

Dear Parents,

Greetings from NEC!

SUB: JOINING INSTRUCTIONS- ACADEMIC YEAR 2023-24

At the outset, we are pleased to place on record our gratitude, to you, for the kind patronage and continued faith reposed. The Academic Year 2022-23 is coming to a close and we wish to bring the following, to your kind notice

1. **Parent Teachers Meet**

As has been the practice, we will bring the current Academic Year 2022-23 to a formal close, by interacting with our most valued Parents through the Academic-Year-closing Parent-Academia Interaction. The Schedule for the Closing **Parent Teacher Meeting** are as under.

Grades	Date	Time*
I to IV	April 8, 2023	Between 10 am and 12:30 pm
V to IX	April 10, 2023	Between 10 am and 2.00 pm

*To ensure that Parents do not have to wait long, specified Time-slots will be intimated to the respective Student, in due course

2. **Re-Opening of School**

The Academic Year 2023-24 will commence on **June 1, 2023**. We look forward to welcoming our Students back to Campus on that date. Attendance is mandatory on the day of Reopening of School.

3. **School Timings**

The School Timings, for the Academic Year 2023-24 will be as under, across Grades I to X

Days	Time
On all Working Mondays to Fridays	Between 8.20 am and 3.20 pm
On all Working Saturdays [First, Fourth and Fifth]*	Between 8.20 am and 12.30 pm

***Please note that from the new Academic Year, Classes will be conducted, for Half a day, on all Working Saturdays, across Grades.**

4. **School Fee**

The Fee for the ensuing Academic Year will have to be remitted on or before April 30, 2023. Fee can be remitted by any of the following Modes

- 4.1. By Cash, at the School Fee Counter between 9 am and 3 pm on all Working Mondays to Fridays and between 9 am and 1pm on all Working Saturdays.
- 4.2. Through the School ERP [Cool G] directly using the Student-Login Credentials. An Online Receipt can be downloaded.
- 4.3. By way of a Demand Draft drawn in favour of “Navkis Educational Centre payable at Bangalore
- 4.4. By Google Pay or Phone-pe using the UPI Scanner located at the Cash Counter of the School

5. **School Essentials**

Text Books| Note Books| Almanac and Other Essentials shall be distributed by the Approved Vendors, between April 6 and 20, 2023, on Campus, at the designated places, between 9 am and 3 pm.

5. **Uniform and Shoes**

Dates for distribution of School Uniform Kit, by the Designated Vendor, will be notified, in due course, on the School ERP [CoolG]. Please note that for the ensuing Academic Year 2023-24, the Students shall wear the House Uniform, on Fridays. Members of Bulbul and Cubs/Scouts and Guides will wear the designated Uniform on all Working Tuesday. No White Shoes for next Academic Year. Students will wear the approved Shoes and Socks, as a kit.

6. **Transport Services**

All Existing Students wishing to avail the Transport Facility are required to register themselves with Approved Transport Service Provider. The Transport Kiosk will be functional at the Campus from April 10th 2023, on all Working Days between 9 am and 3 pm. The Representatives of the Transport Service Provider will be available to attend to your needs.

7. **Transfer Certificates**

Parents of those Wards who have applied for Transfer Certificate on or before March 31, 2023, can collect the relevant Transfer Certificates from 20th April 2023 . **Please be informed the Student shall submit a copy of the Letter from the New Institution confirming grant of Admission.**

We once again thank you for your most valuable support during these years.

Dr.S.Jayashree Muralidhar
PRINCIPAL
NAVKIS EDUCATIONAL CENTRE
MYSORE