



AHLCON INTERNATIONAL SCHOOL  
MAYUR VIHAR, PHASE-1, DELHI-110091

AIS / 2025-26 / SR / ADM/ 02

Date: 20<sup>th</sup> March 2025

**Dear Parent,**

We are pleased to offer provisional admission to your ward in Class – XI, Congratulations! The new session will begin tentatively from 7<sup>th</sup> April 2025 (Monday). However, the exact day will be communicated.

Before you finalize the admission process, we request you to go through the following carefully: -

- Please deposit fee as per the details given on the link  
<https://www.ahlconinternational.com/admissions/fee-structure>

The 1st of every month is the due date for fee payment and the last date is 10th of the month.  
**For the session 2025-26, fees is to be paid for the first quarter (April 2025 - June 2025) for confirmation of admission.**

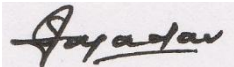
- It is an established fact that studies in Class XI-XII demands intense dedication and consistent effort on the part of the students in order to do well. Syllabus for Class XI-XII is very vast and bears several variations in comparison to the one they have studied in Class – X.
- It is generally observed that students tend to take class – XI studies lightly and their performance declines considerably. Several conflicting demands in terms of coaching classes etc. also affect their performance. We also receive requests from the parents for exemption from attending classes on account of their demands at coaching institutes. Such requests will not be entertained. Apart from the academics we stress on child's participation in co-curricular activities, project and club activities for a full exposure.
- At times students indulge in a variety of undesirable behavior due to peer group pressure and also under the influence of several other environmental factors which ultimately proves harmful to their progress and interest. We are very sensitive to these factors and our response is very positive, effective and caters to the overall progress of the students. It does not however mean that in proven cases of undesirable behavior punitive measures will not be taken.
- Students must be encouraged to conform to school norms, come to school in a presentable proper school uniform and **not to carry items such as cell phones, unauthorized CD's, objectionable literature, cosmetics etc.**
- Students must always be counseled and encouraged to develop a healthy relationship with their peers. We are always around to help them resolve their conflicts, if any.
- It is expected that students exhibit respect for elders, teachers, fellow students and school property.
- Unauthorized absenteeism is to be discouraged. It invites strict action. In any case the child is not eligible to appear for the class – XI final exam if his/her attendance falls short of the eligibility criteria. We encourage our students to participate in all school activities. School diary provides all the details about tests, activities, school rules and regulations. Please refer to that.
- Please make sure that your ward has opted for the subjects with considerable thought and deliberation. Request for change in subject is not entertained, as it depends upon the vacancy available in the subject / group required as a result of change.

- We request you to come forward and share with us your views, concerns and suggestions from time to time in the best interest of our students and the school.
- You are also welcome to visit our facilities such as the library, laboratories, games venues etc. to have a feel of the school.
- The following will help you in case you wish to interact with the school for various requirements:  
-

- |           |  |          |                               |
|-----------|--|----------|-------------------------------|
| <b>a)</b> | <b>Mr. Puneet Duggal</b>               | <b>:</b> | <b>Vice Principal</b>         |
| <b>b)</b> | <b>Dr. Ekta K. Ratra</b>               | <b>:</b> | <b>Head Secondary Stage</b>   |
| <b>b)</b> | <b>Admissions Committee Class - XI</b> |          |                               |
|           | <b>Ms. Anima Jain</b>                  |          |                               |
|           | <b>Ms. Nidhi Chopra</b>                |          |                               |
|           | <b>Ms. Arti Bhatia</b>                 |          |                               |
|           | <b>Dr. Pooja Sharma</b>                |          |                               |
|           | <b>Ms. Seemien Naushad</b>             |          |                               |
| <b>c)</b> | <b>Ms. Mohita Mehta Baijal</b>         | <b>:</b> | <b>School Counselor</b>       |
| <b>d)</b> | <b>Class Teacher</b>                   | <b>:</b> | <b>Name will be intimated</b> |
| <b>e)</b> | <b>Ms. Anita</b>                       | <b>:</b> | <b>Accounts Department</b>    |
| <b>f)</b> | <b>Mr. Sujit</b>                       | <b>:</b> | <b>Transport Incharge</b>     |

