

# THE CHILD CARE AND EDUCATIONAL FOUNDATION (CCEF)

Wangjing Sorokhaibam Leikai,  
Thoubal District, Manipur - 795148



## Prospectus



## SCHOOL PRAYER SONG

Maheigi Lairembi Ema-o  
Sonjari Nangi Nagunbu  
Panglaba Nacha Eikhoina  
Maheigi Lairembi Ema –O....2

Lausingi Epakni Nangdi  
Erik Amatang Khikpiyu  
Mamlaba Eikhoigi Wakhalbu  
Lausingi Mangal Pibiyu  
Panglaba Nacha Eikhoibu  
Maheigi Lairembi Ema –O....3

Maheigi Lairembi Ema –O  
Sonjari Nangi Nagunbu  
Panglaba Nacha Eikhoina  
Maheigi Lairembi Ema –O....2

Be intellectual hungry student  
By your sheer Brilliance and untering geal  
for your elelegant breakthrough in life  
“Where there is a will, there is a way”  
“Knowledge conqueres all”



*From the desk of  
Chairman*



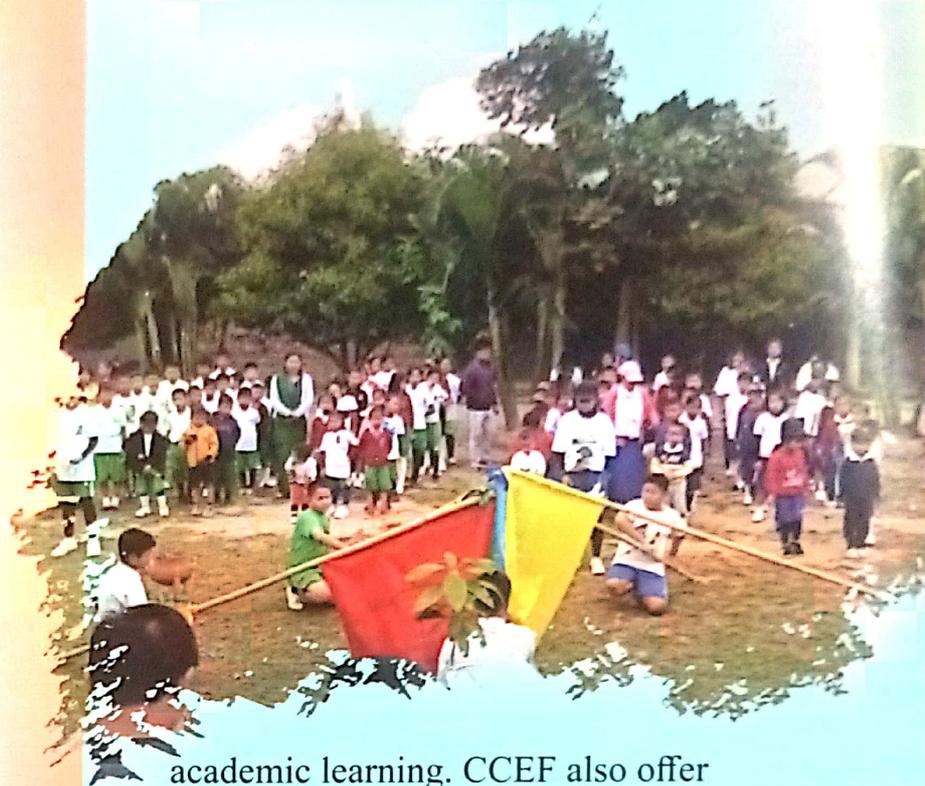
The core purpose of education is to provide children an education with a learning environment which brings out the best in them and able to expand their horizon of knowledge and understanding. CCEF believes that every child is endowed with a unique set of attributes and abilities, which need to be nurtured so that their knowledge can be expanded. Therefore, every child deserves an education that fosters academic excellence and all-round development, and ensures their well-beings in the society, At CCEF, we provide a learning environment that inspires and motivates children, and encourages them to explore limitless possibilities in their quest of knowledge. Since its inception, our long cherish goal is to make CCEF a happy school, where teaching is a pleasure and learning is a joy; culture and values are acquired pre-eminently. Our conscientious and committed teachers are our pillars of strength. They teach our children not just with their minds but with their hearts. They make learning enjoyable and rewarding, and imbibe in children the importance of sound values. Our excellent educational programmes are complemented by state-of-art facilities and resources, and our focus on sports and co-curricular opportunities facilitates children's holistic education. I warmly invite you to explore CCEF as we re-dedicate ourselves every day, to impart the very best education to the young minds

