



**-New Session Circular for Class VI to XII-**

Ref: DPSG/Cir/24-25/Admn: 01

Date: 01.04.2024

Dear Parent,  
Greetings!

As we embark into the new session, I welcome one and all with renewed vigour and seek your attention to the following points:

- 1) **ALMANAC:** The school almanac in hard copy has been provided to students which must be brought to school daily. The first page of the almanac must be legibly filled with the necessary details. Please refer to it for all school-related activities.
- 2) **MEDICAL INFORMATION:** Medical record of any chronic ailment and the first aid that your ward may require in school during any contingency should be furnished in writing with the doctor's prescription along with other related documents to the respective class teacher on or before 5<sup>th</sup> April 2024 with a CC to the School Infirmary. (Annexure 01).
- 3) **STUDENTS' EARLY DEPARTURE (ED):** Please refer pg. no. 163 of the school almanac and abide by it.
- 4) **FEEDBACK, COMPLAINT AND SUGGESTIONS-** Parents are welcome to communicate with the Principal/ VP/HM's for any problem or difficulty their ward may face in school. As it may not be always convenient for parents to meet the Principal in person, you may forward your concerns, in writing or meet the VP, Headmistress, Academic Mentor, Discipline & Transport in-charge(s) with prior appointment. Please share your feedback to the class teacher in the pro forma attached in the school almanac at the end of every term (Term 1, by 30<sup>th</sup> September, Term 2 by 31<sup>st</sup> January).
- 5) **ADMISSION RENEWAL FEES:** The activity fee, RFID Fee and first quarter tuition and bus fee for 2024-25 session must be deposited by electronic/ online mode only through the PAYMENT GATEWAY latest by 10.04.2024. For payment gateway, please visit the school website [www.dpsguwahati.org](http://www.dpsguwahati.org) and click on the link **ONLINE FEE PAYMENT 2024-25**.

Fee rules and Online fee payment 2024-25

- To avoid the extra burden of late fine it is expected that parents pay the fee on time as per payment schedule provided along with ROA during result declaration. Fee reminders may not be possible and any request for exemption of late fine on the ground of non-receipt of reminders will not be considered. Kindly go through the fee rules provided to you and be guided accordingly. For online payment of fees please forward the transaction details to the class teacher or accounts department in hard copy/email at [dps.acc2fee@gmail.com](mailto:dps.acc2fee@gmail.com) or by WhatsApp with details of the student (Name, class, sec & Admission No.)
  - Bus facility once taken can't be withdrawn in midsession. In such case, parents are liable to pay the bus fee for the entire academic session.
- 6) **SCHOOL UNIFORM-**
    - a. Wearing summer school uniform is mandatory for students w.e.f. 05-04-2024.
    - b. Parents may undertake the stitching of school uniform from outlets of their choice other than Student Gallery. However, they may collect uniform accessories (cloth, buttons, logo, etc) from the school store/ student gallery.
    - c. While appreciating the request from parents, girl students are being permitted to wear trousers as a part of their regular school uniform if they so desire instead of the divided skirt.
    - d. For any uniform related query / suggestions you can email at [studentuniform@dpsguwahati.in](mailto:studentuniform@dpsguwahati.in)
  - 7) **SUGGESTIONS / GRIEVANCES -** You may put forward your valuable suggestions/grievances on the given email ID's/phone no's:
    - a. Principal – ☎ 7086055505; Email ID – [principaloffice@dpsguwahati.in](mailto:principaloffice@dpsguwahati.in)
    - b. VP ☎ - 7637004666; Email ID - [manisha.sharma@dpsguwahati.in](mailto:manisha.sharma@dpsguwahati.in)
    - c. HM ☎ - 9706061559; Email ID - [nandini.dutta@dpsguwahati.in](mailto:nandini.dutta@dpsguwahati.in)
    - d. Transport Incharge ☎ - 8822301482; Email ID – [rittick.bhattacharjee@dpsguwahati.in](mailto:rittick.bhattacharjee@dpsguwahati.in)
    - e. Accounts dept. ☎ - 9435453602; Email ID - [gadadhar.sarma@dpsguwahati.in](mailto:gadadhar.sarma@dpsguwahati.in)
    - f. Mentor Academics ☎ - 9101739474; Email ID - [gitumoni.sharma@dpsguwahati.in](mailto:gitumoni.sharma@dpsguwahati.in)
    - g. Mentor Discipline ☎ - 9864024345; Email ID - [gautam.choudhury@dpsguwahati.in](mailto:gautam.choudhury@dpsguwahati.in)
    - h. School Counselor: ☎ 9707138270; Email ID- [manjuri.saikia@dpsguwahati.in](mailto:manjuri.saikia@dpsguwahati.in)

  
