

SUMMER VACATION : ACADEMIC SESSION 2023 – 24

1. **Summer Vacation:** The school will remain closed as per the details given below on account of summer vacation. Vacation will commence with effect from 15 April to 29 May 24. Cadets will be relieved on 14 Apr 24 after the morning breakfast on parent's request only.

| Classes | Departure | Reporting Back |
|--|--|---|
| | Local & Outside Kerala Cadets | |
| Classes VI to XI of AY 2023-24 | 14 April 2024 (Sunday) After Break fast on parent's request | 30 May 2024 (Thursday) Before 1600h (including new Class IX cadets) |
| Class XII of AY 2024-25 | -- | 13 May 2024(Monday) Before 1600h (For NDA Preparatory classes) |
| South Zone/ Cultural Event Participants | --- | 13 May 2024(Monday) Before 1600h |

Class XII Departure Plan of 2023-24 Batch

| Class XII Batch | Departure |
|------------------------|---|
| | Local & Outside Kerala Cadets |
| Biology Batch | 19 March 24 (Tuesday) Depart before 1600 hrs |
| Computer Science Batch | 02 April 24 (Tuesday) Depart before 1600 hrs |

2. **Consent by Parent:** - A communication in the prescribed Proforma given at **Appendix A** and Undertaking Form given at **Appendix B** are required to be handed over to the respective housemaster before collecting their ward for the vacation. **No cadet will be permitted to go home without Parents / Guardian's consent.**

3. **Reporting date after Vacation:-** Class VI to XI cadets **except South Zone participants** to report back on by **1600 hrs on 30 May 2024** strictly. For **Class XII of 2024-25 batch & South Zone/Cultural Event Participants** to report back on **13 May 2024**. **NO LATE REPORTING WILL BE ENTERTAINED.**

4. All cadets coming to the School Academic Block/ Office Area on the reopening day are to be properly dressed with shoes on. Any cadet found improperly dressed and loitering in the Main Foyer/ Office Area will not be entertained in the Office/ Accounts Section and disciplinary action will be initiated against defaulters. All cadets to collect No Dues Certificate from the Accounts Section and hand it over to the HM on the reporting date.

INSTRUCTION FOR PARENTS/ GUARDIANS


5. **Payment of Fees:** The detailed General Instructions for payment of fees and other dues is given at **Appendix C**. **All parents to ensure strict compliance of the instructions and payment of fees and other dues as per the schedule given without fail.**

6. **Discipline:** Parents are to ensure that the cadets follow the instructions related to dress & conduct as given in the Para 4 above.

7. Parents are requested to ensure that their wards are provided with all the items of private clothing as indicated in the kit inspection / deficiency list. Parents to ensure that all cadets especially the senior cadets are in possession of night suits. The list is attached herewith [APPX D]
8. All parents are advised to administer initial dose of Chicken Pox Vaccination to their wards (if not administered previously) in consultation with their doctors before rejoining the school after vacations. Parents are also requested to ensure that their wards have fully recovered from any illness before rejoining. In case of illness a medical certificate should be submitted on rejoining.
9. Parents/ Guardians may seek any additional information concerning their son/ ward either personally or on telephone from the Vice Principal or Admin Officer on Tele. No. 0471 – 2781400/ 2781402/ 2781403.
10. **In case the cadets fail to report back to school on the given date, the parents must intimate the same in advance and come along with the cadets and meet Principal/ Admin Officer/ Vice Principal to explain the reasons/ produce valid documents for the late reporting.**
11. The school Fax No. is 0471-2781409, website is www.sainikschooltvm.nic.in and E-Mail is sainikschooltvm@gmail.com
12. **KINDLY ENSURE THAT THE CADETS DO NOT CARRY/ POSSESS ANY ELECTRONIC GADGETS LIKE MOBILE PHONES, I-PODS, LAPTOPS, CAMERAS ETC WHILE RETURNING AFTER VACATION. INCASE THE CADETS ARE FOUND POSSESSING ANY OF THESE GADGETS SEVERE DISCIPLINARY ACTION WILL BE TAKEN INCLUDING IMPOSING OF FINE / WITHDRAWAL FROM SCHOOL. STRICT CHECKING OF BAGGAGE AND CADETS WILL BE DONE ON ARRIVAL.**