We convey the best wishes of the Management, Principal, Staff and Students

With Regards,



**Mr. Sanjay Yadav**  
**Principal**



**AHLCON INTERNATIONAL SCHOOL  
MAYUR VIHAR – I, DELHI – 110091**

ACCEPTANCE SLIP

To

**The Principal,**

Ahlcon International School  
Mayur Vihar, Phase – I,  
Delhi – 110091

**Sir,**

I, Mr / Mrs ..... father / mother of .....  
of class – XI hereby declare that I have read and understood the contents of the Admission  
Letter No. AIS / 2025-26 / SR / ADM/ 02, **Date: 20<sup>th</sup> March 2025.**

I assure you of my cooperation in following the school norms and rules.

***Signature of Parents***

Dated : .....

Address : -----  
-----  
-----

Phone No. (Off) : -----

(Res) : -----



AHLCON INTERNATIONAL SCHOOL  
MAYUR VIHAR, PHASE-1, DELHI-91

**PROMOTION POLICY OF CLASS XI**

Cir. No. AIS/Secondary/2025-26/03

DATE- 20<sup>th</sup> March 2025

Dear Parent

Greetings from Ahlcon!

As your ward gets promoted to Class XI, it is important for you to understand the Promotion Policy of Class XI.

1. Promotion to class XII will be solely based on offline examinations conducted throughout the session 2025-26.
2. For every subject, students must secure 33% in theory and practical examination each.
3. If a student secure less than 33% in one subject, re-examination will take place in particular subject.
4. If the students secure less than 33% in more than one subject, he/she will be detained.
5. Practical components will be added; however, a child must pass each theory and practical examination separately.

.....  
**UNDERTAKING**

I \_\_\_\_\_, Parent of \_\_\_\_\_ of class/Sec \_\_\_\_\_, has been offered stream ..... in Class XI.

I, have read the document and understood the promotion policy of Class XI to XII.

I declare that in all circumstances, whatsoever, I will abide by the decisions taken by the school as they will be in the best interest of my ward.

Name of the Parent: .....

Date: .....

Signature of the Parent:.....

Place: .....



**AHLCON INTERNATIONAL SCHOOL  
MAYUR VIHAR, PHASE-1, DELHI-110091**

AIS / 2025-26 / SR / ADM/ 04

**Date: 20<sup>th</sup> March 2025**

Dear Parents,

**Warm welcome to Ahlcon family!**

We are committed to nurture our children with utmost care and love. On behalf of Ahlcon family, I would like to reiterate the same. In our sincere efforts to inculcate self-discipline and ensuring safety of our children, we seek your support and cooperation. Kindly read the following carefully and follow the same to help us establish a safer and effective school system for our children.

**Arrival and departure (offline school) - Safety and Security:**

- The school timings for all classes are as mentioned in the school website or shared during the orientation / welcome letter for the session; unless specified about any change by means of a circular/SMS. Please be punctual and respect the school timings.
- The transport department decides the route and gives the timing for the arrival and departure of school buses. Please respect the timings and Bus stops given by them as the buses will not be able to wait beyond the given timing. **(Normal bus services will be resumed only after the normal in person classes resume).**
- Under no circumstances, a student should be allowed to come to school driving / riding a motorcycle or any other vehicle. As the student is underage and does not hold a driving license, it is a punishable offence. If any student is found violating this rule, strict disciplinary action will be taken.
- Personal and private transport users should park vehicles in such a manner that it does not obstruct the traffic. Extra care should be taken while driving near the school. Cars should not be left unattended.
- Please do not compromise with the safety of our children and refrain from using private shared cabs/vans. Parents are requested to send duly signed undertaking (Annexure I), in case of use of shared cabs/vans.
- The ID card issued from the school must be carried by the driver / authorized person coming to take the children from school or while receiving them at the bus stop.
- **Please be humble, positive and polite**, while interacting with children at school, teachers and other school staff including the bus drivers and support staff.
- Parents are requested to please ensure that their children carry notebooks/copies/lunch box etc. to the School every day. Parents are not allowed to send any of these items during school hours.
- In case an emergency arises, parents will be informed, and they will have to meet the Principal.
- We appreciate your coming to school formally dressed; to maintain the formal decorum of a school environment.

