



**INDIAN SCHOOL MUSCAT**  
**PO Box: 2470, Ruwi, P.C. 112**  
**Sultanate of Oman**



ISM/PRN/029/2022-23

May 01, 2022

**CIRCULAR TO PARENTS OF THE SCHOOL**

Dear Parent,

Greetings from Indian School Muscat!

Indian School Muscat urges the parents to follow the **COVID 19** awareness and guidelines issued by the Ministry of Health, Sultanate of Oman and take necessary precautionary measures at all times. **As per the Ministry of Health and Ministry of Education Guidelines, Covid-19 Vaccination Certificate (one/two doses) is mandatory to enter the school premises.**

▪ **SCHOOL TIMING**

The below mentioned timings will be followed on all working days from Sunday to Thursday.

|   |                          |
|---|--------------------------|
| Kindergarten (Jibroo Campus)                    | : 8.15 a.m to 12.00 noon |
| STD I to IV (Jibroo and Main campus at Darsait) | : 8.00 a.m to 1.00 p.m   |
| STD V to VIII (Main campus at Darsait)          | : 7.00 a.m to 1.40 p.m   |
| STD IX to XII (Main campus at Darsait)          | : 7.00 a.m to 1.55 p.m   |
| School Office                                   | : 7.00 a.m to 3.00 p.m   |
| Fee payment and Book Store                      | : 7.15 a.m to 2.30 p.m   |

▪ **FEE PAYMENT**

**Fee Counter is open on all working days (Sunday to Thursday) from 7.15 a.m. to 2.30 p.m. and on all Saturdays from 9.00 a.m. to 12.30 p.m.** Please follow the safety guidelines by wearing the mask and follow the social distancing protocols while coming to pay the fee.

**The first quarter fee (2022-23) is due and the last day to pay the first quarter fee without fine is May 15, 2022.** Request you to kindly make the fee payment before the due date. The Quarter Wise fee details for the year 2022-23 are available on the School website and Online Parent Portal/Mobile App.

**The School Fee can be paid through online banking or mobile banking by using the following means.**

**1. BANK MUSCAT MOBILE BANKING & ONLINE BANKING**

Parents may use the online payment options like Bank Muscat Online/Bank Muscat Mobile Banking. There are no additional charges for electronic payment. Please choose "INDIAN SCHOOL MUSCAT" from the available options for the above online transactions and mobile banking.

## **2. BANK MUSCAT CDM**

The School fee can be paid by using CDM of Bank Muscat by selecting School Fee Payment. Please select “**INDIAN SCHOOL MUSCAT**” only from the list of schools available for any transaction through CDM of Bank Muscat. **Please do not select “INDIAN SCHOOL” from the list for CDM transactions since it belongs to another school.**

## **3. FEE PAYMENT THROUGH ONEIC BILL PAYMENT (TASDEED, NBO, OAB, BANK SOHAR & NIZWA BANK)**

Indian School Muscat has tied up with ONEIC/Tasdeed – Oman’s trusted leader in electronic payment solutions to facilitate online fee payment through their website ([www.tasdeed.om](http://www.tasdeed.om)) and KIOSK at various locations using any of the debit/credit cards.

The school Fee payment can be made by selecting School Fee Payment option. **Credit Card and Debit Card will be accepted through the Tasdeed Portal ([www.tasdeed.om](http://www.tasdeed.om)) and Thawani Pay Mobile App through the following platforms or banking portals.**

- (i) Tasdeed Portal ([www.tasdeed.om](http://www.tasdeed.om))
- (ii) Thawani Pay Mobile app (Available in Play store and Apple Store)
- (iii) National Bank of Oman (Mobile Banking and online banking via NBO Portal)
- (iv) Sohar International Bank (Mobile Banking)
- (v) Oman Arab Bank (Mobile Banking)
- (vi) Nizwa Bank (Mobile Banking)

For any support related to online payment and transactions using Tasdeed or ONEIC, the following person can be contacted.