Date : 29 Jan 24




(M Rajkumar)
Wg Cdr
Vice Principal
For Principal

**PROFORMA FOR PARENT CONSENT
FOR SUMMER VACATION**

Sir,

1. Name of the Cadet: _____ Roll No. _____ House _____
Class _____

Parent/ Guardian Name: _____

| OPTION | WRITE YOUR OPTION |
|--|------------------------------|
| I prefer to take my son/ ward for Summer vacation from Sainik School in between 0800 h and 1200 h on 14 Apr 2024 | Date : _____ Time : _____ |
| <u>(Only for cadets of class XII)</u> I prefer that my son/ ward may be permitted to undertake the travel from Sainik School to home, under own arrangement. He may be permitted to leave from school in between 0800 h and 1200 h on 19 Mar 2024 (For Biology Batch) and 02 April 2024 for Computer Science Batch | Date : _____ Time : _____ |
| <p>I, _____ Parent of Roll No _____ Name _____ Hereby authorize Mr/Ms _____ _____ (relation) _____ (Address) _____ (Mobile No) _____ to collect my son/ward from Sainik School Kazhakootam on _____ between _____ & _____ hrs (his/her specimen signature is appended below) Signature of the person authorized by parent: _____</p> <p>Place : _____ Date : _____ (Signature of parent)</p> | |

Note : No parents are allowed to take their ward for vacation without submitting this proforma to the respective house master.

CERTIFICATE OF PAYMENT : FEES

Certified that I have deposited the fees and other dues as per the details given below :-

| | | |
|-----|---------------------|--|
| (a) | Roll No | |
| (b) | Name | |
| (c) | Amount Paid | |
| (d) | Date of Payment | |
| (e) | Name of Bank | |
| (f) | Branch Name of Bank | |
| (g) | Mode of Payment | |
| (h) | UTR Number | |
| (j) | Paid By (Name) | |

Date:

(Signature)

(Name of Parent)

UNDERTAKING BY THE PARENTS : PAYMENT OF FEES AND OTHER CHARGES

1. I do hereby solemnly affirm that, I will follow all rules and regulations promulgated by Sainik School Kazhakootam with regard to admission of my ward and payment of fees and other charges for his continuous study in the school.
2. I have read and understood the latest General Instructions for payment of fees and other charges as disseminated to me.
3. I will not make any appeal for fee reduction, non-payment of fees or changes in the due date for payment of fees on any ground including anticipation of receipt of any type of scholarship or concessions from the State / Central Govt.
4. I fully understand and agree that suitable administrative / disciplinary action will be taken against me or my ward on non-payment of fees and other charges on or before the scheduled date at any given time.
5. If I failed to pay the fees and other charges on any grounds, my successors will be liable to clear the dues against my ward to the school as and when due.

(Signature)

Name :

Place : Sainik School Kazhakootam

Adhar No :

Date :

Mobile No :

F/M of Roll No :

Name :

