UNIVERSAL
PUBLIC SCHOOL
CBSE

ALMANAC

UNIVERSAL
PUBLIC SCHOOL
CBSE

Dream it, Believe it, Build it

Dr. Shivajirao Kadam Knowledge Academy's

UNIVERSAL PUBLIC SCHOOL

Address: Sr. No. 29, Sasane Nagar, Hadapsar, Pune 411028. Phone: 9011034834
Email: info@upspune.in Website: www.upspune.in

ALMANAC

Name : .....

Grade : ..... **Division :** .....

House : ..... **Roll No :** .....

ALMANAC SHOULD BE BROUGHT TO SCHOOL EVERY DAY.

यत भावो-तत भवति।

UNIVERSAL PUBLIC SCHOOL

CBSE



STATEMENTS MADE BY PARENT / GUARDIAN

(Use block letters)

STUDENT'S PHOTO

Admission Number : _____

Student's Class : _____ Div. : _____

Student's Name: _____

(as Registered in School Records)

Father's / Guardian's Name : _____

Mother's Name : _____

Home Address : _____

_____

_____

_____ Phone No.: _____

Email: _____ Mobile No.: _____

Mode of Transport to / from School : _____

Contact No. of Driver / Conductor : _____

Any sibling (sister/ brother) in the school : if yes,class : _____ Div. _____

Any particulars medical problem / information that the school should be aware of (eg.

diabetes, blood pressure, convulsions or fits etc.) _____

Emergency phone (Doctor's) _____

Child"s Blood Group _____ Religion & Caste: _____

The Parent's / Guardian's signature below constitutes agreement with the following :

1. Having read, all the UPS Rules and Regulations, understood and agreed to abide.
2. Having understood that Students participate in all Activities in-house & out-bound Field Trips for Educational purposes, as a part of regular School Programme. All activities in house & out bound (trips etc.) would be supervised by the staff or responsible adults who will exercise all reasonable caution. However, the Parents and Guardians agree that school or the School Board cannot accept responsibility for accidents either at the place of activity or en route travel.
3. Meeting all financial responsibilities with respect to education of the child in the school on time.
4. Giving their consent to the Principal or Teacher to act on their behalf, should the need arise for their signature in medical emergency.
5. Adhering to changes, if any, in the standard terms and conditions of the School from time to time as circumstances may require.
6. Supporting the School in enforcing all its Rules, Student's Dress & Behavior Code
7. Having understood that the School has a Child Protection Policy and appropriate committee in place as per the laws such as The POCSO , The Indian Penal Code-1860, The Juvenile Justice Act and The Information and Technology Act 2000 to protect the dignity and safety of Children, therefore authorize the School Administration to take appropriate action and report to Juvenile Justice Officer under the applicable laws.
8. I agree that disciplinary action taken by the Principal will be binding. I have no objection to disciplinary action under controlled conditions by school staff.

----------	----------	----------
Father's Name	**Mother's Name**	**Guardian's Name**
----------	----------	----------
Signature	**Signature**	**Signature**
(for school records)	(for school records)	(for school records)
----------	----------	----------
Date	**Date**	**Date**

Note: To be returned to school through Class teacher.

MY PROFILE

This information must be filled in by parent /Guardian in capital letter

Admission Number : _____

Student's Name: _____

Grade: _____ Div: _____ Roll No: _____

Religion / Caste: _____

Father's Name: _____ Mobile: _____ Father Occupation: _____

Mother's Name: _____ Mobile: _____ Mother Occupation: _____

Tel. Nos. Resi.: _____ Office: _____

Guardian's Name _____ Mobile: _____

Email ID _____

Guardian's Tel. Nos. Resi.: _____ Office _____

Parent's/ Guardian's

Residential Address: _____

_____

_____ Tel. No.: _____

Change to: _____

_____

_____ Tel. No.: _____

Whom to contact in an emergency:

Mr/Ms: _____

Relation: _____

Tel. No.: _____

_____ _____

(Father's Signature) (Mother's Signature)



'THE ALMANAC' MUST BE BROUGHT TO SCHOOL EVERY DAY AND FOLLOWED IN DETAIL. DAILY LESSONS, REPORTS AND HOMEWORK SHOULD BE TAKEN DOWN. PARENTS SHOULD REGULARLY CHECK THEIR CHILD'S ALMANAC AND SIGN THE REPORTS. THIS PROMOTES THE TONE OF STUDIES AND DISCIPLINE IN STUDENTS.



ALMANAC

It is very necessary that the Students and Parents read the Almanac together, as it is intended to serve.

1. As a means of communication between Parents and the School. To keep Parents abreast with what their ward is studying at School and the curricular progress of their wards. To keep Parents informed with respect to home work.
2. To serve as a handy reference with regard to the student's timetable. To be used for convenient, day-to-day correspondence (related to academics and conduct) between Parents and the School Staff.
3. Students should ensure to bring the Almanac to school everyday, use it productively and treat it with care. Parents should review current pages daily and must countersign and respond to any comments, which may be made periodically by teachers.
4. Parents should also countersign homework to signify their completion and provide an explanation if home work is not completed for any valid reason.
5. As a matter of policy, students will get projects on subjects they are familiar with. These tasks are intended as revision exercises, to reinforce what is learned by the students in school and must be undertaken by the students entirely on their own, without adult supervision. Students should seek the help of their teachers at school on the following day if they encounter any difficulties.
6. Comments made by Parents in the Almanac should be productive and confined strictly to the subject of the student's work and her/his conduct.
7. All other matters concerning the school should be dealt with separately and either conveyed personally or through seperate letters addressed to the Head of the school.