# BRIEF PROFILE OF THE SCHOOL

**T**he Child Care and Educational Foundation (CCEF) is an institute which was established on 10<sup>th</sup> November, 2011 with an endeavour to bestow appropriate basic education with scientific nurturing systems of universal distinction to small children (kids) at Wangjing Bazar because there was not adequate kids schools in around Wangjing and its surrounding areas by that time. This school, since then provided the kids with the fundamental courses required for kids in different ways of modern teaching with the exception of providing various wholesome facilities for some time. Gradually every year one class each is upgraded to this school.

For the academic year 2024, the school has been upgraded upto Class-IX. It has empowered many students in best education in this tenure for their illustrious future.

Now, CCEF is steered by professional and competent management Authority. The school offers the appropriate infrastructure and facilities and focuses overall developments of the students rather than just the



academic learning. CCEF also offer unique mix of the traditional and the modern educational system. It blends the old and time-tested values with modern knowledge and state-of-the-art-facilities. Value orientation has been one of the most important focuses at CCEF. We teach the value of respecting elders.

Every student is expected to “Spread the Light” of knowledge, wisdom, compassion, humility, humanitarianism, and above all love for all mankind. CCEF is not interested in academic statistics alone but it is interested in ensuring that each of our children realizes his or her full potential in the lines that he or she has aptitude in and becomes a well moulded, patriotic citizen that India can be proud of.” The main objective of the CCEF is a stepping stone to better future life of students.

## THE CHILD CARE AND EDUCATIONAL FOUNDATION (CCEF)

### Vision:

We in CCEF envisage a school which shape every student into a dynamic personality and moulding him or her into a valuable contributor to the society where they live in thereby enabling them to play significant role in nation building process.

### Mission:

The mission of the CCEF is directed towards the following elemental aspects.

1. Imparting value based education to children under a well co-ordinated network with parents and community agents
2. Enhancing teaching capacity of the teachers through trainings, experiential learning and interaction.
3. Guiding children from the grassroots level through understanding poor areas of each student
4. Educating children with a new modern system oriented education in line with NEP-2020.
5. Making CCEF an innovative center of learning where teachers collaborate with students in developing pedagogical applications.
6. Adopting a holistic approach to the growth and development of the students learning and lay the foundation for the continual pursuit of knowledge and skills, respect for learning and a desire to be a lifelong learner.

### Core Value:

CCEF shrine with the following core value with which all the students and staffs are mandated to follow contributing all round development of the community in large and individual students in particular.

- Teamspirit
- Confidence
- Motivation
- Goal-Oriented
- Discipline
- Persistence
- Commitment

## WHO ARE WE :

The school is run by a Board of Management committee headed by Chairman. Detailed BOM Members are as follows:

