



# JVPS, BNL

## THE VALUABLE ORIENTATION OF CONNECTIVITY **AN ENERGETIC SESSION BEGINS WITH A CREATIVE MINDSET**

### Heading Towards The Bright New Session

The heralding of the new session is an auspicious time for the Jai Vatikan family. It opens the gateway ushering each of us into the portals of the school with invigorated minds and bodies and envisaging new dreams and hopes. The Present Orientation letter will help you to explore the factors and situations that will definitely benefit you and your child in the successful journey of this important transition phase.

### ROUTINES ARE FOREMOST

- Time management helps to lead a successful life. Motivate your child to set up a healthy routine so that child learns to prioritize various tasks and does not feel burdened.
- Set an appropriate sleeping and wake up time so that your child adjusts well with the new timings and is energetic and active during the school hours.
- Ensure that you provide fresh and adequate tiffin so that your child enjoys a healthy meal in school and does not feel uneasy during the school hours. The teachers would ensure that the child finishes his/her tiffin.
- Further, any issues regarding your child's eating habit could be informed to the class teacher.

### TALK TO YOUR CHILD ABOUT THE SCHOOL

- Let your child share every activity being performed in the school on a regular basis. It will enhance the trust between you and your child.
- If your child feel hesitant in sharing, initiate the discussion yourself to make your child more expressive and open so that he/she can discuss and talk about all major concerns which he/she might otherwise be hesitant to.
- Create the feelings of positivity and good will in the child towards the school and the teachers.



### DISCIPLINE- THE BRIDGE BETWEEN GOALS AND ACCOMPLISHMENTS

There is value of discipline in all walks of life. Whether at school or at home, in the office or in the factory, in the playground or in the battlefield, discipline is a necessity.

- **Discipline is indispensable for all to live a successful and happy life.**
- **Discipline gives us an opportunity to learn from experience and grow.**
- **Lack of discipline would result in complete chaos and disorder, no peace and progress.**

### FOR PARENTS

- Plan the DISCIPLINE TECHNIQUES.
- Explain the technique and the reason of following it.
- Set your own example of disciplined conduct and behaviour for your children to follow.
- You will SEE a positive change in your child.



**DISCIPLINE IS DOING WHAT YOU KNOW NEEDS TO BE DONE, EVEN WHEN YOU DON'T WANT TO DO IT.**

**E.g.: If it is a rule that the child must have limited access to electronic devices and gadgets then,**

- **Set the time**
- **Explain the benefits of minimum visual screen usage.**
- **Be firm that the child doesn't use visual screens more than the time allotted by you.**



- ✚ Be clear about the rules that you want your child to follow.
- ✚ Schedule or establish rules for him/her to follow.
- ✚ Paste the rules in his/her room or cupboard.

For E.g.: If you wish to make the child follow a time table then:

- **Make a time table with the child's consent.**  
 Note- Ensure the Child's consent if you want it to be followed properly.
- **Explain the benefits of following the time table.**
- **Paste it on the child's cupboard to follow.**



- ✚ Tell them about the after effects of indiscipline.
- ✚ **GIVE YOUR CHILD SMALL BUT INDIVIDUAL RESPONSIBILITIES.**

For E.g.: If your wish is to make a child responsible then:

- **Assign your child with small tasks related to home.**
- **Do not complain about minute mistakes; rather give small gifts on the successful completion of the tasks. (Appreciations work as wonder)**
- **Explain that his/her responsibility and duty is helping everyone at home.**
- ✚ **Lastly:** Reward your child.... After all he/she is your child. But ensure that the rewards act as an effective source of appreciation and motivation for the child instead of pampering him/her.

#### FOR STUDENTS

- ✚ Whatever you begin (as a point of honour) always finish it as it'll boost your confidence.
- ✚ Exercise to keep you fit, active and energies focused.  
 Daily exercise will energize your soul, mind, body.
- ✚ Dump excuses and try your level best in very effort.
- ✚ Be honest to yourself and to others.
- ✚ Nothing can be achieved by following SHORTCUTS.
- ✚ Create powerful habits, organised routines and humble behaviour.
- ✚ Study the habits and lives of great, famous and successful people. Get inspired from them.
- ✚ Try to be productive. Compete with yourself only. Try to achieve and do better than you did previously.