**Please inform any change of address, telephone numbers, mobile numbers, email ID, etc. to the school office / class teachers in writing for updating records, without any delay.**

## **Communication:**

- **Parent Portal:** We are sure that most of you have already registered for the parent portal. If still not done, we urge you to complete the registration at the earliest. **In future, the parent portal is going to be used as the only source of all school communication with regards to program, notices & circulars, attendance of children, events, announcements, syllabus, homework, etc. Please consider this as urgent and important.**
- **School Almanac:** Please refer to the school almanac for all necessary information like School Rules, School Calendar, Important Dates (including Examination / PTM / Vacation Dates), Testing and Evaluation pattern, other relevant records and communication.  
**You are requested to refer to the school Almanac for any relevant information.**
- Please visit the **school website** and the respective section blog for regular updates / important announcements / circulars.
- **Parents Teacher Meetings** – Please ensure attending all the PTMs as and when scheduled and meet the Teachers to assess the progress of your ward.
- **Parents are not allowed to meet the Teachers or enter the classroom block, without proper authorisation.**
- Our Teachers are available to help and mentor our children. Your cooperation with the teachers will help the child gain academically.

## **Attendance / Leave rules:**

Please refer to school Almanac for the attendance / leave rules.

- **For the board bound classes (Classes XII and X), minimum 75% attendance is mandatory for a student to be eligible to appear in the Assessment / End of Term Examination.** Even on medical grounds or approved sports representation, absence beyond the rules given by the CBSE may not be accepted. You may please refer to CBSE website to read the eligibility criteria for a regular candidate under Examination.
- **Taking leave on a normal working day of school should be avoided.** In case of leave, a proper leave letter containing all information (Name of student, Class & Section, Admission No. & reason for leave) should be sent to the Class teacher on the same day / next day. All medical leaves (for 02 days or more) should be supported by a proper Medical Certificate.
- Children, when sick, should not be sent to school to attend classes. Students who have been sick should bring a medical certificate from their doctor on joining the school.
- A student who has been absent on the previous day should bring the leave letter duly signed by the parent.
- Leave for going out of station (especially during the working days) should be pre-approved by the Principal.
- **Please note that short leave for part of the day during school hours is not permitted.**
- Please ensure that parent/guardian/authorized person is in possession of ID when he/she comes to pick up children from school or bus stop.
- For non-bus students, parents must ensure that they drop their ward only after 07:20am as the school is by then fully equipped to receive the students.
- It is mandatory for all the students to carry their ID cards and the school almanac daily, to school.
- For reasons of safety and security, students will not be allowed to go from the School with parents of other student/friends on any School day. You are requested to please cooperate with us in enforcing this.

**Students are not allowed to bring any kind of electronic items such as but not limited to Mobile Phones/Laptops/iPads/Electronic, Watches/Tablets/Cameras, etc. in the School Campus. Such gadgets, if found in possession of the students, WILL BE CONFISCATED.**

## **Student Discipline:**

It has been and will always be our endeavor to provide optimum education to all our students. In this connection, you, as responsible parents should co-operate with the school authorities in maintaining the timings and discipline of the school. For the smooth running of the school administration, all students should follow the rules and regulations mentioned below.

Adhere to the school rules and guidelines (please refer to the school almanac for the same) strictly. The observance of rules of the school and good behavior is an essential condition to a student's continuance in the school.

Some of the rules are stated below for the students:

1. Maintain proper discipline in the School and in the school bus (applicable for school transport users).
2. Keep the school and classrooms clean.
3. Please do not bring excessive cash, expensive pens, watches, cameras, music systems, jewelry, mobiles, ipods, etc. to school. The school will not take responsibility if they are lost.
4. Do not use any slang or foul language. In fact, advise others against it.
5. Do not indulge in fights or arguments with other students, either in the school or in the bus. Take the help of your teachers / parents to resolve problems, if any.
6. Please do not waste water and electricity in school and even at home.
7. Do not take any other student's notebook or anything else without their permission.
8. A student should not be found outside the classroom without written permission from the concerned subject teacher.
9. Students must refrain from damaging any form of school property. Any reported damage will be dealt with strict action.
10. Ragging and Bullying is strictly prohibited.

