

**BUNTS SANGHA'S  
S.M.SHETTY HIGH SCHOOL & JR.COLLEGE  
KOPARI, POWAI MUMBAI – 400 076**

**Circular Sec / 39 / 2017-2018 (Std VI-IX)**

**April 28, 2018**

Dear Parents,

As we approach the end of this academic year, I take this opportunity to congratulate all of you in helping your child to graduate to the new class.

I also wish to express my appreciation to all my faculty members for their continued and outstanding work.

I hope & wish everyone will enjoy the summer break and come back rejuvenated for the academic session 2018-2019.

1. **On 14.06.2018** an orientation is arranged for the parents in the respective classes from 8:30 am to 10:00 am. It is compulsory for one of the parents to attend the orientation. Parents should be present in the classes by 8:15 am.
2. School will reopen on **Friday 15.06.2018**. School will work from **6:50 am to 12:30 pm**. Students will bring a rough book, stationery pouch, water bottle and snacks. Fancy compass box strictly is not allowed. Students will be issued the school calendar on this day. Parents are required to read all the rules and regulations and abide by them strictly. **Bus service will be available for pick up and drop.**
3. Parents please note that, a request for leave immediately after the re-opening day will not be sanctioned. Students absent on the reopening day will not be allowed to attend school on 18.06.2018 without the permission of the Principal.
4. During the rainy season, all students should wear **black shoes and white socks with blue stripes**. During heavy rains, students can carry a pair of socks with them and wear it in the school.
5. Students should carry all the materials when they come to school. No materials or stationery, other than medicines and spectacles will be sent to the students.
6. **Half day leave** will not be sanctioned except in case of emergency.
7. Parents wanting to take leave for their wards must get it sanctioned from the Principal in advance. Leave for more than three working days will not be granted. Unsanctioned leaves will result in strict action.
8. In case of sickness, parents should inform the school through an application with the medical certificate attached, within three days.
9. Students suffering from **contagious diseases** like chicken pox and measles will stay away from school for a minimum period of two weeks (**15 days**). Children will not be allowed to attend the school under any circumstances.
10. **Birthday Celebrations:** Students will wear school uniform on their birthday. They are allowed to distribute any one stationery item (pencil, pen, eraser, sharpener, ruler) to their classmates. Cost of each needs to be under 5 Rs. or contribute a story book to the class library. Under no circumstances, gifts in any form will be allowed to be distributed by the students. Parents should also refrain from inviting staff members to parties.
11. Application of mehendi during festivals, marriages & any other functions will be restricted to the palms only.
12. Parents wanting to meet the Co-ordinator/ Vice Principal / Principal should do so with prior appointment only.
13. Parents can meet the teachers only on **Wednesdays** between **12:40 pm and 1:10 pm** with prior appointment only. Under no circumstances will the parents go to the classes and meet the teachers during school working hours. All other correspondences will be handled only through the school office.

P.T.O



14. Fee for the first quarter of the next Academic year (2018 – 2019) should be paid before **10-05-2018**. Otherwise, the seat for the next academic year will not be reserved and the vacancy will be filled in from the new applications.

**FEES STRUCTURE (2018-19) Secondary ( STD VI- X)**

I Quarter fee	Rs. 16,820.00	by 10 <sup>th</sup> May 2018
II Quarter fee	Rs. 12,615.00	by 10 <sup>th</sup> Sep 2018
III Quarter fee	Rs. 12,615.00	by 10 <sup>th</sup> Dec 2018
IV Quarter fee	Rs. 12,615.00	by 10 <sup>th</sup> Feb 2019
<b>TOTAL</b>	<b>Rs 54,665/-</b>	

15. Parents of Std VI & VII can purchase the XSEED books on **28<sup>th</sup> April 2018, 14<sup>th</sup> and 16<sup>th</sup> June, 2018** from **8:00 am. to 10:00am**. Please make a note of the cost of the books

Std	Cost of XSEED Books (Less than MRP)
VI	Rs. 3422/-
VII	Rs. 3572/-

16. Parents can buy other books and stationery from any vendor. Make sure that you buy the text books and note books from the vendor as per the prescribed requirements only. In case the book does not match the requirement prescribed by school, books will not be accepted in the school. Please note that for Std VI to IX notepads have been discontinued. However Std X will continue using notepads. Parents are requested to buy 100 pages notebooks of the prescribed size only (as given in the book list)
17. School has authorized the following vendors to sell school uniform. Uniform can be bought directly from any of them:

