



ace higher
SECONDARY SCHOOL

Student Handbook 2011/12
Policies / Regulations / Procedures

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MESSAGE FROM CHAIRMAN

Having started in 1999 and expended five years of our best effort to help students prepare themselves better, for life in general and higher studies in particular, we almost closed our Ace Higher Secondary Program in 2004. We had failed to attract adequate number of students for the program to be self-sustaining. Fortunately, we hung on. Today, it is heartening to see this program become one of the most sought after higher secondary programs (Management Stream) in the country. When we look back on our journey and introspect on what made us finally win the students' trust, our unwavering faith in our core values stand out, after, of course, God's blessings.

Whenever in doubt on how to respond to a certain situation involving any of our stakeholders - students, parents, teachers, staff, regulators, or society at large -- we have steadfastly relied on our guiding principles: honesty in work, sincerity in relationships, respect for self and others, responsibility for one's actions, learning from experience, care for resources, and adherence to regulations. Adherence to these values and our emphasis on each student taking responsibility for her learning as opposed to depending on the teachers and the college to spoon-feed her have enabled us to create environment where our students continually grow by discovering and rediscovering themselves.

I take this opportunity to extend my sincerest appreciation to our students, alumnae, teachers, and staff for their invaluable contribution in institutionalizing our values. And final words for our new students: a warm welcome, thank you for trusting Ace, and wish you a wonderful two years as you prepare for your life's onward journey.

Ajay Ghimire



MESSAGE FROM PRINCIPAL

Established in 1999, Ace Higher Secondary School was the first Higher Secondary School in Nepal focusing exclusively on management stream. During twelve years of its existence since its establishment, Ace Higher Secondary School has been continuously living its mission of facilitating students prepare themselves for life in general and their higher studies in particular.

Responsible behavior blended with scientific temperament with deeply ingrained cultural values is the essence of educational process that my team and I aspire for. We believe in openness of mind, dignity of conduct and mutual respect in the context of social, economic, cultural, religious and linguistic diversity to develop a confident and understanding student. We assist students to progressively accept more responsibility through self-discipline, to develop self respect, to compete with self and cooperate with others, to develop a hunger for learning and to strive for excellence. Every learner is nurtured at Ace. Our students are empowered to take responsibility and realize their potential.

Education in today's context is not limited to academic excellence, but it also means personal development and acquisition of knowledge and skills relevant to real life. At Ace, we strive to strike the right balance of academics and co-curricular activities so that the learners here develop knowledge, acquire life skills and unleash their potential to achieve excellence. We encourage students to take initiative and translate their vision into action through different extra and co-curricular activities. We try to ensure that their class room learning is enjoyable and relevant to real world happenings. It gives me immense pleasure and satisfaction to see our students grow into thoughtful, confident and responsible young adults with positive outlook.

I look forward to welcoming another batch of wonderful individuals to the Ace Higher Secondary family.

Jayanta K. Pokharel



INTRODUCTION TO AHS

Established in 1999, Ace Higher Secondary School has been under the umbrella of Ace Institute of Management. Within 12 years, Ace Higher Secondary School has established itself as one of the leading Higher Secondary programmes in Nepal and is best known for its individual centered learning approach. Though the courses covered are as prescribed by the HSEB, the education board we are affiliated to, in our delivery we do not limit ourselves to the prescribed course outline but also expose our students to learning through variety of co-curricular activities. On completion of the programme, the students develop solid foundation in their chosen subjects to pursue their higher education. In addition to that, they also acquire life skills for effectively meeting the challenges and opportunities that modern time provides.

Our parent organization, Ace Institute of Management is a contemporary, open minded, conscientious learning centre. Within a decade, since its inception in 1999, it has established itself as one of the leading management schools in Nepal. Ace is a pioneer of executive MBA programme in Nepal and the programme is best known for the rigorous and fulfilling experience it provides. Its Undergraduate programmes, BBA and BBA-BI, and its other Graduate programmes, MBA and MBAe are also considered among the best in the country.

The launch of Ace A- Level programme is another milestone in Ace Institute of Management's continuous endeavour to serve and facilitate learning.

OUR VISION

- Continually enhance Nepal's Human Resource Potential.

OUR MISSION

- Provide learning environment where students prepare themselves to face the opportunities and challenges of life in general and of higher education in particular.

OUR PHILOSOPHY

- We believe that one can never learn enough and learning is a life-long process.
- We believe that knowledge is much more beneficial when accompanied by wisdom and humility.
- We believe that each one of us learns differently and that no particular approach is superior to another.
- We believe that every individual is capable of contributing towards a positive social synergy.
- We believe that we achieve and accomplish more when we compete with self and cooperate with others.