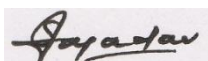
## **Fee payment and expected fee revision:**

Kindly adhere to the fee payment schedule for paying the school and transport fee (if applicable). We request you to pay the school fee timely and accept revision in the school fee as per Govt. guidelines / school's essential requirement, if needed, in order to fulfil its commitment towards providing the high-quality education. We are investing a lot of time and administrative energy to send reminders etc. It can easily be avoided.

**Any request for discontinuation of school bus service should be made latest by the end of July**, as there is a possibility of allocating the seat to another student desirous of availing the school bus service. As we hire the buses from the vendors for the entire academic year and the payments are made accordingly, hence any request for withdrawal of school bus service later than the month of July.

We look forward to your cooperation in reinforcing the core values & to ensure a better and brighter future for your children. Your suggestions/inputs towards other program which can add value to our children's learning are welcome.

With best wishes and regards



**(Sanjay Yadav)**  
**PRINCIPAL**



# **AHLCON INTERNATIONAL SCHOOL**

**CBSE AFFILIATION CODE NO. : 2730454**

**Mayur Vihar Phase - I, Delhi - 110091| Tel : 011-47770777| Fax : 011-22754068**

**E-mail : ahlconintl@gmail.com | Website : www.ahlconinternational.com**

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## **FEE REFUND POLICY:**

In case any parent wishes to withdraw post depositing the full fee for the admission of a child for any reason, then please note the following:

The school shall refund tuition fees for two months only (from the quarterly tuition fee paid).

The other amount of fees, i.e., the registration fee/charges, admission fee (one time repair & maintenance) and the Tuition fee for one month are Non-Refundable).

For & on behalf of the  
Ahlcon International School





**AHLCON INTERNATIONAL SCHOOL  
MAYUR VIHAR, PHASE-1, DELHI-110091**

**UNDERTAKING**

The Principal,  
Ahlcon International School,  
Mayur Vihar, Phase – I,  
Delhi

Sir,

- We have read and understood the Admission Policy of Ahlcon International School, and we agree to follow it.
- We understand that admission of my child to Ahlcon International School is subject to verification of age and other relevant documents being true and accurate.
- We understand that false representation of facts will lead to cancellation of admission now, or anytime in the future.
- We undertake to respect the school's philosophy and what it stands for. We shall abide by the school rules, if my child is admitted to the school, till he/she remains a student of the school.
- We agree to our child's name and/or photograph/video appearing on any of the Ahlcon International School brochures, publications, media, or social media without the need of any prior approval from us.
- We shall pay the school fee timely and accept revision in the school fee as per Govt. guidelines / schools requirement due to their commitment towards providing the quality education it stands for.
- We understand that all Policies are subject to change as per schools requirements. For transporting children to school, even in private vans, the Government has issued several orders.

We undertake to read, understand, clarify, and abide to all the policies that are not included in this undertaking.

- School timing, duration and leave rules.
- Fee Policy
- Fee Refund Policy
- Transport Policy.
- Food Policy.
- Assessment and Promotion Policy.

Signature of Parent / Guardian

Name \_\_\_\_\_

Date: \_\_\_\_\_

Place \_\_\_\_\_

Contact No: \_\_\_\_\_

Email ID: \_\_\_\_\_

**Van Owners and Parents should read these circulars in full and ensure that the vans comply with each regulation.**

**Salient features:**

**Vans must have**

- Global Positioning System (GPS), always in working condition.
- Speed governor with maximum speed 40 kmph.
- Fire extinguisher, first aid box.
- Clear windows (no films, curtains, shades), Horizontal grills on windows.
- Lockable doors.
- Name of owner and driver and telephone number displayed inside and outside.
- Vans must not be overcrowded.

**Van Drivers:**

- Must have at least 5 years' experience.
- Must not have been challaned more than twice in a year for offences like red light jumping, lane violation, allowing unauthorized person to drive.
- Must not have been challaned even once for over speeding, drunken driving.
- Must be verified by the authorities.

