

Date: 19/12/2025

**CIRCULAR – SPORTS MEET**

To ensure the smooth and successful conduct of the Sports Meet, all staff members are requested to carefully follow the instructions and responsibilities assigned below.

**OVERALL SUPERVISION & SUPPORT**

Pre-Primary & Primary : Mrs. Jyothi  
High School : Mr. B. Bhaskar

**TRANSPORT ARRANGEMENTS**

Transport In-charge : Mr. Venkat

All students and staff must reach the venue before 9:30 AM.

**CLASS TEACHERS (Nursery to Class X)**

- Follow up with parents to ensure students reach school on time.
- Carry class-wise student checklist along with parents' contact numbers.
- Ensure discipline, participation, and supervision of students.

**PARENTS / VISITORS RECEIVING COMMITTEE**

Preethi,  
Darshana,  
Moni,  
Venkat (Campus In-charge)

**STAGE DECORATION & LAMP LIGHTING**

Rajitha,  
Sireesha

**BOUQUET / PLANT PRESENTATION TO GUESTS**

Sireesha Rani,  
Bhavani

(Ensure students are kept ready for presentation)

**PRAYER SONG**

Music Teacher

**SOUND SYSTEM & AUDIO**

Sandeep,  
Rajinikanth

Date: 31/12/2025

**CIRCULAR****Subject: Naipunyotsav – Event Duties & Zone Allotments**

Dear Staff Members,

Warm Greetings!

It gives me immense pleasure to inform you all that our annual academic fair Naipunyotsav – 2025 will be conducted on 8th Jan with the theme:

“From Ancient to AI”

Tradition Inspires... Technology Empowers

In view of the upcoming event, the following duties and responsibilities are allotted to ensure a smooth execution of the program.

All staff are requested to follow the given instructions on priority and acknowledge the circular.

- **Guard of Honour**

Incharge : PET Department

- **Stage Decoration & Lamp Lighting**

Incharge Team : Rajitha, Siresha, Sunitha, Rita Moses

- **Traditional Welcome Arrangement**

- Students : 6 Girls & 6 Boys

- Southern States : Telangana, Tamil Nadu, Kerala

- Northern States : Uttar Pradesh, West Bengal, Gujarat

- Incharge Teachers (Social Science Dept): Ms. Keerthi & Mrs. Laxmi

- **Walk Through Gallery – “A Time Travel”**

Zone-wise Displays & Incharges

Zone-wise Displays & Incharges

Preparation of Arch at the entrance of the gallery with theme Welcome to Naipunyotsav  
Tradition Inspires Technology Empowers.

One side of the arch stick all traditional pictures.

Onside of the arch all modern inventions and discoveries.

Incharge Teachers : Benitha, Sirisha Rani, Keerthi, Chaitanya

**RAVEES INTERNATIONAL SCHOOL**  
Narapally, Hyderabad - 501 301.

09/03/2026

*Dear Parents,***Warm Greetings !****Post SA-II activities and important up coming schedules.**

As we approach the completion of SA-II examinations for the academic year 2025-2026, the following schedule and instructions must be strictly adhered to.

**1. EVALUATION SCHEDULE****Pre- Primary & Primary**

- Evaluation of answer scripts of all subjects must be completed by 11th March.
- Report Cards must be prepared and submitted for the Principal's signature on 12th March

**High School Section**

- Completion of evaluation and posting of marks in Report Cards by 13th March.
- Report Cards must also be submitted for the Principal's signature on the same day.

**Important:** Teachers who are on CBSE evaluation duties must collect their answer script bundles in time and ensure that all evaluation work is completed as per the above schedule without delay.

**2. PARENT-TEACHER MEETINGS**

- High School PTM: 15th March (Sunday) to ensure the availability of all teachers.
- 15th March will be a half-day working day for all High School staff.
- Primary PTM: 14th March from 9:30 AM to 1:00 PM.

**3. KINDERGARTEN EVENT**

- Kindergarten Graduation Day: 13th March at 10:00 AM.

**4. COMMENCEMENT OF NEW ACADEMIC YEAR**

- SA-II examinations for all classes will conclude by 11th March.
- There will be no short vacation after the examinations.
- The new academic year will commence from 12th March.

**5. BASIC BOOSTER COURSE (BBC)**

- A Basic Booster Course (Transition Programme) will be conducted for one week starting 12th March.
- After the completion of the BBC programme, regular teaching of new lessons will begin.

All Class Teachers and Coordinators are requested to clearly communicate this schedule and programme to the students.

**6. COMPLIANCE**

All staff members are requested to strictly follow the above timelines. Non-compliance with the instructions will be viewed seriously.

Let us work together to ensure a smooth completion of the academic processes.

Wishing you all a smooth and happy ending of another fruitful academic year 2025-2026.

- Principal

Date: 27/02/2026

**CIRCULAR**

To  
All Teaching Staff

Subject: SA-II Examination Timings & Schedule

Please be informed that Assembly will be dissolved during SA-II examinations. All teachers are requested to follow the schedule detailed below for the smooth and efficient conduct of the exams.

**HIGH SCHOOL (Classes VI to ~~IX~~<sup>XIII</sup>)**

- 8:45 AM – 9:00 AM: Short Break
- 9:00 AM – 9:15 AM: Students to shift to their examination rooms
- 9:15 AM – 9:30 AM: Distribution of Question Papers and Reading Time
- 9:30 AM – 12:30 PM: Examination
- 12:30 PM – 1:00 PM: Lunch Break
- 1:00 PM onwards: Revision for the next day's exam

**PRIMARY SECTION**

- 8:30 AM – 10:00 AM: Revision for the day's exam
- 10:00 AM – 10:15 AM: Short Break
- 10:15 AM – 10:30 AM: Students to shift to their examination rooms
- 10:30 AM – 12:30 PM: Examination
- Post-Lunch: Revision for the next day's exam

**Important Instructions for Examination Incharges**

- Kindly submit the seating arrangement plan and invigilation schedule well in advance.
- Subject teachers must be relieved from invigilation duties.
- Ensure that all question papers and required materials are ready as per the timetable to avoid any last-minute rush.
- No leaves or permissions will be granted to any staff under any circumstances during the examination period.
- Your cooperation is essential for the smooth and successful conduct of the SA-II examinations.

**Very Important Note :**

- All subject teachers must ensure that students carry all the revision material, like Text book, C.W, Revision book according to next day's exam without fail.

  
- Principal