motor skills. These games typically appeal to the five senses of kids with activities involving music, listening to stories, riddles, quizzes, puzzles, dance, drama, etc. Learning through games and activities is an integral part of learning in pre-primary classes.

**Environment:** Kids are also made aware of their environment – birds, animals, plants, and trees, and are also taught lessons in moral values, manners, and cleanliness.

## **CURRICULUM (Pre-School)**

Curriculum for preschool is meant for early childhood setting where three- to five-year-old children receive age and developmentally appropriate early education. The curriculum follows a holistic approach where practitioners support and scaffold children's learning through enriched play .

- The curriculum is theme-based e.g.: Transport, Water,
- The Curriculum is child centered.
- The curriculum focuses on using a wide range of learning experiences.
- The curriculum encourages an Integrated Approach.
- The curriculum encourages development of life sciences.
- Assessment involves continuous observation of children while they are at a task (eg preparing for reading, writing, playing with blocks, puzzles etc).
- Observation &. assessment should be a continuous process in early childhood education through which the teacher will be able to assess not only the children but her own teaching strategies as well.
- These observations are written in an observation register.
- Maintaining a child's portfolio. The curriculum is developmentally appropriate and aims for the holistic development of students by equipping them with the key 21st Century skills. It ensures stimulating experiences across different domains to address the needs of a child.



## **PEDAGOGICAL APPROACH:**

Due focus is laid on Art and Sports Integrated Pedagogical Approach. Art can play an effective role in strengthening the child's curiosity, imagination and helps in developing skills related to intellectual, socio-emotional, motor, language and overall literacy. Sports Integration fosters holistic development by promoting physical and psychological well-being while also enhancing cognitive abilities.

## **SCHOOL FACILITIES: Salient Features of RKMS Imphal, Babupara**

All classrooms and activity rooms have been equipped with a latest furniture. Furniture is made from natural wood as well as certified grade FRP, non-toxic finishes, and ethical sourcing practices. Not only are these safer for your child, but they're also better for the environment.

The whole school campus, along with the school corridor, is under CCTV surveillance. More than 20 CCTV cameras are installed on the school campus. The school has dedicated staff members to keep track of the CCTV activities.

## CO-CURRICULAR PROGRAMME

Several skills and qualities instrumental to a child's holistic development are learnt outside the classroom. RKMS Imphal has a mandatory co-curricular programme that fully supports a child's learning process. The programme has several modules, each comprising activities for different age groups. All students at our school pursue different activities under each module based on their interests.

**Performing Art:** This module allows students to discover and nurture a creative spirit while learning. Involvement in Performing Arts helps students increase academic discipline and provides a medium for self-expression. Music: Guitar, Keyboard, Harmonium, Pung, Singing, Flute and Dance Thang Ta.

**Sports and Games:** Much stress is laid on games and sports. In fact, the participation of the students in games and sports and physical exercise is compulsory. Under the supervision of qualified instructors and teachers, students are taught drills, parades, and physical exercises as well as games and sports. The school has a good extensive playground of its own. Facilities are also available for some of the popular indoor games like carom, chess, etc. During annual sports meet games, such as 50-meter & 100-meter running race, kabaddi, kho-kho & other track events are organized. Outdoor Activities: Athletics, Football, Kho-kho and Archery training.

**Personality Development:** Interpersonal and communication skills are crucial in today's competitive world. These skills must be instilled early as they become more challenging to acquire as we age. The offerings under this module prepare students to handle challenging social and professional situations with confidence. Several programs and competitions on Music, Debate, Dramatics, Elocution, Essay-Writing, Drawing, Storytelling, Recitation, Quiz, etc. are organized. Eminent personalities in different fields are also invited to speak on different occasions. Students are encouraged to participate in various Intra and Inter-School competitions.

**Outing and Excursion:** Boys go out on long trips and excursions for educational purposes. They are taken out according to the different classes. Adequate number of teachers, monks and employees accompany them. All possible attention is given to make their trips safe and enjoyable.

