



ST. XAVIER'S SCHOOL, HARMUTTY

P.O. Merbil, Dist. Lakhimpur, Assam - 784 160

PROSPECTUS 2025

Admission Info
for Class XI
(Humanities, Science & Commerce)
and other Classes

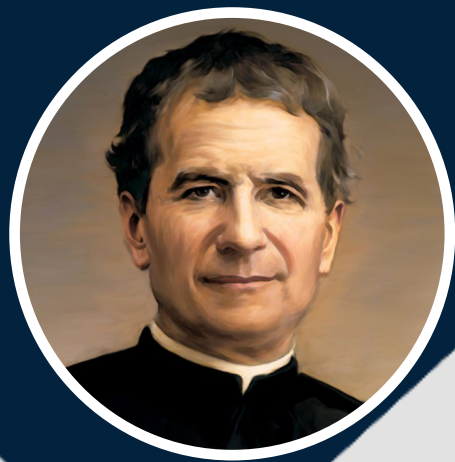
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DON BOSCO

Our Beloved Founder



At the heart of our educational mission is the inspiring legacy of St. John Bosco, affectionately known as Don Bosco. Born in 1815 in the small village of Becchi near Turin, Italy, Don Bosco experienced early hardships, losing his father at the tender age of two. Raised by his devout and hardworking mother, Margaret, he grew up with a deep sense of faith, resilience, and compassion, shaped by her unwavering guidance and sacrifice.. These early experiences fuelled his lifelong commitment to caring for the vulnerable.

In 1841, after years of perseverance and sacrifice, Don Bosco was ordained as a priest. He dedicated himself to uplifting impoverished youth by providing not only spiritual guidance but also practical support—ensuring they received food, shelter, and, most importantly, education. With the generous support of benefactors, he founded technical schools, hostels, and various institutions that marked the beginning of a transformative movement.

Don Bosco's vision quickly spread across Europe and beyond, growing into a global community of educators and caregivers. Today, his legacy thrives in a network of over 14,232 members operating in

137 countries through more than 3,500 institutions. In India alone, 1,700 Salesians, across 250 centers, continue his work, nurturing the minds and hearts of countless children.

Declared a saint on 1 April 1934, Don Bosco's enduring example of compassion, resilience, and dedication remains a beacon of hope and excellence in education. His timeless commitment inspires us every day to empower our students and build a better future.





ST. XAVIER'S SCHOOL HARMUTTY

St. Xavier's School, Harmutty (A Don Bosco – Senior Secondary) is a Catholic educational institution managed by the Salesians of Don Bosco of Dimapur Province, with the active participation of the Sisters of the Cross of Chavanod. Recognized as a Minority Institution (Certificate No. 41831, 2010), the school proudly enjoys Minority Rights and Privileges.

Affiliated with the CBSE (**Affiliation No. 230010 and School No. 35094**), our institution provides quality education up to Class XII, offering well-rounded academic streams in Arts, Science, and Commerce at the Higher Secondary level. Our educational approach is inspired by the methods of St. John Bosco, a visionary educator whose philosophy emphasizes a personal awareness of God, deep conviction, kindness, and the prevention of faults. Our mission is to nurture sound education by instilling in our students habits of piety, virtue, self-reliance, and discipline. Special emphasis is placed on developing character through comprehensive religious and moral instruction, ensuring that each student not only achieves academic excellence but also grows into a conscientious and responsible individual.

Admission Procedure

Admissions are conducted exclusively through the school office, where admission forms are available. Parents are required to ensure that the child's name and date of birth are accurately entered on the form. Please note: corrections to the name and date of birth will not be permitted at the time of CBSE examinations, regardless of errors made during initial admissions (e.g., Nursery).

To complete the admission process, parents must submit an official Age Certificate issued by the Municipality, Government, or the hospital where the child was born. The name and date of birth, once recorded in the school register, are final and cannot be altered under any circumstances. The child's name must match the details on the Aadhar Card.

