**MAHARAJA AGRASEN INTERNATIONAL SCHOOL**

**(Managed By: Agrawal Education Foundation)**

**Surat**

****

**ANNUAL PLANNER 2023-24**

**LIST OF HOLIDAYS AT GLANCE (2023-24)**

|  |  |  |  |
| --- | --- | --- | --- |
| **MONTH** | **DATE** | **DAY** | **FESTIVAL/HOLIDAY** |
| **APRIL** | **14.04.2023** | **FRIDAY** | **AMBEDKAR JAYANTI** |
| **SUMMER VACATION: 1.05.2023 TO 3.06.2023** |
| **AUGUST** | **15.08.2023** | **TUESDAY** | **INDEPENDENCE DAY** |
| **16.08.2023** | **WEDNESDAY** | **PATETI** |
| **30.08.2023** | **WEDNESDAY** | **RAKSHABANDHAN** |
| **SEPTEMBER** | **7.09.2023** | **THURSDAY** | **JANMASHTAMI** |
| **19.09.2023** | **TUESDAY** | **GANESH CHATURTHI** |
| **28.09.2023** | **THURSDAY** | **GANESH VISARJAN** |
| **OCTOBER** | **02.10.2023** | **MONDAY** | **GANDHI JAYANTI** |
| **24.10.2023** | **TUESDAY** | **DUSSEHRA** |
| **DIWALI VACATION: 10.11.2023 TO 30.11.2023** |
| **DECEMBER** | **25.12.2023** | **MONDAY** | **CHRISTMAS** |
| **JANUARY** | **15.01.2024** | **MONDAY** | **MAKARSANKRANTI** |
| **26.01.2024** | **FRIDAY** | **REPUBLIC DAY** |
| **MARCH** | **8.03.2023** | **FRIDAY** | **MAHA SHIVRATRI** |
| **25.03.2023** | **MONDAY** | **HOLI** |
| **26.03.2023** | **TUESDAY** | **DHULETI** |

|  |  |
| --- | --- |
| **SUMMER VACATION** | **DIWALI VACATION** |
| **1/05/2023 (Monday) TO 3/06/2023 (Saturday)****School Reopens on 5/06/2023 (Monday)** | **10/11/2023 (Friday) TO 30/11/2023 (Thursday)****School Reopens on 1/12/2023 (Friday)** |

**NOTE:**

* Every 4th Saturday of the month will be a holiday.
* Any change in holidays/vacations will be communicated in advance.

**LIST OF CELEBRATIONS (2023-24)**

|  |  |  |
| --- | --- | --- |
| **Month** | **Date & Day** | **Celebrations** |
| **April** | 25.04.2023 (Tuesday) | Gujarat Foundation Day |
| 29.04.2023 (Saturday) | Summer Cool  |
| **June** | 21.06.2023 (Wednesday) | Yoga Day |
| 05.06.2023 (Monday) | Environment Day |
| **July** | 22.07.2023 (Saturday) | Parent’s Day |
| **August** | 15.08.2023 (Tuesday) | Independence Day |
| 29.08.2023 (Wednesday) | Raksha Bandhan |
| **September** | 05.09.2023 (Tuesday) | Teacher’s Day |
| 06.09.2023 (Wednesday) | Janmashtami |
| 16.09.2023 (Saturday) | Grandparent’s Day |
| **October** | 02.10.2023 (Monday) | Gandhi Jayanti |
| 21.10.2023 (Saturday) | Navratri |
| 29.10.2023 (Saturday) | Kaushal Carnival  |
| **November** | 09.11.2023 (Thursday) | Diwali |
| School Picnic |
| **December** | 25.12.2024 (Monday) | Christmas |
| 16.12.2023 (Saturday) | Social Drive |
| Night Out in School |
| **January** | 12.01.2024 & 13.01.2024(Friday & Saturday) | Sports Day |
| 26.01.2023 (Friday) | Republic Day |
| **February** | 14.02.2024 (Wednesday) | Basant Panchami |
| 18.02.2024 (Saturday) | Movie Day |

