



SRI RAMAKRISHNA

CENTRAL SCHOOL (CBSE)

HAND BOOK
2024 - 2025

PERSONAL MEMORANDA

Name: _____ Admn. No: _____

House: _____ Std: _____ Sec: _____

DOB: _____ Blood Group: _____

Is the Student undergoing any special treatment / medication: Yes / No

If Yes, give details _____

Nationality: _____ Religion: _____ Mother Tongue: _____

Caste: _____ Community: OC/BC/MBC/SC/ST

Residential Address: _____

_____ Contact number: _____

Father's/Guardian's Name: _____ Mobile number: _____

Qualification: _____ Occupation: _____

Annual Income: _____ Email ID: _____

Office Address: _____

_____ Phone Number: _____

Mother's/Guardian's Name: _____ Mobile number: _____

Qualification: _____ Occupation: _____

Annual Income: _____ Email ID: _____

Office Address: _____

_____ Phone Number: _____

Details of Siblings

S.No	Name	Std	Sec	School

Parents' cooperation is inevitable for the students to achieve laurels at school. Kindly go through the details in the handbook before signing.

Signature of the Father / Guardian

Signature of the Mother

PERSONAL MEMORANDA

Name: _____ Admn. No: _____

House: _____ Std: _____ Sec: _____

DOB: _____ Blood Group: _____

Is the Student undergoing any special treatment / medication: Yes / No

If Yes, give details _____

Nationality: _____ Religion: _____ Mother Tongue: _____

Caste: _____ Community: OC/BC/MBC/SC/ST

Residential Address: _____

_____ Contact number: _____

Father's/Guardian's Name: _____ Mobile number: _____

Qualification: _____ Occupation: _____

Annual Income: _____ Email ID: _____

Office Address: _____

_____ Phone Number: _____

Mother's/Guardian's Name: _____ Mobile number: _____

Qualification: _____ Occupation: _____

Annual Income: _____ Email ID: _____

Office Address: _____

_____ Phone Number: _____

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Signature of the Mother

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Name: _____ Admn. No: _____

House: _____ Std: _____ Sec: _____

DOB: _____ Blood Group: _____

Is the Student undergoing any special treatment / medication: Yes / No

If Yes, give details _____

Nationality: _____ Religion: _____ Mother Tongue: _____

Caste: _____ Community: OC/BC/MBC/SC/ST

Residential Address: _____

_____ Contact number: _____

Father's/Guardian's Name: _____ Mobile number: _____

Qualification: _____ Occupation: _____

Annual Income: _____ Email ID: _____

Office Address: _____

_____ Phone Number: _____

Mother's/Guardian's Name: _____ Mobile number: _____

Qualification: _____ Occupation: _____

Annual Income: _____ Email ID: _____

Office Address: _____

_____ Phone Number: _____

Details of Siblings

S.No	Name	Std	Sec	School

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Signature of the Father / Guardian

Signature of the Mother

MODE OF TRANSPORT

Kindly mention the mode of transport your ward uses to reach school in the morning and while returning home from the school in the evening

Morning :

- a. Two wheeler / Auto / Car / Van/ Bus / By walk
- b. With parents / Self / With driver
- c. Driver's Name: _____ Vehicle No: _____
- d. Driver's Mobile No. _____ License No. _____

Evening :

- a. Two wheeler / Auto / Car / Van/ Bus / By walk
- b. With parents / Self / With driver
- c. Driver's Name: _____ Vehicle No: _____
- d. Driver's Mobile No. _____ License No. _____

MOTTO

Be a Hero. Always say “I have no fear”

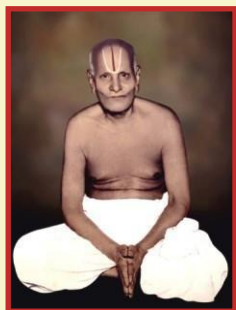
VISION

Aspire to Greatness

MISSION

Inspire the students to ‘Aspire to Greatness’
through innovative curriculum and academic excellence