Admission Policy

1. **Fair & Transparent Process** – The school follows a **transparent and fair admission process** in accordance with CBSE norms and the institution's vision and mission.
2. **Online filling up of the Application Form is encouraged** – All admission applications must be submitted **through the Google Form to ensure accuracy and maintain a digital record.**
3. Admission is open to all students **irrespective of caste, creed, gender, or religion.** Being a **minority institution,** preference is given to **Catholic students.**
4. **No Guarantee of Admission** – The collection or submission of the admission form **does not guarantee admission.**
5. **Confirmation of Admission** – Admission for shortlisted students is confirmed **only upon payment of the New Admission Fees** within the stipulated time set by the school authorities.
6. **Provisional Admission** – Admission remains **provisional for Class XI** until all required documents are submitted within the deadline specified by the school and that the candidate passes class X exam.
7. **Notification & Fee Payment** – Selected candidates will receive admission results on **the school website on 21 April 2025 at 7.00 pm.** Admission is confirmed **only upon fee payment within three days of the declaration of the result of the entrance exam.**
8. **Fee Structure** – **St. Xavier's School reserves the right to revise the Fee Structure** as deemed necessary.
9. **No Changes to Names or Date of Birth** – The school **will not entertain requests** for changes to a student's **name or date of birth** after admission confirmation, except for minor **spelling errors.** Any **complete name change** will only be processed **upon submission of a court affidavit.**
10. **Admission Criteria** – Admission is granted **strictly as per the criteria set by the School Management.**
11. **No Stream Change in Class XI** – Once registered, students in **Class XI cannot change their academic stream.** Requests for a change in stream will be treated as fresh admissions and will require payment of new admission fees.
12. **PEN Number Requirement** – Students transferring from another school **must provide their PEN (Permanent Educational Number) number** from the previous institution.
13. **APAAR ID** – All the students must also provide APAAR ID for the admission to the school.

For further details, visit www.stxaviersschoolharmutty.org.

Admission Procedure for Classes KG to VIII (Subject to Availability of Seats)

Admissions to Classes KG to VIII are limited and will be granted subject to the availability of seats. Parents/guardians seeking admission for their children are requested to register by completing the Google Form available on the school's official communication platform – the School Website (www.stxaviersschoolharmutty.org).

Candidates shortlisted for the entrance examination will be notified through the school Website. The entrance examination is scheduled to be held on **19 April 2025**.

Please carefully read the admission policy and follow the steps outlined below:

- 1. Online Registration:** Fill in the Google Form provided for registration.
- 2. Entrance Examination Notification:** A written entrance exam will be held on 19 April 2025 (Saturday) at 11.00 am to 12.30 pm.
- 3. Admission Form:** Candidates registered for the entrance exam should be prepared to purchase and fill out the hard copy of the Admission Form (available at the fee counter for ₹ 500/-) prior to the entrance exam.
- 4. Admit Card:** The admit card for the entrance exam is given along with the hard copy of the prospectus. The candidate is asked to fill up the relevant areas before the exam.
- 5. Transfer Certificate (TC):** A Transfer Certificate with the PEN (Permanent Education Number) is mandatory for the admission.
- 6. Birth Certificate:** Submit a self-attested photocopy of the student's birth certificate.
- 7. Academic Records:** Submit a self-attested photocopy of the most recent examination mark sheet. The final mark sheet must be submitted once results are declared.
- 8. Conduct Certificate:** The original Conduct Certificate must be submitted, duly issued by the Head of the previous institution.
- 9. Aadhar Card:** A copy of the Aadhar Card of the student and the parent need to be submitted for APAAR ID.
- 10. Fee Payment:** Once admission is granted, the school fees must be paid within **three days** of the result.
11. Original documents must be presented for verification during the admission.

