

Dear Teachers,

**31.05.2022** will be the last day for the summer camp Activities and online studies for classes **I** to **XII**.

Summer vacations for the teachers will be from **01.06.2022** to **03.07.2022**.

All the teachers will report to school after summer vacations on Monday, **04<sup>th</sup> July, 2022**.

The Attendance Registers Mark Registers & Planners are to be submitted on **31.05.2022**.

**Please Note:**

- The attendance of the students of classes **6 to 8** attending the summer camp will be marked in the attendance registers in Blue/ Black ink. It will not be added in the academic days.
- The attendance of online Remedial classes for New/ weak students of classes 1 to 8 will be marked in separate sheets & will not be marked in Attendance Registers.
- The attendance of the students of classes **9 to 12**, attending the online classes will be marked in the Attendance Registers in Green ink. It is to be added in the academic Days.
- The planners are to be completed for **(05.07.2022 to 09.07.2022)** & submitted on **31.05.2022** to the respective coordinators.

The teachers on Board duties must be prompt & punctual towards the duties assigned.

The teachers on duty with the Board exam (cl. **XII**) students in school will report on **01.06.2022, 03.06.2022 & 06.06.2022 from 12:45 pm to 3:45 pm**.

**Wish you all very refreshing & energizing vacations.**

**Principal**



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