

SESSION END PROCESS AND ACADEMIC SESSION 2021-2022

- 1. Publication of e-Report card – 25th March, 2021, Thursday (to be sent to the registered email ID of the student).**
- 2. No printout of the report card shall be sent /given by the school.**
- 3. Promotion status shall be specified in the annual report cards.**
- 4. Guardians desirous of obtaining Transfer Certificates are advised to apply for Transfer Certificates in writing to the school office on payment of Rs. 500/- per application by 1st April, 2021, 3.00 pm.**
- 5. No Transfer Certificate for the present academic session 2020-2021 shall be issued if there are dues payable.**
- 6. The SBI COLLECT link for re-admission to the next class shall be activated on 1st April, 2021 at 5.00 pm and shall remain active till 12th April, 2021, 11.45 pm.**
- 7. Students not applying for Transfer Certificates or not re-admitting themselves by 12th April, 2021 through SBI Collect portal shall be deemed to have left the School.**
- 8. The school shall not provide ‘Ranks’ in e-Report cards.**
- 9. Roll numbers for the next higher class shall be allotted on the basis of class-wise sequence of online payment of fees for the next academic session.**
- 10. The roll no. as allotted in this manner by the school shall be final and binding.**
- 11. Guardians who complete the process of re-admission through payment in the SBI COLLECT portal may collect text-books for the next higher class by supplying the SBI COLLECT transaction ID at the new building office from 3rd April, 2021, 11.00 am – 4.00 pm to 16th April, 2021, on every working day, including Saturdays and Sundays, but excluding the dates of 14th, and 15th April, 2021.**
- 12. No exercise books shall be distributed with textbooks till the resumption of physical classes.**
- 13. Unless physical classes are mandated by the government, classes for the new academic session – 2021-2022 shall be conducted in online mode as per present practice.**
- 14. Any further communication in this matter shall be notified via School website.**
- 15. Under usual online class practice, online classes for the new academic session shall commence on 22nd April, 2021, Thursday.**
- 16. All concerned may contact the School office for any further clarifications in the matter.**

-Dr. Hema Datta

Principal & Headmistress