



B. K. BIRLA CENTRE
FOR EDUCATION

CIRCULAR TO THE PARENTS (BOARDERS)

BKBCE/Circulars/003/2023-24

12 September, 2023

Dear Parents,

Subject: Importance of Academics and Discipline in Your Child's Education

Greetings from B K Birla Centre for Education, Pune!

We hope this message finds you well. B K Birla Centre for Education, Pune firmly believes that academics and discipline are the cornerstones of a student's life, providing the foundation for knowledge acquisition, skill development, personal growth, career success, and positive contributions to society. In light of this belief, we are taking steps to strengthen these essential aspects of your child's education.

Importance of Academics:

Academics are the bedrock upon which your child's future is built. We are committed to providing a high-quality education that equips students with the knowledge and skills necessary for academic excellence. To further emphasize the significance of academics in your child's life, we have implemented the following regulations:

Regular Attendance: Attendance is vital for effective learning. We expect all students to attend classes regularly and punctually. If your child faces any challenges that may affect attendance, please communicate with us promptly.

Timely Submission of Assignments: Meeting deadlines for assignments and projects is crucial for time management and academic progress. We encourage your child to develop effective study habits.

Open Communication: Please maintain open communication with teachers to monitor your child's academic progress. Regular parent-teacher meetings will provide opportunities for constructive discussions.

Importance of Discipline:

Discipline is the bridge between goals and accomplishments. It instils essential qualities such as responsibility, self-control, and respect for others. To emphasize the importance of discipline in your child's life, we have introduced the following regulations:

Uniform Code: We expect students to adhere to the school's uniform code at all times. A neat and tidy appearance promotes discipline and a sense of belonging.

B. K. BIRLA CENTRE FOR EDUCATION

(SARALA BIRLA GROUP OF SCHOOLS)

Senior Secondary Residential School, Affiliated to Central Board of Secondary Education

(Affiliation No. 1130051, School Code. 30029, UDISE No. 27250917404)

Village: Shirgaon - Gahunje, Taluka Maval, Dist. Pune - 410506 (Maharashtra)

Phone: 8380968333, 444, 555 • Email: principal@bkbirlacentre.com, principalbirlacentre@gmail.com • Website: www.bkbirlacentre.com

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Respectful Behaviour: Students are encouraged to treat peers, teachers, and staff with respect and courtesy. We believe that a respectful environment fosters a conducive learning atmosphere.

Code of Conduct: We have established a code of conduct that outlines expected behaviour, both within and outside the school premises. This code helps create a harmonious school community.

Anti-Bullying Policy: Bullying in any form is strictly prohibited. We have a zero-tolerance policy for bullying and will take immediate action if any such incident is reported.

We are confident that these regulations will lead to better coordination between parents, students, and school management, ultimately ensuring your child's holistic development and long-term well-being.

Dear Parents, Academics and discipline are the cornerstones of a student's life as they provide the right knowledge and skill-sets for the students along with the qualities required for personal growth, career success, and contributing positively to society. Emphasizing the importance of academics and discipline in a student's life as crucial for their long-term well-being and development, the school has made certain rules for better coordination between parents, students and the management. The regulations are as follows:

1. **PARENTS' VISITS:** Parents can visit the school only on Sundays between 10.00 a.m. and 06.00 p.m. **with prior written permission/ pre-appointment given** via e-mail (subject to approval) by the Principal (maximum **one visit bimonthly**). Parents may be asked to wait during lunch breaks or if the concerned person is engaged with prior commitments. No visits will be allowed **during the examination period**.
2. **PARENTS' IDENTITY CARD:** Parents should carry their identity cards upon their visit on account of security reasons. Entry shall be subjected to identity card verification.
3. **PARCELS/COURIERS/POST :** Parents are requested to avoid sending Eatables and other non-essential items through couriers. Any necessary items (if not available in the school store) can be sent to your ward. Please remember to mention the student's name, class and admission number of the student on the respective packet/parcel. Letters and packets addressed to the students will be subjected to scrutiny by the School Authorities in the presence of the child. All correspondence regarding the same has to be addressed to the Principal. For any communication, please contact the schools help line numbers given in the circular. Timings for enquiries on telephone numbers mentioned below to be followed on all working days . However, in case of emergency, parents may call on other numbers given in the help-lines.
4. **FORBIDDEN ITEMS:** Gold Ornaments, Cash/ATM Cards/Credit Cards, Expensive/smart watches, Cameras, Electronic Gadgets and Smart Mobile Phones/SIM cards will not allowed to be kept by the students. Post Diwali break Henceforth **only standard QRT mobile phones shall be used by the students, for communication as per the standard procedure for calling.**



A handwritten signature in green ink, appearing to read "Bilal".