- |                                                      |                  |
|------------------------------------------------------|------------------|
| 1. Dr. Laishram Jelshyam Singh                       | Chairman         |
| 2. Th. Binoy Singh                                   | Advisor          |
| 3. N. Sanjiv Singh                                   | Principal        |
| 4. L. Subhachandra Meitei                            | Executive Member |
| 5. Dr. S.Brajakishwor Singh                          | Executive Member |
| 6. T. Bikomdas Meitei                                | Executive Member |
| 7. Ksh. Deban Singh                                  | Executive Member |
| 8. Th. Chandra Meitei (Parents' Representative)      | Executive Member |
| 9. L. Karanajit Singh, Director JSS Thoubal          | Executive Member |
| 10. N. Sonyboi Singh (Nominee, WLMC)                 | Executive Member |
| 11. Smt. L. Melody Devi (Parents' Representative)    | Executive Member |
| 12. Smt. M. Menaka Devi (Parents' Representative)    | Executive Member |
| 13. Smt. M. Ratana Devi, Local Women Representative) | Executive Member |
| 14. N. Binoy Singh, Local Elected Member             | Executive Member |

## FACULTY OF CCEF



**N. Sanjiv Singh**  
Principal  
B.A. (Gen) Pol.Sc., Eng.  
Eco, LET



**Sapam Anamika Devi**  
Gradute teacher  
M.A in English and Mass Communication  
Anaimalai University, Tamil Nadu



**Nongthombam Manitombi Devi**  
Gradute teacher  
Hindi (Pracharat)  
M.A. in Manipuri, Manipur University



**Heikrujam Sushmita Devi**  
Gradute teacher  
B.A. TET(Paper-I), D.El.ED



**Thokchom Langlen Devi**  
Gradute teacher  
Physics, Master of Computer Science,  
Manipur University, B.Ed.



**Sharangthem Monalisha Devi**  
Gradute teacher  
B.Sc. Chemistry, DMU, B.Ed.



**Elangbam Memthoibi Devi**  
Gradute teacher  
B.Sc. (Zoology) D.El.ED.



**Leikhram Shushila Devi**  
Gradute teacher  
B.A. English

# THE CHILD CARE AND EDUCATIONAL FOUNDATION (CCEF)

## RECOGNITION AND AFFILIATION

The school is duly recognized by the Government of Manipur vide resolution No.232 of 2009-10 dated 30<sup>th</sup> March, 2010 and affiliated to the Board of Secondary Education, Manipur under recognition No.195 of 2018.

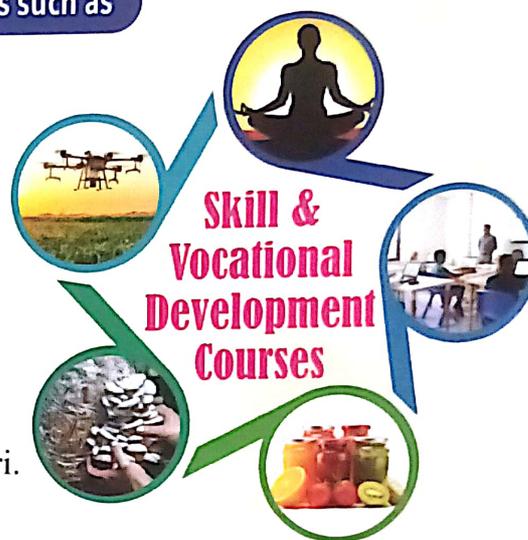
## COURSES OF STUDIES

The school offers the courses of studies given as follows:

1. Classes- Playgroup to KG Class : The Textbooks published by Prime Publication
2. Classes - 1 to Class IX : The Books prescribed by the Board of Secondary Education, Manipur (BOSEM)

### The CCEF also conduct Skill & vocational Development courses such as

1. Computer classes
2. Fruit preservation
3. Mushroom cultivation
4. Other agriculture and allied activities
5. Yoga



## MEDIUM OF SCHOOL EDUCATION

The medium of the teaching is English, Hindi and Manipuri.