*Note- Above mentioned dates are subject to change.*

**MARKS DIVISION A.Y. 2023-24**

|  |  |  |
| --- | --- | --- |
| **Grade I to V** |  | **Grade VI to IX** |
| **Subjects** | **PT-I** | **Term-I** | **PT-II** | **Term-II** |  | **Subjects** | **PT-I** | **Term-I** | **PT-II** | **Term-II** |
| English | 30 | 50 | 30 | 50 |  | English | 40 | 80 | 40 | 80 |
| Maths | 30 | 50 | 30 | 50 |  | Maths | 40 | 80 | 40 | 80 |
| Hindi | 30 | 50 | 30 | 50 |  | Hindi | 40 | 80 | 40 | 80 |
| EVS | 30 | 50 | 30 | 50 |  | EVS | 40 | 80 | 40 | 80 |
| Science | 30 | 50 | 30 | 50 |  | Science | 40 | 80 | 40 | 80 |
| S.S | 30 | 50 | 30 | 50 |  | S.S | 40 | 80 | 40 | 80 |
| Computer | NA | 30+20 (P) | NA | 30+20 (P) |  | Sanskrit | 40 | 80 | 40 | 80 |
| G.K | NA | 50 | NA | 50 |  | Computer | NA | 50+30 (P) | NA | 50+30 (P) |
| Gujarati | NA | 50 | NA | 50 |  | G.K | NA | 50 | NA | 50 |
| P.E | NA | Grade | NA | Grade |  | P.E | NA | Grade | NA | Grade |
| Drawing | NA | Grade | NA | Grade |  | Drawing | NA | Grade | NA | Grade |
| Music | NA | Grade | NA | Grade |  | Music | NA | Grade | NA | Grade |
|  |  |  |  |  |  |  |  |  |  |  |
| Note: Computer, G.K & Gujarati are Graded Subjects. |  |  |  |  |

**ASSESSMENT SCHEDULE (LKG & UKG)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Day** | **Nursery** | **L KG** | **U KG** |
| **Periodic Test I** | **PTM 07/07/2023** |
| 7/7/2023 | Friday | English | English | English |
| 8/7/2023 | Saturday  | Maths | Maths | Maths |
| 10/7/2023 | Monday  | EVS | EVS | EVS |
| 11/7/2023 | Tuesday  | Drawing  | Hindi | Hindi |
| 12/7/2023 | Wednesday  | - | Drawing | Drawing |
| **Result Day (29/07/2023)** |
| **1st Term Examination** | **PTM 30/09/2023** |
| 9/10/2023 | Monday | English | English | English |
| 10/10/2023 | Tuesday | Maths | Maths | Maths |
| 11/10/2023 | Wednesday | EVS | EVS | EVS |
| 12/10/2023 | Thursday | Hindi | Hindi | Hindi |
| 13/10/2023 | Friday | Drawing | Drawing | Drawing |
| 14/10/2023 | Saturday | GK | GK | GK |
| 16/10/2023 | Monday | Rhymes | Rhymes | Rhymes |
| **Result Day (28/10/2023)** |
| **Periodic Test II** | **PTM 9/12/23** |
| 11/12/2023 | Monday  | English | English | English |
| 12/12/2023 | Tuesday  | Maths | Maths | Maths |
| 13/12/2023 | Wednesday  | EVS | EVS | EVS |
| 14/12/2023 | Thursday  | Drawing  | Hindi | Hindi |
| 15/12/2023 | Friday  | - | Drawing | Drawing |
| **Result Day ( 23/12/23)** |
| **Final Term Examination** | **PTM 24/02/24** |
| 4/3/2024 | Monday  | English | English | English |
| 5/3/2024 | Tuesday  | Maths | Maths | Maths |
| 6/3/2024 | Wednesday  | EVS | EVS | EVS |
| 7/3/2024 | Thursday  | Hindi | Hindi | Hindi |
| 8/3/2024 | Friday | Drawing | Drawing | Drawing |
| 9/3/2024 | Saturday | GK | GK | GK |
| 11/3/2024 | Monday | Rhymes | Rhymes | Rhymes |
| **Result Day (28/03/24)** |

* Nursery, LKG and UKG students will have worksheet assessment only.
* Worksheets will be conducted during regular school timings. Regular classes will continue.
* Retests will not be conducted for any reason. Half day leave or leave after exam is not permitted.
* Any changes in schedule will be communicated in advance to parents through SMS / Circular.

