



# ST. MICHAEL'S SR. SEC. SCHOOL

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CBSE Affiliation code: 2730089 CBSE School code: 85029

Circular No.: SMSS/P/G/237/25

Dated: 08/08/2025

Dear Parents,

Greetings from Fr. Jas Elanjikal!

I hope this letter finds you in good health and peace of mind.

This communication is in reference to the CBSE Circular (Ref. No: CBSE/COORD/Shortage Attend./2025) regarding the required number of working days and student attendance. As per the directive, it is mandatory for schools to have **a minimum of 220 working days** in an academic year.

For students appearing for Board Examinations, **Rules No. 13 and 14** clearly state that a **minimum of 75% attendance** is compulsory to be eligible to sit for the examinations. As per the Standard Operating Procedures (SOPs), in case of a medical issue, **a medical certificate from a government doctor** must be submitted. In the unfortunate event of a death in the family, a **valid death certificate** is required for consideration. In light of this, I request all parents to take these CBSE instructions seriously and ensure full compliance to avoid any issues in the future.

Additionally, I would like to bring the following important matters to your attention:

1. **Metro Travel:** Some students are commuting via metro. Kindly ensure that your ward does not gather in large groups or engage in undesirable behaviour while traveling.
2. **Loitering Outside School Premises:** It has been observed that some students hang around near the **adjacent petrol pump, metro station**, and other areas in the vicinity after school hours. Please ensure that your ward proceeds home directly after school unless otherwise required.
3. **Bag Checks:** Parents are requested to check their child's school bag both while they leave for school and when they return home to ensure nothing inappropriate is being carried.
4. **Misuse of Social Media:** It has come to our notice that some students have created **fake social media accounts**, impersonating fellow students, teachers, and even the institution. Some accounts have been found using the school's name, which is strictly prohibited. No one is permitted to use the school's name for personal accounts or content. Moreover, students operating **multiple accounts**, posting photos and videos of others, and engaging in defamatory or time-wasting activities are violating both school discipline and the law. **Please be aware that impersonation and defamation are serious legal offences.** We urge all parents to **monitor their child's social media usage** carefully.

At the same time, I strongly encourage you to speak to your children about **responsible digital behavior**. Kindly review their social media presence, ensure they delete or unfollow inappropriate accounts, and guide them in making safe and respectful choices online. This will help them stay focused, protected, and on the right path.

Thank you for your continued cooperation and support.

  
Yours sincerely,  
Adv. Fr. Jas Elanjikal  
Principal

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