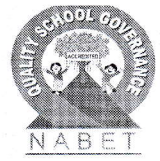




# BIRLA SHISHU VIHAR

A Prestigious Day School for Boys and Girls  
(Affiliated to CBSE, New Delhi No: 1730263, School No: 10606)  
(A Birla Education Trust, Pilani Institution)  
Website: www.bsvpilani.edu.in



Estd: 1953

## Circular - 007

July 17, 2020

From: Principal  
Kind Attention: Teaching Staff

### In house E - mail Procedure (A gentle reminder)

Dear Colleagues,

Teachers are being assigned additional responsibilities for smooth conduction of school. E - mail is one tool to communicate in this regard.

**Step 1:** Teachers I/C has to intimate the concerned staff regarding assigned task as per school routine and teacher is expected to acknowledge and respond.

**Step 2:** As per the time line. Reminder -1 may be issued if needed.

**Step 3:** If second reminder is issued a copy to Principal has to be endorsed.

It is to remind you again that communication through e - mail must be between respective I/C and concerned staff.

Smooth & effective school function demands that each member of staff has to dispense his/ her responsibilities in given time frame.

Principal is not supposed to be in loop in e-mail on daily / routine basis.

This right is to be exercised in case of violation of school rules / misconduct by a member of staff.

I seek co-operation and support of each member of staff to establish smooth & effective communication system in school.

Sincerely yours'

Pavan Vashishtha  
(Principal)

17/07/2020

Cc: - Email & WhatsApp to Academic / Activity Coordinators, Co - incharges, Bursar & BSV Staff.