Leading Lights



Shri. S.N. Rangasamy
Naidu



Shri. Smt. R. Rangammal

Founders



Late Sri. S.N.R. Chinnasamy
Naidu



Late Prof. P.R. Ramasamy
Naidu



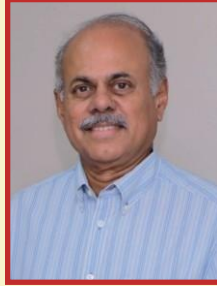
Late Sri. R. Doraiswami
Naidu



Late Sri R. Venkatesalu
Naidu

BOARD OF TRUSTEES

MANAGING TRUSTEE



SRI.D.LAKSHMINARAYANASWAMY
MANAGING TRUSTEE,
S.N.R. SONS CHARITABLE TRUST

JOINT MANAGING TRUSTEE



SRI. R. SUNDAR,
JOINT MANAGING TRUSTEE,
S.N.R. SONS CHARITABLE TRUST

TRUSTEES



SRI.S.NARENDRAN,
TRUSTEE
S.N.R. SONS CHARITABLE TRUST



SRI. V. RAMAKRISHNA,
TRUSTEE
S.N.R. SONS CHARITABLE TRUST

LIST OF HOLIDAYS FOR - 2024-25

DATE	DAY	HOLIDAYS
9/4/2024	TUESDAY	TELUGU NEW YEAR
11/4/2024	THURSDAY	RAMZAN
14/4/2024	SUNDAY	TAMIL NEW YEAR & AMBEDKAR BIRTHDAY
21/4/2024	SUNDAY	MAHAVIR JAYANTHI
17/6/2024	MONDAY	BAKRID
17/7/2024	WEDNESDAY	MUHARRAM
15/8/2024	THURSDAY	INDEPENDENCE DAY
26/8/2024	MONDAY	JANMASHTAMI
7/9/2024	SATURDAY	VINAYAGAR CHATHURTHI
15/9/2024	SUNDAY	ONAM
16/9/2024	MONDAY	MILADI NABI
23/09/2024 TO 02/10/2024		TERM I HOLIDAYS
2/10/2024	WEDNESDAY	GANDHI JAYANTHI
3/10/2024	THURSDAY	SCHOOL REOPENS AFTER HOLIDAYS
11/10/2024	FRIDAY	AYUDHA POOJA
12/10/2024	SATURDAY	VIJAYADASAMI
31/10/2024 & 01/11/2024	SUNDAY, MONDAY	DIWALI HOLIDAYS
23/12/2024 TO 01/01/2025		WINTER HOLIDAYS
25/12/2024	WEDNESDAY	CHRISTMAS
1/1/2025	WEDNESDAY	NEW YEAR DAY
2/1/2025	THURSDAY	SCHOOL REOPENS AFTER WINTER HOLIDAYS
13/1/2025	MONDAY	BHOGI
14/1/2025	TUESDAY	PONGAL
15/1/2025	WEDNESDAY	THIRUVALLUVAR DAY
16/1/2025	THURSDAY	UZHAVAR THIRUNAL
26/1/2025	SUNDAY	REPUBLIC DAY
11/2/2025	TUESDAY	THAIPUSAM
30/3/2025	SUNDAY	TELUGU NEW YEAR DAY
31/3/2025	MONDAY	RAMZAN

2024 - APRIL			
DAY	DATE	EVENT	WORKING DAYS
MON	1		
TUE	2		
WED	3		
THU	4	ACADEMIC YEAR 2024-25 BEGINS	01
FRI	5		02
SAT	6		
SUN	7	WORLD HEALTH DAY	
MON	8		03
TUE	9	TELUGU NEW YEAR DAY	
WED	10		04
THU	11	RAMZAN	
FRI	12		05
SAT	13	JALIAN WALA BAGH MASSACRE ANNIVERSARY	06
SUN	14	TAMIL NEW YEAR / DR.AMBEDKAR JAYANTHI	
MON	15		07
TUE	16		08
WED	17		09
THU	18	WORLD HERITAGE DAY	10
FRI	19		11
SAT	20		
SUN	21	MAHAVIR JAYANTHI	
MON	22	WORLD EARTH DAY	12
TUE	23		13
WED	24		14
THU	25		15
FRI	26		16
SAT	27		17
SUN	28		
MON	29		18
TUE	30		19

