

**Gut No.78, Dhondre Patil Park, Golwadi,
CIDCO Mahanagar-2, Waluj - 431136.**

20th June, 2025

Podar Int. School/Waluj/2025/External Comp. Exam/1119

Circular

External Competitive Examinations - 2025

Dear Parents,

Greetings to you and your family.

Please note that on the request of the parents the school is making arrangements for the enrollment of students of Grades 1 to 10 to the **External Competitive Examination 2025. The External Competitive Examinations available for students are as follows:-**

Sr. No.	Name of the External Examination	Grades	Total fees	Tentative Examination Dates
1	Bharat Olympiad Foundation for Mathematics Science Social Studies English Artificial Intelligence, General Knowledge Aptitude and Reasoning	1 to 10	₹150/- for each Exam	October to December, 2025
2	Elementary Art Examination	6 to 10	₹ 200/-	October-2025
3	SOF Olympiad International General Knowledge, International English Olympiad, National Science Olympiad, International Math Olympiad	1 to 10	₹ 150 /- for each Exam	In the month of September, October or December-2025
4	Hindi Olympiad	1 to 10	₹ 150/-	August-2025
5	Homi Bhabha Balvaidyanik Examination – 2025	6 and 9	₹ 370/-	2 nd week of November-2025
6	Maharashtra Scholarship Examination - 2026	5 and 8	₹ 230/-	November-2025

If you want to enroll your child for any of the above external competitive examination, **please make the online payment through the LoopLearning portal by Saturday, 5th July, 2025**, so that the school can complete the registration process of your child before the timeline specified by the concerned authorities. **Please note that the school will NOT accept any payment by cheque or cash.** For further queries, you may contact Mr. Vaibhav G. Deshmene (Accountant) or Mrs. Maureen Monteiro (Event Coordinator).



Principal



**Gut No.78, Dhondre Patil Park, Golwadi,
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15th April, 2025

Podar Int. School/Waluj/2025/Best Scholar/1107

Circular – Best Scholar 2025

Dear Parents,

This is continuation of Circular no. 1091 dated 29th June, 2024 wherein the parents were informed about the criteria of adjudging the Best Scholar for the academic session 2024 – 2025, please be informed that the criteria for the Best Scholar 2025 – 2026 remains the same as it was in the previous academic session 2024 – 2025 with certain add ons.

Students will be judged on their academic / scholastic performance of the Periodic Tests, Half Yearly & Final Yearly examination. In addition to this they will also be assessed on their notebook submission and behaviour during the academic session 2025 – 2026.

Class toppers with the highest aggregate percentage in the academic year 2025 - 2026 with proper notebook submission record and good behaviour will be awarded with the title of Best Scholar of his/her class/division.

This criteria is modified and altered to ensure that the children study regularly and perform academically well in all the four assessment throughout the academic session 2025 – 2026 and also keep their notebooks well maintained and up to date. Good behaviour is also an important criteria for being the Best Scholar of a certain class / division. Students with highest aggregate yearly academic performance, proper regular written assignments and commendable behaviour with peers and teachers will be adjudged the Best Scholar of the class/division in the academic session 2025 – 2026.

Students with behavioural issues and improper notebook up keep in all scholastic subjects will not qualify for best scholar, even if they have the highest aggregate yearly results.

Please ensure that your child prepares regularly for the periodic tests, half yearly and yearly assessments, maintains his notebooks up to date, and has good and commendable behaviour with his/her peers and teachers, to claim the **Best Scholar title for the** academic year 2025 – 2026.

For details please meet the section coordinators or class teachers of your respective class / division.



Principal



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10th July, 2025

Podar Int. School/Waluj/2025/School Leadership/**1108 A**

Circular – School Leadership Team 2025 – 2026

All the members of the teaching, non-teaching and administrative staff are hereby informed that the School Leadership Team for the academic session 2025 – 2026 will be as follows:-

S.No.	Name of the Teacher	Designation	Leadership Designation
1	Mrs. Anuradha Y. Shahane	TGT – Social Science	Secondary Coordinator
2	Mrs. Swati Nirmal	TGT – Hindi	Middle School Coordinator
3	Ms. Payal B. Mondal	PRT – EVS	Primary Coordinator
4	Mrs. Maureen Monteiro	TGT – Science	Events Coordinator
4	Mrs. Meenakshi R. Katte	PRT – English	Year Leader – Grade 2
5	Mrs. Nidhi Thakur	PRT – EVS	Year Leader – Grade 3
6	Mrs. Pallavi Kolte	PRT – Marathi	Year Leader – Grade 4

All members of staff are expected to render their support and cooperation to the above mentioned members of the leadership team by adhering to their instructions and taking their guidance for the smooth functioning of the school operation.