Fees Structure for Class KG to VIII

Admission Fees (New Students)	₹ 15,700.00
Annual Fees	₹ 4,500.00
Tuition Fees of April	₹ 8,00.00
Total	₹ 21,000.00 (Twenty-one thousand only)

- A monthly fee of **₹800.00** is to be paid **on or before the 15th of every month**.
- An annual **Computer Fee of ₹750.00** will be applicable for **Classes IV to X**, payable in **three instalments**.

For further details, please refer to the sections below as per the given guidelines.

Admission Procedure for Class XI (Humanities, Science, and Commerce)

To ensure a smooth and efficient admission process, kindly follow the steps outlined below:

- 1. Online Application:**
 - The application form (Google Form) will be available on the school website (www.stxaviersschoolharmutty.org) from **10 April 2025**.
 - Applicants can register for the **Entrance Exam** by completing the **Standard Online Application Form (Google Form)**. The application fee of **₹ 500** must be paid upon

collecting the hard copy of the **Prospectus** from the school Fee Counter from **13 April 2025** onwards.

2. Closure of Admissions:

- The **Online admission process will be closed on 18 April 2025 by 4.00 pm.**

3. Name Verification:

- The names of the student and parents must be **exactly as mentioned on the Aadhar Card** to avoid discrepancies.

4. Entrance Examination & Interaction:

- **The First Entrance Exam will be held on 19 April 2025** for **Class XI** and others classes depending on vacancies available.
- **The Second Entrance Exam** is scheduled for **May (Class XI only)**, with the date to be announced via **School WhatsApp Channel** (*Don Bosco: St Xavier's School, Harmutty*) and on the **school website** (www.stxaviersschoolharmutty.org).

5. Publication of Results:

- The results of the entrance exams will be published on the **school website on 21 April at 6 pm with the form number.**

6. Admission & Fee Payment:

- Selected candidates must complete the admission process by paying the **new admission fees on 22 / 23 / 24 April 2025.**
- For those appearing for the **second entrance exam – which will be held in May**, the admission date will be announced on the school website at a later stage.
- Payment methods include cash payment at the **Fee Counter, through School App, G-Pay and QR Code.**
- Failure to complete the admission within the stipulated timeframe will result in the **forfeiture of the seat**, which will be offered to candidates on the waiting list.

7. School Counter Timings:

- The school counter will be open from **22 April 2025 (9:00 am – 1:00 pm).**

8. Provisional Admission:

- Admission to **Class XI is provisional.** Candidates who fail to pass the qualifying examinations will not be permitted to continue in the school.

9. Fee Policy: All fees paid are non-refundable.

10. Management's Discretion: The **management reserves the right** to modify, alter, or introduce additional terms and conditions as required in the best interest of the institution.

For further details and updates, visit www.stxaviersschoolharmutty.org.

Required Documents for Admission to CI XI

After applying for entrance exam, parents/guardians must submit the following documents for verification during the **admission**:

- 1. Birth Certificate** – A **self-attested photocopy** of the student's birth certificate.
- 2. Academic Records** – A **self-attested photocopy** of the most recent examination **mark sheet** (Final mark sheet must be submitted after results are declared).
- 3. Transfer Certificate (TC) – Original Transfer Certificate** from the last institution attended with **PEN** (Permanent Education Number) and **APAAR ID** are mandatory.
- 4. Conduct Certificate – Original Conduct Certificate** issued by the Head of the previous institution.
- 5. Admission Form** – The **duly filled** Admission Form.

6. Aadhar Card: A copy of the Aadhar Card of the student and the parent need to be submitted.

Note: Original documents must be presented for verification during the admission.

Important Notice

- Due to limited seats, it may not be possible to accommodate all applicants.
- Once the admission results are declared, requests for reconsideration **will not be entertained**. Parents/guardians are kindly requested **not to approach the Principal** for further admission appeals.