**Other Initiatives:** In addition to becoming knowledgeable individuals, children must become responsible adults. Under this module, students are encouraged to put others' interests before their own and participate in selfless service to benefit those around them. Community Service, Environmental Protection, Library Assistance, News Board Management, School Magazine.

**Annual Celebration:** Functions for distribution of prizes for excellent performances in academic and co-curricular activities, sports and games, Cultural excellence and discharge of daily duties are organized in large scales, inviting important personalities as guests. They are attended by guardians and other invitees in large numbers.

The Annual Celebration is the most important function of the school. The Annual Prize Distribution is held on this occasion.

## CAMPUS

The school is in Uripok, which is just 3 km from our main campus at Babupara. It is located near the Uripok Kangchup road, away from all disturbances and distractions providing a congenial atmosphere for studies. Classrooms and study halls are equipped with furniture convenient for studies and for keeping stationaries, etc. We have well-furnished Computer Lab, Art Lab and Math Lab which enable the

students to practice and learn computer operations, fine-arts, and mathematics by the method of play, see and learn. We have a good playground, and a well-stocked school library.

### **SCHOOL FACILITIES: Salient Features of RKMS Imphal, Uripok-**

Few classrooms have been fitted with smart boards, and the teaching faculty uses innovative audio-visual content technology to empower students in their day-to day teaching. All classrooms and activity rooms have been equipped with a public address system. It enables relaying important information and notices to the students and staff from the Central Console Room.

The whole school campus, along with the school corridor, is under CCTV surveillance. More than 200 CCTV cameras are installed on the school campus. The school has dedicated staff members to keep track of the CCTV activities.

**LIBRARY:** The library has a reasonably rich and good collection of books and periodicals, their number going beyond 3580 now. Altogether 1 daily Newspaper and 6 Journals in different languages are subscribed in the libraries. Boys are encouraged to make maximum use of the library facility. They have their stipulated periods in the class routine for the purpose.

**SCIENCE MUSEUM:** Science Museum has been opened in our school. We received some non-functioning equipment from Institute of Bioresources and Sustainable Development (IBSD), Imphal along with a projector for audio visual display. It has been opened by Dr Pulok Kumar Mukherjee, Director, IBSD, Imphal in the presence of other scientists of IBSD in January 2025.

**MATHEMATICS LAB:** Mathematics laboratory is a place rich in manipulation materials to which children have ready access to handle them, perform mathematical experiments, play mathematical games, solve mathematical puzzles and getting involved in other activities. The laboratory approach allows pupil to set up mathematical experiment for the purpose of discovering some mathematical principles, patterns or process. These activities may be carried out by the teacher or the students to explore to learn, to stimulate interest and develop favourable attitudes towards mathematics. More involvement in the laboratory work helps in satisfying the creative and constructive urges of the students.

**AI AND INNOVATION LAB (STEM LAB):** A new and revolutionary lab has been set up this year, providing a practical and creative opportunity for the students to learn Coding, Robotics and Artificial Intelligence with Lego certified and trained teachers

**COMPUTER LAB:** The school has a well-furnished computer lab for students, with the latest hardware and software and high-speed internet.

**HERBAL MEDICINAL GARDEN:** Many varieties of herbal medicinal plants are planted in the campus and boys are made aware of its use and medicinal values and usages. We are also planning to develop a nutritional garden in the premises.



## DAILY ROUTINE

The daily routine starts with home room period, where they learn to keep their class rooms tidy and clean. Then they have a school assembly followed by a prayer session. Classes of school are held in sessions with a lunch break of half-an-hour in between at 11.00 am. The students should bring their lunch themselves. All the students are to conform to the routine of the school unless they are medically exempted. A congenial atmosphere is maintained in every field of activity for all round development of the boys and programme of activities are chalked out accordingly.

## ORIENTATION TO STUDENTS

Ramakrishna Mission School aims to train up boys for an all-round development of body, mind, intellect, and spirit. Efforts are, therefore, made to maintain a congenial atmosphere inside the campus. Daily routine and different programme of activities are so designed that a student can develop himself fully and he is drawn towards some nobler and higher values of life. We expect the boys to present themselves regarding dress, haircut, etc. in such a way that makes the Institution proud. Our Monks and staffs try to motivate the students through informal talks and gatherings.