GENEREAL INSTRUCTIONS FOR PAYMENT OF FEES AND OTHER CHARGES

1. The detailed fee structure for the academic year 2024-25 is given as under :-

| FOR CONTINUING STUDENTS FROM CLASSES VII TO XII | | | | | | | |
|--|---------------------------------|---------------------|--|-------------------------|---------------------|------------------------|-----------------------------|
| <u>Sl No</u> | <u>Category</u> | <u>Tuition Fees</u> | <u>Diet Charges</u> (**Subject to revision) | <u>Clothing Charges</u> | <u>Pocket Money</u> | <u>Caution Deposit</u> | <u>Total Amount Payable</u> |
| | | (Rs) | (Rs) | (Rs) | (Rs) | (Rs) | (Rs) |
| (a) | SC & ST (Kerala) | 1,06,294 | 36,875 | 750 | 19,250 | 0 | 1,63,169 |
| (b) | OEC (Kerala) | 1,06,294 | 36,875 | 750 | 19,250 | 0 | 1,63,169 |
| (c) | General (Kerala) | 1,06,294 | 36,875 | 750 | 19,250 | 0 | 1,63,169 |
| (d) | Defence (Kerala & Other States) | 1,06,294 | 36,875 | 750 | 19,250 | 0 | 1,63,169 |
| (e) | General, SC & ST (Other States) | 1,06,294 | 36,875 | 750 | 19,250 | 0 | 1,63,169 |

Note :- Fees can be paid through A/C payee Demand Draft in favour of Principal, Sainik School Kazhakootam payable at Trivandrum or through any online modes.

| FOR NEW ENTRANTS OF CLASSES VI & IX | | | | | | | |
|--|---------------------------------|---------------------|--|-------------------------|---------------------|------------------------|-----------------------------|
| <u>Sl No</u> | <u>Category</u> | <u>Tuition Fees</u> | <u>Diet Charges</u> (**Subject to revision) | <u>Clothing Charges</u> | <u>Pocket Money</u> | <u>Caution Deposit</u> | <u>Total Amount Payable</u> |
| | | (Rs) | (Rs) | (Rs) | (Rs) | (Rs) | (Rs) |
| (a) | SC & ST (Kerala) | 1,06,294 | 36,875 | 1,500 | 18,500 | 1,500 | 1,64,669 |
| (b) | OEC (Kerala) | 1,06,294 | 36,875 | 1,500 | 18,500 | 3,000 | 1,66,169 |
| (c) | General (Kerala) | 1,06,294 | 36,875 | 1,500 | 18,500 | 3,000 | 1,66,169 |
| (d) | Defence (Kerala & Other States) | 1,06,294 | 36,875 | 1,500 | 18,500 | 3,000 | 1,66,169 |
| (e) | General, SC & ST (Other States) | 1,06,294 | 36,875 | 1,500 | 18,500 | 3,000 | 1,66,169 |

Note :- Fees can be paid through A/C payee Demand Draft in favour of Principal, Sainik School Kazhakootam payable at Trivandrum.

2. Parents are requested to deposit fees and other charges either in full or in instalments, as per the following schedule: -

| <u>FULL PAYMENT</u> | | |
|------------------------------|--------------------------------|--|
| (a) | Full payment in lumpsum | - On or before School Opening Day |
| <u>IN INSTALMENTS</u> | | |
| (a) | 1st Quarter | - On or before School Opening Day |
| (b) | 2nd Quarter | - On or before 01 Sep 24 |
| (c) | 3rd Quarter | - On or before 01 Nov 24 |
| (d) | 4th Quarter | - On or before 01 Jan 25 |

3. All parents including SC / ST / OEC categories are required to deposit the fees and other charges for the academic year 2024-25 as mentioned above irrespective of anticipated grant / receipt of scholarships or educational concession from any of the departments of State / Central Govt.
4. Fees can be paid through A/C payee Demand Draft in favour of Principal, Sainik School Kazhakootam payable at Trivandrum or through any online modes. No cash payment will be accepted.
5. In the event of fees being paid through any online mode of transaction, complete details of transactions to be communicated through email to accts.sskzm@gmail.com or in writing to the school. It is appraised that the correct **UTR / RN / IMPS number as applicable, amount and date of transaction** with the roll number and name of the cadet are required to identify the payee from the bank statement. Incorrect / insufficient details forwarded cannot be tallied with the bank statement.
6. Please ensure that the complete due amount as per the annual statement or any notice issued by the school is cleared at least one day prior to the final due date of that particular schedule, so that advance clearance to the cadets can be issued to avoid any inconvenience to the parents and cadets on any given date.
7. Bank Account details of this school are given below: -
- | | | |
|-----|---------------------|--|
| (a) | Account Name | - Principal Sainik School Kazhakootam |
| (b) | Account No | - 1368606153 |
| (c) | Bank | - Central Bank of India |
| (d) | Branch | - Sainik School Branch |
| (e) | IFSC | - CBIN0284158 |
8. QR code and details of bankers for making direct online payment is given below :-