Age Criteria and Admission

Age Requirements for Admission

Students seeking admission must meet the **minimum and maximum age requirements** as per the table below:

Class	Age Group
Pre-Nursery (Balavatika 1)	3 years to 4 years
Nursery (Balavatika 2)	4 years to 5 years
KG (Balavatika 3)	5 years to 6 years
Class I	6 years to 7 years
Class II	7 years to 8 years
Class III - Class V	8 years to 11 years
Class VI - Class VIII	11 years to 14 years
Class IX - Class XII	14 years to 18 years

Entrance Exam and Interaction

Admission to St. Xavier's School is based on an **Entrance Exam** and an **Interaction Session** with students and parents (where applicable).

Assessment Type	Eligibility & Process
Entrance Exam	For Class XI Students on 19 April and other classes CI II to VIII if vacancies are available.
Interaction with Parents & Child	Required for Classes KG and CI I . The date will be communicated via whatsapp or phone calls.
Class XI Admission Criteria	Students must have appeared for the Class X qualifying examination from a recognized CBSE/State Board/ICSE school .

Purpose of Interaction:

To assess students' **rational knowledge and communication skills**, an **interaction session** is conducted alongside the **entrance exam** for a comprehensive evaluation.

GENERAL RULES AND REGULATIONS FOR ALL THE STUDENTS

To maintain a disciplined, respectful, and focused learning environment, all students of St. Xavier's School, Harmutty, are expected to adhere to the following rules:

- 1. Language Policy:** English is the medium of instruction and communication in the school. Students are expected to converse in English while on the school premises.
- 2. Vehicle Restriction:** Students are **strictly prohibited** from bringing any motor vehicles (including bikes, scooters, or cars) onto the school campus.

3. **Respect and Courtesy:** All students must show due respect, courtesy, and politeness in their interactions with teachers, staff members, and fellow students.
4. **Care for Property:** Any damage caused to school property must be compensated by the student(s) responsible.
5. **Personal Belongings:** The school is **not responsible** for the loss of personal belongings such as books, pens, money, or valuables. Students are advised **not to bring large sums of money** or valuable items to school.
6. **Custody of Belongings:** Students are solely responsible for the **safe custody** of their personal items.
7. **Use of Electronic Devices:** **Mobile phones, music players, and similar electronic gadgets are strictly prohibited** within the school premises. Confiscated items will not be returned without disciplinary action. In case one needs to bring to the school, it must be submitted to the office on arrival.
8. **Office Hours:** No school-related matters will be entertained **after office hours** or on **holidays**.
9. **Interaction during Class Hours:** Parents/Guardians are kindly requested **not to enter classrooms** or speak to teachers or students during class hours. For any school-related queries, please approach the **school receptionist**.
10. **Attendance:** A minimum of 75% attendance is mandatory to be eligible for examinations.

Class Days for all the students

Each student is issued a **School Handbook (School Diary)**, which serves as a comprehensive guide for the academic year. It includes the **Yearly Planner, attendance records, and permission for early leave, homework assignments, and communication notes** from teachers and the Principal to the parents. A student is expected to bring the school handbook (school diary) daily to the school.

In addition, the handbook contains the **rules and regulations of the school, daily prayers, and details related to examinations**. It is an essential tool for maintaining regular communication between the school and home, and for helping students stay organized and responsible throughout the academic year.

School Timings

Monday to Friday

- 🕒 08:15 a.m. to 12:00 noon. (Classes Nursery and KG)
- 🕒 08:15 a.m. to 01:10 p.m. (Classes I to III)
- 🕒 08:15 a.m. to 01:50 p.m. (Classes IV to XII)

Saturday

- 🕒 08:15 a.m. to 12:00 noon (No class for Nursery and KG)

Note: On certain Saturdays, full-day classes may be conducted to compensate for holidays.

🔔 All students are required to arrive at the school premises **by 8:00 a.m.** on all working days to ensure a timely and disciplined start.