## SCHOOL UNIFORM

BOYS	GIRLS
White Pant and Red Pant	White Skirt and Red Skirt
Red and White Checkered Shirt, tie & White Shirt	Red and White Checkered Shirt, tie & White Shirt
Black Shoes, Black Socks, White Shoes & White Socks	Black Shoes, Black Socks, White Shoes & White Socks
Red Belt	Red Belt, White Ribbon and Red Ribbon
Red Sweater	Red Sweater
School Identity Card	School Identity Card

*Note : All the students of the school must wear neat and clean full school uniform while coming to school .They must wear White full uniforms on Monday and Thursday only and Red and White Checkered shirt & Red Pant for boys and White Checkered shirt & Red Skirt for girls on Tuesday, Wednesday, Friday and Saturday only. And also school tract suit will be worn on Saturday only.*



**Laishram Tombisana Devi**  
Primary Teacher  
B.Sc. D.El.Ed.



**Khangembam Bideshini Devi**  
Primary Teacher  
B.Sc. D.El.Ed.



**Laishram Tarunbala Devi**  
Primary Teacher  
B.Sc.



**Narengbam Priya Devi**  
Pre-Primary Teacher  
B.Sc. (Zoology Hons.)



**Thanaojam Phisma Devi**  
Pre-Primary Teacher  
B.A. (Pol.Sc. Hons.)



**Haobam Kabita Devi**  
Pre-Primary Teacher  
B.A. (Arts) D.El.Ed.



**Thanaojam Sangita Devi**  
Pre-Primary Teacher  
B.Sc. (Zoology)



**Keisham Angouton Singh**  
Gradute teacher  
BA (Hons) Geography,  
B.Ed., D.El.Ed., TET PAPER- I & II



**Leishangthem Sanatomba Singh**  
Gradute teacher  
Former JNV Student, MA History,  
Manipur University



**Tekcham Amubi Singh**  
Gradute teacher  
M.Sc. Mathematics,  
B.R. Ambedkar University, Agra



**Tekcham Gopi Singh**  
Gradute teacher  
B.A. English, D.El.Ed.



**Moirangthem Bishwajit Singh**  
Gradute teacher  
B.Sc. Mathematics  
(Expert in guiding students for JNV,  
Sainik Competitative Exam.)



**Thanaojam Karnajit Singh**  
Gradute teacher  
Master in Computer Science,  
NIELIT, Imphal



**Sagolsem Libbose Singh**  
Gradute teacher  
B.Sc. Electronics (Hons) DMU

FACULTY

NON-TEACHING STAFF



Laishram Ningthem Singh  
Assistant Co-ordinator, CCEF



Thounaojam Rahul Singh  
Care taker



Laimujam Stelon Singh  
Data Entry Operator



Leishangthem Ibemcha Devi  
Assistant Mother



Khundrakpam Tondon Devi  
Assistant Mother

## TEACHER'S DEVELOPMENT

Quality teachers form the backbone of the Child Care and Educational Foundation (CCEF) and are recruited from local and neighboring communities where the school is located. The selection mechanism is not only merit-based but also identifies a dedication teaching learning process of the candidate. Teachers go through written tests, interview sessions and mock classroom demonstrations to prove their capability.

CCEF also lays emphasis on recruiting female teachers, which goes a long way in giving education to children and develop a platform to create their own identity. Further, we in CCEF believe that a large number of women staffs in the schools in the country gives the community a sense of safety and security, encouraging them to send their children to school.

CCEF follows a multi-pronged approach for teacher development. The integrated approach helps teachers perform better as mentors and facilitators of children:

- ◆ **Teacher Training/ Workshops:** Regular capacity building training workshop are organised to increase teachers' skill capacity of management and their knowledge in teaching learning activities. Teachers are trained in leadership skills, pedagogy, educational psychology, strategies for classroom effectiveness, monitoring and mentoring of teachers and teaching learning processes.
- ◆ **Exposure:** Teachers are encouraged to explore opportunities that will give them a chance to upgrade their skills through different types of exposures.
- ◆ **Head of the administrator** enabled to be effective administrators, academics and mentors with decision-making skills in diverse areas of daily school management.

