



OFFICE OF THE PRINCIPAL ARMY GOODWILL SCHOOL, DRASS

Circular No: 04 /06

Date: 15 July 2026

1. PAYMENT OF SCHOOL FEES AND OUTSTANDING DUES :-

- 1.1 Parents are requested to ensure timely payment of school fees.
- 1.2 It has been observed that the fees of several students are pending for extended periods, in some cases up to 8-10 months.
- 1.3 All pending fee dues must be cleared immediately.
- 1.4 All parents are requested to ensure that all outstanding fee dues are cleared before the declaration of the Term-I Examination Result.
- 1.5 The result of any student with pending fee dues shall remain withheld and will be released only after the clearance of all outstanding dues.

2. STUDENT DISCIPLINE AND CONDUCT :-

- 2.1 Students are expected to maintain proper discipline, respect, and good conduct at all times within the school premises.
- 2.2 Any form of indiscipline, misbehavior, use of inappropriate language, or disrespectful conduct towards teachers, staff members, or fellow students will be viewed seriously.
- 2.3 Students found repeatedly violating school discipline rules may be subjected to disciplinary action as deemed appropriate by the school administration.

3. PARENTS'/GUARDIANS' CONDUCT WITH SCHOOL STAFF :-

- 3.1 Parents/Guardians are expected to interact with teachers, administrative staff, and school authorities in a respectful and courteous manner.
- 3.2 Any form of abusive language, threatening behaviour, arguments, or physical confrontation with school staff will not be tolerated: this may have to suspend of their wants.
- 3.3 In case of any grievance or concern, parents are requested to follow the proper communication channel and maintain decorum while addressing the issue.
- 3.4 Any parent or guardian found indulging in misconduct, creating disturbances, or repeatedly violating school rules may attract strict action by the school administration, up to termination wards from school.

4. EXAMINATION ATTENDANCE AND RESULT DECLARATION;-

- 4.1 Any students who has remained absent from the Term-I Examination without prior Approval or a valid reason shall be marked absent for the concerned subject(s).
- 4.2 The result of such students may be withheld until further review by the school administration.
- 4.3 No separate or re-examination shall be conducted for students who remained absent From the examination without valid justification and prior permission from the school

(Mohd Iqbal)



OFFICE OF THE PRINCIPAL ARMY GOODWILL SCHOOL, DRASS

Circular No: 02/06

Date: 16 June 2026

1. ATTENDENCE :-

- 1.1. Attendance less than 75% may entail relegation/ retainment in same class.
- 1.2. Students must maintain a minimum attendance of 75% as per school rules.
 - 1.1. Students with attendance less than 75% may not be eligible for promotion to the next class.
 - 1.2. Regular attendance is compulsory; shortage of attendance may result in academic consequences.
 - 1.3. Parents are requested to ensure regular attendance of their wards to avoid any disciplinary or academic action.
 - 1.4. Failure to maintain the required attendance percentage may affect eligibility for examinations and promotion .

2 RESTRICTION ON ENTRY TO SCHOOL PREMISES:-

- 2.1 Parents/ Guardians are not permitted to enter school premises without prior permission from the school authorities
- 2.2 The School Administration reserves right of entry/ visit to the school premises, classroom and other facilities.

3 HOUSE IN-CHARGE DUTIES FOR MORNING ASSEMBLY:-

- 3.1 The House In-charge of the day shall reach school atleast 5 minutes prior and ensure the smooth and disciplined conduct of the Morning Assembly.
- 3.2 The concerned House In-charge will personally lead the Morning Assembly and ensure that it is conducted in an effective and inspiring manner.
- 3.2 The House In-charge shall share Golden Words, Discipline-related messages, and Motivational words daily during the Morning Assembly for the overall development of students.
- 3.3 All teachers and students are expected to maintain complete discipline during the Morning Assembly. Any laxity in this regard will be viewed seriously.
- 3.4 Failure of the House In charge to reach school on time and conduct the Morning Assembly properly will attract disciplinary action .



OFFICE OF THE PRINCIPAL ARMY GOODWILL SCHOOL, DRASS

Circular No: 02/06

Date: 16 June 2026

2. Fortnightly Circulars/ Special Circulars (Academics)

1.1.Regular attendance of all students is compulsory.