OUR VALUES

- Honesty in work
- Sincerity in relationships
- Respect for self and others
- Responsibility for one's actions
- Learning from mistakes
- Care for resources
- Adherence to regulations
- Questioning spirit

PROGRAM OBJECTIVES

The objective of the programme is to nurture students into mature individuals who are confident of their knowledge and have a positive outlook. The specific objectives of the programme are:

- ~ Enable thorough subject knowledge and understanding
- ~ Enhance self-confidence
- ~ Help develop a positive outlook and a questioning spirit

AHS Program - Overview

Program Offered	: Higher Secondary
Duration	: 2 years
Affiliation	: Higher Secondary Education Board
Total Students	: 420
Total Faculty	: 22
Contact Details	: Naya Baneshwor, Kathmandu, Nepal
Phone	: 00 977 01 4474712, 4469019
Fax	: 00 977 01 4464902
Email	: ahs@ace.edu.np
Website	: www.ace.edu.np/ahs

AHS Infrastructure

AHS is located in New Baneshwor, Kathmandu. The property is spread in about 3.5 ropanis of land with a building of about 19,000 square feet.

It has:

- 10 large classrooms of about 450 sq ft each
- Computer lab of about 650 sq ft with 44 computers and 256 Mbps internet access facility
- Library about 440 sq ft
- Canteen and play area of about 3300 sq ft
- Parking lot of about 10,000 sq ft
- WI Fi internet access facility

Sports facility

- Basket ball court
- Area for table tennis and other games

Teaching Aids

- Multimedia projectors
- Photocopy centre
- Television & DVD player

AHS Courses and Course Codes

Year I - Class XI		Year II- Class XII	
Code	Description	Code	Description
	Compulsory Courses- 4		Compulsory Courses-3
002	C. English I	004	C. English II
003	C. Nepali I	224	Accountancy II
124	Accountancy I	226	Economics II
126	Economics I		Elective II
	Elective I	908	Business Mathematics I
		910	Marketing I
			Elective I
130	Computer Science I	230	Computer Science II
328	Business Studies I		Business Studies II
170	Hotel Management I	270	Hotel Management II

AHS RULES AND REGULATIONS

I. GENERAL RULES:

- a) Regular classes are conducted Monday through Friday starting at 7:00 AM sharp in the morning.
- b) Students are required to be in the college premises by 6:45 AM in the morning.
- c) Students are not allowed to enter the class once the class has already begun.
- d) Students can leave their class during the lunch breaks and short breaks only.
- e) Students are required to carry all the necessary materials such as books and copies to their class regularly.
- f) Any assignment such as homework, class work and project work should be submitted on time.

II. UNIFORM

AHS constantly strives to ensure a learning environment in which students feel secure and at ease.

Uniform serves to identify students and provide them with security even outside the college premises. Students are expected to wear prescribed uniform during all regular classes conducted at AHS. Students who are not in proper uniform are not allowed in college. Students should be attired in their school's uniform at all times.

AHS Uniform code:

1. White shirt
2. Light grey pant
3. School tie
4. White socks
5. Belt (black leather belt)
6. Black pullover
7. Navy Blue Blazer/Black coat
8. Black leather school shoe

III. ATTENDANCE CRITERIA

Punctuality is a value that we would like our students to learn, develop and practice. Therefore, it becomes extremely important for faculty members and staff themselves to be punctual so that they can teach by example.

Our students must attend all the classes, tutorials and seminar classes. However, to accommodate for sickness and other contingencies, attendance requirement shall be a minimum of 80% of total class days in any particular subject, otherwise s/he shall not be allowed to take the final examination. If any student is continuously absent for more than four weeks without notifying the authorities, his/her name is removed from the college roll.

Please note:

- a) Students have to maintain a minimum of 80% attendance in every subject.
- b) Students who do not achieve 80% attendance in any subject are considered "NQ" (not qualified) and are not allowed to appear HSEB Examinations.
- c) If a student is continuously absent for more than four weeks without notifying the authorities, his/her name will be removed from the college roll.

Attendance weightage

- Attendance of 80% and above will carry a 5% weight in each Terminal Examination.

Attendance procedure

AHS would like to develop and encourage students to adopt and practice punctuality as an important value. Therefore, following procedures are adopted to ensure student's punctuality:

- a) Attendance is taken from the first day of regular class day till the last day of the Annual Examination.
- b) Attendance is taken in every period.
- c) Attendance registers are circulated to each class in the beginning of the class.
- d) The registers are taken away from the classes within the first five minutes.
- e) Those who enter the class after the register is taken away are marked 'absent'.
- f) Students having attendance below 80% at the end of each month are issued warning letter informing their attendance status and the possible consequences. Parents/guardians of such students are informed.
- g) AHS management needs to be provided with prior information in written form for all absences. Necessary evidences need to be accompanied along with the application. Students also need to submit a separate assignment in all subjects given during the time of their absence in the class.