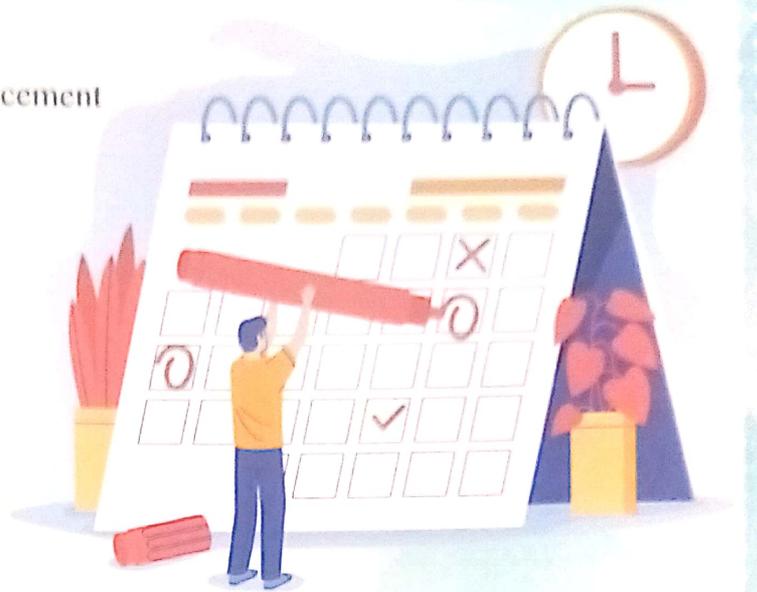


## SCHOOL AWARDS

1. Inspiration through medal awards, citations and stationary items will be given to the class toppers of every class.
2. Inspiration through citations and stationery materials will be conferred to the position holders of hand writing, drawing and rhymes competitions conducted by the school.
3. Inspiration through citation and stationery materials will be bestowed to the students of every class who achieve good attendance and are most hygiene.
4. Encouragement through citations and simple gift will be awarded to the parents of the class topper students.
5. Encouragement through cash award will be awarded to the students who get 60% and above in any competition examination.
6. Awards of citations and stationary materials will be given to the position holders in the events of the school annual sports meet.
7. The students who obtain the highest mark of all the classes in the mark tally of overall test exams for the academic session will be honour with a specific prize.



1. Academic Session commencement  
- *25th January, 2024*
2. 1st Periodic Test  
- *11th April, 2024*
3. Half yearly Examination  
- *14th July, 2024*
4. 2nd Periodic Test  
- *18th September, 2024*
5. Annual Examination  
- *5th December, 2024*
6. Exam result declaration  
- *3rd January, 2025*
7. New Session start  
- *13th January, 2025*



### SCHOOL ANNUAL EDUCATIONAL OUTING:

The school will organize annual educational outing every session in and around Manipur which is indispensable part of educational sector. At the same time, the parents of students below class III will be allowed to join the outing programme with their children.



### SATURDAY PROGRAMME

The school will conduct personality development programme, arts and crafts activities and drawing class, creativity development activities and computer application class every Saturday in the school.



# THE CHILD CARE AND EDUCATIONAL FOUNDATION (CCEF)

## SCHOOL EXTRA CURRICULAR & CO-CURRICULAR PROGRAMME

### Activities:

Students are encouraged to take part in various extracurricular activities such as Science Exhibition, Debating Competition, Symposium, Quiz, Literary Meet, Games and Sports etc. organised by the school or by other agencies.

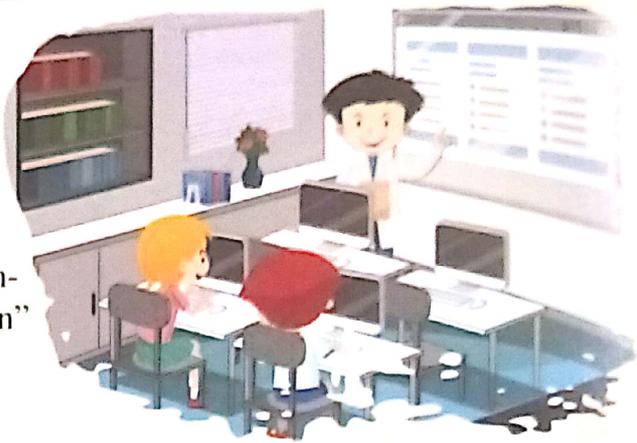
They are encouraged to cultivate hobbies and to explore their own tastes, aptitudes and preferences.