**EXAMINATION SCHEDULE (CLASS I to V)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Day** | **I** | **II** | **III** | **IV** | **V** |
| **Periodic Test I** | **PTM- 01/07/2023** |
| 7/7/2023 | Friday | English | EVS | English | S.S | Maths |
| 8/7/2023 | Saturday | EVS | Maths | Science | English | Science |
| 10/7/2023 | Monday | Maths | Hindi | Maths | Maths | English |
| 11/7/2023 | Tuesday | Hindi | English | S.S | Hindi | Hindi |
| 12/7/2023 | Wednesday | - | - | Hindi | Science | S.S |
| **Result Day- 29/07/2023** |
| **1st Term Examination** | **PTM -30/9/2023** |
| 6/10/2023 | Friday | Drawing | Drawing | Drawing | Drawing | Drawing |
| 7/10/2023 | Saturday | English | Hindi | Maths | Science | English |
| 9/10/2023 | Monday | Hindi | Maths | Science | English | S.S |
| 11/10/2023 | Wednesday | Maths | EVS | English | S.S | Hindi |
| 13/10/2023 | Friday | EVS | English | S.S | Hindi | Maths |
| 14/10/2023 | Saturday | Gujarati | Computer  | Hindi | Maths | Science |
| 16/10/2023 | Monday | Computer  | G.K | Gujarati | Computer  | G.K  |
| 17/10/2023 | Tuesday | G.K | Gujarati | Computer  | G.K | Gujarati |
| 18/10/2023 | Wednesday | - | - | G.K | Gujarati | Computer  |
| **Result Day- 28/10/2023** |
| **Periodic Test II** | **PTM – 9/12/2023** |
| 11/12/2023 | Monday | EVS | English | S.S | Maths | English |
| 12/12/2023 | Tuesday | Maths | EVS | English | Science | Science |
| 13/12/2023 | Wednesday | Hindi | Maths | Maths | English | Maths |
| 14/12/2023 | Thursday | English | Hindi | Hindi | Hindi | S.S |
| 15/12/2023 | Friday  | - | - | Science | S.S | Hindi |
| **Result Day- 23/12/2023** |
| **Final Term Examination** | **PTM- 24/02/2024** |
| 2/03/2024 | Saturday | Drawing | Drawing | Drawing | Drawing | Drawing |
| 4/03//2024 | Monday | Hindi | English | Science | Maths | S.S |
| 6/03/2024 | Wednesday | Maths | Hindi | English | Science | Hindi |
| 8/03/2024 | Friday | EVS | Maths | S.S | English | Maths |
| 11/03/2024 | Monday | English | EVS | Hindi | S.S | Science |
| 13/03/2024 | Wednesday | Computer  | Gujarati | Maths | Hindi | English |
| 14/03/2024 | Thursday | G.K | Computer  | Computer  | Gujarati | G.K  |
| 15/03/2024 | Friday | Gujarati | G.K | G.K | Computer  | Gujarati |
| 16/03/2024 | Saturday | - | - | Gujarati | G.K | Computer  |
| **Result Day- 28/03/2024** |