IV. PERFORMANCE CRITERIA

- a) AHS requires all the students to achieve a minimum of 40% marks in their internal evaluation in every subject in order to qualify for HSEB Exam. Students having less than 40% in any subject are considered as 'Not Qualified' (NQ) in that subject and are not allowed to sit in HSEB exam. Such students may even be advised to leave the college.

- b) It is extremely critical for students to take extra care in their internal exams, assignments and project works which would help them to qualify for HSEB exam.
- c) Students have to pass internal and external evaluations separately in order to pass the courses. The pass percentage in internal evaluation is 40% where as the pass percentage in the external evaluations is 35% in each course.
- d) Students choosing practical subjects as electives are required to pass both theory and practical exams separately.

Performance Responsibility of Students

- a) It is the responsibility of students to complete all their assignments, project works, presentations and other course works within given deadlines and without using unfair means.
- b) It is the responsibility of students to ensure that they are punctual for all tests, examinations, presentations that are conducted.
- c) It is the responsibility of students to ensure that they achieve minimum 40% marks in every subject in the internal evaluation in order to qualify to appear in HSEB Examination.
- d) It is the responsibility of students to ensure that they achieve the minimum 35% in every subject in the external evaluation in order to get degree certificate.
- e) It is the responsibility of students to be aware of their performance status by inquiring about their internal and external performance status on regular basis.
- f) It is the responsibility of students to learn from assignments, projects, presentations, guest lecturers and other activities conducted by the college.

Please note: Degree Requirements

For graduation each student should have:

1. At least 40% or better grades in each of the courses
2. Completed all the project works and assignments with 'pass' grade
3. Have attendance of 80% and above throughout the classes
4. The Sent up result (Cumulative) must be 40 % or more in each subject
5. Obtain at least 35% or better grades in the HSEB Board Exams.

Award of Degree

On completion of all requirements with board results of 35% or better, students are awarded Certificate of Ace Higher Secondary School.

HSEB Grading System

Marks Level	Meaning
75 and above	Distinction
60 and above but below 75	1st Division
45 and above but below 60	2nd Division
35 and above but below 45	Fair/Pass
Below 35	Fail

HSEB Board – Important Dates and Information

- a) Registration form needs to be submitted by end of Bhadra.
- b) Registration fees - **Rs. 450** for the students from SLC Board.
- **Rs. 600** for the students other than SLC Board.
- c) Examination fees - **Rs. 450 and plus Rs 50 extra** for practical courses like computer science and hotel management

V. EXAMINATION RULES

- a) Students are expected to arrive at the college half an hour before examination time.
- b) Students are allowed to enter examination hall 15 minutes before examination time.
- c) Students are not allowed to take anything in examination hall except the things required to give the examination.
- d) Students must come with their examination entrance card during exam time otherwise they are not allowed to enter the examination room.
- e) Students arriving 15 minutes after the examination time are marked absent and are not allowed to appear the examination
- f) Students are expected to take their seats according to the designated seat plan published by AHS.
- g) Students are not allowed to re enter the hall after submission of their answer sheets to the invigilator.
- h) Students are allowed to visit rest room only once during examination time, for a maximum period of 3 minutes. Students need to get permission from invigilator.
- i) During Term Tests, rest room visits are allowed only after an hour from start of the examination. Rest room visits are not permitted during 30 minutes time before exam end.
- j) Students are not allowed to borrow any materials from their friend in the examination room.
- k) Students are not allowed to submit their paper for the first 2 hours in terminal exams.

- l) Writing boards are not allowed in the examination hall.
- m) Students are not allowed to borrow calculators.
- n) Students are strictly forbidden from adopting unfair means in class assignments, tests, report-writing and examinations. The following would be considered as adoption of unfair means during examination:
 - i. Communication with fellow students for obtaining help
 - ii. Copying from another student's script/report/paper
 - iii. Copying from disk, hand palm or other incriminating documents
 - iv. Processing from any incriminating documents, whether used or not
 - v. Any approach- direct or indirect form to influence teacher concerning grade
 - vi. Unruly behavior which disrupts academic program.
 - vii. Chits or other papers with answers written

If instructor/invigilator detects any student using unfair means, the student may be given an 'F' grade (Fail) at the discretion of Examination Board. Adoption of unfair means results in dismissal of the student from the program and expulsion of the student from college thereby not being allowed to sit in HSEB exams from AHS.

