



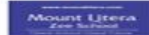
www.mlzchandrapur.edu.in

Mount Litera
Zee School
CHANDRAPUR

Mount Litera Zee School, Gondia



THINK EDUCATION. THINK ZEE LEARN.





Welcome to Parent Induction Pre Primary - Secondary

**This brief presentation will
familiarize you with the plans we
have made for the Academic
Session
2022-2023**



Overview

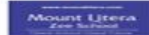
Zee Learn is India's leading company in education segment with the fastest growing chain of K-12 schools – Mount Litera Zee School and Asia's No 1 chain of pre-school network – Kidzee in its portfolio.

With one of the most advanced teaching methodology – Litera Octave, Zee Learn under its brand name **Mount Litera Zee Schools Gondia** provides promising education to the future generation enabling them to explore their true unique potential.

Awarded as the 'K-12 School Chain of the Year' at Indian Educational Congress in 2015,



THINK EDUCATION. THINK ZEE LEARN.

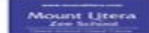




Mission Statement

“ To create an excellent education institution synthesising the human values with the highest quality of teaching – learning using modern technology-driven tools for preparing a well-rounded personality for our society.”

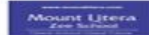
THINK EDUCATION. THINK ZEE LEARN.





LET US INTRODUCE YOU TO THE MANAGEMENT

THINK EDUCATION. THINK ZEE LEARN.





Management (Director and Chairman)

Regional School Director

Principal

Pre-Primary Academic
Co-ordinator

Primary & Middle
Academic
Co-ordinator

Educators

Accounts

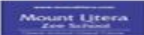
Relationship
Manager

Receptionist

Transport
In-charge

House
Keeping

THINK EDUCATION. THINK ZEE LEARN.





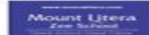
OUR FOUNDERS

Our Chairman



Mr. Gajanan Agrawal

THINK EDUCATION. THINK ZEE LEARN.





OUR BOARD OF DIRECTORS



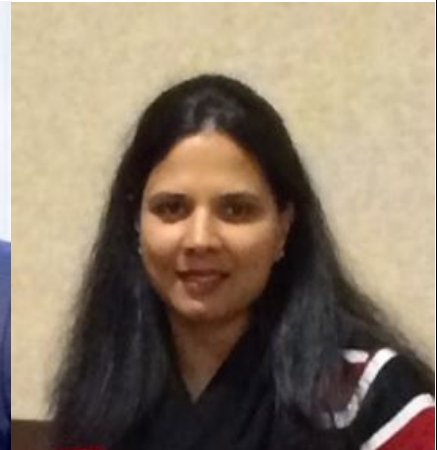
**Ms. Nishi
Agrawal**



**Mr. Nitish
Agrawal**



**Mr. Lalit
Kumar**



**Ms. Roopa
Jalan**



Our Mentor



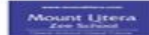
Regional School Director
West Zone Zee Learn

Name :- Ms. Satwant Palekar

Ph. No. :- 9819987979

E-mail :- satwant.palekar@zeelearn.com

THINK EDUCATION. THINK ZEE LEARN.





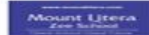
Principal

Contact No. :-

E-mail :-

principal.gondia@mountlitera.com

THINK EDUCATION. THINK ZEE LEARN.





For Your Reference



Academic Coordinator
Ms. Prachi Nagdeve



**Pre-Primary
Coordinator**
Ms. Firdosh Ansari



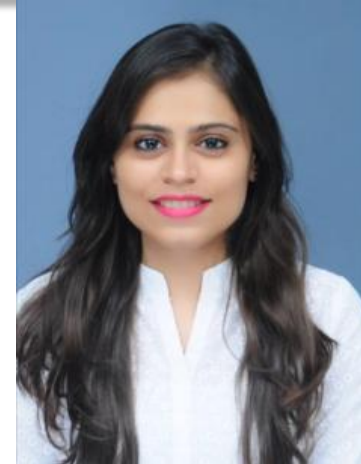
For Your Reference



**Accountant and IT Head
Mr. Dharmendra Sakure**



**Transport In-charge
Mr. Suresh Gautam**



**Relationship Manager
Ms. Manisha Keswani**



School Timings

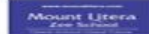
- **Grade: Nursery to Sr. Kg (Monday to Saturday)**
Time : 8:50 a.m. – 1:00 p.m.

- **Time to meet Educators :- 01:30 p.m. to 02:30 p.m.**

- **Principal Meeting Time :- 11:00 a.m. to 01:00 p.m (Monday to Friday)**

- **Office Timings :- 09:00 a.m. to 05:00 p.m. (Monday to Saturday)**

THINK EDUCATION. THINK ZEE LEARN.