2024 - MAY			
DAY	DATE	EVENT	WORKING DAYS
WED	1	MAY DAY	
THU	2		
FRI	3		
SAT	4	INTERNATIONAL FIRE FIGHTER'S DAY	
SUN	5		
MON	6		
TUE	7	RABINDRANATH TAGORE BIRTHDAY	
WED	8		
THU	9		
FRI	10		
SAT	11	NATIONAL TECHNOLOGY DAY	
SUN	12	INTERNATIONAL NURSE'S DAY	
MON	13		
TUE	14		
WED	15		
THU	16		
FRI	17	WORLD TELECOMMUNICATION DAY	
SAT	18		
SUN	19		
MON	20		
TUE	21		
WED	22	INTERNATIONAL DAY OF BIOLOGICAL DIVERSITY	
THU	23		
FRI	24		
SAT	25		
SUN	26		
MON	27		
TUE	28		
WED	29		
THU	30		
FRI	31	ANTI TOBACCO DAY	

2024 - JUNE			
DAY	DATE	EVENT	WORKING DAYS
SAT	1	GLOBAL DAY OF PARENTS	
SUN	2		
MON	3	SCHOOL REOPENS	1
TUE	4		2
WED	5	WORLD ENVIRONMENT DAY	3
THU	6		4
FRI	7	WORLD FOOD SAFETY DAY	5
SAT	8		6
SUN	9		-
MON	10		7
TUE	11		8
WED	12	WORLD DAY AGAINST CHILD LABOUR	9
THU	13		10
FRI	14	WORLD BLOOD DONOR DAY	11
SAT	15		12
SUN	16	FATHER'S DAY	-
MON	17	BAKRID	-
TUE	18		13
WED	19		14
THU	20		15
FRI	21	INTERNATIONAL OF YOGA DAY	16
SAT	22		17
SUN	23		-
MON	24		18
TUE	25		19
WED	26	INTERNATIONAL DAY AGAINST DRUG ADDICTION AND ILLICIT TRAFFICKING	20
THU	27		21
FRI	28		22
SAT	29		
SUN	30		

2024 - JULY			
DAY	DATE	EVENT	WORKING DAYS
MON	1	NATIONAL DOCTOR'S DAY	1
TUE	2	WORLD UFO DAY	2
WED	3		3
THU	4		4
FRI	5	INVESTITURE CEREMONY	5
SAT	6		-
SUN	7		-
MON	8	PT -1 BEGINS	6
TUE	9		7
WED	10		8
THU	11	WORLD POPULATION DAY	9
FRI	12		10
SAT	13		11
SUN	14		-
MON	15		12
TUE	16		13
WED	17	MOHARRAM	-
THU	18	INTERNATIONAL NELSON MANDELA DAY	14
FRI	19		15
SAT	20		16
SUN	21		-
MON	22	Pi APPROXIMATION DAY	17
TUE	23		18
WED	24		19
THU	25		20
FRI	26	KARGIL VICTORY DAY	21
SAT	27	SCIENCE EXPO	22
SUN	28	WORLD NATURE CONVERSATION DAY	-
MON	29		23
TUE	30		24
WED	31		25

2024 - AUGUST			
DAY	DATE	EVENT	WORKING DAYS
THU	1		1
FRI	2		2
SAT	3	AADI PERUKU	-
SUN	4		-
MON	5	PT-2 BEGINS	3
TUE	6	HIROSHIMA DAY	4
WED	7		5
THU	8	QUIT INDIA MOVEMENT DAY	6
FRI	9	NAGASAKI DAY	7
SAT	10		8
SUN	11		-
MON	12		9
TUE	13		10
WED	14		11
THU	15	INDEPENDENCE DAY	-
FRI	16		12
SAT	17		13
SUN	18		-
MON	19	WORLD PHOTOGRAPHY DAY / RAKSHA BANDHAN	14
TUE	20		15
WED	21		16
THU	22		17
FRI	23		18
SAT	24		19
SUN	25		-
MON	26	KRISHNA JAYANTHI	-
TUE	27		20
WED	28		21
THU	29	NATIONAL SPORTS DAY	22
FRI	30		23
SAT	31		24