- o) Harassing invigilator, harassing another student, making noise and talking or doing anything that disturbs the examination is considered misbehavior and taken action accordingly.
- p) Students are allowed to take Calculator, Pens, Pencils, Erasers, Rulers & Staplers, Log table in the examination hall. Borrowing is not allowed in the examination rooms so every student should carry the required stationery.

NOTE:

Students requiring special care need to seek prior permission from the Principal or Program Coordinators and notify the invigilator about their needs.

BEHAVIORAL MANAGEMENT PLAN

1. APPROACH

Positive school environment is highly essential for promotion and sustenance of effective teaching and learning process. The school environment should ensure that all students are safe, they are treated with dignity and respect, and learning is made fun. It is a place that offers pleasant environment where students not only learn about the rights and responsibilities, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to maintain conducive learning environment. We have tried our best that these codes of conduct are fair, consistent and logical, and this disciplinary approach is in the line with our philosophy and values.

The purpose of the behavior management plan is to establish a safe and orderly, and positive school environment in which the rights of all students are protected. This also aims to create a healthy school culture where teaching and learning are highly supported and sustained.

The guiding principle of this plan is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions, and to regard the rights of other with as much respect as their own.

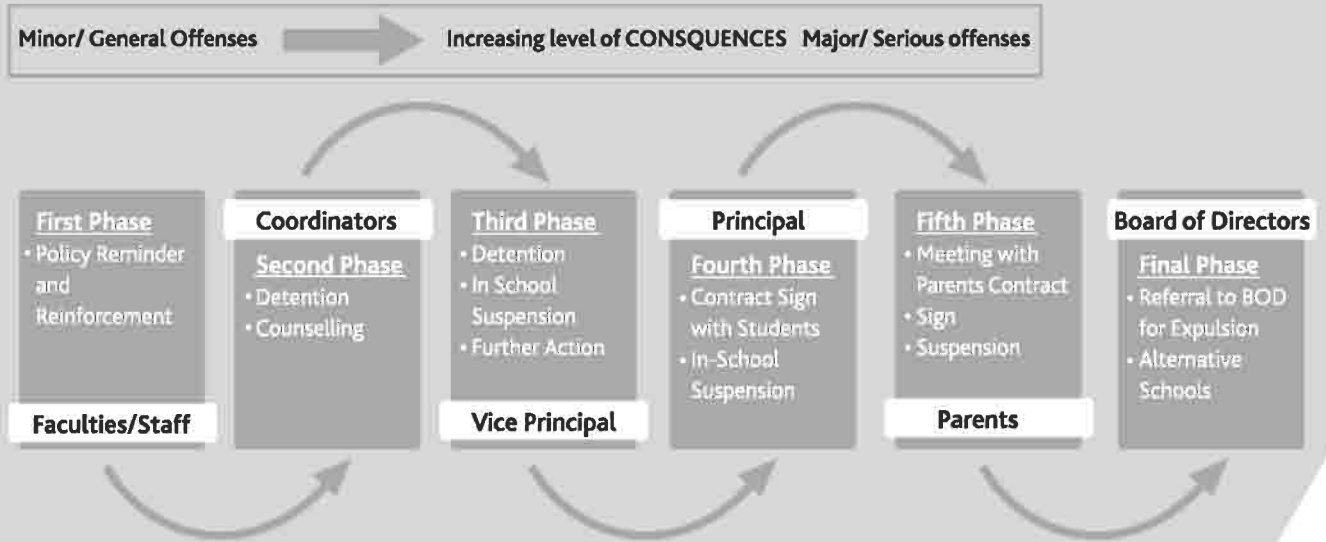
Discipline is an often misused word, especially when it is mistakenly equated with punishment. To many teachers, discipline means punishment. Discipline is the practice of teaching or training a person to obey rules or a code of behavior in both the short and long term respectfully. Punishment is meant to control a student's behavior whereas discipline is meant to develop a student's behavior and make him /her responsible.

This code of conduct has been prepared to specify:

- Acceptable behavior and unacceptable behavior
- Procedures to determine violations of rules
- Consequences for such violations

The offences and consequences given below are not exhaustive list. It's more a suggestive list and offences of similar nature will be dealt accordingly.

