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सैनिक स्कूल भुवनेश्वर
पोस्ट-सैनिक स्कूल, जिला-खुरदा,
ओडिशा, पिन - 751005.

Sainik School Bhubaneswar
PO - Sainik School, Distt - Khurda,
Odisha, Pin - 751005.

NO:SSB:TRG/1461/2018

29 Aug 2018

NOTICE: AUTUMN BREAK- 2018-19

1 The School will remain closed for 32 days of Autumn Break from **15 Oct 2018 (Monday) to 15 Nov 2018 (Thursday) (both days inclusive)**. Next vacation will only be during May 2019 tentatively.

2 **Booking-out & Parent Teacher Meeting** : Parent Teacher Meeting will be held from 1230 to 1330 hrs on 13 Oct 2018 (Saturday) in the respective classrooms. Parents are requested to attend and interact with Class Teacher, Subject Teachers & House Masters to discuss specific problems of cadets. Cadets will book-out after Lunch from 1400 hrs onwards on 13 Oct 2018 (Saturday).

NOTE: Students detailed for various courses/camps/educational tours during vacation will be permitted to book-out on completion of the courses only or as instructed.

Instructions to Cadets

3. No cadet will leave the school for vacation until he is formally booked-out by their respective Ward boy & endorsement to that effect is made in the **Booking-out Register of the House**. Clearance of Housemaster is mandatory for booking-out.
4. Cadets of Class-VI to VIII will be escorted by their parents/authorised local guardians only on the date as mentioned in Para 2 above, failing which they will be despatched under escort entirely at parents' cost & risk. Cadets of Class-IX onwards, if not accompanied by parents, will be allowed to proceed to their home independently at their own risk.
5. **Storing of Items:** The personal belongings of each cadet is to be packed in personal steel box and duly locked. Personal items such as shoes, hockey sticks, buckets etc are not to be left inside the lockers or outside as the Hostels will have to be cleaned by sweepers during vacation and items kept in open may get lost. The School will not be liable for any replacement of personal items lost.
6. **Mattress:** Mattresses are to be stacked up and kept in Study Room in the respective hostel.
7. **Washing of Clothes:** Uniforms, bed sheets, socks, undergarments and other clothing items be washed thoroughly, ironed and then be neatly packed to avoid stench and damage to clothing items. Naphthalene balls be placed inside boxes to protect clothing items. Wardboys will personally check this aspect.
8. **Cash & Valuables:** No valuables or cash should be kept in the Lockers/Steel boxes.
9. **Posters on Dormitory Walls:** All the posters pasted in Dormitories by the cadets should be removed before leaving. **NO POSTERS ARE TO BE PASTED ON WALLS/ OUTER SIDE OF LOCKERS BY CADETS.**
10. **Students Study Table:** Books & notes should be removed and cleared. Drawers are not to be locked.

(Contd...2/-)

11. Lockers, cots, study tables etc will be arranged in the dormitories as per briefing by Ward Boy

Instructions to Parents

12. **Home Work:** Ensure that your son/ward completes his home work and studies at home during vacation. Home work /assignments of all subjects will be given to cadets.

13. **Final Examination:** The Final Examination for Classes XI/XII is scheduled to be held in Mar 19. Please ensure that your ward makes best use of the vacation.

14. **Hair Cutting & Cleanliness:** Before booking-in, all parents to ensure that their ward is healthy, free from any dermatology/dental/medical diseases. Proper hair cut and cleanliness of their wards is compulsory. No cadet will be allowed to book in without proper haircut.

15. **Personal Clothing:** Ensure that your ward has Mosquito Net, Pyjama Suit, Vests, 5 sets underwear, school bag, shoes, socks and woolen clothing. The school issues woolen blanket and jersey only. **Only one pair of civil clothing is permitted to be kept with the cadet which he is authorized to wear while proceedings/returning to/from home during vacation.**

16. **White Dress:** During booking-out on 'Parents Day', the cadets from Class-VI to XII are required to wear only white dress. Ensure that he has adequate pairs of **white dress**.