MY HEALTH CARD

(to be filled in by the Parent)

Name: _____

Grade: _____ Div: _____ GR No: _____

Family Doctor's Name: _____

Doctor Phone No: _____

Allergic to: _____

_____

_____

Blood Group: _____

ANY SPECIFIC AILMENT/MEDICATION-YES/NO

(if yes, kindly provide the information, the parents expect the school to be aware of)

- _____
- _____
- _____
- _____
- _____
- _____
- _____

1. The First Aid Center at school is managed by a qualified nurse who administers the first aid to our pupils in case of any medical ailments identified while at school.
2. In case the problem is serious in nature the school first tries to get in touch with the parents or guardians of the child, however, for any reason, if the school is not in a position to or is not able to contact the parents. The school is authorised to consult the nearest qualified medical practitioner or take the child to the nearest hospital based on the nature of the medical emergency.
3. The charges for the external medical counsel or hospitalization, if any, will have to be borne by the parents. The school or its staff will not be held responsible for the line of treatment advocated by the said medical practitioner

_____ _____

Name of Mother & Sign Name of Father & Sign

राष्ट्रगीत

जन गण मन अधिनायक जय हे ।

भारत भाग्य विधाता ।

पंजाब सिंध गुजरात मराठा, द्रविड़ उत्कल बंग ।

विंध्य हिमाचल यमुना गंगा, उच्छल जलधि तरंग ।

तव शुभ नामे जागे, तव शुभ आशिष मांगे ।

गाहे तव जय गाथा ।

जन गण मंगल दायक जय हे भारत भाग्य विधाता ।

जय हे जय हे जय हे,

जय जय जय जय हे ।

- रवींद्रनाथ टागोर

वन्दे मातरम

सुजलां सुफलां मलयजशीतलाम्

स्यश्यामलां मातरम् ।

शुभ्रज्योत्स्नापुलकितयामिनीं

फुल्लकुसुमितद्रुमदलशोभिनीं

सुहासिनीं सुमधुर भाषिणीं

सुखदां वरदां मातरम् ।।

वंदे मातरम् ।

–बंकि म चंद्र चॅटर्जी

School Anthem

Together we rise , together we shine
For this is our home, of knowledge divine
With grateful hearts, we are here today
With solemn pledge, we lead this way
We the beacon of light for the world to see,
At UPS here we glee……..
Dream it
Believe it
Built it, today !

- Nishant Dongare
Director

राज्यगीत

जय जय महाराष्ट्र माझा, गर्जा महाराष्ट्र माझा ।। धृ.।।
रेवा वरदा, कृ ष्ण कोयना, भद्रा गोदावरी
एक पणाचे भरती पाणी मातीच्या घागरी
भीमथडीच्या तट्टांना या यमुनेचे पाणी पाजा
जय जय महाराष्ट्र माझा... ।।१।।
भीती न आम्हा तुझी मुळी ही गडगडणाऱ्या नभा
अस्मानाच्या सुलतानीला जवाब देती जीभा
सह्याद्रीचा सिंह गर्जतो, शिवशंभू राजा
दरीदरीतून नाद गुंजला, महाराष्ट्र माझा ।।२।।
काळ्या छातीवरी कोरली, अभिमानाची लेणी
पोलादी मनगटे खेळती, खेळ जीवघेणी
दारिद्र्याच्या उन्हात शिजला
निढ़ळाच्या घामाने भिजला
देशगौरवासाठी झिजला
दिल्लीचेही तख्त राखितो, महाराष्ट्र माझा ।।३।।

– राजा बढे

THE PREAMBLE OF INDIAN CONSTITUTION

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens:
JUSTICE, social, economic and political;
LIBERTY of thought, expression, belief, faith and worship;
EQUALITY of status and of opportunity;
and to promote among them all
FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;
IN OUR CONSTITUENT ASSEMBLY this 26th dayof November. 1949,
do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTUTUTION

PLEDGE

India is my country. All Indians are my brothers and sisters. I love my country and I am proud of its rich and varied heritage. I shall always strive to be worthy of it. I shall respect my parents, teachers and all elders and treat everyone with courtesy. To my country and all my people, I pledge my devotion. In their well being and prosperity alone lies my happiness.

MORNING PRAYER

Dear God,
At the start of this school day
Help us to learn and help us to play
To concentrate on all we do to understand
And remember too.
Amen

CLOSING PRAYER

School is over for today
Done our work and done our play
Before we go, we are here to say
Thank you heavenly Father for this wonderful day
Amen

MEDICAL CHECK UP

(To be filled by doctors in school)

Physical Measurements & Medical Check Up	**Remarks**
Age: Yrs: Month:	
Blood Group	
Height in cms	
Weight in kgs	
Abdomen in cms	
Structure (Short - S, Tall - T, – Normal)	
Eyes Refraction (Right)	
Eyes Refraction (Left)	
Ears	
Nose	
Throat	
Teeth	
Respiratory System	
Skin Disease	
Tonsils	
Allergies	
Any Surgeries	
Additional Remarks:	
Name of the Doctor	
Doctor's Signature	
Contact Number	
Date	
Parent's Signature	

ABOUT THE SCHOOL

PHILOSOPHY

Our philosophy is to provide education that will empower our children to charter new territories and shape their own future while upholding high personal ethical and social standards. UPS strongly believes that: The greatest legacy that is left for the next generation is education and values that pave path for becoming a global leader. That Every child is unique. That Education is holistic in nature for the all-round development of the child which goes beyond the normal confines of academic regimen to seamlessly integrate social and moral values in the learning experiences at our school.

VISION

Our vision to be a beacon of educational excellence where innovation meets tradition and every child is empowered to explore their potential, shaping a brighter future for themselves and the world.

MISSION

Our mission is to create a nurturing and optimistic learning environment that embraces diversity, fosters curiosity, and encourages each student to excel academically, socially and emotionally. We are comitted to developing compassionate, creative and confident individuals who are prepared to integrity and purpose in an

ever – changing world.

CORE VALUES

Envisioned Destiny

The future one visualizes and strives toward, reflecting a school's mission to help students shape their goals and aspirations through education and guidance. Our school acts as a guidepost, helping students chart their paths and develop the skills needed to reach their full potential.

Serene Cosmos

A tranquil and harmonious universe, much like a school that fosters peace, balance, and a nurturing] environment for learning and personal growth. In this serene space, students and staff coexist in harmony, cultivating an atmosphere of respect and cooperation.

Serene Cosmos

students to achieve their highest potential. Our school creates an environment where students are encouraged to excel in both academics and personal development, pushing boundaries and setting new standards.

Unified Aura

The collective energy from unity, similar to a school's inclusive environment, where diverse talents and perspectives come together to create a strong, supportive community. Our school builds a sense of belonging, fostering collaboration among students, teachers, and staff, and enhancing the collective spirit that drives success.