2. DISCIPLINE PROCESS



3. PROCEDURES AND CONSEQUENCES (CLASSIFICATION OF MISBEHAVIORS/ OFFENSES)

Level I –Offenses

- Tardiness/ getting slow or being lethargic.
- Failing to bring necessary books, copies and materials required in the class
- Failing to submit assignments on time
- Chewing Gum (at the discretion of the teacher)
- Dress Code Violation
- Minor cafeteria disturbances
- Violation classroom management interventions
- Late arrival to the class/school
- Leaving the class without permission
- Distractions: visual, auditory, behavioral
- Inappropriate parking

Consequences for Level I –Offenses

- 1st Offense – Remind the rules
- 2nd Offense – Reinforce the rules
- 3rd Offense – Detention, Report to the respective Coordinator
- 4th Offense – Detention, Meeting with VP
- 5th Offense – In School Suspension, Meeting with Principal, Inform Parents
- 6th Offense – Suspension, Meeting with parents, Sign contract

Level II- Offenses

- Improper display of affection/love
- Use of profane, obscene or slang language (written or spoken)
- Disrespect toward faculty/staff
- Spreading rumors that will cause a conflict between two or more individuals
- Unlawful assembly or organization of any group(s) which might be a hazard to the safety or welfare of students and school officials
- Skipping class/ bunking class.
- Violation of any school rule not specified under another level.
- Use of Phone, i-pod, CD... in class
- Disruptive/troublesome behaviors
- Forgery/cheating/copying

Consequences for Level II- Offenses

- 1st Offense - Remind the policy
- 2nd Offense - Detention, Report to the Coordinators, meeting with VP
- 3rd Offense - In School Suspension, Meeting with Principal
- 4th Offense - Suspension, Meeting with parents, Sign contract
- 5th Offense - Suspension, Alternative School

Level III- Offenses

- Harassment - Willful intimidation, insulting, or any other manner of abuse: sexual, verbal, nonverbal, or written to or regarding any member of the school staff or student body
- Disobedience - Defiance of any school personnel

- Abuse or willful destruction of school property and/or personal property of other on the school campus. This includes damaging property with graffiti.
- Fighting - Any conflict between two or more individuals.
- Possession and/or use of any tobacco products
- Leaving campus without permission
- Theft/possession of stolen property
- Possession of Obscene or pornographic material
- Possession of fireworks or igniting material
- Gambling
- Activation of fire equipment
- Possession of a pocketknife
- Smoking

Consequences for Level III- Offenses

1st Offense – In School Suspension, Report to CO and Meeting with VP

2nd Offense – In School Suspension, Meeting with Principal, Sign Contract

3rd Offense – Suspension, Meeting with parents, Sign contract

4th Offense – Suspension, Referral to BOD for alternative school or expulsion

Level IV –Offenses

- Arson / Vandalism
- Terrorism
- Bomb threat
- Bullying
- Sexual acts or indecent exposure
- Aggravated Battery - Intentionally causing great bodily harm, disability or permanent disfigurement , physical assault
- Any Violation in which the administration may deem as reasonable to fall within this category

Consequences for Level IV -Offenses

Any Level IV Offense listed below will result in automatic suspension for the maximum period of three months, and possible referral to BOD for expulsion or alternative school, meeting with the parents, notification to the local authority (Police)

Level V- Offenses (Zero Tolerance Categories)

- Possession, use, transfer, or sale of alcohol, drugs, and/or related contraband stuffs
- Sexual acts or acts of a sexual nature not limited to assault, intercourse, attempted rape or rape
- Possession or use of any dangerous weapons in school buildings, on school grounds, or in school vehicles at any time
- Jeopardizing the safety and security of the fellow students, faculty and staff

Consequences for Level V- Offenses

Any student who commits any act listed as a Level V offense will be suspended immediately for a period of not less than one calendar year followed by meeting with the parents, referral to BOD for expulsion and notification to the local authority (police).

Definition and Meaning

1. Detention

Detention refers to isolating students from others as long as unsocial behaviors are seen. Library is a Detention Center where the student will be sent with a certain task given by a Faculty or Coordinator to be finished in a specified time. This is meant to isolate students from among the crowd temporarily until he shows social acceptable behavior. This is also meant to make him behave responsibly. The length of detention time and nature of the task assigned will depend on the Faculty and/or Coordinators.

2. In- school suspension

This refers to isolating the student from the class for whole day with a task assigned to be completed during that time.

3. Suspension

This refers to sending student home with parents/guardians for certain days to make him sociable and teach him to become responsible.

4. Alternative School

This refers to allowing student sit for the exam /tests only. He/she cannot attend the regular class.

AHS EVALUATION SYSTEM

1. EXTERNAL EVALUATION- HSEB EXAMINATION

HSEB Board conducts final Examination of 3 hours at the end of class XI and XII carrying full marks 100 in each subject, which has 100% weight.

2. INTERNAL EVALUATION

AHS has the internal evaluation system which assesses students through various means as discussed below. In a year, there are three terminal evaluations each with 100 marks. Sent up evaluation is the cumulative result of First Terminal (20%), Second terminal (20%), Final Term (50%) and Project Work and Presentation (10%).