Our Infrastructure



← Reception



→ Music Room



← Indoor Play Area



→ Our Library



Our Infrastructure

ILLUME ROOM

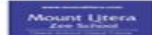




Guidelines For Parents

- ❖ Please check the diary(Almanac) regularly (Pg 2,4,5,6,7)
- ❖ Kindly go through the circulars and remove them and keep them safe with you.
- ❖ Communication should be done only through the Almanac.
- ❖ *Almanac should be brought to school daily.*
- ❖ Make sure your child wears the ID card everyday.
- ❖ Please refer the Almanac for all the activities and the requirement mentioned for the activities scheduled for the particular month.
- ❖ Uniform should be neat and clean as well as ironed.
- ❖ Follow the school timing strictly.
- ❖ For any queries contact at reception and kindly specify your ward's name and class and the name of the person you wish to talk to.

THINK EDUCATION. THINK ZEE LEARN.





Guidelines For Parents

- ❖ Encourage your ward to participate in all the activities conducted.
- ❖ Curtail the absenteeism, as it hampers the child's learning process.
- ❖ No fancy or costly accessories allowed.
- ❖ 4 photographs to be sent in school dress.
- ❖ Please submit the stationery, notebooks and textbooks to the respective teachers.
- ❖ Parents are requested to ask what is done in the class, child intentionally might ignore, encourage them to tell on their own.

THINK EDUCATION. THINK ZEE LEARN.





Uniform

Boys

Parrot Green Tee Shirt and Navy Blue Shorts.

Black shoes, Navy blue socks,
Belt



THINK EDUCATION. THINK ZEE LEARN.



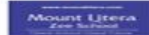
Uniform

Girls

Parrot Green Tee Shirt and
Navy Blue Skirt.
Black shoes, Navy blue
socks, Belt



THINK EDUCATION. THINK ZEE LEARN.

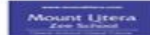




Birthday Policy

- Students are required to bring any small chocolate of value Rs. 1 or Rs. 2.
- Parents are requested not to give any gift or token of gratitude to the educators.
- No birthday parties will be held in school.
- No birthday gifts or return gifts will be exchanged with students.
- Private birthday invitations should be mailed rather than passed in class, unless the whole class is invited.
- Send your child in decent party dress along with I-card.

THINK EDUCATION. THINK ZEE LEARN.

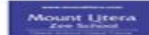




Health And Hygiene

- In some cases, if the medical attention is required specially please keep the Principal of the school informed in written at all times with doctor's prescription attached.
- No student should attend school if he/she is suffering with serious or contagious disease. They will be allowed to attend the school again when a medical certificate is produced.
- Please fill the details in the Health form. The Health form should be filled by your Family doctor or any Paediatrician only.

THINK EDUCATION. THINK ZEE LEARN.





Mount Litera

Zee School

CHANDRAPUR

100 Kosara, Nr. Mhada Township, New Chandrapur - 442401

Tel : 7722070000

website : www.mlzschandrapur.edu.in

Health Information Form

To Be Completed by Examining Physician Section A

Name : _____ Date of Exam : _____

M/D/Y

Height : _____ Weight : _____ Blood Group : _____

Examination

		Normal	Abnormal	Notes
1.	Eyes			
2.	Nose			
3.	Throat			
4.	ENT			
5.	Ears			
6.	Skin			
7.	Teeth			
8.	Oral Hygiene			
9.	Lymph Nodes			
10.	Nails/Skin			
11.	Tonsils			
12.	Bones & Joints			
13.	P/A			
14.	R/S			
15.	CVS			
16.	CNS			

STUDENT'S IMMUNIZATION RECORD

An accurate immunization history is required to determine whether your child is adequately protected against major preventable childhood diseases, please fill the area below carefully, supplying details.

VACCINE	STATUS
Polio (TOPV) - Tri Oral Polio Vaccine	
DPT Diphtheria, Tetanus & Pertussis, OR	
TD Diphtheria, / Tetanus	
Measles	
DPT / OPV Boosters	
BCG	
Typhoid Meningitis Hib	
Hib Booster	
Hepatitis B	
Hepatitis A	
MMR	
Chicken Pox	
Comments	

EMERGENCY PERMISSION

	YES	NO
I grant permission to the appointed person to administer non-prescribed medications such as Crocin, Paracetamol, Throat lozenges, etc.		
I grant permission to obtain appropriate medical help for the student in an emergency if, after extensive efforts, parents cannot be contacted.		
I hereby give permission for emergency measures to be initiated in case of accident or sudden illness with the understanding that I will be intimated as soon as possible.		
I understand that, I as the parent, am solely responsible for all hospital, doctors and medical bills.		