The reporting hierarchy for the teachers teaching at various levels – Primary, Middle School & Secondary School will be as follows:-

All teachers will report to Year Leaders (wherever such appointment is available) or to section coordinators. Where there are no year leaders teacher should seek guidance from their section coordinators. All communications should be through official mails marked to section coordinators and copied to the principal for reference and record. Coordinators should also use the mail to respond to the query or issues or problems shared by the teachers, marking a copy to the principal.

Mrs. Pallavi Kolte will continue to be the incharge of the Examination Cell in the academic session 2025 – 2026.

For School Development Committee 2025 – 2026 the following members of staff will be incharges of the specific areas of the SDP:-

Name	Designation	SDP Area of Focus
DR. LOUIS RODRIGUES	PRINCIPAL	OVERALL MONITORING OF ALL AREAS OF SDP
MRS. ANURADHA Y. SHAHANE	SECONDARY COORDINATOR	STUDENT OUTCOME – SOCIAL SCIENCE; TLA
MS. PAYAL B. MONDAL	PRIMARY COORDINATOR	WELFARE & ZERO TOLERANCE
MR. MANGESH NALGIRKAR	HOD – MARATHI	STUDENT OUTCOME – MARATHI
MRS. KOMAL YADAV	HOD – MATHEMATICS	STUDENT OUTCOME – MATHEMATICS;
DR. ANJALI SHARMA	PGT – PHYSICS	LEADERSHIP & MANAGEMENT
MRS. MAUREEN MONTEIRO	HOD – EVS & SCIENCE	STUDENT OUTCOME – EVS & SCIENCE
MR. SATISH DANDEKAR	HOD – ENGLISH	STUDENT OUTCOME – ENGLISH;
MRS. SWATI NIRMAL	HOD – HINDI & MIDDLE SCHOOL COORDINATOR	STUDENT OUTCOME – HINDI; BEHAVIOUR & PERSONALITY DEVELOPMENT

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MRS. PRAJAKTA KURKURE	HOD – COMPUTER	STUDENT OUTCOME – COMPUTER;
MRS. SNEHA YADAV	TGT – ENGLISH / SOCIAL SCIENCE	STUDENT OUTCOME – ENGLISH & WELFARE

Changes in the above responsibilities will be done as per the requirement in future.



Principal





PARENT TEACHER ASSOCIATION – PODAR INTERNATIONAL SCHOOL, WALUJ

26th April, 2025

Podar International School/Waluj/ 2025 /PTA/1109

CIRCULAR – NOTIFICATION FOR FORMATION OF PTA – 2025 - 2026

Dear Parents,

Greetings to you and your family. Hope you and the family members are enjoying the summer vacation with your children in good health and safe environment.

With the start of the new academic session 2025 – 2026, we request the parents to file in their nomination for forming the Parent-Teachers Association of Podar International School, Waluj for the academic session 2025 – 2026. Just to remind that every parent is a member of the PTA but we require **ONE Parent Representative from each class / division to form the Executive Committee of the PTA**. Therefore, you are requested to file your nomination for the member of Executive committee through the Google form latest by Monday, 10th May, 2025 till 5:00 pm. As per the PTA formation GR of Government of Maharashtra, there should more than 50% of the ladies (mothers) nominating themselves for the position of Executive Committee member of the PTA.

The Google form link for filing your nomination for PTA Class Representative is as follows:-

<https://forms.gle/DMqUkL9wQjsjSLxD8>

The hard copies of the Self-Nomination form for PTA Representative is also available with the FDE on all working days between 8:30 am to 3:30 pm.

In case there is one self-nomination of a lady parent and more than one of the gents have nominated from a particular class / division, the nomination of the lady parent will be accepted against the other nominations. If there are more than one nomination received from ladies and gents, the PTA Class Representatives shall be elected by **draw of lots system method on Wednesday, 12th May, 2025**. One representative for each Class/Division – from Class 1 to 10 shall be elected. The elected PTA representatives will be informed about their role in a meeting of the newly constituted PTA as per the convenience and availability of the Executive Body members of the PTA. The elected members will be the representatives for a maximum of **ONE academic session**. Please read the terms and conditions of nomination before filing the nomination for the PTA Representatives.

Terms & Conditions for PTA Nomination

- 1. DEFINITION & AIM OF THE PTA:** Parent Teachers Association (PTA) is a non-profit, non-political and non-sectarian organization. This association constitutes of the school staff and parents, who work to support the school in a wide variety of ways. The function of PTA is not only to help/support the school in the development of students but also to provide help/support in the improvement and development of the school. The PTA assists the overall development of students by extending financial and other supports to the curricular, co-curricular and extra-curricular activities of students.
- 2. MEMBERSHIP AND QUALIFICATION OF PTA:** Membership of the association shall be open to Parents / guardians whose children or wards attend school in Podar International School, Waluj. Such participation shall be non-political, non-religious, positive thoughtful, co-operative, accessible, open minded and willing to contribute for betterment of child and school.