SCHOOL TIMINGS

PRE-PRIMARY SCHOOL : NUR/LKG/UKG – 9:00 AM TO 12:30NOON – MONDAY TO FRIDAY
PRIMARY SCHOOL : GRADE 1 TO 10 – 8:00 AM TO 2:30 PM – MONDAY TO FRIDAY

Note :

- The reporting time for Pre-Primary Section – 8:50 am
- The Dispersal time for Pre-Primary Section - 12:30 noon
- The reporting time for Primary Section –8:50 am
- The Dispersal time for Primary Section - 3:30 pm

SCHOOL OFFICE TIMINGS

Monday to Friday : 9.00 am to 1.00 pm
Saturday : 9.30 am to 12:00 noon

MEETING WITH THE DIRECTOR (with prior appointment only

MEETING WITH THE PRINCIPAL: (with prior appointment only)

Monday to Friday : 9.00 am to 10.00 am

MEETING WITH THE CO-ORDINATOR & TEACHER : (with prior appointment only)

Friday : 2.30 pm to 3 pm

MEETING WITH THE COUNSELLOR:
Saturday: (with prior appointment only)

TIMINGS FOR FEE COLLECTIONS:

Monday to Friday : 9.00 am to 1.00 pm (1st to 10th of Every Month installment)

SUMMER SCHEDULE:

Pre- primary - 8:50 am to 12:00 noon
Preparatory, Middle and Secondary - 2.30 PM

Holidays Vacations

DATES	HOLIDAYS
06/04/2025	Ram Navami
10/04/2025	Mahavir Jayanti
14/04/2025	Ambedkar Jayanti
18/04/2025	Good Friday
01/05/2025	Maharashtra Day
07/06/2025	Bakri - EID
06/07/2025	Muharram
09/08/2025	Raksha - Bandhan
16/08/2025	Janmashtami
27/08/2025	Ganesh Chaturthi
05/09/2025	Eid - A - Milad
06/09/2025	Anant Chaturthi
02/10/2025	Dussehra/ Gandhi Jayanti
20/10/2025	Diwali
05/11/2025	Guru - Nanak Jayanti
25/12/2025	Christmas
14/01/2026	Makar Sankranti
19/02/2026	Shiv Jayanti
15/02/2026	MahaShivratri
04/03/2026	Holi
19/03/2026	Gudi Padwa

SUMMER BREAK	- 05/05/2025 to 08/06/2025
MID-TERM BREAK	- 17/10/2025 to 28/10/2025
WINTER BREAK	- 24/12/2025 to 01/01/2026

UPS HOUSE SYSTEM

The Teachers and the Students are divided into Four Houses across the School to inculcate a sense of loyalty, team spirit and a healthy competition.

HOUSE	MOTTO
ALPHA	UNITY
BETA	INTEGRITY
GAMMA	ETERNITY
DELTA	UNIVERSALITY

- Students are required to attend all Activities and Demonstration Sessions.
- Each house has a House Incharge, House Teachers, assisted by House Captains and Prefects.
- Every Student is allotted a House. House Uniform is to be worn on the days of Sports Period/Inter-House activities.
- Participation is allowed in Four Inter-House Activities to maximize the involvement of all the students.
- List of all Interhouse activities are notified in the Annual calendar per year/per group.
- Several Competitions are conducted on an Inter-House basis. Students prepare and practice their skills before participating in Interhouse Competitions.

RULES & REGULATIONS

For Studies at Universal Public School , Pune

(a) The Principal is the person appointed by the Executive Committee of the Trust to assume duties and responsibilities as Principal of the School. The Principal is responsible for the students while in the care of the school, and also includes those to whom any of the responsibilities and duties of the Principal are given by the Executive Committee.

(b) Parents are those, whose wards study at the school.

(c) The School's aim is to strike a balance between academic studies, moral, spiritual and physical education and the pursuit of leisure activities. The School is committed to high standards of teaching and care. Parents are expected to give their support and encouragement to realise these aims and to uphold and promote the good name of the school, to continue the student's education at home and encourage the student to maintain appropriate standards of discipline, diligence, punctuality, behaviour, tidiness and cleanliness; and to conduct themselves in relation to the school and its staff in such a manner that a relationship of trust and confidence between the school and the parents is maintained at all times.

(d) A progressive and forward-looking school must initiate and respond to change. It is likely that there will be certain changes at the school during the years when the child is a student of UPS. The grant of admission to the school is made on the basis that, in the interest of the school as a whole, changes may be made from time to time to these terms and conditions, to the size and location of the school, to its premises and facilities, to the academic and games, curriculum and the structure and composition of classes and the way the school is run, to the length of school terms and the school day and to any other aspect of the School. Fee levels will be reviewed from time to time and there will be such reasonable increases as the Executive Committee may determine.

(e) Decisions taken about all aspects of the school affect the school community as a whole. The school believes that these terms and conditions reflect the traditions and customs, which have existed at independent schools and at this school in particular, over the duration of its existence. The rules given about change, are provided in good faith. They are intended to encourage stability, forward planning and the proper resourcing and development of the school for the benefit of all. Parents will be given reasonable notice, when practicable, of changes that may significantly affect the School Community. Any waiver of the terms is effective only if stated in writing by the Principal personally. The ethos and principles on which the school is run are reflected in the policies concerning admission, equal opportunities, behaviour and discipline, drugs and substances, expulsion and review.

CARE AND GOOD DISCIPLINE

(a) Parent's Authority : Parents authorise the Principal and Staff to whom the supervision of students has been delegated and authorize in good faith all decisions that safeguard and promote the welfare and proper education of the Students. Parents consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to pupil in distress or to maintain safety and good order. (Corporal punishment is not used). As the School provides first aid facilities only, parents consent to emergency medical treatment (including general anaesthesia) at a private hospital, as certified by a doctor may be necessary for the safety of the student and if a parent cannot be contacted in time. However, every effort would be made to contact the parent in such circumstances. Parents should consent to the conduct of routine medical examinations by the School Doctor.

(b) Academics : Teachers are the best judge to assess student's academic strengths and weakness. It is obligatory for the student to follow advice, instructions and do all that is necessary to improve academic performance as required.

(c) Health : Parents must inform the Principal in writing if the student has any known medical condition; disability or health problem or is unable to take part in physical education or sporting activities or has been in contact with infectious diseases. The student must not be sent to school if unfit to attend or is suffering from any serious contagious disease. The school will endeavour to look after the student in the event of any emergency health problem during school hours. However, the school will not be responsible for any consequences that may arise during the course of such emergency treatment.

(d) Attendance : The student is expected to take full part in the activities of the school, to attend on each school day, to work hard to the best of his / her ability and to be well-behaved. Attendance on the reopening day after a long Break, the last working day before vacations, Independence day, Republic Day is mandatory.