**COUNSELLOR:** School has two full time counsellors. School counselors play a crucial role in supporting students' academic, social & emotional development, helping them navigate challenges & reach their potential. They provide guidance through individual & group counseling, career planning & development of coping strategies for various issues. Collaborating with teachers, parents & the community, school counselors create a comprehensive support system to promote a positive educational environment.

## CURRICULUM

The school follows the syllabi of the CBSE board and prepares students for the Primary Examinations. Besides Manipuri & Hindi all other subjects will be taught only in English. Curricular Subjects: (a) 1st Language – English (b) 2nd Language – Manipuri (MM) (c) 3rd Language – Hindi (d) Mathematics (e) Environmental Studies – Class I-V & General Science & Social Science – Class IV onwards (f) Fine Arts (g) Computer science (h) General Knowledge (i) Value Education. Along with the main subjects the students are taught Music & other hobbies such as Vocal Singing, Guitar, Pung, Flute, Archery. They have separate periods every week only for those activities.

### Examination & Promotion

- Marks obtained in the periodical assessments/exams will be taken into consideration for promotion, therefore, regularity in attendance (Minimum 75% must) & completion of assignments and performance in both scholastic & co-scholastic activities should be given due importance.
- For promotion to the next class a minimum of 40% marks will be required in each subject and in aggregate as well.
- As per the NEP 2020, students failing year-end exams in Classes 5 and 8 will be given another chance to appear for re-examination within two months. Failure to clear the re-examination will result in being held back in the same grade.
- No leave will be entertained during the examination in any circumstances.
- No half day leave will be granted on the day of examination.
- Unless there are unforeseen circumstances any kind of exams will neither be preponed nor postponed for any reason.

- We follow No Re Examination policy; hence the child who misses any particular exam will not be awarded any type of marks in that particular exam. The child will be marked absent.

## **FEES**

All fees are to be compulsorily deposited in our bank account through online mode within the stipulated time which is announced after the selection of candidates. The details of fee structure, payment methods, and other relevant documents can be availed from the school admin office.

## **WITHDRAWALS**

It is expected that once a student is admitted he will continue in the Ramakrishna Mission School until he has completed his course. If any parent/guardian finds it necessary to withdraw his ward he is required to inform the school authorities before the end of the academic year. Again, if the school requests a parent/guardian to withdraw their ward for a serious breach of discipline or poor academic performance, the parent/guardian must comply with the request and withdraw their ward. However, for any type of withdrawal, fees will not be returned.

The Secretary is empowered to remove/suspend a student on grounds of gross disobedience and misconduct, or, in his opinion, if the student has failed to accept the norms of discipline of the institution and his stay is detrimental to other students. The parent/guardian may be asked to withdraw his ward also, if he fails to come up to the academic standard of his class due to negligence in study as well as on grounds such as:

- a) Serious moral lapses,
- b) Leaving the school premises without permission from the competent authority,
- c) Grave insubordination, stealing or extortion, bullying, defying school authority,
- d) Involvement in Politics, ragging.
- e) False information of any type furnished in Application form,
- f) Failing to secure pass-marks in a number of exams,

The Secretary would decide on the disciplinary measures after consultation with Principal, and members of the disciplinary committee.

## **MEDICAL AID:**

The school has a well-equipped medical room. First aid treatment is given by a medical team in case of accidents and emergencies. Parents are informed immediately and may be intimated to take their ward home. While the school assures all possible precautions and care, the school management will not be responsible for any adverse consequences.

## **ID-CARD**

Every Student is issued an Identity Card during 1st month of the Academic Session. Students must bring their Identity Cards in school every day. If a student fails to bring his Identity Card, he will not be allowed to attend the classes unless an explanation is submitted in written by Parent/Guardian. Loss/damage of Identity Cards should be informed to the School Authority immediately. A duplicate Identity card can be availed for a price in the event of loss or damage of original Identity Card.



# ADMISSION PROCEDURE

## Ramakrishna Mission Play School, Babupara, Imphal (W)

The following are the simple guidelines and procedures to be followed while admitting your child at our play school.