2024 - SEPTEMBER			
DAY	DATE	EVENT	WORKING DAYS
SUN	1		-
MON	2		1
TUE	3		2
WED	4		3
THU	5	TEACHER'S DAY	4
FRI	6	TERM I EXAMINATION BEGINS	5
SAT	7	VINAYAGAR CHATHURTHI	-
SUN	8	INTERNATIONAL LITERACY DAY	-
MON	9		6
TUE	10		7
WED	11		8
THU	12		9
FRI	13		10
SAT	14	HINDI DIWAS	11
SUN	15	ONAM	-
MON	16	MILADI NABI	-
TUE	17		12
WED	18		13
THU	19		14
FRI	20		15
SAT	21		16
SUN	22		-
MON	23	INTERNATIONAL DAY OF SIGN LANGUAGES	-
TUE	24		-
WED	25		-
THU	26		-
FRI	27	WORLD TOURISM DAY	-
SAT	28		-
SUN	29	WORLD HEART DAY	-
MON	30		-

2024 - OCTOBER			
DAY	DATE	EVENT	WORKING DAYS
TUE	1		-
WED	2	GANDHI JAYANTHI	-
THU	3	SCHOOL REOPENS	1
FRI	4		2
SAT	5	PTM / WORLD TEACHER'S DAY	3
SUN	6		-
MON	7		4
TUE	8	INDIAN AIR FORCE DAY	5
WED	9		6
THU	10		7
FRI	11	AYUDHA POOJA / INTERNATIONAL DAY OF THE GIRL CHILD	-
SAT	12	VIJAYA DASAMI	-
SUN	13		-
MON	14		8
TUE	15	DR. ABDUL KALAM'S BIRTHDAY	9
WED	16	WORLD FOOD DAY	10
THU	17		11
FRI	18		12
SAT	19		-
SUN	20		-
MON	21		13
TUE	22		14
WED	23		15
THU	24	UNITED NATIONS DAY	16
FRI	25		17
SAT	26		18
SUN	27		-
MON	28		19
TUE	29		20
WED	30		-
THU	31	DIWALI / NATIONAL UNITY DAY	-

2024 - NOVEMBER			
DAY	DATE	EVENT	WORKING DAYS
FRI	1		-
SAT	2		-
SUN	3		-
MON	4		1
TUE	5	WORLD TSUNAMI AWARENESS DAY	2
WED	6		3
THU	7	NATIONAL CANCER AWARENESS DAY	4
FRI	8		5
SAT	9	MATH EXPO	6
SUN	10		-
MON	11		7
TUE	12	WORLD PNEUMONIA DAY	8
WED	13		9
THU	14	CHILDREN'S DAY	10
FRI	15	GURU NANAK DEV BIRTHDAY	11
SAT	16		12
SUN	17		-
MON	18		13
TUE	19	INTERNATIONAL MENS DAY	14
WED	20		15
THU	21		16
FRI	22		17
SAT	23		18
SUN	24		-
MON	25	INTERNATIONAL DAY FOR ELIMINATION OF VIOLENCE AGAINST WOMEN	19
TUE	26		20
WED	27		21
THU	28		22
FRI	29		23
SAT	30		

2024 - DECEMBER			
DAY	DATE	EVENT	WORKING DAYS
SUN	1		-
MON	2	NATIONAL POLLUTION CONTROL DAY	1
TUE	3	INTERNATIONAL DAY OF PERSONS WITH DISABILITIES	2
WED	4	INDIAN NAVY DAY	3
THU	5	WORLD SOIL DAY	4
FRI	6	ANNUAL DAY	5
SAT	7	ARMED FORCES FLAG DAY	-
SUN	8		-
MON	9		6
TUE	10	WORLD HUMAN RIGHTS DAY	7
WED	11	MAHAKAVI BHARATHIAR BIRTHDAY	8
THU	12		9
FRI	13		10
SAT	14		11
SUN	15		-
MON	16	PT 3 BEGINS	12
TUE	17		13
WED	18		14
THU	19		15
FRI	20		16
SAT	21		17
SUN	22	NATIONAL MATHEMATICS DAY	-
MON	23	FARMER'S DAY (KISAN DIWAS)	-
TUE	24		-
WED	25	CHRISTMAS	-
THU	26		-
FRI	27		-
SAT	28		-
SUN	29		-
MON	30		-
TUE	31		-

