



Sanadi Education Health Rural Development Trust (R) Jamkhandi

SANADI INTERNATIONAL SCHOOL

(Recognised by the Government of Karnataka)

Survey No-26 Mudhol Road, Siddapur - 587301

TQ- Jamkhandi

Dist : Bagalkot

Email: sanadischools@gmail.com Contact No : 9698336699, 7399118899

Ref No -

Date :

: CIRCULAR NO-1 2020-21 :

: Notes :

04-01-2021

Teachers,

Please take the note of the following.

- 1) Reporting Time :
 - a) Academic Staff : 8:50 to 4:30
 - b) Office Staff : 8:30 to 5:30(Late reporting is not acceptable)
- 2) Lunch Break :
 - a) Class teacher will eat in his / her class along with students.
 - b) Monitor and check lunch boxes.
- 3) If going out of the campus make a entry in the 'Movement Register' without fail.
- 4) Everyone must sign in the minutes of the meeting register.
- 5) Officially mark the attendance of all.

Please adhere to the points discussed in the monthly meeting.

Indiscipline and disobedience will not be tolerated.

Thank you.



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Date :

: CIRCULAR NO-2 2020-21 :

: Notes :

18-02-2021

Teachers,

- It has come to my observation that very few teachers report to school on time and most of them after 8:50 am.
- Also sometime teachers leave before 4:30 pm.
- Make use of your time for a constructive tasks.
- All must speak in English in the campus.
- Students are observing you all the time.
- Do not touch (Punishment) any student for any reason.
- Do not pull the boys hair if they have not taken a haircut.
- Class teacher must tell students about hygiene and health.
- Fix a day to check hair, nail, socks and shoes.
- Some teachers do not have a class control.
- Speak to parent at least once in a week and enquire about their ward.
- Try using encouraging words about their ward.
- Avoid talking about other subject teacher.
- Be professional while speaking to the parent. No loose talks.
- Try and follow about mentioned all the points.

Thank You.



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Date :

: CIRCULAR NO-3 2020-21 :

: Notes :

24-02-2021

Teachers,

It has been observed that most of you forget the instructions given by the principal as up.

- i.e.
- 1) You don't wear blazers.
 - 2) You do not submit your mobiles.
 - 3) All teachers don't sit in the staff room.

See that you follow the instructions given to you time and again.

Thank You.



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Ref No -

Date :

: CIRCULAR NO-4 2020-21 :

: Notes :

24-02-2021

Dear Teachers,

On account of International Women's day celebration, following are the duties / responsibilities allocated to the respective teaching and non – teaching staff.

Please go through it and make a note :

Sl. No	Responsibility / Event Name	Teachers Assigned	Signature
1	Stage decoration and sitting Arrangement on 8-3-21	1. Mr. Suresh S. 2. Mr. Basavaraj M	
2	Songs and Music system	1. Mr. Gangappa B. 2. Tilak B.	
3	Welcome cards preparation	1. Mr. Sangappa U	
4	Banner, badges and certificates preparation	1. Mr. Rajesh K.	
5	Drinking water and refreshment arrangement	1. Mr. Anand G. 2. Mr. Basavaraj M.	
6	Badge Pinning on 8-3-21	1. Mrs. Ashwini M.	
7	Hosting	1. Mrs. Jyoti H. 2. Mr. Shrikant K.	
8	Umbrella decoration competition on 6-3-21	1. Miss. Amruta K. B. 2. Mr. Sadappa A.	
9	Rangoli competition on 6-3-21	1. Mr. Sadashiv D. 2. Mr. Suresh S.	

10	Hair dressing competition on 6-3-21	1. Mrs. Prabha R. 2. Mr. Rajesh K.	
11	Mehendi competition on 8-3-21	1. Mrs. Jyoti H. 2. Mr. Sangappa D.	
12	Gift Rapping	1. Mr. Sadashiv D.	
13	Photography and FB live	1. Mr. Parsuram L.	

Note :

1. Banner, badges, welcome cards and certificates need to be submitted on or before 5-3-21
2. Staff meeting regarding the same on 3-3-21

Event Incharge :

- 1) .
- 2) .

(Lets be together, co-ordinated, help each other and make this event successful)

Thank You.