9. Any refund on account of scholarship, educational concessions or any other grants being receivable from the State / Central Govt will only be credited to the individual account on physical receipt of necessary funds from the department concerned. **No advance reduction from the fees or deviation on due dates will be allowed on account of any scholarship / educational concession or any other grant being receivable from the State / Central Govt.**
10. All serving defence persons are required to submit the original service certificate and all ex-servicemen are required to submit attested copy of discharge book along with the certificate issued from the concerned Zilla Sainik Welfare Office on school re-opening after summer vacation every year for claiming of Defence Scholarship as applicable.
11. All Bihar domiciled students are required to submit Income Certificate from Bihar Govt on school re-opening after summer vacation every year for claiming of Bihar Govt Scholarship as applicable.
12. All SC and OEC cadets are required to claim the scholarship / educational concession through E-Grant portal of Govt of Kerala as per existing guidelines issued by the concerned department of SC / OEC. Necessary documents / certificate as applicable may please be obtained from the school office by applying individually well before to the due date for submission of applications as promulgated by the Govt of Kerala from time to time. The parents of the SC and OEC cadets will individually be responsible for claiming the applicable scholarship from the department concerned.
13. The school will not be responsible for the delay or non-receipt of any type of scholarship / educational concessions to the cadets as applicable / due from the State / Central Govt.
14. Individual Annual Statement of Accounts will be e-mailed to the parents every year during summer vacation and revised statement on closing of previous year's pocket money accounts probably in Jul / Aug. **All parents are required to check e-mail id with the Accounts Section for receipt of timely intimations / notices. The communication will be made in the given email id only and the school will not be responsible for non-receipt of any notices / demands in time. Parents to ensure that they are in receipt of Annual Statement of Accounts at least 10 days prior to re-opening after summer vacation.**
15. In case of any query, please contact Accounts Section of the school via phone No **0471 - 2781406** on any working days from 0830h to 1330h.
16. **All parents are to take note of these instructions and not to expect any Excuse / Reminder for payment of the dues time and again.**
17. Please ensure timely payment of fees and other dues by following strict compliance of the instructions or guidelines being issued by the school authorities from time to time.