2025 - JANUARY			
DAY	DATE	EVENT	WORKING DAYS
WED	1	NEW YEAR DAY	-
THU	2	SCHOOL REOPENS	1
FRI	3		2
SAT	4	WORLD BRAILLE DAY	3
SUN	5		-
MON	6	GURU GOBIND SINGH JAYANTHI	4
TUE	7		5
WED	8		6
THU	9		7
FRI	10		8
SAT	11		9
SUN	12	NATIONAL YOUTH DAY	-
MON	13	BHOGI	-
TUE	14	PONGAL	-
WED	15	THIRUVALLUVAR DAY	-
THU	16	UZHAVAR THIRUNAL	-
FRI	17		10
SAT	18		11
SUN	19		-
MON	20		12
TUE	21		13
WED	22		14
THU	23	NETAJI SUBASH CHANDRA BOSE BIRTHDAY	15
FRI	24		16
SAT	25		17
SUN	26	REPUBLIC DAY	-
MON	27		18
TUE	28		19
WED	29		20
THU	30		21
FRI	31		22

2025 - FEBRUARY			
DAY	DATE	EVENT	WORKING DAYS
SAT	1		-
SUN	2		-
MON	3		1
TUE	4		2
WED	5		3
THU	6		4
FRI	7		5
SAT	8	PT 4 BEGINS	6
SUN	9		-
MON	10		7
TUE	11	THAIPUSAM	-
WED	12		8
THU	13	WORLD RADIO DAY	9
FRI	14		10
SAT	15		11
SUN	16		-
MON	17		12
TUE	18		13
WED	19		14
THU	20		15
FRI	21	INTERNATIONAL MOTHER LANGUAGE DAY	16
SAT	22	ART EXPO	17
SUN	23		-
MON	24		18
TUE	25		19
WED	26		20
THU	27	FOUNDER'S DAY	21
FRI	28	NATIONAL SCIENCE DAY	22

2025 - MARCH			
DAY	DATE	EVENT	WORKING DAYS
SAT	1		1
SUN	2		-
MON	3	WORLD WILD LIFE DAY	2
TUE	4	NATIONAL SAFETY DAY	3
WED	5		4
THU	6		5
FRI	7	TERM- II EXAMINATION BEGINS	6
SAT	8	INTERNATIONAL WOMENS DAY	7
SUN	9		-
MON	10		8
TUE	11		9
WED	12		10
THU	13		11
FRI	14		12
SAT	15		-
SUN	16		-
MON	17		13
TUE	18		14
WED	19		15
THU	20	FRENCH LANGUAGE DAY	16
FRI	21		17
SAT	22	WORLD WATER DAY	18
SUN	23		-
MON	24		-
TUE	25		-
WED	26		-
THU	27		-
FRI	28		-
SAT	29		-
SUN	30	TELUGU NEW YEAR	-
MON	31	RAMZAN	-

NUMBER OF WORKING DAYS (2024-25)

S.NO	MONTH	NO. OF WORKING DAYS
1	APRIL 2024	19
2	MAY 2024	0
3	JUNE 2024	22
4	JULY 2024	25
5	AUGUST 2024	24
6	SEPTEMBER 2024	16
7	OCTOBER 2024	20
8	NOVEMBER 2024	23
9	DECEMBER 2024	17
10	JANUARY 2025	22
11	FEBRUARY 2025	22
12	MARCH 2025	18
	TOTAL	228

SCHOOL TIMINGS

Kindergarten: The school day starts at 8:40am and ends at 2.30pm.

Grade 1 to 12: The school day starts at 8:40am and ends at 3.30pm.

