

Dear Parents,

➤ The New Session 2016-17 will commence as per the schedule given below. The timing for the classes before summer vacation shall be as follows.

Classes	Dates	Timings	Starting time of buses
Std. VI to VIII	04.04.2016	06.00 A.M.-09.30 A.M.	Bus will start from the first stoppage 5.15 A.M.
UKG to Std. V	04.04.2016	07.00 A.M.-10.30 A.M.	Bus will start from the first stoppage 6.15 A.M.
Std. IX	04.04.2016	06.00 A.M.-09.30 A.M.	Bus will start from the first stoppage 5.15 A.M.
Std. XII	04.04.2016	06.00 A.M.-10.30 A.M.	Bus will start from the first stoppage 5.15 A.M.
Std. X	08.04.2016	06.00 A.M.-09.30 A.M.	Bus will start from the first stoppage 5.15 A.M.

➤ If any candidate desires to have any of his/her answer books rechecked he/she must apply for the same to the Principal of the school within 10 days of declaration of result. The candidate will have to pay rechecking fee @ Rs.100/- (Rupees One hundred only) per subject. The application received after the stipulated date will not be entertained. Rechecking does not mean "Re-evaluation". It will involve checking of (i) Total of the marks secured or (ii) "Un-assessed" portion, if any, of the answer book.

➤ Parents interested to collect T.C. of their child are requested to apply in the prescribed Proforma available in the school office on payment of Rs. 100/- to the Principal, on or before 28.03.2016. Application for T.C. must be signed by both father and mother of the child. After 05.04.2016, fees due will be charged prior to issue of T.C. Those will apply for T.C. by the due date, are required to receive the T.C. by 05.04.2016 positively, otherwise fees due shall be charged prior to issue of the T.C.

➤ The Books and Copies for New Session (2016-2017) will be available **on payment through Challan as per the following schedule**. Kindly present the Book list & counterfoil of the challan at the book counter at the time of procuring the books and copies. **Students coming to collect books with their parents should be in school uniform only. Kindly bring a carry bag to take the books and copies from the Book counter.**

CAMPUS-I			CAMPUS-II		
Dates	Classes	Timings	Dates	Classes	Timings
19.03.2016	VI	02.30 P.M.- 04.30 P.M.	19.03.2016	III, IV & V	08.30 A.M. to 10.30 A.M.
22.03.2016	VII & VIII	10.00 A.M. – 12.00 Noon	28.03.2016	UKG, I & II	08.30 A.M. to 10.30 A.M.
28.03.2016	XII	09.30 A.M. – 11.30 A.M.			

➤ Please verify the number of books and copies before leaving the counter. Shortage, if any, should be brought to the notice of the concerned teacher immediately. Any complaint regarding shortage or damage shall not be entertained afterwards.

➤ **School fees for the session 2016-17 has been enhanced by 15% over and above the fees of 2015-16 after consultation with the members of PTCC & SMC as per the principles laid down by Justice K. P. Mohapatra Committee and orders passed by the Hon'ble Supreme Court. The detail of the fee structure 2016-17 will be reflected in the pay-in-slip to be supplied to the parents at the time of publication of result.**

➤ In order to provide better bus facilities, it has been decided that the students should give their option for availing the facilities at the beginning of the academic session with full payment in the month of **April**. Therefore, the interested students are requested to collect the **prescribed format and pay-in-slip** available in the reception counter of the school from **2<sup>nd</sup> April 2016**. Kindly deposit the required amount in Bank counter and submit the registration form along with the deposit slip in school office furnishing the required information therein by **9<sup>th</sup> April 2016** for availing the bus service. There is no provision of installment for payment of bus fees. The bus charges once paid cannot be refunded or adjusted against any other fee if the child discontinues the facility or leaves the school. **The bus fee per student is fixed at Rs.9000/- per annum.**