Internal Evaluation Schedule

Internal Evaluation Criteria	Weight(%)	Time	Sent up Evaluation
Individual Assignments	15	-	20%
Attendance	5	-	
Unit Tests	20	August 15-19 / September 12-16	
Trimester Exam	60	October 19-25	
First Term Evaluation	100		
Individual Assignments	15	-	20%
Attendance	5	-	
Unit Tests	20	November 28- December 2 / December 19-December 23	
Trimester Exam	60	January 9-13	
Second Term Evaluation	100		
Individual Assignments	15	-	50%
Attendance	5	-	
Unit Test	20	February 27- March 2	
Trimester Exam	60	March 26-April 4	
Final Term Evaluation	100		
Project Report	60		10%
Presentation	40		
Project Work and Presentation	100	Refer Session plan	

I. Individual Assignment: (Weight 15%)

Students are given Home Assignments in each course on a regular basis. These assignments carry 15% weight in each terminal evaluation.

II. Attendance: (Weight 5%)

Students must maintain 80% attendance in each course. Students having 80% or more attendance are awarded with 5% marks in each terminal evaluation. Please refer AHS rules and regulations included above for attendance criteria and procedure.

III. Unit Tests (UT): (Weight 20%)

Unit Tests are short class tests planned on academic calendar. These tests carry 20% weight in each Terminal Evaluation.

Process of conducting Unit Test

- Full Marks: 20
- Pass Marks: 8
- Unit tests are conducted during regular class time.

IV. Trimester Examination: (Weight 60%)

There are three trimester examinations conducted during an academic year. These examinations carry 100 full marks and have 60% weight in Terminal evaluations. Please refer AHS Rules and Regulations mentioned above for examination rules.

Process of conducting Terminal Exams

- Duration: 3 hrs.
- Full Marks: 100
- Pass Marks: 40
- During the exams time there won't be regular classes.

V. Project Work and Presentation: (Weight 10%)

A group project assignment is given to students in each subject during the session. This carries 10% weight in sent up evaluation and requires carrying out a research work, making field visits, writing a formal report, and making class presentation of the work.

PWP groups and the assignment submission dates are determined by respective subject teachers at the beginning of the session. Please refer session plan for further details.

3. SENT UP EVALUATION

Sent up Evaluation comprises of 20% First Term Result, 20% Second Term Result, 50% Annual Exam Result and 10% PWP score. Students must secure 40% in aggregate in the Sent Up Evaluation to qualify for the HSEB Board Exam.

SCHOLARSHIPS: PERFORMANCE BASED REWARDS

1. ACADEMIC ACHIEVEMENT AWARD

Academic achievement award aims at motivating students to give their best academic performance. It is based on the students' performance in the sent up evaluation (cumulative result of terminal evaluations). It is a reward for performance and not a discount. Ten students with best academic performance from each grade are awarded.

- Highest Scorer gets 100% refund of total tuition fee paid in the year
- 2nd highest scorer gets 75% refund of total tuition fee paid in the year
- 3rd highest scorer gets 50% refund of total tuition fee paid in the year
- 4th, 5th, 6th, 7th, 8th, 9th and 10th highest scorers get 25% refund of total tuition fee paid in the year

2. ALL ROUND PERFORMANCE AWARDS

All round performance award aims at motivating students to engage in various extra curricular and co curricular activities that help in their overall development.

A student with best all round performance from each section of Grade XI and Grade XII is awarded Rs. 10,000/- cash prize for his/her contribution in enriching the environment of the section and the college.

3. THE BEST STUDENT FOR ALL ROUND PERFORMANCE AWARDS

Two students from Grade XI and Grade XII are chosen as Best student for All round performance and are awarded with cash prize of Rs. 25,000/- for his/her contribution on enriching the environment of the college.

AHS EXTRA CURRICULAR ACTIVITIES

AFTER SCHOOL CLUBS

The after-school clubs at AHS provides students the opportunity to acquire skills they do not ordinarily get during regular hours in school. The activities are done during after class hours throughout the year. Students can choose from a variety of options; the activity that is of special interest to them. Students are also encouraged to create their own clubs depending on their particular interests.

Club Highlights

Creative and Arts Club : The Creative club's purpose is to give students the opportunity to express themselves in a non-academic setting. Students of the creative and arts club conduct and share sessions on painting, sketching, paper art, creative writing, fiction writing etc. The students can also organize creative competitions or exhibitions.

Past Activities:

- Held training sessions on making Paper frames, Incense sticks & Chhuwali Art
- Exhibition & sale of paintings, incense & frames for fundraising
- Conducted " Creative & Art week" with different competitions like Painting ,Sketching & Kite making
- Organized Rangoli competition
- Photography competition & Exhibition
- Face Painting stall in AHS Fete

Theater Club : The Theater Club students produce one major performance annually. They also hold fundraising events to help the social service club. More importantly, students will become proficient in the world of theater.