(e) The School Almanac : Each student at the beginning of academic year of the School is supplied with a copy of the school Almanac giving information about the staff and student role, scheduled events, holidays and the School Code of Conduct. All students and parents are required to abide by the code. The school almanac must be carried to school daily.

(f) Conduct of the Student : Students are expected to behave with respect and good manners to those whom they meet both in school and in the community and to show a proper respect for the environment. The Principal is responsible for the care and good discipline of students while they are in the charge of the school or its staff and for the day to day running of the school and the curriculum. Students reprimanded for indiscipline are required to follow the corrective measures on the day it is assigned or as decided by the school discipline committee.

(g) Liability : The Principal, Staff, and all others engaged by the school to conduct various School activities, during and after school hours, including out of school activities will take all reasonable steps to provide a safe and a secure environment for all students who participate in its activities. However, the school shall not be responsible for loss.

Admission To The School

(a) Admissions : Subject to vacancy, the School will give to a student as per its norms; a time bound admission to its Pre-Primary Section as also following verification of age and physical fitness as per the School's standards. Grant of Admission to Grade 1 to 10 will be, in addition, subject to acceptable previous School Report and a successful outcome in the Entrance Interaction. To secure the admission, parents must return the School's Application Form duly completed and signed, along with supporting documents and pay the fees/deposits on or before the date declared by the school, after which the admission shall be deemed withdrawn. Admission is confirmed only when the school receives the duly completed and signed Admission Form, along with supporting documents and the fees/deposits have been paid.

(b) Registration : A student granted admission will be registered on completion of the Student's Registration Form which entails payment of a registration fee, verification of submitted documents, submission of photograph, birth certificate, school leaving certificate, photo graph of father/mother certified copy of the student annual evaluation of the last class attended and examination passed and acceptance of these terms.

(c) Aadhar Card : CBSE on directions from Ministry of Electronics & Information Technology has made it mandatory for CBSE affiliated schools to maintain the "Aadhar Number (UID-Unique Identification) of all the students. Parents are requested to get their wards registered for the same and provide the Aadhar number to school. Foreign National students are required to be registered with FRO (Foreign Nationals Registration Office) or have a valid OCI (Overseas Citizen of India) card or PI0 card.

Fees & Deposit

Admission Fee is not refundable once paid. On application, Tuition and other Fees, as paid, Deposits, if taken, are refunded by cheque without interest less any sundry outstanding charges or balances due to the School after the student has left the School.

(a) Fee Payment Schedule: One time admission charges at the time of admission Parents are expected to pay tuition fees on or before the dates specified below

INSTALLMENT PAYMENT FACILITY

1 Installment March 15 th
2 Installment June 10 th
3 Installment September 10 th
4. Installment December 10 th

(b) For tuition fees + term fee

Fee payment Account Details:
Universal Public School Pune Camp Branch, Pune
IFSC- **HDFCOOO6018** (Fifth letter is zero)
A/C No- **50200073703881**

i. Outstation cheques will not be accepted.
ii. In case the cheque is dishonored by the bank, bank charges of Rs.500 will be charged.
iii. Parents have an option to deposit yearly fee in advance.
iv. If fee remains unpaid, a late fee of Rs.50 per day would be added from the 11th day of March/ June/ September/ December
v. If the fees remain unpaid for 20 days after the last date i.e 30th March/ 30 th June/ 30 th September/ 31 st December, the student will be excluded from the school or examinations or use of the School facilities.
vi. If the student thereafter desires to rejoin the School, student should reapply to join the school, he / she will be considered as a new admission by paying admission fee.
vi. School fee paid after the due date will be accepted with late fee only through a demand draft paid to school accounts office during the hours mentioned above.

Note: if the 10 of any month happens to be a non-working day then the day gets extended to the next working day.

(c) Composite Fee, Other Fees & Extras : Composite fee covers the cost of providing instruction for normal curriculum including most games, internal school examinations, use of the libraries and UPS medical inspection. Other fees are charged separately which covers the additional academic and co-curricular activities, value added programmes, certain stationery etc. Other expenses incurred by uniform, school bag, school shoes, socks, belt, tie books/notebooks/ journals, stationery andtrans portation charges, etc shall be paid as extra by the concerned students. Damage or loss of school property by the student also shall be paid as extra charge.

(d) Responsibility of payment: Paying fees is the joint responsibility of each person who has signed the admission form. The school may withhold information; property or examination certificates while fees are unpaid. The school may recover any other administrative and bank charges, or any incurred legal costs, will be charged on fees, fees in lieu of notice and extras that are unpaid by the due date. Such charges will be recoverable by legal action, if necessary.

(e) No deductions in fees are made for vacations or periods of absence.

(f) Pupils will not be allowed to appear for the assessments, unless all fees dues are paid before the tests/ assessments.

Notice of Cancellation / Withdrawal / Removal Fees in Lieu of Notice

(a) Notice means a calendar month's **written notice** in person or acknowledgment to the e-mail address of the School by both the parents/guardians who have signed the admission form will suffice. Provisional Notice for any purpose is valid only for the term in which it is given and only when written and accepted in writing by the Principal. Fees in lieu means fees in full for the term of notice at the rate that would have applied had the student attended and not limited to any contribution in the case of a scholarship/free ship.

(b) Withdrawal : In all cases, except at the end of the Grade 10, a calendar month's notice must be given before a student is withdrawn. Failure to provide the requisite notice will result in payment (or become adjustable against any balance with the School) of fees for the full

succeeding month in lieu becoming due and payable as a debt and may be charged at any time after withdrawal, whether or not the place can be filled.

(c) Cancellation : One month fees is payable by the Parents in lieu of notice, if they cancel their acceptance of admission or the student does not join the School.

(d) Removal : Parents may be required, following one calendar month's notice in writing from the school; to remove a student permanently after consultation with the Parents, in the situations written here but not limited to; if the Principal is of the opinion that the student is not making sufficient progress to warrant his/her remaining at the School; or his/her conduct is unsatisfactory and the conduct of the Parents is or has been such that the relationship of trust and confidence which should exist between the School and the parents has broken down. The School will not be liable to refund any fees to the Parents unless all outstanding dues have been paid in full.

(e) Expulsion : The student may be expelled at any time if the conduct of a parent of the student (whetheron or off school premises in or out of term time), the Principal is reasonably satisfied that such conduct has been prejudicial to good order or school discipline or to the reputation of the School or if for some other reason the continued presence of the student is incompatible. with the interests of the School. The Principal will act fairly in accordance with the procedures of natural justice and would not expel a student other than in grave circumstances. There would be no refund of fees in these circumstances and all outstanding fees and charges must be paid but fees in lieu of notice would not be charged.