*Lastly, remember, power, talent and force is inside all of us  
 We need to rise up and shine  
 Discipline is the only key to shine and succeed better.*

Managing these few tips you can make this whole new school experience more exciting. Further, for intensifying fruitful and healthy bonding, it's important to stay connected with the school via School Pad and Broadcasting Whats App group and ensure your regularity for the chat sessions and PTMs. Regular feedbacks are always welcome.

*Wishing you a happy and delightful year ahead!  
 Happy Parenting!! Happy Teaching!!*

*Vanisha Bansal*

Ar. (Mrs.) Vanisha Bansal  
 Chief Academic Advisor, JVPS



# JAI VATIKA PUBLIC SCHOOL

## Syllabus Class XI (Commerce)(2021-2022)



### ENGLISH CORE

- Prescribed Books: 1. **Hornbill:** Textbook Published by NCERT Core Course  
2. **Snapshots:** Supplementary Reader Published by NCERT Core Course
- Reference book: 1. Compacta English-11 (BBC)  
2. Literature Companion (BBC)

### TERM 1

#### April

- Hornbill:** The Portrait of Lady (Prose)  
We're not afraid to die.. (Prose)
- Poem:** A Photograph
- Snapshot:** The Summer of the Beautiful White Horse (Prose)

#### **Compacta:**

- Reading:** Case based Unseen (Factual) Passage
- Writing:** Notice Writing
- Grammar:** Determiners

#### May:

- Hornbill:** Discovering 'Tut' -The saga continues
- Poem:** The Laburnum Top
- Snapshot:** The Address

#### **Compacta:**

- Reading:** Unseen Passage (Descriptive or Literary)
- Writing:** Business or official letters (making enquiries, registering Complaints)
- Grammar:** Tenses

#### July:

- Hornbill:** 4. Landscape of the Soul (Prose)
- Reading:** Unseen Passage (Descriptive or Literary/Discursive or Persuasive)
- Writing:** Letter (asking for or giving information, placing orders and sending replies)
- Grammar:** MCQs on Gap filling /Transformation of Sentences)

#### August:

#### **Compacta:**

- Snapshot:** Ranga's Marriage
- Reading:** Case based Unseen (Factual) Passage
- Writing:** Speech
- Grammar:** Sentence Reordering

### TERM 2

#### **September**

- Hornbill:** The Ailing Planet (Prose)
- Writing:** Posters

#### October:

- Poem:** The Voice of the Rain
- Snapshot:** Albert Einstein at School (Prose)

#### **Compacta:**

- Reading:** Case based Unseen (Factual) Passage

<b><u>November:</u></b>	<b>Grammar:</b> Determiners
	<b>Hornbill:</b> The Browning Version
	<b>Poem:</b> Childhood
	<b>Snapshot:</b> Mother's Day (Play)
<b>Compacta:</b>	<b>Reading:</b> Unseen Passage (Descriptive or Literary)
	<b>Writing:</b> Official Letters e.g. to school/college authorities (regarding admissions, school issues, requirements/suitability of courses)
<b><u>December:</u></b>	<b>Grammar:</b> Tenses, Re-ordering of Sentences
	<b>Hornbill:</b> Silk Road
	<b>Snapshot:</b> Birth (Prose)
<b>Compacta:</b>	<b>Reading:</b> Unseen Passage for Note Making and summarising
	<b>Writing:</b> Debate
<b><u>January:</u></b>	<b>Grammar:</b> MCQs on Gap filling /Transformation of Sentences), revision
	<b>Revision</b>

## **ECONOMICS**

<b>PRESCRIBED BOOKS:</b>	1. Book I: Introductory Micro Economics, Author T.R Jain and V.K Ohri, Published by VK Global (Only Latest Edition).
	2. Book II: Statistics for Economics, Author TR Jain & VK Ohri, Published by VK Global (Only Latest Edition).

### **PART-A (STATISTICS FOR ECONOMICS)**

#### **Term-I**

<b>APRIL</b>	<b>Unit 1: Introduction</b>
	Ch-1 Concept of Economics and Significance of Statistics in Economics
	<b>Unit 2: Collection, Organisation and Presentation of data</b>
	Ch-2 Collection of Data
<b>MAY</b>	Ch-3 Census and Sample Methods of Collection of Data
<b>JULY</b>	Ch-4 Organization of Data
<b>AUGUST</b>	<b>Unit 3: Statistical Tools and Interpretation</b>
	Ch-9 Measures of Central Tendency- Arithmetic Mean
	Ch-10 Measures of Central Tendency-Median and Mode