1.2.Students must come to school well-prepared according to the daily timetable.
Homework, classwork, and assignments should be completed on time.

1.3.Students should maintain proper discipline and actively participate in classroom activities.

2 Parent Teacher Meet (PTM) :-

Parent 's Concern s:

2.1.1Parents requested that special care be taken during the last period to ensure that students do not leave their notebooks, books, and other learning materials in the classroom.

2.1.2 Parents expressed concern regarding the amount of homework being given in Hindi and Urdu and requested that it be balanced appropriately.

2.1.3 Parents expressed concern over the frequent change of teachers appointed under the Samagra scheme. They stated that repeated teacher transfers disturb the continuity of students' learning and affect their academic progress. Therefore, they requested that teachers be appointed on a yearly bond/commitment basis so that the same teacher remains with the class throughout the academic session.

2.1.4 The Parent-Teacher Meeting (PTM) was conducted on a one-to-one interaction basis. Out of 289 parents, only 111 attended the meeting. The results of students whose parents remained absent have been withheld and will be released only after their parents report to the school and meet the concerned class teacher.

3 Teacher 's concern s:

The teaching staff expressed the following concerns:

3.1.1 Irresponsible and passive behavior of some parents towards students' academic progress.

3.1.2 Parents paying less attention to teachers' remarks and feedback.

3.1.3 Requirement of offline teacher training programs in teaching methodology and technology integration.

3.1.4 Need for teacher appreciation and motivation initiatives.

3.1.5 Regular maintenance and proper functioning of smart boards.

3.1.6 Syllabus for Class 6th To 8th may be made Actual according to the text. Conveying to the I Dream Education through J&k Board

3.1.7 Regular supply of proper stationery to staff members.

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4 Discipline :-

4.1.1. Students must maintain discipline and respect school rules.

4.1.2 Any act of indiscipline or misconduct will be dealt with as per school regulations.

4.1.3 The use of prohibited items inside the school campus is strictly forbidden.

5 Cleanliness & Safety :-

5.1. Students and staff should maintain cleanliness in classrooms and school premises.

5.1.1 Water and electricity should be used responsibly and not wasted

5.1.2. All safety guidelines issued by the school should be strictly followed

6 Roles & Responsibilities of Students:-

6.1. Every student shall uphold the values of discipline, respect, responsibility, and positive behaviour throughout the school campus.

6.1.1 All students are expected to maintain proper conduct, follow school rules, and show respect towards teachers, staff, and fellow students at all times

6.1.2 Students shall actively participate in maintaining cleanliness, safety, and a positive learning environment in the school.

6.1.3 In case of any complaint or issue related to student behaviour, the matter shall be reviewed and necessary counselling/guidance shall be provided.

6.1.4 Students found violating school rules will be counselled. Repeated cases of misconduct may result in written warnings, parent counselling, suspension, or any other disciplinary action as decided by the school management.

6.1.5 Cases involving serious misconduct or safety concerns shall be referred directly to the Principal and School Management Committee for further action.

6.1.6 Students are encouraged to promote values of discipline, respect, responsibility, and positive behaviour among their peers. They should act as role models and support the overall development of the school.

7. Sports Achievements (Session 2026-2027):-

7.1 It is a matter of great pride that this year our students have shown outstanding performance in district-level sports trials

7.1.1 The following students have been selected in the U-14 District Teams:

Volleyball (Boys): 03 students selected in U-14 District Volleyball Team.

Volleyball (Girls): 01 student selected in U-14 District Volleyball Team.

Handball (Boys): 01 student selected in U-14 District Handball Team

8. **Race Events Achievements:-**

- 8.1 In 100 Meter Race, our student secured 3rd Position.
- In 400 Meter Race, our students secured 3rd Position (two achievements).
- In 3000 Meter Race, our student bagged 1st Position

8.1. The school management heartily congratulates all the achievers, their coaches, and parents for their consistent hard work, dedication, and sporting spirit. These achievements motivate all students to strive for excellence in both academics and sports

9. **Students’ Attendance (01 June to 15 June 2026):**

- 9.1 The school is pleased to inform that the overall average attendance of all students from 1st June to 15th June 2026 has been recorded at **77.6 %**.
- 9.1. This reflects the students’ punctuality and commitment towards studies at the beginning of the new academic session. The management encourages all students and parents to maintain and further improve the attendance record throughout the Session .