### ADMISSION PROCEDURE FOR BALVATIKA-1 (NURSERY)

- 1) Students must be born in between 1st April, 2022 & 31st March, 2023, i.e. 3+ to 4 years on 01/04/2026 as per NEP 2020.
- 2) Please check the age limit before submission of form.
- 3) Birth Certificate of a student (a self-attested copy of the child's Birth Certificate from the Municipal Corporation with the name of the child) must be submitted with the admission form.
- 4) Aadhaar of both Parents & Student,
- 5) Proof of Residence of parents (any two of the following): Passport/Voter I.D./Driving License/ Electricity Bill/Telephone Bill/Aadhaar Card.
- 6) For single Parent: Death Certificate of Husband/Wife/Separation Papers/Adoption Papers.
- 7) 4 passport-size photographs of the student, father, mother and any one person authorised by both the parents.
- 8) Blood Group Report of a child.
- 9) Medical fitness certificate from child specialist.
- 10) A family photo consisting of the parents and the child.
- 11) After the selection of a student by direct admission or through lottery system all the documents will be verified thoroughly and student and parents have to be present physically.
- 12) At the time of verification, parents must bring the following documents of the student:
  - a. Original Aadhaar (with Mobile Number linked with Aadhaar) and Xerox Copy.
  - b. Original Birth Certificate (with QR code) and Xerox Copy.



- 13) If the Documents are found incorrect (Fake), the Student's Name will be cancelled from the admission List / selection List.
- 14) After the verification of the documents and if found correct then to deposit admission fee a link will be forwarded to your registered mobile number and within five working days fees must be deposited in the bank.
- 15) Admission fee deposition Statement (after deposition) should be submitted at the School Office during office Hour 10:00 am to 01:00 pm.

#### **ADMISSION PROCEDURE FOR BALVATIKA-2 (LKG)**

- 1) Students must be born in between 1st April, 2021 & 31st March, 2022, i.e. 4+ to 5 years on 01/04/2026 as per NEP-2020.
- 2) Please check the age limit before submission.
- 3) Students must pass nursery class. School transfer/ school leaving certificate and marks sheet/ report card will have to be submitted.
- 4) Birth Certificate of a student (a self-attested copy of the child's Birth Certificate from the Municipal Corporation with the name of the child) must be submitted with the admission form.
- 5) Aadhaar of both Parents & Student,
- 6) Proof of Residence of parents (any two of the following): Passport/Voter I.D./Driving License/ Electricity Bill/Telephone Bill/Aadhaar Card.
- 7) For single Parent: Death Certificate of Husband/Wife/Separation Papers/Adoption Papers.
- 8) 4 passport-size photographs of the student, father, mother and any one person authorised by both the parents.
- 9) Blood Group Report of a child.
- 10) A family photo consisting of the parents and the child
- 11) Medical fitness certificate from child specialist.
- 12) After the selection of a student by direct admission or through lottery system all the documents will be verified thoroughly and student and parents have to be present physically.
- 13) At the time of verification, parents must bring the following documents of the student:
  - a. Original Aadhaar (with Mobile Number linked with Aadhaar) and Xerox Copy.
  - b. Original Birth Certificate (with QR code) and Xerox Copy.



- c. Progress Report of the previous class.
  - d. Transfer Certificate (Original)
- 14) If the Documents are found incorrect (Fake), the Student's Name will be cancelled from the admission List / selection List.
  - 15) After the verification of the documents and if found correct then to deposit admission fee a link will be forwarded to your registered mobile number and within five working days fees must be deposited in the bank.
  - 16) Fee deposition Statement (after deposition) should be submitted at the School Office during office Hour 10:00 am to 01:00 pm.