(f) Other Events Requiring Notice : To discontinue any extra activity or services like bus or after school activities if any, a calendar month's written notice is required, failure to give such advance warning will result in payment of full charges becoming payable in lieu. The school may terminate this agreement on one term's written notice and otherwise under clause 5 (d)and 5 (e) above.

General Conditions

(a) Special Precautions : The Principal must be noticed in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may not be allowed to enter the school premises if the Principal, acting properly, considers such exclusion to be in the best interests of the student or of the School.

(b) Concerns/ Complaints : Parents who have cause for concern for any matter including matters of safety, care or quality of education must inform the Principal in writing without delay. The Parents and the School will be expected to resolve any dispute between them in co-operation with each other and in good faith.

(c) Special Learning Difficulties : The School shall notify parents if a student may need extra support or should be referred to an education psychologist for a formal diagnosis. The School has Counsellors and is able to advise parents as to how they may, at their own expense, obtain specialist advice or specialist support; but the School staff is not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. Parents will be asked to withdraw a student if, in the opinion of the Principal, the School cannot provide adequately for a student's special education needs.

(d) Medical Supervision : Before entering the School the student must be immunized against DPT (Diphtheria, Pertusis (Whooping Cough, Tetanus) Poliomyelitis, Hepatitis A & B, TB, and MMR (Mumps, Measles, Rubella). The School requires a medical certificate as to the general

health of the student or (where grounds for suspicion exist) make arrangements to test for illegal substances; parents would always be informed. The School Counsellor, member of the staff or a medical practitioner acting conscientiously and in accordance with their code of professional ethics, may inform the Principal or a parent in confidence of any matter which in their opinion is material to the safety and well-being of the student and/or others.

(e) Examinations, Reports and References : The School will register a student for an examination only if the Principal is satisfied that such is in the best interests of the student. Information supplied to parents and others concerning the progress of a student.

(f) Intellectual Property : The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of a student in conjunction with any member of staff of the School and/or other students at the school for a purpose associated with the school. Any use of such intellectual property rights by a student is subject to the terms of a license to be agreed prior to the use between the student, the student's parents and the School. The School will allow the student's role in creation/development of intellectual property to be acknowledged.

(g) Photographs, Video Clips : Photographs of students will be used in maintaining school records, and/or in the promotion of the school programmes in newspapers, slideshows, or other media.

(h) Prospectus : The prospectus describes the broad principles on which the School is currently run and gives some details of its history and ethos. The prospectus is not part of any agreement between the parents and the School and documents supplied in the pocket inside the back cover are not part of the prospectus. Although, believed correct at the time of printing, certain statements may be out of date from time to time. Parents wishing to place specific reliance on a statement in the prospectus should seek written confirmation of that statement before accepting Admission to the School.

(i) Safety Drills : It is obligatory for all students to participate in Safety Drills which the School considers necessary or as required by law or as expedient to safety and well being of all students.

(j) Interpretation: These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Heading are for ease of reading only and are not otherwise part of the terms and conditions. Any waiver is effective only if given in writing by the Principal personally.

(k) Bullying and Ragging: Bullying is strictly prohibited inside the school premises and no such act will go unnoticed or unpunished. The anti bullying committee will regularly review prevention plans, programmes and constantly be very vigilant and proactive.

(l) Restrictions on entry to the School : No employee or Visitor is allowed in the School premises carrying Arms, Ammunition or Explosives that may pose threat to the security of the students. The Principal reserves the right to ask any suspicious person to go through a body search by the School Security and may be asked to vacate the school premises.

(m) Birthday Celebration : Parents are requested to gift a book to the school library. Cakes or expensive gift distribution is not allowed. The student may wear descent coloured clothes on that day (Pre-Primary to Grade 10)

(n) Newsletter and Magazine: The School e-newsletter, published every quarter, provides a continuing dialogue between the home and school. Through the newsletter we will keep you posted about new developments in classroom activities. The newsletter also showcases the talent of our students by publishing poems, stories and artworks created by them. It will also give a complete update about the performance of our students at different platforms and felicitate their outstanding achievements, awards, trophies and other laurels won by our students. The e-newsletter is uploaded on the School's Website.

(o) Transport Facility: The school can offer the transport facility for all students in order to develop community travelling habit amongst the students i.e. the citizen of tomorrow at extra charges

- A student will board the allotted buses only and no change of the bus route will be entertained henceforth.
- Bus users will be allowed to get off the bus at allotted stop only if the escort with the Authorization Card is present; else they will be brought back to the school.
- A written application should be submitted with the school if the parent wants the student to get off the bus without an escort. The permission will be granted only upon approval from the Principal.
- Parents / Guardian is expected to co-operate with te school by ensuring that their ward travelling by the School Transport reports to the allotted Bus Stop well in time.
- Students travelling by school transport must maintain proper discipline or else the transport would be withdrawn with immediate effect.
- Parents/Guardian are expected to show their "Parents Authorization Card" before picking up their ward from the bus stop. In case they fail to do so, the student will be taken back to the School.
- Due care should be taken not to damage the interiors of the bus.
- In case of change in permanent address, the same should be informed to the Administrative Officer.
- A written request from the parent with approval from the School Management is required in case the student needs to be dropped at a different destination.
- Only bus users will be allowed to use school transport during any School function.

(p) Identity Card for the session :

- Each student would be issued an Identity Card/Authorization Card.
- It is mandatory to carry the valid Identity Card, displaying the photo of the person carrying the card every time they visit the school.
- The student will be handed over to the Parents/ Guardian on showing the valid Identity Card only.

(q) Late Arrival:

- Students are expected to enter the school premises by 8:50 am as per school timings.
- Students arriving between 8:50 to 9:00 a.m will be marked late in the Almanac.
- The school gates will be closed by 9:00am Students will not be allowed to enter School and sent back home when they report late after this time.
- I f a student receives 3 late remarks in a month, they we be sent home..

(r) Early Leave :

- Early leave is not allowed except in extreme emergency.
- Prior approval of the Principal/Vice Principal/ Section in charge is to be taken in case of unavoidable situations only through a written application.
- No leave requests for family function and events Will be approved. This is to ensure uninterrupted. Academic progress and maintain a focused Learning environment for all students. Students will not be allowed to leave the school during hours. Half day will not be granted.