Eng. Wajdi M. Kofahi, Senior Technical Support, E-Payment, ONEIC/Tasdeed. Tel: 24396299, Email: [wajdi.kofahi@oneic.com.om](mailto:wajdi.kofahi@oneic.com.om)

## **4. FEE PAYMENT THROUGH DIRECT TRANSFER**

The parents who are facing challenges to use the other channels can transfer the School Fee directly to the following Bank accounts through online banking or CDM.

|                |                        |
|----------------|------------------------|
| Bank Name      | : Bank Muscat          |
| Account Name   | : INDIAN SCHOOL MUSCAT |
| Account Number | : 0333-00557363-0016   |

After the online fee payment **through direct transfer method**, the parent should send an email to: [onlinefees@ismoman.com](mailto:onlinefees@ismoman.com) with the following details.

| <b>Name of the Student</b> | <b>Class &amp; Section</b> | <b>Gr No</b>   |
|----------------------------|----------------------------|--|
| Amount Transferred:        | Transaction Details/No:    | Purpose of the Transfer:<br>(Eg: Fee for Quarter-1 etc.) |

**Note:** For all the above transaction methods, school will send the Fee Receipt through their registered email id. **Parents are requested to send an email to [onlinefees@ismoman.com](mailto:onlinefees@ismoman.com) with the details of transaction as mentioned above, if they have not received the Fee Receipt through email within five working days of the Fee Payment.**

▪ **BOOK STORE & TEXTBOOK DISTRIBUTION**

The Book store is open on all working days (Sunday to Thursday) from 7.15 a.m. to 2.30 p.m.

▪ **NEW ADMISSIONS FOR THE YEAR 2022-23**

**For any query related to admissions at Indian School Muscat, you are requested to contact the admission cell of Indian School Muscat through Email: [admissions@ismoman.com](mailto:admissions@ismoman.com)**

▪ **ISM HELP DESKS**

- For any query regarding the Transfer Certificate and new admission, parents are requested to send a mail to [admissions@ismoman.com](mailto:admissions@ismoman.com).
- For all general queries, parents are requested to send a mail to [info@ismoman.com](mailto:info@ismoman.com).
- For all queries related to the academics and ongoing online classes, you are requested to contact the respective section AVPs/VPs. The respective email ids are provided in the school website (<http://ismoman.com/administration.html>).
- For all queries related to online fee payments and the challenges faced in the fee payments, parents are requested to send a mail to [onlinefees@ismoman.com](mailto:onlinefees@ismoman.com).
- Parents can view the academic performance, fee details, attendance, circulars and other communication through the **Online Parent Portal or Mobile Application**. The Online Portal can be accessed by clicking on the login button from the School Website ([www.ismoman.com](http://www.ismoman.com)) or by using the direct link <http://ism.ethdigitalcampus.com/ISM/>. **The Mobile Application (Indian School Muscat)** can be downloaded from Play store or Apple store. For any technical query regarding the access to parent portal or mobile application, please send a mail to [parentportal@ismoman.com](mailto:parentportal@ismoman.com) by mentioning the GR. No. and Name of the student.
- An experienced team of counsellors are available for round the clock tele counselling 24x7 service at **90990444**.

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**TRANSFER CERTIFICATES**

Parents who wish to withdraw/discontinue their wards from the school, shall submit the Transfer Certificate application in the prescribed format. The pre-printed application form is available with the Admission Office in the main school. The TC application form can be downloaded from the school website also.

For any query regarding the Transfer Certificate, parents are requested to send a mail to [admissions@ismoman.com](mailto:admissions@ismoman.com)

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### **EID AL FITR HOLIDAYS**

Please note that the school (including the Fee Counter and Book store) will remain closed on account of Eid al Fitr from **Sunday, May 1, 2022 to Thursday, May 5, 2022**. The classes will resume after Eid holidays on **Sunday, May 8, 2022**.