### **ADMISSION PROCEDURE FOR BALVATIKA-3 (UKG)**

- 1) Students must be born in between 1st April, 2020 & 31st March, 2021, i.e. 5+ to 6 years on 01/04/2026 as per NEP-2020.
- 2) Please check the age limit before submission.
- 3) Students must pass Nursery or LKG Class. School transfer/ school leaving certificate and marks sheet/ report card will have to be submitted.
- 4) Birth Certificate of a student (a self-attested copy of the child's Birth Certificate from the Municipal Corporation with the name of the child) must be submitted with the admission form.
- 5) Aadhaar of both Parents & Student,
- 6) Proof of Residence of parents (any two of the following): Passport/Voter I.D./Driving License/ Electricity Bill/Telephone Bill/Aadhaar Card.
- 7) For single Parent: Death Certificate of Husband/Wife/Separation Papers/Adoption Papers.
- 8) 4 passport-size photographs of the student, father, mother and any one person authorised by both the parents.
- 9) Blood Group Report of a child.
- 10) A family photo consisting of the parents and the child
- 11) Medical fitness certificate from child specialist.
- 12) After the selection of a student by direct admission or through lottery system all the documents will be verified thoroughly and student and parents have to be present physically.



- 13) At the time of verification, parents must bring the following documents of the student:
  - a. Original Aadhaar (with Mobile Number linked with Aadhaar) and Xerox Copy.
  - b. Original Birth Certificate (with QR code) and Xerox Copy.
  - c. Progress Report of the previous class.
  - d. Transfer Certificate (Original)
- 14) If the Documents are found incorrect (Fake), the Student's Name will be cancelled from the admission List / selection List.
- 15) After the verification of the documents and if found correct then to deposit admission fee a link will be forwarded to your registered mobile number and within five working days, Fees must be deposited in the bank.
- 16) Fee deposition Statement (after deposition) should be submitted at the School Office during office Hour (10:00 am to 01:00 pm).

### **CLASS – 1 ONLY**

- 1) Students must be born in between 1st April, 2019 & 31st March, 2020, i.e. 6+ to 7 years on 01/04/2026 as per NEP-2020.
- 2) Please check the age limit before submission.
- 3) Students must pass UKG Class.
- 4) Aadhaar of both Parents & Student, Birth Certificate of a student must be submitted with the admission form.
- 5) After the selection of a student by direct admission or through lottery system all the documents will be verified thoroughly and student and parents have to be present physically.
- 6) At the time of verification, parents must bring the following documents of the student:
  - a. Original Aadhaar (with Mobile Number linked with Aadhaar) and Xerox Copy.
  - b. Original Birth Certificate (with QR code) and Xerox Copy.
  - c. Original Transfer Certificate (with PEN, if generated)
  - d. Progress Report of the previous class.
- 7) If the Documents are found incorrect (Fake), the Student's Name will be cancelled from the admission List / selection List.
- 8) After the verification of the documents and if found correct then to deposit admission fee a link will be forwarded to your registered mobile number and within five working days, Fees must be deposited in the bank.
- 9) Fee Statement (after deposition) should be submitted at the School Office during Office Hour (10:00 am to 01:00 pm).



## IMPORTANT INSTRUCTIONS

1. Without proper documents, the form will be deemed incomplete and shall not be accepted.
2. Kindly avoid time extension requests for submitting documents.
3. Duly filled forms should be submitted on or before due date.
4. Please do not use whitener or rewrite while filling the forms.
5. Please note that submission of registration form doesn't guarantee admission.
6. All documents and information provided shall be subject to verification of authenticity. The school possesses absolute authority to cancel/reject such admission if incorrect or false information is found.
7. Priority will be given for children of our teachers and other staff members.
8. Priority for admission is also will be extended to alumni of any of our schools in India.
9. No telephone call will be entertained by the school regarding the procedure of selection/admission.
10. School does not have any conveyance facility for students.
11. Any discrepancy discovered in the Birth Certificate will lead to automatic cancellation of the seat and there will be no refund of fees.
12. Influence or third-party intervention in any form shall disqualify the child's admission with immediate effect.
13. Application once rejected will not be re-considered.
14. THE SCHOOL DOES NOT ACCEPT DONATIONS FOR ADMISSION IN ANY FORM. Please refrain from making payments to any individual or group to help secure a seat in our school. Anyone indulging in such practices will not be granted admission and the school will not be held responsible if you are duped.
15. No recommendations from any official will be entertained.
16. The Principal will not be able to meet the parents of those who are not selected. Furthermore, he will not answer any queries regarding selection. The names of the selected candidates will be published for provisional admissions on school notice board as well as it will be listed on our website and no persons are permitted to meet the principal in this regard. However, the application must furnish a genuine and correct date of birth certificate and residential certificate duly issued by the competent authority (at the time of submission of the application form).
17. The Management of the School reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection admission or rejection of any particular candidate. The



selection procedure is designed by the Selection Committee of the school and the selection of the candidate is done by the Selection Committee.