#### **Term-II**

<b>SEPTEMBER</b>	Ch-5 Presentation of Data
<b>OCTOBER</b>	Ch-6 Diagrammatic Presentation of Data
	Ch-7 Frequency Diagrams
<b>NOVEMBER</b>	Ch-8 Arithmetic Line - Graphs or Time Series Graphs
	Ch-11 Measures of Dispersion
<b>DECEMBER</b>	Ch-12 Correlation
	Ch-13 Index Numbers

**PART – B (INTRODUCTORY MICROECONOMICS)**

**Term-I**

<b>APRIL</b>	<b>Unit 4: Introduction</b> Ch-1 Economics and Economy Ch-2 Central Problems of an Economy
<b>MAY</b>	<b>Unit 5: Consumer's Equilibrium and Demand</b> Ch-3 Consumer's Equilibrium Utility Analysis Ch-4 Consumer's Equilibrium Indifference Curve Analysis
<b>JULY</b>	Ch-5 Theory of Demand
<b>AUGUST</b>	Ch-6 Price Elasticity of Demand

**Term-II**

<b>SEPTEMBER</b>	<b>Unit 6: Producer Behaviour and Supply</b> Ch-7 Production Function and Returns to a Factor
<b>OCTOBER</b>	Ch-8 Concepts of Cost Ch.9 Concepts of Revenue
<b>NOVEMBER</b>	Ch.10 Producer's Equilibrium Ch.11 Theory of Supply
<b>DECEMBER</b>	<b>Unit 7: Forms of Market and Price Determination under Perfect Competition with Simple applications.</b> Ch.12 Forms of Market Ch.13 Market Equilibrium under Perfect Competition and Effects of Shifts in Demand and Supply.

**Suggested Projects**

Effect on PPC due to various Government policies	Theory of Supply
Opportunity cost as an Economic Tool	Effect of Price Change on a Substitute good
Effect on equilibrium price	Effect of price change on a complementary good
Solar energy a cost effective comparison with conventional energy source	Bumper Production-Boon or Bane for the farmer
Any other newspaper article and its evaluation on the basis of economic principles	Demand & its Determinants

**BUSINESS STUDIES**

Prescribed Book:	1. Business Studies: Text book for Class XI- NCERT
Reference Book:	1. Business Studies by Poonam Gandhi (V.K.Global publications)
Marking Scheme	

Term-I

**APRIL**

**Part-A**

Unit 1-Nature and Purpose of Business

Unit 2: Forms of Business organizations

**MAY**

Unit 3: Public, Private and Global Enterprises

Unit 4: Business Services

**July**

Unit 5: Emerging Modes of Business

**August**

Unit 6: Social Responsibilities of Business & Business Ethics.

Revision of Term-I

Term-II

**Part -B**

**September**

Unit 7: Sources of Business Finance

**October**

Unit 8: Small Business and Enterprises

Unit 9: Internal Trade

**November**

Unit 10: International Business

**DECEMBER**

Revision

**Project Work:**

Student will be given a project after every 3month on the basis of their lessons.

(Total Projects =4)

1. Project One: Project report on various categories of business activities by pasting pictures of real business enterprises present around us for every separate kind of business.
2. Project Two: Prepare a project on formation procedure of company and the various documents of the company (Take any company situated in India)
3. Project Three: PPT prepared of students on topic: Internal trade
4. Project Four: Prepare a project by taking a company engaged in International Business which includes its import and export procedures and its documents

**Workshop/ Seminars:**

The student will be guided through e-learning /workshops seminars on current affairs. They would also be asked for present workshops/ seminars on different topics in group.

**ACCOUNTANCY**

Prescribed Books:

1. Elements of Book Keeping (FA-I) NCERT
2. Financial Accounting (FA-II) NCERT

Reference Book:

1. Double Entry Book Keeping: Textbook for CBSE Class 11 Authors: T.S. Grewal by S. Chand Publication

**APRIL**

**Part A:**

**Unit 1:Theoretical Frame Work**

Ch-1 Introduction to Accounting

Ch-2 Basic Accounting Terms

Ch-3 Theory Base of Accounting, Accounting Standards and Indian Accounting Standards(IND-AS)

Ch-4 Bases of Accounting

## **Unit 2: Accounting Process**

Ch-5 Accounting Equations

**MAY**

Ch-6 Accounting Procedures – Rule of Debit and Credit

Ch-7 Origin of Transactions- Source Documents and Preparation of Vouchers

Ch-8 Journal

Ch-9 Ledger

**JULY**

Ch-10 Special Purpose Books I- Cash Book

Ch-11 Special Purpose Book II- Other Books

Ch-13 Trial Balance

**AUGUST**

Ch-12 Bank Reconciliation Statement

Revision of Term-I

Term-II

**SEPTEMBER**

Ch-14 Depreciation

Ch -15 Provisions & Reserves

**OCTOBER**

Ch-16 Bills of Exchange

Ch-17 Rectification of Errors.