SCHEDULE FOR FEE PAYMENT

Term I	April first week
Term II	October first week

NATIONAL ANTHEM

Jana Gana Mana Adhinaayak Jaya Hey,
Bhaarat Bhaagya Vidhaataa
Punjab Sindhu Gujarat Maraatha,
Draavid Utkal Banga
Vindhya Himaachal Yamuna Ganga,
Uchchal Jaladhi Taranga
Tav Shubh Naamey Jaagey,
Tav Shubh Aashish Maange
Gaahey Tav Jayagaathaa
Jana Gana Mangal Daayak,
Jaya Hey Bhaarat Bhaagya Vidhaataa
Jaya Hey, Jaya Hey, Jaya Hey,
Jaya Jaya Jaya, Jaya Hey



-RABINDRANATH TAGORE

NATIONAL PLEDGE

India is my country,
All Indians are my brothers and sisters,
I love my country, and I am proud of its rich and varied heritage,
I shall always strive to be worthy of it,
I shall give my parents, teachers and all elders, respect and
treat everyone with courtesy,
To my country and my people, I pledge my devotion,
In their wellbeing and prosperity alone, lies my happiness,
JAI HIND

VANDE MATARAM

Vande Mataram!
Sujalam suphalam, malayaja shitalam,
Shasyashyamalam, Mataram!
Shubhrajyotsnapulakitayaminim,
Phullakusumita drumadala shobhinim
Suhasinim, sumadhura bhashinim,
Sukhadam, varadam, Mataram!
Vande Mataram! Vande Mataram.!



BANKIM CHANDRA CHATTERJEE

SCHOOL SONG

Oh God!

Thank you for the day, (3)

That you have gifted us today.

Your children are blessed today,

You are within us, you are infinite,

You are unique, you are the wings for us to fly,

You are almighty, we acknowledge.

Never let us do wrong, never let us tell lies.

Make us accept all advice.

Make us respect one and all.

Make us shine by all your grace.

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொகும்

சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்

தெக்கணமும் அதிற்சிறந்த திராவிட நல் திருநாடும்

தக்கசிறு பிறைநுதலும் தரித்தருறுந் திலகமுமே

அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற

எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே!

தமிழணங்கே!!

உன் சீரிளமைத்திறம் வியந்து செயல்மறந்து

வாழ்த்துதுமே வாழ்த்துதுமே வாழ்த்துதுமே!



- மனோன்மணியம் பெ.சுந்தரம்பிள்ளை

SECURITY

- Security guards control entry and exit to the campus
- Students must wear their ID cards while they are in campus
- Electronic gadgets, valuable items and other things that create threat to the students safety are strictly prohibited

DRESS CODE I - XII

Day	Uniform	Footwear	Hairdo
Monday	Regular Uniform	Black shoes with grey socks	Girls: Grade 1 - 5 : Double ponytail Grade 6 onwards : Single ponytail with black band and black clips Must have proper nail cut
Tuesday	Regular Uniform		
Wednesday	House Uniform		
Thursday	Regular Uniform		Boys: Must have a neat and regular haircut and nail cut
Friday	Regular Uniform		
Saturday	House Uniform		

COMMUNICATION

School diary should be checked and signed by the parents every day.

Just as parents/guardians expect communication from the school, the school expects communication from parents/guardians if,

- ◆ The student is absent.
- ◆ The homework is incomplete.
- ◆ There is a change in residential address or contact number.
- ◆ The student is not bringing the books according to the time table.

ATTENDANCE

Attendance at school is mandatory except for reasons of illness, unforeseen or special circumstances. Parents need to fill in the “Leave Record” found in the school diary if the student remains absent.

Parents/guardians are encouraged to make travel plan during school holidays. In case of unavoidable situations, prior permission from the Principal must be obtained.

In case of an extended period of absence (more than three days) due to illness or injury, parents should provide a medical certificate.

Uninformed long absence will be considered as withdrawal of student from the school.

Regularity:

- Be regular to school and in doing all the routine tasks
- Be on time to school and to all other “out of class activities”.
- Take leave only for unavoidable reasons.
- Permission to take leave in the afternoon will not be entertained.

Carrying books & other materials:

- Bring books as per the time table. Do not carry all the books on all the days.
- Bring the school diary every day.
- Keep your things safe, you are the custodian of your belongings.

Health & hygiene:

- Have breakfast before coming to school.
- Bring healthy snack & lunch. Add more vegetables to your food.
Drink adequate water.
- Spend some time in the evening for some physical activity.
- Always be clean, wear neat proper uniform.
- Trim your hair and cut your nails regularly.