(s) Water Bottle and Accessories:

- Students are not allowed to carry mobile, electronic gadgets.
- Students are not allowed to carry steel water bottles to school as these are heavy and hazardous.
- Students are not allowed to wear any steel kadal jewellery to school.

(t) Medical Conditions:

- A student feeling unwell should be allowed to recover at home and not sent to school.

- An application for the same to be mailed to the School at: info@upspune.in, the same day. Or to be sent with the student when he/she joins back.
- In case, a student feels unwell at school and is required to be sent back home, the parent will be contacted and the student will be handed over only on showing valid Authorization Card .

(u) Restriction on Entry to School:

- Photography and Videography is prohibited within the school premises henceforth, by anyone other than an authorized school deputed person.

(v) Compulsary Attendance:

- Student's must attend first day of New Academic Year, Republic Day and Independence Day.
- Students who are absent without any intimation for more than 15 days are liable to have their names struck off roll and they may not be readmitted.
- Half day for medical reasons will not be granted on assessment days.
- Students will not be allowed to appear for any assessments if they are medically unfit.
- Serious action will be taken by the Principal for breaches of discipline, irregularity of attendance and unsanctioned leave.
- In case of absence during exams, for any reason, no reexams will be conducted. (except if representing school for any activity).

(w) Dress Code

Boys -

- Hair should be cut short and should be well groomed.

Girls -

- For short hair-White cotton hair band
- For shoulder length – 2 ponies / 2 plaits with white rubber Bands.
- For long hair – 2 plaits doubled up with white ribbons.
- Small studs may be worn in the ears.
- Expensive and long earrings not allowed.
- No make-up or nail polish is permitted during school hours.

(x) Concerns and queries regarding your child not to Be discussed with the teacher during reporting And dispersal time. The same can be addressed During parent Teacher appointment on Friday.

(y) Disciplinary measures

The following disciplinary measures may also be adopted by the school in dealing with students behaving in an unruly manner.

1. Oral warning and counseling
2. Written warning
3. Detention during the break
4. Suspension (ranging from 7 days to 30 days)
5. Rustication

UNIVERSAL PUBLIC SCHOOL

Sasanenagar , Hadapsar ,Pune-411028

Date:- / /

Subject :- Nomination for Executive PTA Committee

Dear Parents ,

Full name/s and surname of student)

The PTA Executive Committee as a vital bridge between the school and the parent members to ensure that all the key stakeholders are on the same page and communication is seamless and effective.

In accordance with the Maharashtra Government rules and procedures of the Educational Institutions Act, we request any member who is interested to be a part of the PTA Executive committee, to kindly Fill up nomination form given below and send it to the class teacher for this academic year.

I, Father / Mother of _____ studying in class _____

Would like to nominate myself as an Executive PTA Committee member for the Academic Year

1) My name :-_____
2) My Email Id is :-_____
3) My Mobile Number is :-_____

Date:- / /

LETTER OF UNDERTAKING BY PARENTS (S) AND GUARDIAN OF UNIVERSAL PUBLIC SCHOOL, PUNE

The Principal

Universal Public School, Hadapsar, Pune

I/WE, the undersigned as parents / guardian of_____

Full name/s and surname of student) _____

from_____

_____(residential address).

1. Hereby confirm that we as parent(s) have studied, understood and voluntarily accepted all the UPS rules and regulations and contents thereof. We, as parent(s) declare our willingness to abide by the UPS rules and regulations of discipline, all school practices and all structures of authority of the Universal Public School, Hadapsar, Pune.
2. We, as parent(s) hereby undertake to diligently pay all the school fees/dues on time We, as parent(s) accept and give permission that the above mentioned child will be allowed to participate in all external school activities, games, sports activities as well as educational, cultural and social programmes We, as parent(s) accept that all activies and school outings are undertaken at Universal Public School, its Principal, Supervisor and staff will not be held liable for any claims and or his/her property during any above mentioned activities. We, the parents(s) state that we will not involve the school or its authorities, in any way whatsoever, in case of any martial dispute between us. This is letter of undertaking/indemnity is binding on me/us, my/our executor/s, legal representatives and students (s)

SIGNED ON THE _____ OF _____

FATHER/ GUARDIAN

Name Of The Father/ Guardian

MOTHER/ GUARDIAN

Name Of The Mother/Guardian

UNIVERSAL PUBLIC SCHOOL

Reg No:

Address : Sr. No. 29, Sasane Nagar, Hadapsar, Pune - 411028.
Phone : 90110 34834 / 73500 11749
Email : upspune2020@gmail.com Website : www.upspune.in

APPOINTMENT SLIP

Name of student:_____ Grade: _____

Name of parent Visiting: _____

Day & Date:_____ Time: _____

Person to meet: _____ Purpose: _____

Approved by: _____ Signature: _____

_____

UNIVERSAL PUBLIC SCHOOL

Reg No:

Address : Sr. No. 29, Sasane Nagar, Hadapsar, Pune - 411028.
Phone : 90110 34834 / 73500 11749
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Name of student:_____ Grade: _____

Name of parent Visiting: _____

Day & Date:_____ Time: _____

Person to meet: _____ Purpose: _____

Approved by: _____ Signature: _____

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Phone : 90110 34834 / 73500 11749
Email : upspune2020@gmail.com Website : www.upspune.in

APPOINTMENT SLIP

Name of student:_____ Grade: _____

Name of parent Visiting: _____

Day & Date:_____ Time: _____

Person to meet: _____ Purpose: _____

Approved by: _____ Signature: _____

_____

ID Card/Escort Card Form

Affix student's recent photograph here

Name of the Student _____ Gender:☐M☐F

Father's Name _____ Phone No. (M)_____

Mother's Name _____ Phone No. (M)_____

Address _____

_____

Emergency Contact Person & No _____

(The below mentioned people are authorised to escort the student to & from the Bus stop /School)

Name _____ Name _____ Name _____ Name _____

_____ _____ _____ _____

Relation _____ Relation _____ Relation _____ Relation _____

Father's Signature _____ Mother's Signature _____

Father's Name _____ Mother's Name _____

Date _____ Date _____

_____

FOR OFFICE USE ONLY

Date of receiving the form _____

Received by (Signature & Name) _____

EVALUATION AND PROMOTION POLICY

PRE-PRIMARY: In Pre-Primary classes assessment is a continual process. The academic year is divided into two terms. The student's performance is evaluated two times in a term on the basis of systematically designed worksheets, assignment sheets and academic and different co- curricular activities for specific learning outcomes. It is needed that student must be quite regular in completing class-work and home-work neatly and correctly.