Past Activities:

- Workshop on Theatre skills
- Produced two successful plays "Charandas- The honest Thief" and "Aunshiko Raat" in the year 2009 and 2010 respectively
- Conducted one act play competition in the School

Movie/Video Club : The Movie/Video Club is a club that meets to work on creating and editing different types of films and video projects such as documentaries & short movies. The club arranges for sessions with experts where they learn to use their production and editing equipment. The club also showcases movies every Friday and puts up movie reviews in the Notice board.

Past Activities:

- Organized Short Digital movie and Digital Ad competition during AHS Fete
- Showcased different movies on Fridays
- Coming up with reviews of the movies shown

Social Service Club : The Social Service club is involved in giving back to the community through service projects. The club helps the student to become socially committed, pro-active and concerned citizens. Students are involved in helping at the Orphanages, Old Age homes, Community schools in rural areas. From this year onwards, the club plans to organize a week's social camp to help a community school in rural areas.

Past Activities:

- Established a library in 'Saraswati Lower Secondary School', Khawa, Kavre
- Painting and Plantation in Bal Mandir, Siphel
- Raised funds and donated 4 computers to 'Saraswati Lower Secondary School', Khawa
- Organized Blood Donation program in association with Nepal Red-Cross Society
- Raised fund to help set up a room in Jeevan Kalyan Kendra, Kalanki
- Fundraising ,donating clothes and regular visits to Old age homes ,Orphanages in Kathmandu valley

Editorial Club: Editorial Club in AHS encourages students explore their creativity, imagination and writing skills to communicate with the media of writing. It aims to provide knowledge, give information & updates about the happenings of school & outside world and create awareness through Wall Magazines on the premises of AHS.

Eco club: Eco club in AHS works towards making the school more Eco friendly and for awareness of social issues like Global warming and try to take some steps to prevent them. It provides a forum for those who are concerned about the environment and offers many different options as to how to act on the energy and waste issues our world faces today. The club is engaged in creating awareness programs inside the school and organizes activities like classroom cleanliness campaigns, recycling, plantation etc.

Past Activities:

- Training and visit to WEPCO on Waste Management and Paper Recycling
- Presentation on awareness of Waste Management and recycling by Eco Club members in all classes of AHS
- Classroom cleanliness Campaign

How to be a club member?

Being a member of these clubs is easy:

1. Each club puts up a notice in the beginning of the session for enrolling new members.
2. Interested students simply have to attend the meeting & enroll themselves. In case, if they miss the meeting, they can speak to the club president or to the school coordinator for enrolment.

Note: It is imperative for the club members to attend club meetings and participate and volunteer in club activities. Failing to do so will result in automatic deregistration of the club membership.

How can I start a club of my interest?

1. Submit a proposal of the club to the School Coordinator.
2. If the proposal is feasible, the club can be started.

Other Activities

Student Magazine: The student Magazine 'Expositon' is written, edited and published by the students of Ace Higher Secondary School. The magazine contains various topics like news, trends, opinions, entertainment, reviews and sports. Further, students sell advertising space to different organizations and raise funds to publish the magazine.

AHS Fete: The AHS fete is a part of the "AHS Annual Event". The fete is organized with a vision of providing AHS students with an opportunity to unleash their creative streak and to continue the AHS culture of promoting the event management. The fete has been a motivating factor for all the students of Ace Higher Secondary School to showcase their varied talents. Students set up different food & Game stalls and different competitions like Digital movie, Mad Ads, Music, Fashion show, Dance etc is held.

Tour: Out of the classroom learning is a proven method of allowing students to better understand theories which they learn in the classroom. These Trips allows students to travel the world to better understand the cultures and heritage of our fellow human beings across the globe. A recreation cum education trip is organized annually for students of Grade xii during the winter vacation.

Past Trips:

- Mumbai,Goa,Agra,Delhi- 2008
- Pokhara,Chitwan & Ghandruk - 2009
- Lumbini, Mumbai,Goa & Kochi - 2010
- Bangkok ,Pattaya - 2011

Sports: Indoor & Outdoor Sports enhance the abilities of the student and develop challenging spirits. Students at AHS can train and participate in varied sports like Basketball, Football, Cricket, Badminton, Table Tennis, Chess etc.