**EXAMINATION SCHEDULE (CLASS VI to IX)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date** | **Day** | **VI** | **VII** | **VIII** | **IX** |
| **Periodic Test I** | **PTM- 1/07/2023** |
| 7/7/2023 | Friday | SS | English | Science | Maths |
| 8/7/2023 | Saturday | English | Science | Sanskrit | SS |
| 10/7/2023 | Monday | Science | Sanskrit | Hindi | Science |
| 11/7/2023 | Tuesday | Sanskrit | Hindi | Maths | English |
| 12/7/2023 | Wednesday | Hindi | Maths | SS | Hindi |
| 13/7/2023 | Friday | Maths | SS | English | - |
| **Result Day- 29/07/2023** |
| **1st Term Examination** | **PTM -30/9/2023** |
| 6/10/2023 | Friday | Drawing | Drawing | Drawing | - |
| 7/10/2023 | Saturday | Maths | Science | Sanskrit | S.S |
| 9/10/2023 | Monday | Science | English | S.S | Hindi |
| 11/10/2023 | Wednesday | English | S.S | Hindi | Maths |
| 13/10/2023 | Friday | S.S | Sanskrit | Maths | Science |
| 14/10/2023 | Saturday | Hindi | Maths | Science | English |
| 16/10/2023 | Monday | Sanskrit | Hindi | English | **-** |
| 17/10/2023 | Tuesday | Computer | G.K | Computer | - |
| 18/10/2023 | Wednesday | G.K | Computer | G.K | - |
| **Result Day- 28/10/2023** |
| **Periodic Test II** | **PTM – 9/12/2023** |
| 11/12/2023 | Monday | Science | SS | English | SS |
| 12/12/2023 | Tuesday | Sanskrit | English | Science | Science |
| 13/12/2023 | Wednesday | Hindi | Science | Sanskrit | English |
| 14/12/2023 | Thursday | Maths | Sanskrit | Hindi | Hindi |
| 15/12/2023 | Friday  | SS | Hindi | Maths | Math |
| 16/12/2023 | Saturday | English | Maths | SS | - |
| **Result Day- 23/12/2023** |
| **Final Term Examination** | **PTM – 24/02/2024** |
| 2/03/2024 | Saturday | Drawing | Drawing | Drawing | **-** |
| 4/03//2024 | Monday | Science | Science  | Maths | Hindi |
| 6/03/2024 | Wednesday | English | S.S | Science | Maths |
| 8/03/2024 | Friday | S.S | Hindi | English | Science |
| 11/03/2024 | Monday | Maths  | Maths | S.S | English |
| 13/03/2024 | Wednesday | Sanskrit | Sanskrit | Hindi | S.S |
| 14/03/2024 | Thursday | Hindi | English | Sanskrit | - |
| 15/03/2024 | Friday | Computer | G.K | Computer | - |
| 16/03/2024 | Saturday | G.K | Computer | G.K | - |
| **Result Day- 28/03/2024** |

**EXAMINATION SCHEDULE (CLASS X)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date** | **Day** | **Subject** |
| Periodic Test 1 | 7/7/2023 | Friday | Hindi |
| 8/7/2023 | Saturday | SS |
| 10/7/2023 | Monday | Science |
| 11/7/2023 | Tuesday | English |
| 12/7/2023 | Wednesday | Maths |
| **Result Day 29/07/2023** |
| Half Yearly Exam | 7/10/2023 | Saturday | SS |
| 9/10/2023 | Monday | Science |
| 11/10/2023 | Wednesday | English |
| 13/10/2023 | Friday | Hindi |
| 16/10/2023 | Monday | Maths |
| **Result Day- 28/10/2023** |
| Pre Board 1 | 11/12/2023 | Monday | English |
| 12/12/2023 | Tuesday | Maths |
| 13/12/2023 | Wednesday | Science |
| 14/12/2023 | Thursday | SS |
| 15/12/2023 | Friday  | Hindi |
| **Result Day- 23/12/2023** |
| Pre Board 2 | 6/01/2024 | Saturday | SS |
| 8/01/2024 | Monday | Science |
| 10/01/2024 | Wednesday | English |
| 12/01/2024 | Friday | Maths |
| 13/01/2024 | Saturday | Hindi |
| **Result Day- 20/01/2024** |

**PARENT TEACHER MEETING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **July** | **September** | **October** | **December** | **February** | **March** |
| **Nursery** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **LKG** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **UKG** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **I** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **II** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **III** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **IV** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **V** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **VI** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **VII** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **VIII** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **IX** | 1/07/202329/07/2023 | 30/9/2023 | 28/10/2023 | 9/12/202323/12/2023 | 24/02/2024 | 28/03/2024 |
| **X** | 29/07/2023 | - | 28/10/2023 | 23/12/2023 | 1/02/2024 | - |

**Note:**

**PTM timing will be informed by the class teacher two days prior to the meeting.**

**PRE-PRIMARY CO-CURRILCULAR ACTIVITIES**

|  |  |  |
| --- | --- | --- |
| **Month** | **Special Days** | **Competitions** |
| **April** | Pool Party | **-** |
| **June** | Yoga Day | **-** |
| **July** | Rainy Day | Fancy Dress |
| **August** | Independence DayRakshaBandhan | Rhymes / ShlokaStory Telling (Hindi) |
| **September** | Janmashtami | Radha Krishna(Best Costume) |
| **October** | Navratri | - |
| **November** | Diwali | Rangoli Competition |
| **December** | Christmas | - |
| **January** | Hat and Goggles Day | Sports Day |
| **February** | Movie Day | Talent Hunt |

