



RAMANUJAN **PUBLIC** **SCHOOL**

Affl. No.- 2130472/70014

AFFILIATED TO
C.B.S.E., DELHI

[AN ENGLISH MEDIUM CO-EDUCATIONAL SENIOR SECONDARY SCHOOL FOR FUNCTIONAL EDUCATION]

Sahapur urf Peepalgaon (Near Kendriya Vidyalaya) Jhalwa, Prayagraj-211012. Phone 7752922226

Dear Parent / Guardian,

We have stepped into the new **Academic Session 2022 – 23** and as an educational institution; we would like to extend a heartfelt thanks to our parents/guardians for their continued support and co-operation to the **Ramanujan Group of Educational Institutions (R.G.E.I.)**. Through this communication, we would like to share the following information:

1. **Student Portal / Mobile App:** The primary mode of communication with the student/parent/guardian shall be the Student Portal and Mobile App. The school expects the parents/guardians to visit the Mobile App on a daily basis for any updates regarding the Academic Calendar, Activity Calendar, Homework, Assignments, Examination Date Sheets, Student Attendance, Fee Payment, Notices, Photo Gallery, etc.

Kindly download the “**RPS, Prayagraj**” mobile app from the Google Play Store or Apple Store and use the login credentials, as shared via sms on the registered mobile number, to access the Mobile Portal. Please contact the school’s Admin Office in case of any clarifications.

2. **Joining Docket:** The School Management strongly believes in planning the academic session at the very beginning while ensuring that the same is adhered in sacrosanct. In view of the same, the joining docket containing the School Diary, Academic Calendar and Split Syllabus shall be shared with the students within ten (10) working days from the start of the new academic session.
3. **Discipline & Punctuality:** Since the inception in 1995; our school has been known for discipline and punctuality and continuing with the legacy, we urge the parents/guardians to ensure that their wards reach the school well in-time. The Principal reserves the right to admission in the school campus even if there is a delay of **1 minute from the school clock** displayed at the main gate.
4. **Attendance:** As communicated from time-to-time, the students shall not be allowed to appear for the Annual Examination if he/she has not met the minimum attendance criteria of 75%. We urge to the parents to ensure that their respective wards adhere to the attendance guidelines.
5. **I Cards:** Parents/Guardians are requested to submit two (02) recent coloured passport size photographs of their ward in school uniform for **Identity Card**. The students may submit the photographs to their respective class teacher with their name and class mentioned in the back of the photograph latest by **April 20, 2022**.
6. **Fees Structure:** This is with reference to our circular dated **March 25, 2022**; we would like to re-iterate the following details to our Parent/Guardian regarding Fee Payment Guidelines:
 - a. The School Managing Committee (S.M.C.) has decided not to increase the fee for the fifth year in a row i.e. the fees for the Academic Session 2022-23 will remain the same as that of the last session. However, starting April 01, 2022; the school fee will only be charged quarterly i.e. April’22, July’22, October’22 and January’23.

Additionally, the revised late payment fines (as mentioned in the table on Pg. No. 02) will be applicable for not remitting the fee on a timely basis.

Date: April 05, 2022

Principal

- b. We would like to apprise the parent/guardian of the Quarterly Fee details for the **Academic Session 2022-23** through the tabular representation below:

S.No.	Particulars	Pre-Primary	Primary	Lower Secondary	Secondary	Sr. Secondary	Sr. Secondary	Sr. Secondary
		L.K.G. & U.K.G.	I – V	VI-VIII	IX & X	XI & XII (Comm.)	XI & XII (PCM)	XI & XII (PCB)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	Installment: Before 15 th Apr, 22	6150	7650	8850	11500	11800	12100	13000
2	Installment: Before 15 th July, 22	6150	7650	8850	11500	11800	12100	13000
3	Installment: Before 15 th Oct, 22	6150	7650	8850	11500	11800	12100	13000
4	Installment: Before 15 th Jan, 23	6150	7650	8850	11500	11800	12100	13000
COMPOSITE ANNUAL FEE (Rs)		24,600	30,600	35,400	46,000	47,200	48,400	52,000

- c. HDFC Bank Ltd is our core banking partner for providing ERP integrated online fee payment facility to our parent/guardian. The school fee can be paid by the following ways:

- i. Payment through **Mobile App** by means of electronic fund transfer – Credit or Debit card payment/NEFT/RTGS/Net Banking/Google Pay/UPI Payments.
- ii. Payment through **Student Portal** (on the school website: www.rgei.edu.in) by means of electronic fund transfer – Credit or Debit card payment/NEFT/RTGS/Net Banking/Google Pay/UPI Payments.
- iii. Payment through **Online Challan** (on the school website: www.rgei.edu.in inside the Student Portal Link) by cash deposit in the HDFC Bank Ltd, SP Marg, Civil Lines Branch.

The Parent/Guardian will be required to **self-generate & print the online challan** from the Student Portal and deposit the amount in the HDFC Bank Branches.

Note: Parents are requested to make use of Net Banking/UPI Payments/Google Pay to avoid transaction charges on Credit/Debit cards.

- d. The late payment fine gets auto generated by the ERP system and waivers, of any type, will not be accepted by the on-line system. The details of the quarterly payment dates and subsequent applicable fines are as follows:

Installment	Month of Fee	Due Date/Month (From 1 st to 15 th in the Bank)	With fine (At the Bank counter after 15 th of the due month)		List of Dues for Notices	Name Struck off the Rolls
I	April, May & June	April 1 st Apr – 15 th Apr	In April In May In June	Rs. 500/- Rs. 750/- Rs. 1000/-	1 st June	First Week of June
II	July, August & September	July 1 st Jul – 15 th Jul	In July In August In September	Rs. 500/- Rs. 750/- Rs. 1000/-	1 st September	First Week of September
III	October, November & December	October 1 st Oct – 15 th Oct	In October In November In December	Rs. 500/- Rs. 750/- Rs. 1000/-	1 st December	First Week of December
IV	January, February & March	January 1 st Jan – 15 th Jan	In January In February In March	Rs. 500/- Rs. 750/- Rs. 1000/-	1 st March	Second Week of February

Date: April 05, 2022

Principal

- e. Parent/Guardian can reach out to the school for obtaining further clarity, if any, pertaining to fee payment and other related issues.

