

Dear parents,

Warm Greetings! We extend our sincere gratitude for your constant support and co-operation during another successful academic session. Now, with the great spirit, energy and enthusiasm we are looking forward to welcome the upcoming session.

Please note the following details for smooth conduction:-

1. **SCHEDULE FOR OPENING OF SCHOOL FOR THE SESSION 2025-2026:**

Class	Date	Day	Arrival	Departure
XII Comm.	01/04/2025	TUESDAY	08:00 AM	12:00 NOON

2. **BOOKS&NOTEBOOK DETAILS:** Book List is attached with the circular, parents can buy the NCERT books of all subjects accordingly from anywhere as per their convenience and choice. All the students are required to bring prescribed books and note books from the first day of opening of school.

S.NO.	SUBJECT	BOOK	NO. OF REGISTERS
1	ENGLISH	NCERT: FLAMINGO & VISTAS	(College Copy) 200 PAGES – 10
2	ACCOUNTANCY	ACCOUNTANCY - T S GREWAL	
3	BUSINESS STUDIES	BUSINESS STUDIES - POONAM GANDHI	
4	ECONOMICS	ECONOMICS - (A) Macroeconomics (V. K. Ohri & T. R. Jain) Part - (B) Indian Economic Development (V. K. Ohri & T.R. Jain)	
5	INFORMATICS PRACTICES	INFORMATICS PRACTICES-SUMITA ARORA/ PREETO ARORA	
6	HINDI	आरोह-2, वितान-2 , अभिव्यक्तिऔरमाध्यम (NCERT)	
7	PHYSICAL EDUCATION	PHYSICAL EDUCATION (SARASWATI PUBLICATION)	

3. **SCHOOL UNIFORM DETAILS :**

SECTION	SEASON	BOYS	GIRLS
12 th COMMERCE	SUMMER	White Blue striped shirt with Navy Blue Trouser & Black laced Shoes	White Blue striped shirt with Navy Blue Divider &Black Velcro Shoes
	WINTER	Blue Blazers are mandatory	

Note: To maintain the uniformity and for the convenience, Parents CAN purchase above materials with reasonable price from JAGDAMBA TRADERS, Mandi gate , near Bhagat Plaza, LodhiparaChowk, Pandri Raipur. For contact: 09685265885

4. **FEE DETAILS FOR ACADEMIC SESSION 2024-25 OF CLASS IX TO XII:**

DUE TIME	IX - XII
1 st INSTALLMENT BEFORE 15.06.25	16482
2 nd INSTALLMENT BEFORE 15.08.25	10476
3 rd INSTALLMENT BEFORE 15.11.25	10476
4 th INSTALLMENT BEFORE 15.01.26	10476
TOTAL	47910
CONCESSION FOR ONE TIME PAYMENT BEFORE 31.04.2025	3809
TOTAL FEE	44101

NOTE:

- TO CONFIRM YOUR WARD'S SEAT IN SCHOOL 1ST QUARTER FEE/INSTALLMENT FEE MUST BE DEPOSITED BEFORE 15.06.25.
- ONE MONTH DISCOUNT IN TUITION FEE WILL BE GIVEN, SUBJECT TO FULL FEE PAYMENT ON OR BEFORE 30.04.2025.
- RUPEES TEN (PER DAY) WILL BE CHARGED AS FINE AFTER THE DUE DATE OF PAYMENT.
- MERITORIOUS SCHOLARSHIP OF RS. 6000/-,5000/-,4000/- WILL BE GIVEN TO XI TOPPERS (1,2,3 RANKERS FROM ALL STREAMS) AS PER SCHOOL NORMS.

SCHOOL CODE OF CONDUCT

THE STUDENTS ARE EXPECTED TO FOLLOW SCHOOL RULES & REGULATION AT ALL TIMES.

1. If a child is wearing gold/silver or any other precious ornaments, in case of any mishap school is not responsible for the same.
2. Students must bring healthy food, no junk food is allowed in school.
3. Each student must carry HIS/HER diary to school every day.
4. Everyone must reach the school 5 minutes before the Assembly timing.
5. Carrying electronic gadgets like mobile phone/ musical instruments/pen drives etc. is strictly prohibited.
6. The students must come to school, daily, in proper school uniform. The child must be smartly dressed (clean & ironed dressed, proper hair cut/tied hair, polished shoes, properly nails cut etc.) The students in improper uniform will not be allowed to attend the school.
7. The students are expected to remain disciplined at all times. They should move in line while coming or going out of the class.
8. Bullying or use of foul/abusive language is punishable offence.
9. Lending/borrowing of money any other article is not permitted.
10. Care must be taken of all school properties. Students should not scratch, write or spoil the desks/chairs or damage any school furniture. Writing, drawing or scratching the wall is prohibited. Due care should be taken for things belonging to others. Damage done even by accident should be reported at once to the class teacher or to the principal. The child will have to pay the full cost of repairing/replacement along with fine.
11. Students must not bring any other books, magazines, periodicals etc. to school other than the prescribed books and copies.
12. Disrespect, discourtesy to teachers, student's council members, monitors will be treated as violation of code of conduct by the students.
13. Half day leave is not allowed to any child unless there is a valid reason and in such cases, parents must come to school to take the child back home.
14. The school reserves the right to suspend/terminate found to be unsatisfactory or whose conduct dose not suit to moral tone of the institution.
15. The students are expected to be regular in coming to school. Irregularity in attendance will be taken seriously. The child must complete 80% of attendance to be eligible to sit in the terms and exams.
16. The student will not be eligible for any academic award in case of shortage of attendance.
17. Student's remaining absent more than seven days without prior permission will not be allowed to attend the class.
18. In case of absence due to medical reason, a medical certificate of treatment must be attached with the application.
19. The child should not be sent to school, if HE/SHE is suffering from infectious disease. A student suffering from such diseases must observe the prescribed period of quarantine before returning to the class. Parents should produce fitness certificate from the doctor.
20. Speaking in English is compulsory in school premise.
21. Students are not allowed to bring any sharp instruments like blades, knives, and scissors to school.
22. Firing crackers or splashing colour during Diwali/Holi in the school premises is strictly forbidden. Non-compliance of these instructions can lead to expulsion from the school.
23. Irregular attendance, unjustified or unexplained absence from school, habitual coming late, disobedience, showing disrespect to teacher and any other type of unruly and objectionable behavior are considered grave acts of indiscipline, which can lead to expulsion from the school.
24. Students must maintain clean, green beautiful surroundings to the school campus and not deface it with toffee wrappers, disposable tumblers, poly packs etc. They must use dustbin.

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