Signature of
Parents/Guardian

Father

Mother

Date : _____



Suggested Menu Card

	Mount Litera Zee School Gondia Breakfast Menu (For Pre-Primary)	
DAYS	MENU	
Monday	Dosa/Idli/Chutney Any One fruit	
Tuesday	Poha/Upma Any One fruit	
Wednesday	Rawa Sheera/Vermicilli Any One fruit	
Thursday	Veg paratha (Any stuffing of your choice) Any One fruit	
Friday	Sandwich/Vegetable cutlet Any One fruit	

** No junk food and packed food are allowed

- ✓ If your child is allergic to certain food, kindly avoid it in his / her Tiffin box
- ✓ Send napkins, spoons and forks every day with your child

THINK EDUCATION. THINK ZEE LEARN.



Smart Class



THINK EDUCATION. THINK ZEE LEARN.



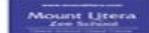


Mother Educator Concept for Pre-Primary

Subjects that will be taught by mother educator :

- ❑ English
- ❑ Mathematics
- ❑ Hindi
- ❑ General Awareness (G. A.)
- ❑ EVS
- ❑ Field Trips

THINK EDUCATION. THINK ZEE LEARN.



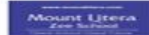


Educators For Pre-Primary

- ❖ Ms. Firdosh Ansari- Senior KG
- ❖ Ms. Vedanti Patle- Junior KG
- ❖ Ms. Priyanka Katre- Nursery



THINK EDUCATION. THINK ZEE LEARN.



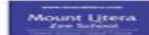


Term Details

Nursery to Sr. Kg has 3 terms

Term	FROM	TO
I	18-06-2019	30-09-2019
II	01-10-2019	25-01-2020
III	28-01-2020	15-04-2020

THINK EDUCATION. THINK ZEE LEARN.





Almanac

CHILD'S PERSONAL RECORD

Name of the Child: _____
Class and Section: _____ Block: _____
Date of Birth: _____ Age: _____ Sex: _____
Date of Admission: _____ Height: _____ Weight: _____
Blood Group: _____
Allergies: _____
Parental Consent: Yes No
Subscribed: _____
Any other: _____
Address: _____
[Note: The above is to be filled by parents.]

FAMILY RECORD

Father's Name: _____
Residential Address: _____
Tel. No.: _____ Mobile No.: _____
Father's Qualification: _____ Occupation: _____
Office Address: _____
Office Phone No.: _____ Email: _____
[Note: The above is to be filled by parents.]

MOTHER'S RECORD

Mother's Name: _____
Residential Address: _____
Tel. No.: _____ Mobile No.: _____
Mother's Qualification: _____ Occupation: _____
Office Address: _____
Office Phone No.: _____ Email: _____
[Note: The above is to be filled by parents.]

CONTACT DETAILS OF CHILD

- FULL NAME:**
i) Residence No.: _____
ii) Mobile No.: _____
iii) Office No.: _____
iv) Email: _____
- FULL NAME:**
i) Residence No.: _____
ii) Mobile No.: _____
iii) Office No.: _____
iv) Email: _____
- FULL NAME:**
i) Residence No.: _____
ii) Mobile No.: _____
iii) Office No.: _____
iv) Email: _____
- FULL NAME:**
i) Residence No.: _____
ii) Mobile No.: _____
iii) Office No.: _____
iv) Email: _____

IDENTIFICATION

HOME ASSIGNMENT
PLEASE SEARCH:
i) Change of clothes:
ii) Material: _____
OTHER: _____
Facilitator's Signature _____ Parent's Signature _____

PERSONALIZATION
HOME ASSIGNMENT
PLEASE SEARCH:
i) Change of clothes:
ii) Material: _____
OTHER: _____
Facilitator's Signature _____ Parent's Signature _____

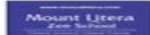
PERSONALIZATION
HOME ASSIGNMENT
PLEASE SEARCH:
i) Change of clothes:
ii) Material: _____
OTHER: _____
Facilitator's Signature _____ Parent's Signature _____

LEAVE RECORD

(Generate leave applications about to be authorized by the Parent/Teacher if the child is absent for more than two days.)

