



SURJYAMANINAGAR H.S. SCHOOL

A Govt. Vidyajyoti Co-education CBSE affiliated Senior Secondary School

Sadar, west Tripura, Pin : 799022

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SCHOOL CIRCULAR

1. Dress Code: Students are asked to wear the clean uniform compulsorily along with Identity Card duly signed by PRINCIPAL.

2. Monthly Staff Meeting: A monthly staff meeting is held on last Friday of every month after the school closes.

3. Oath Taking: All the students are instructed to remain present at the oath-taking programme daily being a part of assembly.

4. Cleanliness Programme: All the students and teachers are instructed to take part in the weekly cleanliness programme in the school premises.

5. Garden Maintenance : NSS volunteers along with teachers regularly take part in garden maintenance.

6. Admission Procedure: Admission sub-committee has been instructed to remain active throughout the year for smooth conduct of all the admission procedure.

7. Examination Procedure & Publication of Result: The Examination sub-committee is instructed to conduct various examinations in time throughout the year and publish results accordingly.

8. Library: The library sub-committee is instructed to act properly and maintain registers separately for reading and learning.

9. Mid-Day - Meal : The MDM sub-committee is instructed to maintain the quality, hygiene and test the cooked food every day before the students eat.

10. Stipend: The stipend sub-committee is instructed to arrange properly the required documents from students in time and correspond the same to the higher authority.

11. Monthly Meeting of SMC: SMC Surjyamaninagar H.S. School is instructed to attend a monthly meeting for various purposes.

12. Health Checkup: Regular health checkup programme for students is scheduled duly which is conducted by Kanchanmala PHC.

13. Official Activities: The clerks have been instructed to perform their duties well in time. They obey the instruction.

14. Cultural Activity: Every week cultural activity takes place involving all the students.