**N.B. - Planned activities are tentative and subject to change**

**PRE-PRIMARY ACTIVITIES & FIELD TRIPS**

|  |  |  |
| --- | --- | --- |
| **Months**  | **Activity** | **Field Trip** |
| **April**  | Pool Party  | - |
| **June**  | Environment Day / Seed Germination  | Botanical Garden/Nursery  |
| **July**  | Umbrella Making  | Temple Visit  |
| **August**  | Paint the object  | Aquarium  |
| **September**  | Clay Moulding | Super Market  |
| **October**  | Table Manners  | Bakery  |
| **December**  | Ice Cream Stick  | Beach/Picnic Day  |
| **January**  | Our Helpers  | Fire Station  |

**ACTIVITIES/ COMPETITIONS**

**Grade I & II**

|  |  |  |
| --- | --- | --- |
| **Month** | **Activities** | **Competitions** |
| **April** | * Poem Recitation with action in Hindi
* Creative Hat Making Activity
 | Reading Competition |
| **July** | * Activity related to Surya Namaskar (Yoga Day)
 | 1 minute speech on Parents |
| **July** | * Farm visit
 | Fancy dress Competition on different types of Doctor |
| **August** | * Activity related Artificial Money
 | * Colour the Independence Day Picture
* Rakhi making Competition
 |
| **September** | * Different Body Parts based Activity
 | * Poem Recitation competition on Hindi Diwas
* Best Radha – Krishna competion
 |
| **October** | * Moral based Activity
 | * Quiz Competion
 |
| **November** | - | Diya Making Competition |
| **December** | * Secret Santa
 | * Christmas card making Competition
 |
| **January** | * Englishrecitation
 | * Fireless Cooking Competition
 |
| **February** | * Handwriting in English
 | - |

**ACTIVITIES/ COMPETITIONS**

**Grade III to V**

|  |  |  |
| --- | --- | --- |
| **Month** | **Activities** | **Competitions** |
| **April** | Stay Healthy awareness- activity | Colour the Picture/ Poster making |
| **May** | - | - |
| **June** | Farm visit – science activityPlanting of treesSolubility test – science activityYoga day | Best out of waste |
| **July** | Making bags from newspaper | Fancy dress +1 minute speech – Kargil Diwas Competition |
| **August** | Independence day celebration | Rakhi making |
| **September** | Krishna’s Crown making –activity | Advertisement – Hindi Diwas Competition |
| **October** | Read aloud a story/ Create your own story | Sur Sargam – World Music Day Competition |
| **November** | Diya/Toran Decoration Activity | Narrate a story (related to Diwali celebration) |
| **December** | Christmas card making activity | Letter to the Santa |
| **January** | Visit based | Fireless Cooking |
| **February** | Visit based | MAIS WIZARDS- Quiz Competition |

**N.B. – Planned activities are tentative and subject to change.**

**ACTIVITIES/ COMPETITIONS**

**Grade VI to IX**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month**  | **Activities** | **Competitions** | **Remark** |
| **April** | 1. World Health Day -Long Term Demerits of unhealthy food.
2. Activity on harvest festivals of India.
3. World Earth Day-Bottle Painting and Recycling Activity.
 | 1. Making a balanced diet platter on chart.
2. Skit on importance of harvest festivals.

Drinking Water Experiment. |  |
| **June** | 1. World Environment Day –Making the important Geographical Distribution of World –Model, Charts.2. Father’s Day—To make a collage of memories with Father.3. Card making for father, writing few lines of gratitude | 1. 1 minute Speech on the Environment topic.
2. Maths puzzles solving.

Maths problem solving on board. (3 min) | Topics –1. Recycling Should be Mandatory.2. Why palm oil should be banned.3. Rain forests to be protected.4. The impact of aerosols on nature. |
| **July** | 1. International Moon Day- Planet models with their rotational speed and all features explanation. | 1. Astronomy Quiz.
2. To find the stars and constellations nearby Earth.