Admin Officer
Sainik School Kazhakootam

SAINIK SCHOOL KAZHAKOOTAMLIST OF ARTICLES TO BE BROUGHT BY THE CADETS
AT THE TIME OF ADMISSION AND SUBSEQUENT YEARS

| Sl. No | Item | Qty | Remarks | |
|------------------|---|---|---|---------|
| SECTION A | | | | |
| 1. | Shoe Black Leather (oxford pattern-1) | 2 Pair | Available at School Cooperative society / CSD against firm demand | |
| 2. | Steel Black Bod Rectangular 33 " | 1 No | | |
| 3. | Water Bottle Plastic | 1 No | | |
| 4. | Plastic Bucket (10 litres) | 1 No | | |
| 5. | Plastic Mug | 1 No | | |
| SECTION B | | | | |
| 6. | Shirt White Full Sleeves Terry Cotton | 5 No | To be brought from home | |
| 7. | Shirt White Half Sleeves Terry Cotton | 4 No | | |
| 8. | Trousers (Pants) White Terry Cotton (No Jeans /Tights) | 3 No | | |
| 9. | Trouser (Pant) Black Colour | 2 No | | |
| 10. | Civil Dress | | | |
| | Boys | Girls | | |
| | Trousers (pants) Colour Terry Cotton Full sleeves Shirt Light Colour | Trousers (pants) Colour Terry Cotton Full sleeves Shirt Light Colour and Salwar Kamees | | 3 pairs |
| | | Hair Pattern – Short hair, hair in a bun Long Hair- Hair in a bun covered by a black net | | |
| 11. | White shoes with good sole | 2 pair | | |
| 12. | Underwear | 10 Nos | | |
| 13. | Pyjama suits (Pyjama and Kurta) White | 2 pair | | |
| 14. | Vest without Sleeves (White) Cotton | 6 Nos | | |
| 15. | Handkerchiefs | 6 Nos | | |
| 16. | Sock Nylon (white) | 6 pair | | |
| 17. | Coat hangers | 6 Nos | | |
| 18. | Clips for Clothes | 6 Nos | | |
| 19. | Boot polish with Brush | 1 No | | |
| 20. | Blanco White | 1 bottle | | |
| 21. | Socks Nylon Black | 2 pair | | |
| 22. | Air-bag | 1 No | | |
| 23. | Tooth Brush | 2 Nos | | |
| 24. | Tooth Paste | 2 Nos | | |
| 25. | Chappals | 1 pair | | |
| 26. | Hair Oil (or any other oil) | 1 bottle | | |
| 27. | Washing Soap Bar | 2 Nos | | |
| 28. | Soap Case with a cake of Toilet Soap | 1 Nos | | |
| 29. | Hair Comb | 2 Nos | | |
| 30. | A small box containing sewing needle, thread, buttons, (blue, white & khaki), nail cutter, black shoe-lace and white shoe lace) | 1 Nos | | |
| 31. | Fabric Paints for marking in clothes | 1 Bottle | | |
| 32. | Pen | 10 Nos | | |
| 33. | Pencil | 10 Nos | | |

| Sl. No | Item | Qty | Remarks |
|--------|--|----------|-------------------------|
| 34. | Eraser | 02 Nos | To be brought from home |
| 35. | Sandals | 2 pairs | |
| 36. | School Bag | 1 No | |
| 37. | Belt Leather Black | 2 Nos | |
| 38. | Anti Fungal Powder (Microderm, Candid etc) | 3 Tubes | |
| 39. | Oxford Dictionary | 1 Nos | |
| 40. | Permanent Marker | 1 Nos | |
| 41. | Mosquito Cream | 1 Tube | |
| 42. | White T-Shirt | 4 Nos | |
| 43. | N-95 Mask (Black) | 4 Nos | |
| 44. | Hand Sanitiser (100 ml) | 4 Bottle | |
| 45. | Lock with keys | 2 Set | |
| 46. | Quilt /Light Blanket | 1 Nos | |
| 47. | Toiletry | 1 Set | |
| 48. | Tumbler, plate spoon and fork (steel) | 1 Nos | |

LIST OF CLOTHING PROVIDE BY SCHOOL

| Sl. No | Item | Qty | Remarks |
|--------|---|--------|--|
| 1. | School Belt (leather) | 1 Nos | These items will be provided to the cadets on the day of joining. Changes are likely to be made in the list from time to time subject to clothing allowance as given as scholarship. Amount exceeding the clothing allowance will be charged through pocket money. |
| 2. | Shoulder Title | 1 Pair | |
| 3. | House Colour Shoulder Flaps | 1 Pair | |
| 4. | School Tie | 1 Nos | |
| 5. | Bed Sheets Coloured | 4 Nos | |
| 6. | Khaki Uniform (Shirt and Trousers) Terry Cotton | 2 Pair | |
| 7. | Towels | 3 Nos | |
| 8. | Sock Nylon Khaki | 3 Pair | |
| 9. | Pillow Cover | 1 Nos | |
| 10. | Beret | 1 Nos | |
| 11. | Beret Badge | 1 Nos | |
| 12. | Mosquito Net | 1 Nos | |
| 13. | Durry Cotton | 1 Nos | |
| 14. | House Colour T Shirt | 1 Nos | |
| 15. | House Colour Vest | 1 Nos | |
| 16. | Shorts –White | 1 Nos | |
| 17. | Shorts – Blue | 1 Nos | |
| 18. | Shorts Vest Khaki | 1 Nos | |