



NIRJA SAHAY D.A.V. PUBLIC SCHOOL, KANKE, RANCHI - 06

Ref. No. : NS DAV /LKG - XI/2018-19/

Date : 24.03.2018

Dear Parents / Guardian,

At the outset please accept our wholehearted greetings and compliments on the stupendous performance of your ward. You must have been overwhelmed with joy to have witnessed this splendid performance. We look forward for your continued support and patronage.

☞ **New Academic Session (2018-19)** : The new academic session commences w.e.f. **05.04.2018 (Thursday)**.

☞ **School Timing** : The school will observe the revised timing w.e.f. **05.04.2018** as indicated below :

| Class | LKG to I | Std. - II to X | Std. - XI & XII |
|--------|-------------------------|------------------------|-------------------------|
| Timing | 8.00 a.m. to 12.00 Noon | 8.00 a.m. to 2.15 p.m. | 7.00 a.m. to 12.35 p.m. |

☞ **School Fee** : The fee for the month of April, 2018 will be accepted without fine till 30th April 2018 except on holidays. Kindly consult the school office to know the schedule for the payment of school fee.
Kindly deposit the fee on monthly basis through debit/credit card and cheques only.
No cash shall be accepted w.e.f. 01.04.2018. Moreover cheque will be accepted up to 15th working day of every month only. The defaulter's name shall be struck off the roll on non-payment of the fee for two months without any intimation.

☞ **Books of DAV Publication** : New books of DAV Publication for classes LKG to VIII will be made available on 2nd & 3rd April 2018 between 8:30 a.m. to 12:30 p.m. on the school premises.

| Class | Cost Price of Books | Remarks | Class | Cost Price of Books | Remarks |
|-------|---------------------|-----------------|-------|---------------------|-----------------|
| LKG | Rs.316/- | Except one book | IV | Rs.690/- | Except one book |
| UKG | Rs.307/- | Full Set | V | Rs.797/- | Except one book |
| I | Rs.401/- | Except one book | VI | Rs.1090/- | Full Set |
| II | Rs.517/- | Full Set | VII | Rs.1068/- | Except one book |
| III | Rs.576/- | Full Set | VIII | Rs.1289/- | Full Set |

Note : i) Parents should bring carry bag to collect the books.
ii) Remaining books will be made available shortly.
iii) Candidates seeking fresh admission can obtain books from fee counter at the time of admission.

☞ **Student's Diary** : Parents should check the Student's Diary regularly and must use it as a tool of communication between school and parents / guardian.

☞ **Note-books / Exercise Books** : Kindly purchase notebooks / exercise books of good quality as per the details given overleaf and cover them with brown paper mentioning the name, Class, sec and subject accordingly.

Please see the overleaf

| Class | Four Lined (196 Pages) | Square Lined (196 Pages) | Ruled (2 Lined) (196 Pages) | Drawing | Scrap Book | Interleaf (196 Pages) | Special Maths (196 Pages) | Test Copy (48 Pages) | Plain Maths (196 Pages) |
|--------|------------------------|--------------------------|-----------------------------|---------|------------|-----------------------|---------------------------|----------------------|-------------------------|
| LKG | 01 | 01 | 01 | 01 | 01 | --- | --- | --- | --- |
| UKG | 02 | 01 | 01 | 01 | 01 | --- | --- | --- | --- |
| I&II | 04 | 01 | 02 | 01 | 01 | --- | --- | --- | --- |
| III | 02 | --- | 07 | 01 | --- | --- | 01 | 05 | --- |
| IV | --- | --- | 08 | 01 | --- | 01 | 01 | 05 | --- |
| V | --- | --- | 09 | 01 | --- | 01 | 01 | 06 | --- |
| VI,VII | --- | --- | 13 | 01 | --- | 02 | --- | 06 | 02 |
| VIII | --- | --- | 13 | --- | --- | 06 | --- | 06 | 02 |

- ☞ **Attendance, Regularity & Punctuality** :
- a) Only with an attendance of 75% out of total working days, a student is entitled to take the Annual Examination or the CBSE Examination.
- b) If a pupil is absent continuously for more than 7 days without any valid reason, his / her name shall be struck off the rolls.
- c) Kindly submit the medical certificate if your ward is sick for more than three days.
- d) Any leave other than sickness shall be granted under special circumstances only.
- ☞ **Discipline** :
- It is expected on the part of pupils to abide by the rules and regulations of the school. They should observe good manners, etiquette and utmost discipline. Violation of school rules will lead to heavy fine / suspension / rustication.
- ☞ **Home Work/ Assignments** :
- Parents / Guardian must provide congenial atmosphere of study to their wards at home. They should encourage them to complete their home work / assignments on time.
- ☞ **School Uniform** :
- The students should wear the Summer Uniform as prescribed in the Student's Diary.
- ☞ **Important Note:**
- i) School Fee is likely to be revised in the session 2018-19.
- ii) Parents / Guardian applying for the Transfer Certificate (T.C.) in respect of their ward(s) in the new session (2018-19) are supposed to pay all charges of new class(es) hence they should apply for the T.C. upto 31st March, 2018 on all working days.
- iii) English shall be the only acceptable mode of communication on the school premises.
- iv) Mobile/electronic gadgets, Motorbike/Scooty (without licence & helmet) are strictly prohibited.
- v) Parents are requested to send their ward to school with the school ID card, Bus Card, Tiffin Box, Water Bottle, Note books and uniform as prescribed in the school diary.
- vi) Kindly carry valid ID cards i.e. Votar ID, Aadhar card, PAN card etc. and produce the same at entry gate while visiting the school for any work.
- vii) Please spend quality time with your ward(s), do take good care of them. We will extend our fullest co-operation to you and your ward for his/her holistic growth & development.