17. **Cash belonging:** Do not give/send money to your son/ward in excess of his requirement. By giving money to your son, you are encouraging him to spend money wastefully and get involved in undesirable activities. If required, hand over the cash to House Master.

18. **Mobile Phone/other Electronic items :** All houses have been provided with land line telephones having incoming facilities. Parents are requested to utilize the same for calling on their wards. **POSSESSION OF MOBILE PHONES ARE PROHIBITED.** Any Mobile Phone/unauthorized item confiscated from the Cadet will be destroyed and the School will not be liable for any replacement of the same.

19. Parents are intimated that they are not (R) not permitted to visit hostels during book out days on 2nd & 4th Sundays of the month. They may collect/meet their wards from/at the Visitor's Shed near School Main Gate.

20. No leave will be granted as a matter of rule during the session. Please do not request for any leave on avoidable excuses when the school is in session. **All family functions may be planned accordingly.**

21. Please ensure that during vacation your son/ward converse in English to the extent possible and is motivated to join the defence services. We need your help in fulfilling the aim of the school.

22. All Parents are requested to bring a copy of the Aadhar Card of their son/ward and submit it in the School Office during Booking-in of their son/ward on 15 Nov 18.

23. Booking-in

(a) **Booking-in :** Ensure that your ward arrives to book-in on 15 Nov 2018 (Thursday) between 0900 hrs and 2000 hrs. For late arrival due to cancellation of train, the cadets will have to produce proof from the Station Master. No cadet will be allowed to book in after the due date and time without any valid reasons.

(b) The School Mess will be functional with effect from 15 Nov 2018 (Thursday) Lunch onwards.

(Contd...3/-)

- (c) **Late Reporting**: Late booking-in shall not be entertained. Defaulters are to be accompanied by their parents.
- (d) All those who do not pay their fees on or before 15 Oct 2018 **will not be permitted to book-in**. The defaulters will have to visit the School Office & obtain clearance from Administrative Officer for Booking-in only after settling their dues.
- (e) **Late payment of Fees**: Late fees payment charges @ Rs.5/- per day will be levied on those cadets who fail to pay their 2nd Instalment fees/dues **on or before 15 Oct 2018**.
- (f) **Payment of Fees through Online Payment Gateway**. Payment of fees/dues will be accepted through online payment gateway only. **No payment will be accepted in the form of Demand Draft, Cash/Cheque**. For payment of fee through online payment gateway, please visit our school website www.sainikschoolbhubaneswar.org

24. **Special Instructions**

- (a) **Eligibility of continuing Scholarships**:
- (i) All cadets belonging to General and Defence Categories are to obtain 45% in each subject and 55% in aggregate at the end of Annual Examination 2019 to be eligible to continue with State or Defence Scholarships.
- (ii) SC/ST cadets must secure minimum of 50% in aggregate and not less than 40% in each subject to retain scholarship.
- (b) **Personal hearing**: Please inform your son that he can meet the Principal after the last bell on any day to discuss his personal problems or guidance/counseling. He can also discuss with School Medical Officer about his health problems who visits the Infirmary daily from 0600 Hrs to 0800 Hrs. In emergency, he can approach any official of school including Principal at any hour of the day.
- (c) Please instruct your son not to unauthorisedly leave the hostel/School without proper permission. If found, disciplinary action will be taken.
- (d) Parents/guardians requesting for withdrawals during the course of the session are required to settle the accounts in accordance with the existing Rules and Standing Order of the Society. Parents must give **MINIMUM TWO MONTHS NOTICE** before commencement of the session or else the caution money deposit will be forfeited.
- (e) All the parents of Classes X & XII cadets are advised to settle all the dues before 15 Oct 18 without fail.
- (f) **Progress Report** : Available on the School Website www.sainikschoolbhubaneswar.org
- (g) Cadets belonging to SC/ST Category are required to submit their "Toll Kit Bills" in the School office on or before 15 Nov 18 (Thursday) positively.
- (h) **PARENTS ARE INTIMATED THAT 1ST INSTALMENT OF FEES FOR ACADEMIC YEAR 2019-20 WOULD BE PAYABLE BY 10 APR 19 AND HENCE THEY SHOULD MAKE NECESSARY ARRANGEMENT FOR THE SAME.**