GRADE 1 & 2				
Reinforcement	**Portfolio**	**Subject Enrichment**	**Class Test**	**Note Book**
(20M)Converted to(60M)	(10M))	(10M)	(10M)	(10M)
GRADE 3 - 4				
Periodic Assessment	**Half Yearly / Final**	**Subject Enrichment**	**Portfolio**	**Class Test**
(20M) Converted to (5M)	(40M) Converted to (80M)	(5M)	(5M)	(5M)
GRADE 5 to 8				
Periodic Assessment	**Half Yearly / Final**	**Subject Enrichment**	**Portfolio**	**Class Test**
(20M) Converted to (5M)	(80M)	(5M)	(5M)	(5M)

Timetable of Reinforcement and PA-I AY(2025-26)

Sr.No.	Date	Day	I	II	III	IV	V	VI TO VIII
1	07/07/2025	Monday	EVS	EVS	Math	Math	Math	Math
2	08/07/2025	Tuesday	Hindi	Hindi	English	English	English	English
3	09/07/2025	Wednesday	Math	Math	Hindi	Hindi	Marathi	Marathi
4	10/07/2025	Thursday	English	English	Marathi	Marathi	Hindi	Hindi
5	11/07/2025	Friday	Marathi	Marathi	Science	Science	Science	Science
6	14/07/2025	Monday	ICT	ICT	SST	SST	SST	SST
7	15/07/2025	Tuesday	GK	GK	ICT	ICT	ICT	ICT
8	16/07/2025	Wednesday	Art & Craft	Art & Craft	GK Art & Craft	GK Art & Craft	GK Art & Craft	

SUMMATIVE ASSESSMENT –I (2025-26) TIMETABLE

SR.NO.	DATE	DAY	I	II	III	IV	V	VI TO VIII
1	22/09/2025	MONDAY	ENGLISH	ENGLISH	ENGLISH	ENGLISH	MATH	MATH
2	23/09/2025	TUESDAY	HINDI	HINDI	MATH	MATH	ENGLISH	ENGLISH
3	24/09/2025	WEDNESDAY	MARATHI	MARATHI &GK	SCIENCE & GK	SCIENCE ART Kraft	SST &	SST
4	25/09/2025	THURSDAY	GK, ART & CRAFT	GK, ART & CRAFT	ICT, ART & CRAFT	ICT & ART & CRAFT	SCIENCE	SCIENCE
5	26/09/2025	FRIDAY	ICT	ICT	HINDI	HINDI	MARATHI	MARATHI
6	29/09/2025	MONDAY	MATH	MATH	MARATHI	MARATHI	HINDI	HINDI
7	30/09/2025	TUESDAY	EVS	EVS	SST	SST	ICT & GK	ICT & GK

19/09/2025 Orals (English, Hindi, Marathi and ICT Practicals)

Timetable of Reinforcement and PA-II AY(2025-26)

Sr.No.	Date	Day	I	II	III	IV	V	VI TO VIII
1	10/12/2025	Wednesday	EVS	EVS	Math	Math	Math	Math
2	11/12/2025	Thursday	Hindi	Hindi	English	English	English	English
3	12/12/2025	Friday	Math	Math	Hindi	Hindi	Marathi	Marathi
4	15/12/2025	Monday	English	English	Marathi	Marathi	Hindi	Hindi
5	16/12/2025	Tuesday	Marathi	Marathi	Science	Science	Science	Science
6	17/12/2025	Wednesday	ICT	ICT	SST	SST	SST	SST
7	18/12/25	Thursday	GK	GK	ICT	ICT	ICT	ICT
8	19/12/2025	Friday	Art & Craft	Art & Craft & Craft	GK Art & Craft	GK Art & Craft	GK Art	

SUMMATIVE ASSESSMENT –II (2025-26) TIMETABLE

Sr.No.	Date and Day	I	II	III	IV	V	VI TO VIII
1	Monday 09/03/ 2026	EVS PRACTICAL & LANGUAGE ORALS	EVS PRACTICAL & LANGUAGE ORALS	Math PRACTICAL & LANGUAGE ORALS	Math PRACTICAL & LANGUAGE ORALS	Math PRACTICAL & LANGUAGE ORALS	Math PRACTICAL & LANGUAGE ORALS
2	TUESDAY 10/03/2026	ENGLISH	EVS	MATH	MATH	ENGLISH	ENGLISH
3	WEDNESDAY 11/03/26	EVS	ENGLISH	ENGLISH	ENGLISH	MARATHI	MARATHI
4	THURSDAY 12/03/2026	MATH	MARATH	SCIENCE	SCIENCE	HINDI	HINDI
5	FRIDAY 13/03/2026	MARATHI	MATH	SST	SST	SCIENCE	SCIENCE
6	MONDAY 16/03/2026	ICT	HINDI	HINDI	HINDI	MATH	MATH
7	TUESDAY 14/03/2026	HINDI	ICT	MARATHI GK	MARATHI GK	SST	SST
8	WEDNESDAY 15/03/2026	GK & ART & CRAFT	GK & ART & CRAFT	ICT & ART & CRAFT	ICT & ART & CRAFT	ICT & GK	ICT & GK

PRE-PRIMARY RE- INFORCEMENT(2025-2026)

RE-INFORCEMENT - 1

SR. NO	DATE	DAY	SUBJECT
1.	24.06.25	TUESDAY	ORALS
2.	25.06.25	WEDNESDAY	ITERACY
3.	26.06.25	THURSDAY	NUMERACY
4.	27.06.25	FRIDAY	GENERAL AWARENESS
5.	30.06.25	MONDAY	HINDI

RE-INFORCEMENT - 2

SR.NO	DATE	DAY	SUBJECT
1.	25.07.25	FRIDAY	ORALS
2.	28.07.25	MONDAY	LITERACY
3.	29.07.25	TUESDAY	NUMERACY
4.	30.07.25	WEDNESDAY	GENERAL AWARENESS
5.	31.07.25	THURSDAY	HINDI

RE-INFORCEMENT - 3

SR.NO	DATE	DAY	SUBJECT
1.	25.08.25	MONDAY	ORALS
2.	26.08.25	TUESDAY	LITERACY
3.	28.08.25	THURSDAY	NUMERACY
4.	29.08.25	FRIDAY	GENERAL AWARENESS
5.	01.09.25	MONDAY	HINDI