3. Typing Bee – to see the speed of typing. |  |
| **August** | 1. National Sports Day- Different Sports of India – Team Members and Rules.2. Volley ball matches Between different classes. | 1. Rakhi making competition.2. Essay writing completion on rakshabandhan.(English)3. Extempore speech on Importance of youth in our society. |  |
| **September** | 1. Grandparents Day-To prepare a small skit on importance of grandparents in their family.2. Engineers Day Activity. | 1. Hindi diwas –Suddhuchharanpratiyogita.2. Vaadvivaadpratiyogita.3. KavyaPathan and KavyaGayan.4. Vigyapanlekhan/ Anuchedlekhan.  |  |
| **October** | 1. National Unity Day- Poster Making Activity on different contribution of Sardarvallabhbhaipatel in making India United. | 1. Monoacting Based on Ramayan , or any incidence or any character.
2. Spelling Bee – to check the speelings.
3. Crossword solving in particular time.
 |  |
| **November** | 1. Artistic Skill-Diya Making, Pot Painting Flower Making with different Materials, Toran and lamp Making.  | 1. Diwali Sweets making competition-Fireless.2. Toran and Lamp making competition.3. Poster Making competition on National Cancer Awareness Day. |  |
| **December** | 1. Christmas Tree Making Activity with Different /materials.2. Candle Making Activity. | 1.Stand Up Comedian Competition-Theme( Child hood Memories) |  |
| **January** | 1. Kite Making Activity- From Recycled Papers. | 1. Patriotic Poem writing and recitation competition. |  |
| **February** | Activity- 14th Feb MatruPitruVandana Diwas. A short activity of how parents have done their best in our growth. | 1.National Science Day-2. Brief Discussion about recent research and discoveries done. A small group Discussion. Participation from every Class. |  |

\* We promote external programs for students:

External Exams- Science, Mathematics Olympiads and Spell Bee exams

Khel Mahakumbh & Kala Mahakumbh Competitions

Field trips to various places

**GENERAL INSTRUCTIONS**

Timing for meeting with teachers (with prior appointment only)

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Pre-PrimaryTime | PrimaryTime | SecondaryTime |
| 4th Saturday | 09:00 am to 12:00 pm | 09:00 am to 12:00 pm | 09:00 am to 12:00 pm |

During Regular School:

* Meeting with Principal/ Co-ordinator is between **11:00 a.m. to 1:00 p.m.** with **prior appointment** only. Appointment should be taken from Reception/Mail at Info/through Almanac.
* In case of urgency, the parents can meet the Teacher/ Academic Coordinator /Headmaster Headmistress/Principal at any time with prior notice and will be accepted as per availability. Prior information at reception is must.

**Instructions Regarding Examinations**

* Parents not to send their ward to school on exam days or any other working day If he/she is unwell or has to attend any social engagements.
* Child's health is a priority over Examination/Learning.
* Medical Certificate, Prescription and Application to be submitted addressed to Principal by parent, if child misses exam due to ill health. Decision regarding marks will be as per school policy after verifying the authenticity of documents submitted.
* **RE-TEST** for any reason periodic assessment **will not be conducted**
* Appointment with doctors or any other social functions should be avoided during school hours. Request for early leave will not be entertained.
* Child will be marked absent if he/she leaves the campus before usual timings.
* Students should necessarily be **in their school uniform** when they come to school for **any reason.**
* Students for whom fee dues (of any kinds have not been cleared for 1" and 2nd quarter may have a restricted appearance in Half Yearly Examination.
* Students for whom fee dues (of any kind) have not been cleared for all quarters for the academic session 2023-24 may have a restricted appearance in Annual Examination.
* Application for Transfer Certificate (for students leaving the school after completion of 2023-24 (academic session) must be submitted before 10 March 2024, so that TC may be issued along with the result.
* In case the application is received after 31/03/24, fee for 1st quarter for academic session 2024-25 will be charged as the name of student would carry forward into the new academic session 2024-25 with effect from 01/04/2024 automatically.

**Important note for Board Students**

* The fee of all Quarters including 4 Quarter (January-March) for all students of X and XII must be deposited by 31" January 2024 to get NOC clearance for issuance of Admit Cards.
* **Meeting with school authorities is not permitted / accepted during Half Yearly Exam, Annual Exam and Vacations.**