

## **TIPS ON PROPER UTILIZATION OF THE SCHOOL ALMANAC**

1. All the rules and regulations printed in the almanac must be read from time-to-time for proper awareness and strict compliance.
2. The students' details required in the almanac pages must be filled in properly.
3. The present address and the phone number must be updated in the almanac. The almanac must not be used for rough work or any form of caricature.
4. Photograph of the student (in school uniform) / the escort / driver must be pasted at appropriate places.
5. Parent's/Guardian's signature is must in appropriate pages of the school almanac or as and when needed.
6. The school almanac should be used exclusively for the purpose of noting down important information and the assignments given thereof.