



गैलेक्सी विद्या मन्दिर उ.मा. विद्यालय

कठूमर (अलवर) राज.

<p>प्रेषक:</p> <p>प्रधानाचार्य</p> <p>गैलेक्सी विद्या मन्दिर उ.मा. विद्यालय कठूमर (अलवर) राज.</p> <p>Website : www.galaxykathumar.com</p>		<p>प्रेषक:</p>
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क्रमांक.....

Circular to Teaching Staff

दिनांक.....

Date: April 9, 2026

Subject: Guidelines for Annual Report Cards and Promotion Lists (Grades Nursery – VIII)

Dear Teachers,

As we conclude the academic year, please adhere to the following directives regarding the preparation of results and promotion protocols.

A) Annual Report Card Preparation

Please ensure that the preparation of Annual Report Cards for Grades Nursery to VIII is finalized. When processing grades and results, keep the following criteria in mind:

Grace Marks: A maximum of 6 grace marks may be awarded to a student in a single subject to assist them in meeting the passing criteria.

Promotion Criteria: * A student failing in only one subject may be considered for promotion to the next grade.

Students failing in more than one subject are required to appear for a re-examination.

Re-examination Protocol: Do not finalize the Report Cards for students scheduled for re-exams. Instead, forward their names to the Principal's Office. Their Report Cards will be processed only after the re-examination results are declared.

B) Promotion List & Fee Compliance

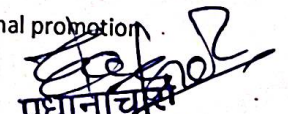
To ensure administrative and financial alignment, please follow these rules regarding the Promotion List and Parent-Teacher Meeting (PTM):

Fee Defaulters: Report Cards for students with outstanding school fees must not be displayed or distributed during the PTM.

Promotion List Exclusion: Names of fee-defaulting students should not be included in the formal Promotion List at this stage.

Office Documentation: Do not submit the names of fee defaulters to the school office for the final promotion registry until further notice.

Your cooperation in ensuring these guidelines are followed strictly is appreciated.


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