## **Unit 3: Financial Statements of Sole Proprietorship**

**NOVEMBER**

Ch-18 Financial Statements of Sole Proprietorship

Ch-19 Adjustment in Preparation of Financial Statements

**DECEMBER**

Ch-20 Accounts from incomplete records- Single Entry System

**Part – B**

## **Unit 4: Computers in Accounting**

Ch-21 Computers in Accounting

Ch-22 Accounting Software Tally.

### **Projects :- (20 Marks)**

1. Collection of Source documents regarding the business transactions and paste them in Scrap Book.
2. Project file on Bank Reconciliation Statements.
3. Prepare cash book of student's personal home expenses of a month and monthly imprest received for expenses and balance of cash in hand
4. Comprehensive project include journal entries, ledgers & subsidiary books.(any one)

### **Workshops/ Seminar :-**

Students will be guided through e- learning mode throughout the session. They would also be asked to perform in a seminar or workshop in groups/Individually.

## **MATHEMATICS**

**Prescribed Book:**

Mathematics Textbook for Class XI-NCERT

**Reference Book:**

Modern ABC of Mathematics by J.P. Mohindru & Bharat Mohindru

**Lab Manual:**

SP Laboratory Manual Mathematics.

### Term-I

April:	<b>Unit-I: Sets and Functions</b> Ch-1 Sets, Ch-2 Relation and Function
May:	Ch 3- Trigonometric Function
July:	<b>Unit-II: Algebra,</b> Ch 4: Principle of Mathematical Induction Ch 5: Complex Numbers and Quadratic Equations Ch 6: Linear Inequalities
August:	Ch 7: Permutations and Combination, Ch 8: Binomial Theorem Ch 9: Sequences and Series, <b>Unit-III: Coordinate Geometry</b> Ch 10: Straight lines

### Term-II

September	<b>Unit-III: Coordinate Geometry</b> Ch 11 Conic- Section
October:	<b>Unit-III: Coordinate Geometry</b> Ch 12 Introduction to Three-dimensional Geometry <b>Unit-IV: Calculus</b> Ch 13 Limit and Derivatives
November:	<b>Unit-V: Mathematical Reasoning</b> Ch 14 Mathematical Reasoning <b>Unit-VI: Statistics and Probability</b> Ch 15 Statistics
December:	<b>Unit-VI: Statistics and Probability</b> Ch 16 Probability
January	Revision of Complete Syllabus

### PHYSICAL EDUCATION

PRESCRIBED BOOKS: (Textbook) A Complete Book of Physical Education (SP)  
Lab Manual- Health & Physical Education (SP)

### Term-I

<b>April:</b>	1. Changing Trends and Career in Physical Education 2. Olympic Value Education
<b>May:</b>	3. Physical Fitness, Wellness & Lifestyle 4. Physical Education and Sports for CWSN
<b>July:</b>	5. Yoga
Practical	i) Labelled diagram of 400 M Track & Field with computation ii) Computation of BMI from family or neighborhood & graphical representation of the data

**August:**

6. Physical Activity and Leadership Training

7. Test, Measurement and Evaluation

**Term-II**

**September**

HPE (Practical Files)

**October:**

8. Fundamentals of Anatomy, Physiology & Kinesiology in sports

9. Psychology and Sports

Practical

iii) Labelled diagram of field & equipment of any individual game of your choice.

iv) List of current National Awardees (Dronacharya Award, Arjuna Award & Rajiv Gandhi Khel Ratna Award)

v) Pictorial presentation of any 5 Asanas for improving concentration.