## THE CHILD CARE AND EDUCATIONAL FOUNDATION (CCEF)

### FACILITIES

- If two children of same parents are admitted, 50% of monthly tuition fee of the first child. If three children of same parents are admitted, tuition fee for the third child will be at 70 % deduction.
- Spectacular congenial and tranquil environment accommodating no any kind of pollutions “Noise pollution” and “Air Pollution” in general.
- eco-friendly environment with lush green
- State of art, school building with cleanliness.
- 24 hours security with CCTV surveillance.
- Transportation facilities through van service.
- Monthly tuition fee exemption for the position holders.(Ist,2nd and 3rd)
- Qualified & experienced teachers.
- Provides wide range extra-curricular and co-curricular activities and sports to develop well rounded personalities.
- Provides indoor game and outdoor games facilities.
- Attractive library with a collection of many children books.
- Annual educational outing in and around Manipur.
- Audio- Visual Classes.



### INFRASTRUCTURE

The school campus has an area of 3 acres of land. The building comprises

- 13 class rooms.
- 1 store rooms
- 1 library room.
- 1 office rooms, including Principal's room.
- 2 teachers' common room.
- 1 central Hall measuring 80' x 25'
- Separate Toilets for Boys and Girls, Teachers (Male & Female)

All class rooms are spacious, well-ventilated and well furnished. There is a playground which can provide facilities for sporting events of the school. The school is committed to the policy of continuous upgradation of equipment and infrastructure for betterment of learners in tune with the changing needs. Classrooms are well-equipped with CCTV camera, well decorated curriculum, related pictures and charts apart from very neat and clean.

**RULES AND REGULATIONS:**

1. Students must respect strict discipline and behave politely inside and outside the school.
2. Students must wear full school uniform and display identity card while coming to school.
3. In case of losing identity card/prospectus, a duplicate can be taken on payment of necessary fees.
4. Any parent or guardian should not meet a student without the prior permission of the school Authority/Principal.
5. The students of the school must keep the school building and campus neat and clean.
6. Any student found using unfair means in any of the examination conducted by the school should not be allowed to continue his/her studies in the school.
7. The students who defy the rules and regulations of the school may contribute to cancel out his/her studentship from this school.
8. Once admitted in the school, admission fee will not be refunded.
9. The first-class topper of every class will obtain the opportunity of 12 months tuition exemption.
10. The 2nd class topper of every class will obtain the opportunity of 6 months tuition exemption.
11. The 3rd class topper of every class will obtain the opportunity of 3 months tuition exemption.

**ATTENDANCE**

1. School hours are from 9 a.m. to 2.30 p.m. during winter and 8.30 a.m. to 2. p.m. during summer .
2. Students should reach the school premises at least 15 minutes ahead.
3. Students are required to attend classes regularly and in time.
4. Students with cumulative attendance of less than 75 % may not be sent up for promotion to next level of class.
5. Habitual late coming and irregular attendance are highly discouraged. Students coming late to school should seek the permission of the principal before going to the class. If a student comes late by more than 10 minutes, he/she may not be allowed to attend the class.
6. For any absence from school, leave applications written in their own handwriting (in case of students of upper classes) and countersigned by the guardians should be submitted well in time to the office. Mobile number of the parent/guardian who countersigned the leave application should be written on the leave application.
7. The names of students who are highly irregular will be struck off from the class register. They are not allowed to attend the classes unless the guardians give a written declaration to the effect that he/she will be fully responsible for the regularity of the ward in future.
8. Absence without leave will attract a fine of Rs 20 per day.
9. Unauthorised absence for 7 consecutive days will lead to cancellation of his or her name from the school register.