RE-INFORCEMENT - 4

SR.NO	DATE	DAY	SUBJECT
1.	24.09.25	WEDNESDAY	ORALS
2.	25.09.25	THURSDAY	LITERACY
3.	26.09.25	FRIDAY	NUMERACY
4.	29.09.25	MONDAY	GENERAL AWARENESS
5.	30.09.25	TUESDAY	HINDI

RE-INFORCEMENT - 5

SR.	NO	DATE DAY	SUBJECT
1.	24.11.25	MONDAY	ORALS
2.	25.11.25	TUESDAY	LITERACY
3.	26.11.25	WEDNESDAY	NUMERACY
4.	27.11.25	THURSDAY	GENERALAWARENESS
5.	28.11.25	FRIDAY	HINDI

RE-INFORCEMENT - 6

SR.NO	DATE	DAY	SUBJECT
1.	23.01.26	FRIDAY	ORALS
2.	27.01.26	TUESDAY	LITERACY
3.	28.01.26	WEDNESDAY	NUMERACY
4.	29.01.26	THURSDAY	GENERAL AWARENESS
5.	30.01.26	FRIDAY	HINDI

RE-INFORCEMENT - 7

SR.NO	DATE	DAY	SUBJECT
1.	09.03.26	MONDAY	ORALS
2.	10.03.26	TUESDAY	LITERACY
3.	11.03.26	WEDNESDAY	NUMERACY
4.	12.03.26	THURSDAY	GENERAL AWARENESS
5.	13.03.26	FRIDAY	HINDI

UNIFORM - PRE PRIMARY SECTION

BOYS

SR.NO	PARTICULARS	SPECIFICS
1	HALF PANT	BLUE DENIM
2	T-SHIRT	PINK
3	SHOES	BLACK CAMPUS (1)
4	SOCKS	WHITE WITH BLUE RING

GIRLS

SR.NO	PARTICULAR	SPECIFICS
1	SKIRT	BLUE DENIM
2	T-SHIRT	PINK
3	SHOES	BLACK CAMPUS (1)
4	SOCKS	WHITE WITH BLUE RING
5	HAIRBAND	WHITE

SPORTS UNIFORM (BOYS+GIRLS)

SR.NO	PARTICULARS	SPECIFICS
1	TRACK PANT	DARK BLUE PIPING
2	T-SHIRT	OCEAN BLUE
3	CAP WHITE	WITH SCHOOL LOGO
4	WINTER JACKET	DARK BLUE

UNIFORM - PRIMARY SECTION

BOYS

SR.NO	PARTICULARS	SPECIFICS
1	HALF PANT	GREY
2	SHIRT WHITE	WITH SCHOOL LOGO
3	TIE GREY	WITH STRIPES
4	BELT	GREY
5	SHOES	BLACK CAMPUS (1)
6	SOCKS	WHITE WITH GREY RING

GIRLS

SR.NO	PARTICULAR	SPECIFICS
1	PINAFORE	GREY WITH SCHOOL LOGO
2	SHOES	BLACK CAMPUS (1)
3	SOCKS	WHITE WITH GREY RING
4	HAIRBAND	WHITE
5	BELT	GREY

SPORTS UNIFORM (BOYS+GIRLS)

SR.NO	PARTICULARS	SPECIFICS
1	TRACK PANT	BLACK
2	T-SHIRT	HOUSE COLOR (R/G/Y/B)
3	CAP	WHITE WITH SCHOOL LOGO
4	WINTER JACKET	DARK BLUE

UNIFORM DETAILS PRIMARY (6 TO 8)

BOYS

SR.NO	PARTICULARS	SPECIFICS
1	FULL PANT	GREY
2	SHIRT	WHITE WITH SCHOOL LOGO
3	TIE	GREY WITH STRIPES
4	BELT	GREY
5	SHOES	BLACK CAMPUS (1)
6	SOCKS	WHITE WITH GREY RING

GIRLS

SR.NO	PARTICULAR	SPECIFICS
1	DIVIDER SKIRT	GREY
2	SHIRT	WHITE WITH SCHOOL LOGO
3	SHOES	BLACK CAMPUS (1)
4	SOCKS	WHITE WITH GREY RING
5	HAIRBAND	WHITE
6	BELT	GREY
7	TIE	GREY WITH STRIPES

Month **DAILY ASSIGNMENT**

Day	Subject	Homework	Remarks

Teacher's Signature Parent's Signature

Month **DAILY ASSIGNMENT**

Day	Subject	Homework	Remarks

Teacher's Signature Parent's Signature

Month **DAILY ASSIGNMENT**

Day	Subject	Homework	Remarks

Teacher's Signature Parent's Signature

Month **DAILY ASSIGNMENT**

Day	Subject	Homework	Remarks

Teacher's Signature Parent's Signature

Month **DAILY ASSIGNMENT**

Day	Subject	Homework	Remarks

Teacher's Signature Parent's Signature

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Day	Subject	Homework	Remarks

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Day	Subject	Homework	Remarks

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Day	Subject	Homework	Remarks

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Month **DAILY ASSIGNMENT**

Day	Subject	Homework	Remarks

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LEAVE OF ABSENCE

DATE	REASON	PARENT'S SIGN

LEAVE OF ABSENCE

DATE	REASON	PARENT'S SIGN

RECORD SHEET

Date	Apr	May	June	July	Aug	Sep
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Note:

1. "U" indicates that the student was not wearing proper uniform/dirty uniform
2. "L" circled indicates late arrival.
3. "X" indicates that the student has not cut hishair.
4. "S" indicates that the student is wearing improper/torn shoes.
5. "N" indicates that the student must trim the nails.

RECORD SHEET

Date	Oct	Nov	Dec	Jan	Feb	Mar
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Note:

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PRINCIPAL'S REMARKS

Date	Remarks	Parent's Signature

PRINCIPAL'S REMARKS

Date	Remarks	Parent's Signature

TEACHER'S REMARKS

Date	Remarks	Parent's Signature

TEACHER'S REMARKS

Date	Remarks	Parent's Signature

We at UPS thoroughly understand all your dreams for your child and his/her requirements. We will leave no stone unturned in helping you fulfil your dreams.

This is not a statement. It is our Commitment

Dream it
Believe it
Build it



Address : Sr. No. 29, Sasane Nagar, Hadapsar,
Pune - 411028. Phone : 020 2682 3629
Email : info@upspune.in Website : www.upspune.in