General conduct & discipline

- Speak only in English inside the school premises.
(except during the language sessions)
- When going out of the class to any other venue,
move in a proper line.
- Students of one class are not allowed to go to another class
during intervals.
- No notebooks to be left on the table while going out
of the class room.

Practice prudence and conservation

- Have the habit of switching off the fan & light when leaving the
classroom & when leaving out of a room at home.
- Do not waste water both at home and at school..
- Avoid bringing sweets / gifts on birthday to school.

If want to meet.....	When can I?
→ Principal	With Prior appointment
→ Teachers	Only on Working Fridays between 3.30pm and 4.00pm
→ Office Staff	On any working day from 10:00 am to 1:00 pm and again from 2:00 pm to 4.00 pm. On Saturdays from 10am to 12.00 noon.

WITHDRAWALS

In case a child is withdrawn after the commencement of the academic session he/she will have to pay all dues before the T.C is issued. If the child is not continuing the next academic year the application for T.C should be submitted in the office before the last week of January. The form is attached in the last page of the diary

TEACHER COMMUNICATION

[illegible]

TEACHER COMMUNICATION

[illegible]

PARENT COMMUNICATION

[illegible]

PARENT COMMUNICATION

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REPORT ON LATE ARRIVAL

Date	Time	Reason	Signature	
			Teacher	Parent

REPORT ON LATE ARRIVAL

Date	Time	Reason	Signature	
			Teacher	Parent

PERIODICAL TEST 1

No	DATE	DAY	SUBJECT	PORTIONS

CLASS TEACHER SIGNATURE

PARENT SIGNATURE

PERIODICAL TEST 2

No	DATE	DAY	SUBJECT	PORTIONS

CLASS TEACHER SIGNATURE

PARENT SIGNATURE

PERIODICAL TEST 3

No	DATE	DAY	SUBJECT	PORTIONS

CLASS TEACHER SIGNATURE

PARENT SIGNATURE

PERIODICAL TEST 4

No	DATE	DAY	SUBJECT	PORTIONS

CLASS TEACHER SIGNATURE

PARENT SIGNATURE

EXAM SCHEDULE

Model Examinations 2024 - 2025

No	DATE	DAY	SUBJECT	PORTIONS

CLASS TEACHER SIGNATURE

PARENT SIGNATURE

EXAM SCHEDULE

Annual Examination 2024 - 2025

No	DATE	DAY	SUBJECT	PORTIONS

CLASS TEACHER SIGNATURE

PARENT SIGNATURE

LEAVE RECORD

[illegible]

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APPLICATION FOR CHANGE OF ADDRESS/CONTACT No. /MODE OF TRANSPORT

To

Date:

The Principal
SRCS
Coimbatore

Respected Sir,

This is to inform you about the change in address/contact no. /mode of transport of my ward. Kindly make the changes in your record.

Name of the Student:

Admission No: STD: Sec:.....

New Address:

.....

.....

.....

New contact No:

Change in mode of transport:

School Bus/private van/auto/by walk/bicycle/parent

Change in Driver's Name:

Mobile No:

Vehicle No:

Name of the Parent:

Signature of the Parent:

(If required, please take a Photostat copy of the above format for filling the details and submit in the school office)

APPLICATION FOR BONAFIDE CERTIFICATE

To

Date:

The Principal
SRCS
Coimbatore

Respected Sir,

Kindly issue Bonafide Certificate for my ward

(Date of Birth: / /) studying in class

during the Academic year

Reason for applying the Bonafide Certificate

.....

.....

Signature of the Parent

(If required, please take a Photostat copy of the above format
for filling the details and submit in the school office)

APPLICATION FOR TRANSFER CERTIFICATE

To

Date:

The Principal
SRCS
Coimbatore

Respected Sir,

Kindly issue Transfer Certificate for my ward

Name of the Student :

Grade & Section:

Admission No

Reason for applying the Transfer Certificate:

.....
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Signature of the Parent

TIME TABLE 2024 - 2025

PERIOD	1	2	SHORT BREAK	3	4	5	LUNCH BREAK	6	7	8
DAY	09.20-10.00	10.00-10.40		10.50-11.30	11.30-12.10	12.10-12.50		01.30-02.10	02.10-02.50	02.50-.03.30
MON										
TUE										
WED										
THU										
FRI										