**November:**

10. Training and Doping in Sports

**December:**

Revision of complete Syllabus



# JAI VATIKA PUBLIC SCHOOL

Co. Edu. Sen. Sec. CBSE School

## Class XI

### Unit Test - II (2021-22)



#### Written Exam

<u>Date</u>	<u>Med./Non Med.</u>	<u>Commerce</u>	<u>Arts</u>
15-Nov-2021	Chemistry	Business Study	Political Science
16-Nov-2021	English	English	English
17- Nov-2021	Mathematics	Mathematics (Additional)	Mathematics (Additional)
18- Nov-2021	Physical Education	Physical Education	Physical Education
20- Nov -2021	Biology	Economics	Economics
22- Nov -2021	Physics	Accountancy	History
23- Nov -2021	—	—	Punjabi

#### Important Instructions:-

1. Timings of school during exams will be from 8:20a.m to 11:15 a.m.
2. Regular compulsory classes will start from 25<sup>th</sup> November, 2021 (Thursday).
3. PTM and Result declaration will be held on 4<sup>th</sup> Dec, 2021 (Saturday). The timings for PTM will be 9.00 a.m. to 11.00 a.m. Please adhere to the time strictly. The result will be handed over to the Parents only.

**Regards**  
**JVPS, BNL**



# JAI VATIKA PUBLIC SCHOOL

(Co. Edu. Sen. Sec. Affiliated to CBSE New Delhi)



## Class – XI Final Exam Datesheet (Term-II) - 2022

### Written and Practical Exams

<u>Date</u>	<u>Med./Non Med.</u>	<u>Commerce</u>	<u>Arts</u>
28-Jan-2022 (Friday)	Physical Education (Written & Practical)	Physical Education (Written & Practical)	Physical Education (Written & Practical)
31-Jan-2022 (Monday)	Physics (Written & Practical)	B. Study (Written & Practical)	Political Science
02-Feb-2022 (Wednesday)	English	English	English
04-Feb-2022 (Friday)	Biology (Written & Practical)	Accountancy (Written & Practical)	History
05-Feb-2022 (Saturday)	Mathematics (Written & Practical)	Mathematics (Additional)	Mathematics (Additional)
07-Feb-2022 (Saturday)	Chemistry (Written & Practical)	Economics (Written & Practical)	Economics (Written & Practical)
09-Feb-2022 (Wednesday)			Punjabi

### Important Instructions:-

1. For your convenience we would like to inform you well in advance that all fee dues must be cleared latest by Saturday, 22<sup>nd</sup> January 2022, failing which the student **will not be issued admit card and student will be debarred from appearing for the exams.** (Please ignore if fees already paid.)
2. Student need not come to the school, during preparatory leaves. 27<sup>th</sup> Jan, 2022 (Thursday) will be prep leave.
3. **The school will follow routine school timings during exam days.**
4. PTM and Result declaration will be held on 12<sup>th</sup> February, 2022 (Saturday). The timings for PTM will be 9.00 am to 11.00 am. Please adhere to the time strictly.
5. **The progress report card will be handed over to the Parents only.**
6. Compulsory regular school for Class XII will commence on **Monday, 14<sup>th</sup> February 2022.**
7. The school timing from 14<sup>th</sup> Feb (Monday) will be 8:20 a.m. to 1:20 p.m
8. .... February & ..... March are declared as Holidays due to CBSE Board Exam.



## JVPS, BNL Holidays Calendar (2021-22)



<b>Day</b>	<b>Date</b>	<b>Holiday</b>
Friday	2 <sup>nd</sup> April 2021	Good Friday
Wednesday	14 <sup>th</sup> April 2021	Vaisakhi/B.R Ambedkar Jayanti
Wednesday	21 <sup>st</sup> April 2021	Ram Navmi
Sunday	25 <sup>th</sup> April 2021	Mahavir Jayanti
Wednesday	12 <sup>th</sup> May 2021	Eid-ul-Fitr
1 <sup>st</sup> June-3 <sup>rd</sup> July	Summer Vacation, School Re-opens on 5 <sup>th</sup> July 2021 (Monday)	
Tuesday	20 <sup>th</sup> July 2021	Eid-Al-Adha (Bakrid)
Sunday	15 <sup>th</sup> August 2021	Independence day
Sunday	22 <sup>nd</sup> August 2021	Raksha Bandhan
Monday	30 <sup>th</sup> August 2021	Janmashtmi
Sunday	12 <sup>th</sup> September 2021	Saraghari Shaheeds' Day
Saturday	2 <sup>nd</sup> October 2021	Gandhi Jayanti
Thursday	7 <sup>th</sup> October 2021	Aggarsain Jayanti
Thursday	14 <sup>th</sup> October 2021	Dussehra
Wednesday	20 <sup>th</sup> October 2021	Maharishi Valmiki Birthday
Wednesday - Friday	3 <sup>rd</sup> – 5 <sup>th</sup> November 2021	Diwali/Vishkarma Day
Friday	19 November 2021	Guru Nanak Dev ji Birthday
Wednesday	24 <sup>th</sup> November 2021	Martyrdom day of Shri Guru Teg Bahadur Ji
25 <sup>th</sup> December- 1 <sup>st</sup> January	Winter Vacation, School Re-opens on 3 <sup>rd</sup> Jan, 2022 (Monday)	
Wednesday	19 <sup>th</sup> January 2022	Thikriwala Diwas
Wednesday	26 <sup>th</sup> January 2022	Republic Day
Wednesday	16 <sup>th</sup> February 2022	Guru Ravidas Jayanti
Tuesday	1 <sup>st</sup> March 2022	Maha Shivaratri
Friday	18 <sup>th</sup> March 2022	Holi