SCIENCE LABORATORIES & DIGITAL CLASSROOMS

St. Xavier's School is equipped with **spacious, modern, and well-furnished laboratories** designed to meet the needs of today's dynamic educational environment. Dedicated labs for **Biology, Chemistry, and Physics** provide students with hands-on experience and foster a spirit of scientific inquiry. We currently have a well-equipped Computer Lab. The Mathematics Lab, Skill Lab, and other facilities are in the process of being set up.

Students are encouraged to make the **best use of laboratory facilities** to deepen their understanding of scientific concepts. Maintaining **discipline and silence** during lab sessions is essential to ensure a focused and safe learning environment. Wearing the **prescribed white lab coat** is mandatory during all practical sessions.

To enhance classroom engagement and digital learning:

- **SMART PANEL BOARDS** are installed in **Classes XI and XII**.
- **Smart TVs and interactive smart panels** are available for lower classes to support visual and participative learning.

Additionally, **monthly mock competitive examinations** are conducted for **Science stream students of Classes XI and XII** to help them prepare for future academic challenges.

SCHOOL LIBRARY

The **School Library** at St. Xavier's serves as a gateway to knowledge, inspiring students to develop a love for reading and independent learning. It is well-stocked with a wide range of **reference books, fiction, non-fiction, periodicals, and educational resources** catering to various age groups and interests.

- Students are encouraged to make **maximum use of the library facilities** to enrich their academic and intellectual pursuits.
- **Reference books are strictly for use within the library premises** and must not be taken outside.
- The **library remains open during school hours**, providing access throughout the academic day.
- Any damage, such as scribbling or tearing of pages, will result in the **student being charged the full replacement cost** of the book.
- Students must maintain silence in the library at all times

Co-Scholastic Activities

At St. Xavier's School, Harmuttu, we are deeply committed to the **holistic development** of every student. We believe that education goes beyond textbooks and classrooms. To this end, we offer a vibrant and diverse platform for students to explore their interests, develop life skills, and grow into well-rounded individuals.

- A variety of **clubs and activities** are available to nurture talents in **music, dance, art, sports, public speaking, leadership**, and other areas of personal growth.
- These co-scholastic engagements are thoughtfully designed to encourage **creativity, teamwork, self-confidence, and discipline**.
- **Active participation** in these activities is an integral part of the student's overall assessment and is reflected in the **Progress Report Card**.
- Students are encouraged to enrol at the beginning of the academic year in clubs such as the **Football Club, Cricket Club, Scouts and Guides, Eco Club, Media Club, Karate Club**, and others to enhance their co-scholastic scores.
- Achievements at the **district, state, or national level** in co-scholastic fields will also contribute positively to the student's report card. To ensure their achievements are officially recognized, students must fill out the prescribed form, have it signed by their Class Teacher, and obtain a counter-signature from the Principal.
- The **final merit** of each student is determined by considering both **scholastic and co-scholastic performance**.

UNIFORM / DRESS CODE

At St. Xavier's School, we believe that **personal appearance** plays an important role in instilling **self-discipline, unity, and a sense of identity** among students. Therefore, all students are expected to follow the school's **prescribed uniform** with diligence and pride.

Uniform for Boys & Girls Class XI (Humanities, Science and Commerce)

- **Shirt:** Yellowish shirt with design* (full sleeves)
- **Trousers:** Carbon Blue (Navy Blue)*
- **Socks:** Blue with Red & Yellow stripes*
- **Shoes:** Black leather shoes (standard design)
- **Accessories:** School Belt*, School Tie*, Identity Card*, and Carbon Blue Blazer* (for winter)
- **House Uniform:** House T-Shirt* for designated activities and events (to be worn on Wednesdays and Saturdays)

Uniform for Boys & Girls KG to VIII

- **Shirt:** White shirt with design (full sleeves)
- **Trousers:** Carbon Blue (Navy Blue)*
- **Socks:** Blue with Red & Yellow stripes*
- **Shoes:** Black leather shoes (standard design)
- **Accessories:** School Belt*, School Tie*, Identity Card*, and Carbon Blue Blazer* (for winter)
- **House Uniform:** House T-Shirt* for designated activities and events (to be worn on Wednesdays and Saturdays)
- **Carbon Blue (Navy Blue)** pullovers/blazer*

All uniform items marked with an asterisk (*) are available at the School Book Depot.