(Contd...4/-)

(j) **NCC Camp**

(i) Cadets of Class XII(SD) will attend NCC NIC(O) mandatory for appearing NCC 'B' Certificate Exam. The exact date of the camp will be intimated.

(ii) Cadets of Class IX/X (JD) will attend NCC NIC (O) mandatory for appearing in NCC 'A' Certificate Exam. The exact date of the camp will be intimated.

(iii) Any cadet remaining absent/not attending the above camp will not be eligible to appear for the NCC 'A' or 'B' Certificate Exam as the case may be. **NO SECOND CHANCE WILL BE GIVEN.**

(k) **NTS EXAM** : Cadets of Class X will appear in NTS Exam at Bhubaneswar Centre on 04 Nov 18. They are further instructed to collect their Admit Cards from Mr. BN Patra, I/C NTS Exam.

(l) **CBSE Instructions:**

(i) All Parents (both father & mother) of Classes X & XII are required to endorse their signature on the online submission of All India Senior/Secondary School Examination List of Candidates (LOC) forms. Dates will be promulgated on confirmation from CBSE.

(ii) No change in Date of Birth and change in Name i.e alteration, addition or deletion shall be allowed for the Cadets after the online submission of All India Secondary School Examination at the time of filling up the forms for Registration in Classes IX & XI.

25. **Issue of Duplicate Mark Sheet of Schools Examinations** Parents/guardians requesting for duplicate copies of mark sheets of the School Terminal/Annual Examination are required to send a Bank Draft for Rs.50/- drawn in favour of Principal, Sainik School Bhubaneswar along with application. Further, a self-addressed stamped envelope is to be enclosed to facilitate dispatch of the desired document by post. Parents/guardians are requested to monitor the performance of their wards displayed in the school website.

26. **CBSE EXAMS (Classes X & XII)**: During the Autumn Break, counsel your son regarding his preparations for CBSE Mar 2019 Examinations.

27. **Suggestions**: You may send your suggestions directly addressed to Principal. A Register for this purpose is also available with Duty Wardboy. There is also a Suggestion Box in the School building.

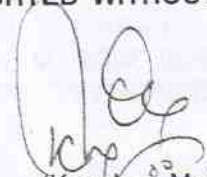
28. Parents/guardians are advised not to indulge in loose talks and meet the Principal, Vice Principal or Adm Officer to clarify points if any with regard to their ward. They are also advised not to visit residences of any teacher/other members of staff.

29. Cadets who have volunteered for Olympiad/various competitions with entry fees are to deposit the entry fees to their Housemaster on booking -in day.

30. **ALL PARENTS/GUARDIANS ARE TO NOTE THAT IF ALL REQUISITE DUES ARE NOT RECEIVED i.e SCHOOL FEES, DIET CHARGES AND OTHER EXPENSES, THEIR WARD WILL NOT BE PERMITTED TO BOOK-IN AFTER VACATION. ALL PARENTS/GUARDIANS ARE ADVISED TO SETTLE DUES BY PROMULGATED DATE. IN CASE ANY CADET IS SIGHTED WITHOUT PROPER BOOKING-IN, DISCIPLINARY ACTION WILL BE INITIATED.**

Distribution - All Parents/Guardians.




(Kanchan Mukherjee)
Capt (IN)
Principal

PRINCIPAL
Sainik School Bhubaneswar
Odisha