(Mohd Iqbal)
Principal
Army Goodwill School, Dras



OFFICE OF THE PRINCIPAL ARMY GOODWILL SCHOOL, DRASS

Circular No: 01/06

Date: 01 June 2026

1. Fortnightly Circulars/ Special Circulars: -

1.1. The School will publish circulars every fortnightly, i.e. on 01st and 16th of every month.

1.2. Special circulars will be published on the basis of requirement, if needed.

1.3. The circulars would bring out instructions, orders, or changes in policies from time to time and would apply to students, parents, teachers, and other staff alike.

2. School Management Committee (SMC) Meeting :-

2.1. The meeting was held on 08 May 2026 and chaired by the Vice-Chairman.

2.2. Various points were discussed for smooth functioning of the school, which are discussed in subsequent paragraphs.

3. Parents Teachers Meet (PTM) :-

3.1. Parents-Teachers Meet would be conducted after every examination such as U1, U2, T1, U3, T2, and attendance of parents would be compulsory.

3.2. The respective class teacher will be responsible for preparation of records of performance of each students/ result, and allotment time.

3.3. Non-attendance of PTM by parents would entail withholding of result of the students.

3.4. The PTM would be conducted by the respective class teacher with each student's parents as per allotted time slot.

3.5. All concerns of parents and teacher with respect to academics, disciplines, syllabus covered, copy checking etc. would be discussed in PTM.

4. **Appointment of Teachers In-Charge for Extra Curricular Activities** :-

4.1. The following teachers have been appointed: -

- 4.1.1. Literary Head - Mr Gulbadin (Social Science), Hindi Teacher & Urdu Teacher.
- 4.1.2 Cultural Head - Mr Imtiyaz Ahmad & Miss Sadiqa Akthar
- 4.1.2. Games/ Sports - Mr Arif and Mrs Tabassum.
- 4.1.3. Music Room - Mr Sultan and Miss Shubina.
- 4.1.4. Science Lab & MI Room - Miss Shubina and Mr Mehboob.
- 4.1.5. Library I/C - Mr Ismail and Miss Zehra.
- 4.1.6. School Event Organiser (PTM & Others) - Miss Safiyan and Mr Ismail.

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- 4.1.7. Uniform & Other Decoration - Mr Imtiyaz and Mr Mehboob.
- 4.1.8. Art and Craft Class 8th. - Miss Safiya and Miss Rabiya student of
- 4.1.9. U-Dise In charge - Mr Anees.
- 4.1.10. School Data - Mr Rafiq and Mr Anees.
- 4.1.11. Computer Lab - Mr Anees and Mr Rafiq.

5. **Constitution of Discipline Committee** :-

5.1. A discipline committee has been constituted as follows: -

- 5.1.1. Chairman - Principal.
- 5.1.2. President - Mr Gulbadin.
- 5.1.3. Member No 1 - Respective Class Teacher.
- 5.1.4. Member No 2 - SUPW/ PE Teacher.

6. **Functions of Discipline Committee** :-

6.1. Review all complaints received.

6.2. If a student or compliance is found at fault, his/her parents will be informed for two times. In case of staff/ teacher, individuals will be asked to explain.

6.3. If complaint is received for the third time, parents will be counselled by the Chairman in person in presence of Presidents and members, and the Management Committee will be informed.

6.4. If complaints occur for the fourth time, the case will be processed by the Management Committee for disciplinary action or termination, as deemed fit according to the severity of the case.

6.5. If the severity of case is too large for retainment, the case will immediately be processed with management for termination.

7. **Students Appointments** :-

7.1. The following appointments have been made: -

7.1.1. School Head Boy - Master Ziya Ur Rehman .

7.1.2. School Head Girl - Miss Humerah Anjum .

7.1.3. House Captains: -

7.1.3.1. Bose House - Miss Saliha Tabasum & Master Mohd Asif.

7.1.3.2. Patel House - Master Atiq Ur Rehman & Miss Rabiya Akhter .

7.1.3.3. Laxmi House- Master Mohd Tufail & Miss Zarina Banoo .

7.1.3.4. Partap House- Master Shoaib Shakil & Miss Samina Fayaz.

(Mohd Iqbal)
Principal
Army Goodwill School, Dras