



NEELKANTH VIDYAPEETH, HYDERABAD

09th Oct, 2025
Circular No. 018/ 2025-'26

REPORTING GUIDELINES & CHECKLIST

Reporting Dates

Classes 9 to 12: Reporting & PTM on 23rd October 2025,
between 9:00 AM to 12:00 & Classes Start @1:00 PM

Classes 5 to 8: Reporting & PTM on 24th October 2025,
between 9:00 AM to 12:00 & Classes Start @1:00 PM

1. Attend the Parent-Teacher Meeting (PTM) between 9:00 AM to 12:00 PM **on the date mentioned only** to discuss your child's academic progress
2. Please ensure your child reports with a decent haircut and trimmed nails
3. A maximum of 3 *bags* is allowed (including hand luggage). Excessive luggage is not permitted; minimal luggage ensures comfort
4. Maintain a minimum pocket money balance of Rs. 5,000 for your ward
5. Gold ornaments, cameras, smart devices, watches, wristbands, pen drives, and cash are strictly prohibited
6. **NRI students must deposit their passports and wallets with the Administrative Office**
7. Outside food is strictly prohibited; violations will result in penalties and disposal of the items
8. Torn jeans, printed round-neck T-shirts, and black-colored clothing are not allowed
9. Classes will commence at 1:00 PM on the day of reporting
10. **In case of failure to report as per the above schedule, reporting the next day is permitted between 8:00 AM to 8:30 AM**
11. **A late reporting fine of Rs. 500 per day will be applicable to promote discipline and support academic interest**

[Contd...2]

CHECK LIST FOR REPORTING

SL No	PARTICULARS	QTY
<u>CLOTHING & PERSONAL ITEMS:</u>		
1	Puja box & Puja Dress	1 SET
2	Bath Towels	2 PIECES
3	School uniform: 2 shirts, 2 pants, 1 blazer (with required alteration & Dry Cleaning), tie, belt, ID card, shoes (2 pairs)	2 PAIRS
4	Formal dresses	2 PAIRS
5	Civil dress/casuals (Only collared T-Shirt and Jeans)	4 PAIRS
6	White Kurta & Pyjama / Dhoti Shawl	1 PAIR
7	Night Dress	4 PAIRS
8	Socks	5 PAIRS
9	Inner wear	4 PAIRS
10	All clothes should be stitched with GR numbers (shirts: collar, pants: waist)	1 NO
<u>ESSENTIAL ITEMS:</u>		
1	Spectacles (if requirement)	2 NO
2	Water Bottle, School Bag, Yoga Mat	1 Each
3	Sports Shoes, Formal Shoes and Slippers	Each 1 Pair
4	Winter Seasonal wear/Warmer/Sweater	2 PAIRS
5	Winter Care Products (Cold Creams, Vaseline, Moisturizer, Vicks Vaporub) as required quantity	
<u>HEALTH & WELLNESS:</u>		
1	Essential winter medicines, as prescribed by a doctor (prescription to be submitted to Hostel In-Charge)	
2	Septilin Tablets by Himalayan for immunity	90 Nos
<u>ACADEMIC REQUIREMENTS:</u>		
1	Assignments, project work, science exhibition models, and relevant books to be submitted to the concerned teachers upon reporting. Bring Text Books & Note books if carried.	
<u>ELECTRONICS & VALUABLES:</u>		
1	Basic mobile phone with charger (network: Airtel or BSNL preferred; Jio and smartphones are not permitted)	
2	For NRI or other state students: 1 or 2 medium-sized bags for cloakroom storage during vacations	

Principal.