



B. K. BIRLA CENTRE
FOR EDUCATION

CIRCULAR TO THE PARENTS

BKBCE/PRN/2023-24/020

Date: 06/11/2023

Dear Parents,

Greetings from B.K Birla Centre for Education!

Subject: Important Update: New Helpline IDs and Changes to Existing Ones

In our continuous effort to enhance the safety and communication channels between the school and our valued parents, we would like to inform you about some essential changes regarding our helpline email IDs.

To streamline and secure our communication process, we are introducing new helpline email IDs, and we kindly request that you change your existing ones accordingly. It is crucial that all future correspondence is sent to these email IDs from your official email IDs only, which have been generated by the school, your child's admissionnumber@bkbirlacentre.co.in

Sample official email ID of students/parents: 15050@bkbirlacentre.co.in (if the student's admission number is 15050)

By Default password: 12345678 (You are requested to change the password)

Here are the details of the new helpline email IDs:

General Inquiries: info@bkbirlacentre.co.in

Fee Payment and Accounts: accounts@bkbirlacentre.co.in

Academic Concerns: dean.academics@bkbirlacentre.co.in

Student Well-being and Hostel affairs: school.coordinator@bkbirlacentre.co.in



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



B. K. BIRLA CENTRE
FOR EDUCATION

Transport and Bus Services: admin.officer@bkbirlacentre.co.in

Administrative matters: admin.officer@bkbirlacentre.co.in

Admissions: admission@bkbirlacentre.co.in

IT Helpdesk: itsupport@bkbirlacentre.co.in

Counsellor: priyanka.counsellor@bkbirlacentre.co.in

Principal: principal@bkbirlacentre.co.in

Please update your contact information accordingly and ensure that all future communications are directed to these new email IDs. Additionally, we would like to emphasize the importance of responding from your new official email IDs that are registered with the school.

Your cooperation in this matter is greatly appreciated and will help us maintain a secure and efficient communication system. If you have any questions or require assistance with updating your contact information, please do not hesitate to reach out to our IT helpdesk at itsupport@bkbirlacentre.co.in

Thank you for your continued support in creating a safe and productive learning environment for our students.

Once again, I **WISH YOU ALL A VERY HAPPY AND A SAFE DIWALI.**

With warm regards,

Dr. Rajeev Kumar Chauhan
Principal



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