3. GUIDELINES AND RULES OF CONDUCT:

- a) The PTA Parent Representative elected must have more than **50% lady members** (mothers) in the Executive Body of the Committee of the Parent Teachers Association.
- b) Members, will at all times, during its deliberation and actions, work with proper conduct and respect to one another and to the school staff and authorities.
- c) Each member must attend general meetings unless a member has a sound reason that prevents him / her to attend the meeting of the PTA (intimation to the secretary of the PTA in advance is required.)
- d) Executive Committee will not concern themselves in individual /personnel matters.
- e) PTA Members are liable to be removed on the following grounds:
- f) If a member's child/children leave(s) the school, the member ceases to be a PTA member.
- g) If a member is not found acting properly in the interest and working of the school and/or towards other members. Opportunity will be given to the member to submit an explanation in writing. The final decision will be made by the school whether to continue with the member or to replace him / her with a new member.

4. THE ROLE/RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- a). The Executive committee will meet when necessary but, at least, twice per term.
- b). The Committee meetings are not open for other members. However, members may refer any relevant matter of their interest through the secretary of the PTA or through the Class Parent Representatives, for discussions at these meetings.
- c). An elected member of the Committee shall cease to be a member of the Committee if the member fails to attend 2 consecutive meetings of the committee.
- d). If any vacancy occurs in the Committee the continuing Members shall then appoint, by lottery system, a member from the list compiled at the first election time.

5. GENERAL RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO:

- 1. Elected parents will communicate relevant activities and current issues of the school to the parents of that class.
- 2. Help school in any events outside and beyond standard School functions such as: organizing intra school quiz competitions, science fair, community outreach, teacher appreciation event etc.
- 3. Provide an “ear” to the issues concerning the parent body at large and take it up with school for satisfactory resolution.
- 4. Solicit new ideas and suggestions from the parent body to help enhance the overall and all-round education experience and work with school for review and implementation of the same.
- 5. Build a sense of community at school through increased and sustained parental participation and involvement in school events.
- 6. To institute scholarships, prizes, medals etc. to benefit students showing high proficiency in their studies and extra-curricular activities.
- 7. To arrange guest lecture to provide career, educational guidance etc.
- 8. To help raise funds for the school and the Parent Association, in consultation with the school for activities.

9. To help in organizing events/activities for students.

6. WHAT IS NOT THE ROLE OF THE PARENTS ASSOCIATION-

- To get involved in individual complaints.
- Interfering in the school activities/work without reason.
- Making any kind of groups or forcing individual opinion on others.
- Involvement in Day to day running of the school.
- Expecting special treatment from staff/parents
- Appointment of teachers
- Carrying out activities without consultation with the principal of the school.
- Portraying the school, its staff, the Board of Management and pupils in a negative manner.


Principal



**Self-Nomination Form for PTA Representative
2025 – 2026
(Please fill in the details in Block letters)**

1. First Name:

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2. Surname:

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3. Your Date of Birth:

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4. Profession:

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5. Mail id :- _____

6. Name of the Child: _____

7. Studying in Grade. _____ Division: _____

8. CONTACT DETAILS : Home: _____ Office: _____

9. ADDRESS : _____

10. YOUR EXPERTISE (Which can be used in the school for the welfare of students):

Please affix your
self- attested
passport size
photograph of here.

I hereby confirm that the details mentioned above are true and correct to the best of my knowledge.

Parent's Signature

Date

*(Parents please fill in all the details required in the form and submit the self-nomination form either through mail or with the FDE at school before 10th May, 2025.
In case the form is not filled and has blank columns such forms are liable for rejection.)*

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20th June, 2025

Podar Int. School/Waluj/2025/Circular/Yoga Day/1120

Circular – Celebration of International Day of Yoga

All the members of the staff are hereby informed that on Saturday, 21st June, 2025 the will be celebrating the International Day for Yoga along with the students of Grades 1 to 10. All the members of staff are hereby informed that they need to note the following instructions, so that you all are prepared for the events:-