5. **EATABLES**: Students are not allowed to keep eatables with them. Parents are advised not to give eatables to be kept with the students, However, dry fruits can be given or any specific based on the doctor's advice
6. **BIRTHDAY CELEBRATION**: Parents are not allowed to celebrate the birthday of their wards in the school, however, they can apply for a special permission of meeting/ leave out on the respective day along with their parents/ guardian.
7. **LEAVE OUTS/MEETINGS**: Parents are required not to apply for leave outs of their wards unless it is mandatory. Parents may apply for normal leave out /meeting well in advance and shall come to the school only after obtaining permission for the same as per the given date and timings. **Leave-outs will not be granted during the Examination period.**
8. **Leave out without Escort**: Leave out without escort is not permitted. However, in exceptional cases for parents from distance stations or in case of emergencies, the school shall arrange for the same upon the parent's written request well in advance. Parents willing for leave out of their wards without escort need to submit an affidavit in this regard to the School Authorities.
9. **Dropping at School**: Parents shall drop their wards at school on completion of leave between 8:00 AM to 6:00 PM. Private vehicles will not be allowed beyond the Security Checkpoint near the Academic Block. Baggage is liable for search/scrutiny at the main gate upon the student's return. Your kind cooperation is solicited in this regard. Kindly avoid bringing prohibited items in the hostels. In the event of finding any forbidden items with the student, the item shall be seized and not be returned.
However, return of wards post Summer/Diwali Vacation will be at the hostel within the prescribed dates & timings scheduled by the school.
10. **CASH**: Students are not permitted to keep any cash with them. Parents are strictly advised not to give any cash at any time to their wards.
11. **School Fees**: All the parents are requested to pay the next Quarter fees. Kindly adhere to the fee deposit schedule given by the school. Defaulters may not be allowed to join back or attend the school till the time dues are not cleared.
12. Any child in need of extra academic assistance may contact the Dean (Academics). The extra classes for the same will be arranged post-dinner without any charges.

HELPLINE FOR PARENTS

(On all working days 09.30 A.M. - 01.30 P.M. and 03.00 P.M. - 05.30 P.M. only)



Gen. Info./ Admissions/Withdrawals : **Dr. Namrata A. Zagade**, Tel: 020-27706107, 8380968333

Accounts-related queries : **Mr. R.K. Khandelwal** Tel: 020-27706104, 8380968555

Hostel affairs/Medical/ Leave/Meet : **Mrs. Kamakshi Mudaliar** Tel: 020-27706105, 8380968444



Academics : **Ms Deepika Saluja**, Dean Tel: 020-27706116
Administration/Mess-related queries : **Mr. Ashwani Kumar Lath**. Tel: 020-27706106
Confidential matters / Acute : Dr Rajeev Kumar Chauhan, Principal Tel: 020-27706101, 8380968666
Emergency. : E-mail ~ principal@bkbirlacentre.com
School Reception No. : 020-27706100 / 110

Parents kindly Note

As responsible parents, your support and involvement in reinforcing the importance of academics and discipline in your child's life are invaluable. Together, we can empower our students to achieve their full potential and become responsible, successful, and compassionate individuals.

If you have any questions or concerns about these regulations or would like to discuss your child's progress, please do not hesitate to reach out to us. Your active participation in your child's academic journey is highly encouraged and appreciated.

Thank you for entrusting us with your child's education, and we look forward to working together to nurture their growth and success.

Parents kindly note

- (a) **Your call will be responded subject to disclosure of your identity as well as your ward's identity.**
- (b) **Please do not visit the school without prior permission.**
- (c) **Please read the new prospectus of the school carefully and abide by all the rules & regulations.**

We look forward to having your ward with us,

With Warm Regards,



**Dr Rajeev Kumar Chauhan
Principal**