**Address– School Uniforms**

- Dhanvat Emporium: Chiman Niwas, Gopal Lane, M.G.Road.  
Ghatkopar (W), Mumbai – 86. Phone – 25160996 / 25108650
- Arihant Dresses: Hanuman Road, Opp.IIT Post Office Gate,  
Powai, Mumbai- 76. Tel: 9869139135 / 9833058134 /  
9833071954
- J.D'S Uniform: Shop No.17, Prashant Apts., Opp.IIT Main gate,  
Next to Powai dental clinic & Hot chips. Tel: 9324904176

18. Parents who wish to avail bus facility can come to school between **8:30 am and 2:00 pm** from **02-05-2018**.

**Bus Contact number: Murgesh: 8452072045/9870557016**

**Anil: 9892636272 /9702213123**

On behalf of all my staff members, I wish all the students a happy vacation.

  
**PRINCIPAL**



**Bunts Sangha's**  
**S M Shetty High School & Junior College**

**SECONDARY SECTION (Regular Students)**

**Fee Structure for Academic Year 2018-19**

Sr. No.	Fee Head	No. of units	Rate of fees	Yearly Fees (Regular Students)
1	Term Fees	1	4,205.00	4,205.00
2	Tuition Fees	12	4,205.00	50460.00
	<b>TOTAL FEES</b>			<b>54,665.00</b>

S. No.	Fee Head	INSTALLMENT PAYMENT			
		I	II	III	IV
1	Term Fees	4,205.00			
2	Tuition Fees	12,615.00	12,615.00	12,615.00	12,615.00
	<b>Total</b>	<b>16,820.00</b>	<b>12,615.00</b>	<b>12,615.00</b>	<b>12,615.00</b>
	<b>Last date</b>	<b>10/05/2018</b>	<b>10/9/2018</b>	<b>10/12/2018</b>	<b>10/2/2019</b>

❖ **Fees Payment Details:** Fees should be paid by following modes:

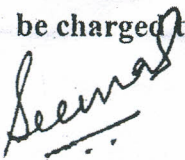
- Cheque/Pay Order/DD drawn in favour of "**Bunts Sangha's S. M. Shetty High School & Junior College**" in Blue Paying-in Slip into Cosmos Bank A/c.No.SB/9190501082
- Cash
- Online mode i.e. Net banking / Debit Card /Credit Card.

❖ **Bank Time:** Fees will be accepted by the bank between 9:30 am and 12:30 pm. on bank working days.

❖ **Cheque Bounced Charges:** In case fees paid through cheque is returned/bounced (Any reason), parent has to pay **penalty of Rs.300/-** per transaction to the school.

❖ **Details of Students:** Please fill in all the details of students Name, Std & Contact No. in the space provided in all **three** counterfoils of pay in slip to enable the School to maintain proper records in the computerized system as this system is updated from the pay in slip received from the bank.

❖ **Late Fees Payments:** There will be no late fee if the fees are paid on or before the last date of month in which fees are due to be paid. A late fee of Rs 100/- per week will be charged thereafter.

  
Seema Sabhlok  
(Principal)



# Bunts Sangha's S M Shetty High School & Junior College

## Steps for Online Fees Payment

**Step 1:** Browse for [http://www.smsheettyinstitute.org/bs\\_highschool/](http://www.smsheettyinstitute.org/bs_highschool/) on Internet.

**Step 2:** Then click on "Parents Login" which appears on upper right corner of website.

**Step 3:** Login with Username & Password which is printed on Students Calendar.

**Step 4:** Then Click on "My Fees Section" which appears on Left side of Screen.

**Step 5:** Then Click on "Pay Online" under Make Online Payment Section

**Step 6:** Then Click on check box representing the fees head you desire to pay

**Step 7:** Read the Terms & Conditions and click on "I Agree" check box.

**Step 8:** The Site will be redirected to Payment Portal. Select the desired mode of Payment i.e. Debit Card / Credit Card / Internet Banking.

**Step 9:** Fill in the details as required by payment gateway.

**Step 10:** On Successful payment of Fees an Acknowledgment will be generated stating that the transaction is completed successfully. This Acknowledgment just a confirmation of Successful Fees payment.

**Step 11:** Computer Generated Receipt will be available for download in "Fees Receipt" head under "My Fees Section" tab, within 10 days of fees payment. This Receipt being system generated doesn't require authentication.

For any query or doubt feel free to write us on [onlinequery@smsheettyinstitute.in](mailto:onlinequery@smsheettyinstitute.in)