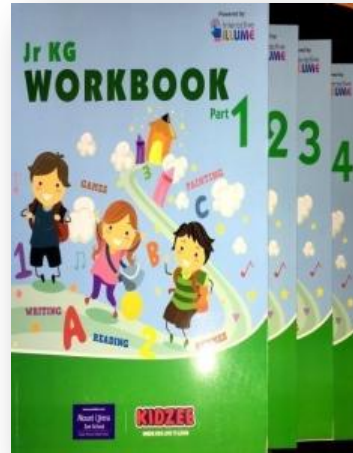
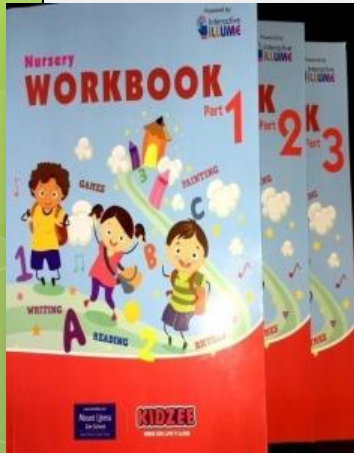
No. of Days Absence	From	To	Reasons	Parent's Signature	Facilitator's Signature

THINK EDUCATION. THINK ZEE LEARN.





Workbooks

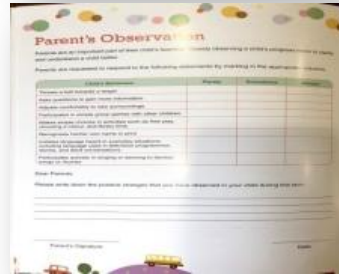


THINK EDUCATION. THINK ZEE LEARN.





Milestone



THINK EDUCATION. THINK ZEE LEARN.





Daily Time-Table of Nursery

Periods	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1 9:25 - 9:50	Concept Time	Concept Time	Concept Time	Concept Time	Concept Time	Concept Time
Period 2 9:50 - 10:15	Math Time	Math Time	Math Time	Math Time	Math Time	Math Time
Period 3 10:15 - 10:35	Music Time	Music Time	Music Time	Music Time	Music Time	Music Time
Break1 10:35 - 11:00						
Period 4 11:00 - 11:20	Free Play Time	Free Play Time	Free Play Time	Free Play Time	Free Play Time	Free Play Time
Period 5 11:20 - 11:45	Language Time	Language Time	Language Time	Language Time	Language Time	Language Time
Break2 11:45 - 11:50						
Period 6 11:50 - 12:10	Skill Based Learning 1	Skill Based Learning 1	Skill Based Learning 1	Skill Based Learning 1	Skill Based Learning 1	Skill Based Learning 1
Period 7 12:10 - 12:30	Skill Based Learning 2	Skill Based Learning 2	Skill Based Learning 2	Skill Based Learning 2	Skill Based Learning 2	Skill Based Learning 2
Period 8 12:30 - 12:55	Exploration Time	Exploration Time	Exploration Time	Exploration Time	Exploration Time	Exploration Time



Homework Policy

Grade- Nursery & Jr. Kg

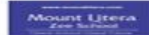
Every Tuesday and Friday.

Grade- Sr. Kg

Everyday

Applicable from month August. We are going to send Homework through E+ as well.

THINK EDUCATION. THINK ZEE LEARN.





Stationery Details

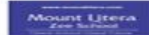
Grade – Nursery & Jr. Kg

Row Labels	Quantity
Pencils (Pkt) Apsara	2
Eraser (1 Pkt = 10 rubbers)	1
Sharpner	2
Crayon Set	1

Grade – Sr. Kg

Row Labels	Quantity
Pencils (Pkt) Apsara	2
Eraser (1 Pkt = 10 rubbers)	1
Sharpner	2
Crayon Set	1

THINK EDUCATION. THINK ZEE LEARN.

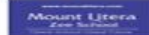




Subject Enrichment Culmination Activity



THINK EDUCATION. THINK ZEE LEARN.



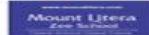


Luminosity

MEET LUMINOSITY, THE NEW AGE LEARNING MANAGEMENT SYSTEM (LMS)

https://drive.google.com/open?id=1hKz3eDFXMKCWi2hEUtsGNp6QznTm_wvz3

THINK EDUCATION. THINK ZEE LEARN.

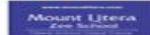




Code Of Conduct For Parents

- Show respect and support for your child, the educators, and the school.
- Do not talk ill about any educator or school authority in front of the students.
- Have positive attitude towards the school and cooperate with the teachers towards the betterment of the student.
- Develop reading habit in your child by example.
- Support the school's discipline policy.
- Encourage the child to be regular and punctual in attending the school.
- No half day is allowed to any child unless there is an emergency.

THINK EDUCATION. THINK ZEE LEARN.