1. On Saturday, 21th June, 2025 – The school will be international Day of Yoga.
2. Students of Grades 1 to 10 along with the members of teaching and non-teaching staff, administrative staff housekeeping and transport staff will participate in performing Yoga asanas from 07:15 am to 07:50 am.
3. **All the members of staff classes need to report to school by 07:00 am so that they are ready for this special day.**
4. **Mrs. Maureen Monteiro, Event Coordinator, Mrs. Chaitali Khond, Primary Coordinator, Mrs. Swati Nirmal, Middle School Coordinator & Mrs. Anurada Shahane, Secondary Coordinator along with Mrs. Usha Mali, Yoga Teacher, and Mrs. Sonal Devde will be taking care of the International Day of Yoga.**
5. **Mr. Manoj A. Mulavana, Admin Manager, Mr. Vaibhav Deshmane, Accountant, Mrs. Abhilasha Shinde will look into the arrangements related to placing of mats for performing Yoga asanas.**
6. **Mrs. Shubhangi Ugale, Mrs. Sheetal Bagul and Mr. Bhushan Chavan will be incharges for decoration and backdrop arrangements.**
7. **Mr. Deepak Khandagle, Music Teacher, Mr. Samratsingh Dikhhat, and Mr. Sagar Kamble will be incharges for Music and microphone.**
8. All the children will come to school in their PT uniform, those who do not have PT uniform can wear plain white T-shirt with blue or black track pants.
9. School Timings for the day will be – 07:15 am to 12:30 pm.
10. Students of Grades 1 & 2 will perform Yoga asanas on the basketball court. Mrs. Sonal Devde will take the lead along with the volunteer students and Class teachers of Grade 1 and 2.
11. Mrs. Usha Mali along with student volunteers and Mrs. Swati Nirmal will lead the students of Grade 3 to 10 on the front lawn.
12. Incase the lawn is wet and not in a condition for performing Yoga asanas, Students of Grades 8, 9 and 10 will perform the Yoga asanas on the basketball court from 07:15 am to 07:35 am followed by the students of Grades 5 to 7 from 07:40 am to 08:00 am .
13. Students of Grades 3 & 4 will perform Yoga asanas in the corridors from 07:15 am to 07:35 am and from 07:40 am to 08:00 am students of Grades 1 & 2 will perform Yoga asanas in the corridor.
14. Reporting time for children will be 07:10 am and dispersal will be at 12:30 pm.
15. After peforming the Yoga asanas students will participate in the morning assembly from 07:50 am to 08:15 am (in case it is not raining) But if it rains, the morning assembly time will be 08:00 am to 08:15 am.
16. Post morning assembly, all the students of the school will have breakfast time from 08:15 am to 08:35 am. Children should carry two tiffins on this day. One tiffin with fruits and second one with regular poli bhaji.
17. The seond break timings will be 10:40 am to 11:00 am after the third period.
18. **Children will carry books for the first 5 periods only as per the Saturday timetable.**
19. **Teaching, non-teaching and administrative staff will be siging out at 03:15 pm. after completing 08 hours and 15 minutes of working hours.**

I am sure we will live upto the expectations of our stakeholders and provide the young learners a wonderful learning experience during the celebration of Internatoinal Day of Yoga.


Principal



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10th July, 2025

Podar Int. School/Waluj/2025/Advisory School Transport/1126

**Circular - Important Advisory:
Ensuring Safe and Regulated Transport for Students**

Dear Parents,

Greetings of the day to you and your family.

Please go through the important points of the advisory which ensures safe and regulated transport facility for the students of our school.

1. We are writing to you with deep concern and a shared sense of responsibility. A recent unfortunate incident in Ambernath, involving minor students travelling in a privately operated van, has once again underscored the serious risks associated with unregulated and unsafe transport options.
2. Such incidents reinforce our consistent appeal: when choosing a conveyance for your ward, safety must never be compromised. In this regard, we urge all parents to exercise utmost diligence while selecting transport facility for their child.
3. To support you in making an informed and responsible choice, please find below a checklist of safety provisions implemented in our **school-operated transport system**:
 - **Police-verified personnel:** All drivers and lady attendants (*didi*) are experienced, background-verified, and undergo regular safety training.
 - **On-board supervision:** While the RTO mandates one lady attendant per bus, we ensure **two didis** are present for enhanced care and vigilance. All staff wear designated uniforms and are equipped with dedicated mobile phones for coordination and communication.
 - **Real-time monitoring:** CCTV cameras are installed in every bus for continuous surveillance.
 - **GPS tracking & speed governors:** Parents have access to real-time tracking. Speed governors are installed to ensure drivers adhere to safe speed limits.
 - **Smart cards for students:** Every student is provided with a smart card to ensure safe and accountable pick-up and drop-off.
 - **Full RTO compliance:** All vehicles possess valid documents and meet all government safety regulations.
 - **Carefully planned routes:** Pick-up and drop-off points are thoughtfully designed for both safety and convenience.
 - **Emergency readiness:** All buses are equipped with first aid kits, emergency exits, and fire extinguishers. Routine maintenance is carried out, and backup vehicles are readily available in case of breakdowns.
 - **Dedicated support staff:** Well-trained staff, employed on the school payroll, manage daily operations and are prepared to handle any emergencies.
4. We once again appeal to all parents to make a thoughtful and well-informed decision in the **best interest of your child's safety and well-being**. Let us work together to build a secure and supportive environment.

We thank you for your understanding and continued support.



Principal