Note: The school will not be held responsible for ignorance of the rule-book by Student/Parent/Guardian as part of late payment charges and/or any other related issues.

7. Fee Payment Guidelines: Below are the details of Fee Payment guidelines, not limited to, for your kind reference:

- a. School / Transport Fee once paid will not be refunded under any circumstances.
- b. School / Transport Fee will be charged quarterly for **12 months** payable in 4 (four) installments upto **15th of each quarter - April, July, October & January.**
- c. Fees are to be deposited by Cash/Cheque/Draft in HDFC Bank Limited, S.P. Marg, Civil Lines, Prayagraj during the bank working hours on all business days.
- d. The Bank will accept payment of fees by local Cheques/Drafts drawn in favor of **“Ramanujan Public School”**, Prayagraj.

Cheque Payment Details:

- a. Cheques will be collected by the bank upto **13th of the due month only**. The cheque that gets cleared after 15th of the due date, will be liable for the fine amount. The fine amount will be visible on the Parent Portal and/or Mobile App.
- b. Please make sure the cheque is complete in all aspects before depositing the same at the bank, viz.: (a) The name and address of the branch (b) The date (c) Your Bank Account Number (d) Your Signature (e) All cuttings / alterations must be authenticated with your full signature.
- c. Please ensure that there are adequate funds in your account to cover the Cheque issued by you. Cheques not honoured for any reason could lead to serious repercussions apart from a monetary penalty of **Rs. 300/-** (Three Hundred Only).
- d. Once a cheque is dishonored, the amount of the dishonoured cheque, along with a penalty of Rs. 300/- (Three Hundred Only) in cash plus the other late fee charges already given in the fee booklet has to be deposited at the school office.

Late Payment Details:

- a. Depositing the fee by the due date is the sole responsibility of the parent. In no case should the dues be allowed to fall in arrears. If the fees fall in arrears, the student's name will be struck off the roll without further notice and re-admission may not be granted.

If re-admission is granted, a fee of **Rs. 2000/-** (Two Thousand Only) will be charged as re-admission fee along with the fine applicable for the subsequent months.

- b. Details of Fee Payment and Late Payment charges are mentioned herewith. Please be informed that the late payment charges are automatically calculated by the Student Portal and HDFC Bank application. Under no circumstances does the school hold the authority to make changes to the late payment charges or waive the same. So kindly pay the dues on a timely basis in order to avoid the addition of late payment charges.
- c. Fee (in cash) must be deposited by 15th of the due month. If the 15th of the due month falls on a Sunday/holiday, **fees will only be collected along with the Fine amount** on the next working day of the bank.
- d. In any case previous installment of fees remains unpaid and the fees of the current installment is paid, it will result in the imposition of a penalty of **Rs. 2000/- (Two Thousand Only)** for the previous unpaid installment along with the fine applicable for the subsequent months.
- e. Name of students whose fees is not paid for **2 months** would be struck off the roll.
- f. Students whose dues are not settled before the commencement of the Terminal/Annual Examination, will not be allowed to appear in the examination.

Mid-Session Student Withdrawal:

If a student is withdrawn mid-session; monthly dues will have to be paid upto September/March, as the case may be. Parents/Guardians whose wards are withdrawn in the mid-session, will have to pay the following dues:

- (i) **April to June** who apply for T.C after 31st March of the session and before 30th April of the session.
- (ii) **October to March** (i.e. entire session) who apply for T.C. after 30th September of the session.

8. General Instructions:

- 1. The school will not be held responsible for ignorance of the rule-book by the Student/Parent/Guardian with regard to late payment charges and/or any other related issues.
- 2. **Fee details** for obtaining certificates / duplicates are mentioned herewith for reference:
 - a. Transfer Certificate: Rs. 500 (Five Hundred Only)
 - b. Any Certificate on the School Letter Head: Rs. 100 (One Hundred Only)
 - c. Duplicate issue of Diary: Rs. 100 (One Hundred Only)
 - d. Duplicate issue of I-card: Rs. 100 (One Hundred Only)

3. Certificates will only be issued on request by the Parent/Guardian and the school will require a bare minimum of 02 (two) working days' time for processing the same.
 4. Parents are requested to please keep the payment receipts for their record and for reference, if any, when required by the school.
 5. Security Deposit is charged in the session in which the student is admitted and will be refunded whenever he/she leaves the school after the presentation of the admission receipt and/or the 1st quarter bill book payment receipt.
 6. Parents/Guardians may deposit the fee of the whole year at the beginning of session if they wish to do so. However, no concessions will be applicable on the total amount.
 7. Parents/Guardians can reach out to the school for obtaining further clarity, if any, pertaining to fee payment and other related issues.
9. **Feedback and/or Complaints:** Parents/Guardians are requested to kindly meet the Principal / Vice – Chairman to communicate any feedback related to quality of classroom teaching, syllabus completion, copy correction, cleanliness, etc. You may further drop a mail at rpsjhalwaalld@gmail.com for any concerns or queries.

Your feedback is valuable for us to further enhance the overall learning environment within the campus. We highly appreciate your support and co-operation for upholding and maintaining the hallmark of the school – **Discipline and Punctuality**.

We look forward for a highly productive and learned academic session 2022 - 23.