Important Guidelines:

- Students must wear the complete and proper uniform on all working days and during school functions, examinations, and outings unless specified otherwise. T-Shirts are used on Wednesdays and on Saturdays.
- **Ornaments, fashion accessories, makeup, or personal decorative items are strictly prohibited.**
- **Uniforms and stationery materials** (including notebooks, ID card, school belt, necktie, socks, T-shirt, and blazer) must be **procured from the School Book Depot** on the day of admission at an additional cost (not included in the admission fee).
- **The uniform for CI XII, Nursery to CI X will remain the same as last year.**

Subjects for Class XI

HUMANITIES

- 1) English
- 2) Geography
- 3) Political Science
- 4) History
- 5) Physical Education
- 6) Sociology

COMMERCE

- 1) English
- 2) Business Studies
- 3) Accountancy
- 4) Economics
- 5) Physical Education
- 6) Mathematics/Banking

SCIENCE

- 1) English
- 2) Biology
- 3) Chemistry
- 4) Physics
- 5) Physical Education
- 6) Mathematics

FEE STRUCTURE – CLASS XI

Applicable for the Academic Year 2025–2026

St. Xavier's School maintains a **transparent and structured fee system** to support academic and co-curricular excellence, infrastructure, and student welfare. The fees are categorized based on the chosen stream and are payable in **three instalments** during the academic year.

SCIENCE STREAM

Admission Fees (One Time): ₹ 17,000

(Includes: Establishment Fees, Festival Fees, Examination Fees, Development Charges, Maintenance, Library, and Laboratory Fees). Total to be paid at the time of admission is ₹ 17,000.00 + ₹ 8,000.00 (First Instalment) = ₹ **25,000.00**.

Instalment	Tuition Fees & Competitive Exams and Interactive Sessions	Annual Fees	Total
1st	₹ 5,000	₹ 3,000	₹ 8,000
2nd	₹ 5,000	₹ 3,000	₹ 8,000
3rd	₹ 5,000	₹ 3,000	₹ 8,000

The second instalment to be paid before the half Yearly Exam and the third instalment to be paid before the First Pre-Board Exam.

HUMANITIES & COMMERCE STREAM

Admission Fees (One-Time): ₹ 17,000

(Includes: Establishment Fees, Festival Fees, Examination Fees, Development Charges, Maintenance, and Library Fees). Total to be paid at the time of admission is ₹ 17,000.00 + ₹ 7,000.00 (First Instalment) = ₹ **24,000.00**.

Instalment	Tuition Fees	Annual Fees	Total
1st	₹ 4,000	₹ 3,000	₹ 7,000
2nd	₹ 4,000	₹ 3,000	₹ 7,000
3rd	₹ 4,000	₹ 3,000	₹ 7,000

The second instalment to be paid before the half Yearly Exam and the third instalment to be paid before the First Pre-Board Exam.

Eligibility Criteria for Admission for Class XI

Admission to various streams in Class XI will be based on academic performance and the entrance test. The minimum eligibility criteria are as follows:

Stream	Subjects Considered	Minimum Aggregate Required
Science	Science, Mathematics & English	70% and above
Commerce	Mathematics & English	60% and above
Humanities	Social Science & English	50% and above

BOOKS AND STATIONERY

Books, copybooks, belts, socks, school T-shirt, neckties, and school bags etc will be available for purchase at the schoolbook depot. These items can be procured separately with an additional payment.

SCHOOL OPENING

The school will reopen on **28 April 2025 for all the students from NY to XII**. CI XI will have their classes at a later stage.



St. Xavier's School, Harmutty
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