# JVPS, BNL

(Co-Educational, Senior Secondary, Affiliated to CBSE New Delhi)



## Leave Rules for Students

### For Regular School Days:

1. No leave of absence is granted except on prior **Leave Form/Application** duly signed by the Parents/Guardians. Such an application must be supported by a valid reason.
2. Keep the **Leave Form** attached in syllabus booklet safely with you, get the **Xerox Copy** of it, fill it and send it to school whenever leave is required.
3. No telephone call will be considered for the grant of leave. Only written **Application/Leave Form** will be accepted.
4. In case of absence without leave, the student on returning to school must produce the Leave Form duly signed by the Parent/Guardian. A student returning to school after recovering from a contagious or infectious disease should also produce a doctor's certificate of fitness permitting her/him to attend school.
5. In case a student remains absent from school for more than 10 days, without any information, his/her name will be stuck off the rolls. Re-admission, if granted, may be done on the payment of a re-admission fee.
6. Parents will be responsible for completing the work during the leave days.
7. Students will not be allowed to leave school before the dispersal time (Short Leave), except in case of emergency. A prior written permission (Gate Pass) from the Principal should be obtained by the Parents/Guardians for the same.

### For Examination Days:

1. Students absent from an examination for any reason will not be re-examined, and those absent from an examination without valid, grave and genuine reasons will be considered as **Absent Only**. In case of illness, a medical certificate issued by a competent authority will have to be reproduced.
2. **Absentees** in Periodic or Terms will not be eligible for **A1 Holders Rank**.
3. No student will be allowed to take the examination till all her/his school dues have been paid in full.
4. No student is generally eligible to appear in the Second Terminal Examination unless he/she has attended at least 85% of the actual teaching/working days in the academic session as per the school calendar.
5. During exam days no student will be allowed to leave school before the dispersal time.

#### Note:

- ❖ Best Periodic Test marks(out of 2 Periodic) will be considered in each Term Result, if a student is absent in either of the periodic, the other one will be considered as the Best One.
- ❖ If he/she remains absent in both periodic tests then he/she will be marked as absent in the report card.
- ❖ For Term Exam Absentee will be marked as absent. **(No oral, written or practical exam will be conducted again.)**

## Leave Application Form

To

The Principal

Jai Vatika Public School

Barnala

I, \_\_\_\_\_ Mother/Father/Guardian of \_\_\_\_\_

(Student's Name) of Class \_\_\_\_\_ section \_\_\_\_\_ studying under

Admission No. \_\_\_\_\_ request you to grant him/her leave for

\_\_\_\_\_ day(s) and commit that my ward will be responsible for

covering the work done in school during leave(s).

Reason: \_\_\_\_\_

Date of leave(s): \_\_\_\_\_ to \_\_\_\_\_

Parent's /Guardian's

Signature

Class In- Charge

(Sanctioned/Not Sanctioned)

Principal

## Leave Application Form

To

The Principal

Jai Vatika Public School

Barnala

I, \_\_\_\_\_ Mother/Father/Guardian of \_\_\_\_\_

(Student's Name) of Class \_\_\_\_\_ section \_\_\_\_\_ studying under

Admission No. \_\_\_\_\_ request you to grant him/her leave for

\_\_\_\_\_ day(s) and commit that my ward will be responsible for

covering the work done in school during leave(s).

Reason: \_\_\_\_\_

Date of leave(s): \_\_\_\_\_ to \_\_\_\_\_

Parent's /Guardian's

Signature

Class In- Charge

(Sanctioned/Not Sanctioned)

Principal