This is not an exhaustive list. All are advised to read the above circulars in full, and to visit the websites of Directorate of Education, Delhi Govt Transport Department and Delhi Traffic Police to see latest circulars and updates. Van Owners, School Management and Parents are all responsible for ensuring all guidelines are met.

Please refer, amongst others:

- Directorate of Education, Govt of Delhi: NO.F.1(678)/CTB/School Safety/2017/901 Dt: 07/11/2017 - Minimum Standards of School Safety.
- Central Board of Secondary Education: No. CBSE/AFF/Circular - 8/2017/1217401 dt 23/2/17 - Safety of school children in the school bus.
- Directorate of Education, Govt of Delhi: No.F.DE.15(173)/Act-1/Part./2013/7556-71 dt 15/03/13.
- Transport Department, Govt of Delhi: No.F.DC(ARU)/Tpt/2013-14 - Registration of Private Motor Vehicles under School Cab Scheme.
- Transport Department, Govt of Delhi: No.F.10(97)/AS/STA/Tpt/2013/20 dt 14/2/13 – Permit conditions for Safety of School Transport.

**ANNEXURE I**

**DECLARATION CUM UNDERTAKING**

The Principal,  
Ahlcon International School,  
Mayur Vihar, Phase – I,  
Delhi

I/We.....mother/father/guard  
ian of..... Class/Section ..... Admission  
No. ....R/o.....

undertake to verify the antecedents of the Cab / Van driver from the local police station and submit copy of the same to the school.

Further, I/We understand and agree that my/our ward is availing the same solely at my /our discretion.

I/We undertake that we shall not hold responsible in an event of any deficiency of service or untoward incident on account of any negligence by the Cab / Van driver. I/We hereby specifically release, indemnify and hold the school free from liability for any claims arising out of such an accident.

Details of Private Van Driver and Vehicle:

Name of Cab/ Van driver: .....

Driving License No.: .....Valid up to: .....

Vehicle type & model: .....

Vehicle Regn. No.: .....

Vehicle run on CNG/Petrol/Diesel: .....If CNG, has it been endorsed in the RC: Yes/No

Signature: .....Contact Number.....

Name .....

Date: ..... Place .....



# AHLCON INTERNATIONAL SCHOOL

Mayur vihar phase-1, Delhi-110091

2025-26

To,

The Principal

Respected Sir,

I am interested to avail the school transport Facility for my ward w,e,f Date\_\_\_\_\_ Details of my ward are given below.

Name of child:-----

Class:-----Sec:-----Adm no:-----

Fathers"/Mothers"/Guardian's Name:-----

Full postal Address:-----  
-----

Phone no:-----

I hereby give undertaking that my ward will avail the school bus facility at my own risk.

**I do understand that (A) the pickup and drop back point as intimated by the school transport department suits me and I will not ask for any change in routes in future.(B) I agree to pay the charges of school transportation for the complete session i,e\_2025-26 and that fee will be charged for 11 months. (One month Notice mandatory in case of transport withdrawal) (No Request for Withdrawal of transport after Sep-25 shall be entertained)**

Date:-----

Signature of father/Mother:-----

## **FOR SCHOOL USE ONLY**

Bus Capacity: Total Students as on today Seat Availability: yes no

Route Number allotted: With effect from date:-----

Pickup point:----- Dropping Point:-----

(Transport In charge)

Transport Fee: Delhi-3300

Fee Deposited: Yes No

UP-3500

Up extended-4500

Accounts Department



**AHLCON INTERNATIONAL SCHOOL  
MAYUR VIHAR – I, DELHI – 110091**

AIS / 2025-26 / SR / ADM/ 06

Date: .....

**DECLARATION FOR NOT AVAILING SCHOOL TRANSPORT**

To,  
The Principal,  
Ahlcon International School,  
Mayur Vihar, Phase-1, Delhi-110091

I,.....R/o.....do  
hereby declare that my ward.....who is admitted  
in class.....does not require the school transport facility and I  
undertake the responsibility to Drop him / her & Pick him / her from school as per the school timings.

Date:- .....

Signature:-.....

Place:- .....

Name:-.....