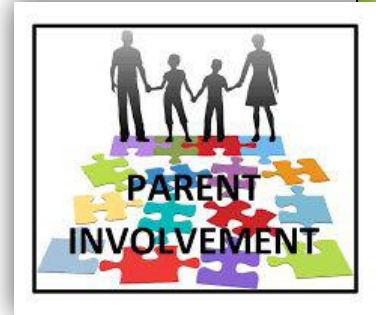
Parent on campus

We strongly believe that Holistic Development of students is based on 4 pillars : Student, Parent, Teacher and School.

To further strengthen the bond of all stakeholders, we hereby introduce the “Parent on Campus” policy.

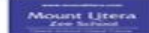
In short, everyday one parent can come and be present in the school campus before the start of the school till the end of the school.

This will not only enhance the trust between parents and school but will prove to an important step towards fostering a relationship of



This is an effort to supplement and re-enforce our commitment to provide Safe and Secure Environment and to make parents as Partners in our endeavor of imparting Holistic Quality Education. Looking forward to working

THINK EDUCATION. THINK ZEE LEARN.





Parent's complaint disposal system

- Parents to contact the Complaint Handling Coordinator i.e. Principal for any complaints regarding transport and academics.
- The complaint can be in the mode of e-mail and in written mode between 10.00 a.m. to 1.00 p.m. (Monday to Saturday only)
- Ph. No. 06262626969, email id : principal.gondia@mountlitera.com
- The CHC will maintain the record of the complaints made and convey it to the concerned authority on the same day.
- The CHC will be responsible for taking the feedback and the proper closure from the concerned authority and will give a proper closure to the parent within 3 days of lodging the complaint.
- The parents will contact the Academic Co-ordinator for any



Feedback Hierarchy

For any queries, suggestions, feedbacks and complaints kindly follow the hierarchy:



Academics related



Class teacher (3 Days)



Principal (3 Days)



Regional School Director



Sources of Feedback

- Emails to Coordinators or Principal
- Feedback to Front Office (FO)
- Feedback during PTA meetings
- Feedback to Hon. Chairman Sir

Mount Litera Zee School, Gondia





Parent's Complaint Disposal System


Admin Related




Escort Card



Serial No. _____










Mount Litera Zee School
(a Kamal Prastishthan Venture)



Mount Litera zee School
(a Kamal Prastishthan Venture)
ESCORT CARD
NAME OF THE CHILD _____

CLASS

 Nursery	 Jr. KG	 Sr. KG	
 Std. I	 Std. II	 Std. III	 Std. IV

Web : www.mountlitera.com www.mountlitera.net

Mount Litera Zee School
C/o. No. 1407 P.A.S. Chak Circle II, St. David, Vidyanagar, Pondicherry 605 007
info.mountlitera@gmail.com | Tel : 07738 828883 | Phone : 844 843 83 88
Web : www.mountlitera.com www.mountlitera.net

Guidelines:

1. Escort Card should be issued to every child every year.
2. Kindly stick the necessary photographs of the parent/guardian in a manner that the child would be handed over to the people whose photos have been stuck on the card.
3. Please report to the admin office/class teacher if card will be lost. Same card has to be issued with a DUPLICATE STAMP on it with

Child's Name _____


Mother's Name: _____


Father's Name: _____


Name: _____
Relation: _____
Signature: _____


Name: _____
Relation: _____
Signature: _____

Residential Address (As per school records)

Contact No. _____





LOGIN

ENTER YOUR USERNAME AND PASSWORD TO GET ACCESS

Username:

Password:

[FORGOT PASSWORD ?](#)

Copyright © 2013-17 Innovasphere Infotech Contact: customerscare@innovasphere.in

Education Plus

Education Plus is very user friendly and cost effective school software

- That comes with a set of user-friendly dashboards with separate login access to Administrator, Teachers, Students, Principal, Parents, Accountant, Librarian and Management body of the Institution.
- It is easy way of communication between

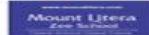


Our Philosophy

Every aspect, action and decision at Mount Litera Zee School is governed by a single, simple principle –

“What’s Right For the Child (WRFC)”. This helps us keep the child at the centre of the everything we do and ensures single-minded devotion to their growth and development.

THINK EDUCATION. THINK ZEE LEARN.





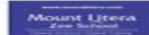
Know more about us

- **School Website:**

www.mlzsgondia.com

- **Facebook Page:** [Mount Litera Zee School Gondia](#)
- **Instagram Page:** https://www.instagram.com/mlzs_gondia/

THINK EDUCATION. THINK ZEE LEARN.

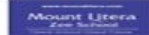




More Images



THINK EDUCATION. THINK ZEE LEARN.





THANK YOU

THINK EDUCATION. THINK ZEE LEARN.