18. ONLY IF YOU ARE READY TO ABIDE BY THE DECISIONS OF THE SCHOOL, YOU NEED TO APPLY.
19. Please note that admission is non-transferable.

## PROCEDURE FOR ADMISSION

1. Obtain the prospectus and registration cum admission form which is chargeable from the Uripok school or Pre-primary School premises at Babupara (9:00am-1:00pm)
2. Parents/Guardians are required to submit Application Forms to school admin office within the stipulated time which is announced during Issue of Application Forms.
3. Applications are scrutinized and those found complete in all respects are selected for Lottery/ Assessment. List of all successful candidates will be displayed on the notice board as well as on the school web site.
4. If the child is granted admission, you will be intimated via SMS and will be required to pay the full admission fees. (Ensure to Provide Correct working mobile number)
5. For more information, please visit the 'Admission Section' given in the main menu of our school website. For Fee related information please check the 'Fee Structure' under the Fee payment menu of our school website.

## NOTE:

1. Admission will be granted subject to the following conditions:
  - a) All details being correctly filled in the Admission cum Registration form and all documents required for admission being submitted.
  - b) Full fee applicable being paid (fee once paid will not be refunded)
  - c) The school does not accept any donation/capitation whatsoever for admission.

## GUARDIANS' ROLE

Full co-operation of the parents and guardians is essential in order to attain the high academic standard as well as the ideals and aims of RKMS Imphal. Parents are requested to keep an eye on their wards so that the ideals, as stated in the foregoing pages, are followed by the boys when they go home. Early rising, good manners and gentlemanly behaviour, truthfulness and cleanliness should be observed when at home. Boys should not be allowed to be in wayward company or friends. They should not be allowed to see cinema and T.V. shows, except those that are appropriate for students. Unless the guardians have faith in the educational ideals of the RKMS Imphal, and unless full co-operation is received from them, the training at school cannot be effective.

**TRANSPORT FACILITIES:** The school does not provide transport facilities. Parents/guardians are requested to make their own arrangements for their wards.

**TEXTBOOKS & NOTEBOOKS REQUIREMENT:** Will be intimated after the admission is confirmed.

**DRESS CODE:** Will be intimated after the admission is confirmed.

| SCHOOL OFFICE HOURS |               |                      |               |         |                      |
|---------------------|---------------|----------------------|---------------|---------|----------------------|
| Pre-primary:        | Summer:       | 08:30 AM to 12:30 PM | School Hours: | Summer: | 08:00 AM to 02:00 PM |
|                     | Winter:       | 09:00 AM to 01:00 PM |               | Winter: | 08:30 AM to 02:10 PM |
|                     | Office Hours: | Morning:             |               |         | 09:00 AM to 01:00 PM |



# CORRESPONDENCE

The Principal,  
Ramakrishna Mission Play School,  
Babupara, Imphal  
Manipur – 795001

Contacts :  
Phone: +91 – 9402 4475 50  
Email ID: [imphal.playschool@rkmm.org](mailto:imphal.playschool@rkmm.org)  
Website: [www.rkmimphal.org](http://www.rkmimphal.org)

The Principal,  
Ramakrishna Mission School,  
Bachaspati Leikai, Uripok, Imphal  
Manipur – 795001

Contacts :  
Phone: +91 – 8257958328,  
7630882145  
Email ID: [imphal.school@rkmm.org](mailto:imphal.school@rkmm.org)  
Website: [www.rkmimphal.org](http://www.rkmimphal.org)

**Note:** The school has the right to change any of the terms and conditions mentioned in the Prospectus.