Past Activities:

- Basketball Training on alternate days for Boys & Girls after school
- Football training on weekends
- Friendly matches of Basketball & Football between AHS and other schools at regular intervals
- Intra -Class Basketball, Football, Cricket, Badminton, Table Tennis, Chess & Carom competitions
- Participated in different external basketball tournaments like NCAL Basketball League, Prime Cup, Don Bosco Cup and Gyan Carnival
- Participated in external football tournaments like Budanilkantha Football tournament, K & K cup, Akhil cup and KMC Five A-Side

Student Body

Event Management Team: The event management team is involved in planning and organizing the School events and will act as a liaison between the school administration and students. The club consists of 20 members, 2 from each section from both Grade XI and XII. The members are elected through student's and management's vote.

Students' Academic Council: Students' Academic Council works closely with the AHS Management team. The council students play an instrumental role in providing feedbacks about the over all aspects of a class including general classroom management, student's general and specific behaviors, class order, teaching and learning progress and effectiveness of our program. The club consists of 20 members, 2 from each section from both Grade XI and XII. The members are elected through student's and management's vote.

FEE PAYMENT SCHEDULE

The students will have to pay their fee in installment basis according to the following schedule:

Installment		Payment deadline (English)	Payment deadline (Nepali)
First	Grade XII	August 3	Srawan 18
	Grade XI	August 16	Shrawan 31
Second		October 18	Kartik 1
Third		January 4	Poush 20
Fourth		March 14	Chaitra 1

Students are provided with Fee Invoice and payment reminders at least 7 days before the deadline and are expected to make the payment within the given deadline. Failure to make payment within the deadline without notice results in penalty.

GOVERNING BODIES

BOARD OF DIRECTORS

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Chairman

MS. Management, MIT Sloan School of Management, USA

MSc. Mathematics, Punjab University, India

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BE, Civil, Jabalpur University, India

Mr. Mohan Das Manandhar

Director

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Director

B.Sc., Mathematics, Calcutta University, India

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Ace Institute of Management

MBA, Institute of Business Administration and Training, India

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Principal

MBA, Pokhara University, Nepal

Ms. Sadhana Shrestha

Vice Principal

M. Sc., Karnataka University, India

Ms. Krishna Maya Shrestha

Programme Coordinator

MBA, Pokhara University, Nepal

Ms. Udhar Shrestha

Programme Coordinator

PGDCM, Calcutta University, India

Mr. Raj Kishor Shakya

Asst. Operation & HR Manager

MBA, Pokhara University, Nepal

OPERATING COUNCIL

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Principal

Ms. Sadhana Shrestha
Vice Principal

Ms. Udhar Shrestha
Programme Coordinator

Ms. Krishna Maya Shrestha
Programme Coordinator

Mr. Raj Kishor Shakya
Asst. Operation & HR Manager

Ms. Sushama Ghimire
Asst. Programme Coordinator
M.A., Tribhuvan Univeristy

Mr. Krishna Hari Gautam
Asst. Programme Coordinator
MBA, Pokhara University

Ms. Archana Karki
Programme Officer
BBS, Tribhuvan University

Mr. Bishnu Dhakal
System Operator
BBS, Trubhuvan University

FULL TIME STAFF AT AHS

**Mr. Jayanta K. Pokharel-Principal
MBA, Pokhara University, Nepal**

**Ms. Sadhana Shrestha-Vice Principal
M. Sc., Karnataka University, India**

**Ms. Udhar Shrestha-Programme Coordinator
PGDCM, Calcutta University, India**

**Ms. Krishna Maya Shrestha-Programme Coordinator
MBA, Pokhara University, Nepal**

**Mr. Raj Kishor Shakya-Asst. Operation & HR Manager
MBA, Pokhara University, Nepal**

**Ms. Sushama Ghimire-Asst. Programme Coordinator
M.A., Tribhuvan Univeristy**

**Mr. Krishna Hari Gautam- Asst. Programme Coordinator
MBA, Pokhara University, Nepal**

**Ms. Archana Karki- Programme Officer
BBS, Tribhuvan University**

**Mr. Bishnu Dhakal- System Operator
BBS, Tribhuvan University**

**Ms. Santa Dhungana - Account Assistant
BBS, Tribhuvan University**

**Mr. Madhav Koirala - Facility Supervisor
BA, Tribhuvan University, Nepal**

Mr. Milan Shrestha - Sports Incharge

Mr. Pashupati Bhujel - Programme Aide

Mr. Santosh Magarati- Programme Aide

Mr. Bishwa Lal Shrestha - Security Supervisor

FACULTY AT AHS

Ms. Anjali Rana
Economics
M. A. / M. Ed.,
Tribhuvan University

Ms. Anju Gupta
English
M.A., Tribhuvan University

Mr. Bhabesh K. Labh
English
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Mr. Bhim Bhattarai
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M.A., Tribhuvan University

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