**On behalf of the President, members of the School Management Committee and Principal, we wish you all a very happy and prosperous Eid.**

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### **EVENING COACHING CLASSES**

Evening coaching for various sports and games will resume from **Sunday, May 15, 2022** in the following events:

- Basketball
- Cricket
- Football
- Badminton
- Kho kho
- Volleyball
- Table tennis
- Athletics

**Timing of the coaching will be 4.30 pm to 5.30 pm.** A detailed circular on the schedule and the required payment will be sent to all the students soon.

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### **NEW ACADEMIC YEAR – CLASS XI**

The New Academic Year for Class XI shall begin from **Wednesday, May 25, 2022** (tentatively).

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### **SECOND PERIODIC TEST - CLASS X & XII & FIRST PERIODIC TEST – CLASS IX**

The Second Periodic Test for Classes X & XII and the First Periodic Test for Class IX will be held from **Sunday, May 29, 2022**. The detailed schedule will be sent very soon

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### **JHANKAAR HUES - INTER-HOUSE CULTURAL COMPETITION AUDITION FOR MIDDLE SECTION**

The Inter-House Cultural Competition audition for the Junior Category (Classes VI, VII & VIII) will be held on May 14, 2022 & May 28, 2022. A detailed circular on the schedule will be sent to all the students soon.

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### **INVESTITURE CEREMONY OF JUNIOR PREFECTS – MIDDLE SECTION**

The Investiture Ceremony of Junior Prefects (Classes V to VIII) and House Vice-Captains will be held on **Monday, May 16, 2022** in the New Multipurpose Hall from 8:00 a. m. to 9:00 a. m.

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## **FIRST PERIODIC TEST FOR MIDDLE SECTION**

First Periodic test (physical) will be held from **Thursday, May 19, 2022**. Time Table, Portion and Blueprint will be uploaded on the School Website and Moodle platform soon.

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## **AUDITIONS FOR JHANKAAR HUES - Sub Juniors**

The auditions for the Jhankaar Hues - Inter-House Cultural Competition for the Sub- Junior category ( Std. III, IV and V) will be held on **May 28, 2022 and June 4, 2022**. A detailed circular regarding the same will be shared.

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## **GREEN SCHOOL CAMPAIGN – PRE-PRIMARY SECTION**

Parents are requested to support the Green School Campaign by sending a pet plant (potted) for the Jibroo Campus through your ward.

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### **■ FORMATION OF APPEAL COMMITTEE**

This is to inform you that the school has decided to form an Appeal Committee to address the concerns of children/parents in the marks awarded in the **Term Examinations (STD I to XII) conducted by the school**. This is an additional facility provided to the children or parents to put up their concerns if any related to the marks awarded to the children. This facility is not applicable for the internal assessments (class work, project work, practical, notebook, portfolio etc.) and for the examinations conducted by the CBSE.

**The details of the above committee has already been shared with the students and parents through the circular issued on 25<sup>th</sup> October 2021.**

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### **■ MEETING PARENTS**

Parents can meet the School Management Committee and School Administration on the **3<sup>rd</sup> Monday of every month at 6.00 p. m.** to discuss suggestions or improvements or concerns about school. This facility is in place with effect from August 2018 with prior appointment by sending a mail to [chairwelfare.smc@ismoman.com](mailto:chairwelfare.smc@ismoman.com).

**Location:** Conference Room (B Block, Ground floor, near reception).

Further, this is to inform you that the Parents can send their concerns or grievances to [chairwelfare.smc@ismoman.com](mailto:chairwelfare.smc@ismoman.com) if it is already brought to the notice of the School Team and not addressed by the concerned authorities.

Parents can also meet the School Management Committee through online Zoom meeting considering the present scenario. The meeting schedule and Zoom meeting link will be provided to the parents based on the email sent to [chairwelfare.smc@ismoman.com](mailto:chairwelfare.smc@ismoman.com) requesting for the meeting with the School Management Committee.

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## ■ COMMUNICATION TO PARENTS

In order to simplify the communication to parents, we have introduced a single communication channel. Parents are requested to save the number **00968 71158935** as 'INDIAN SCHOOL MUSCAT' to your contacts to receive all communications from the school. **Please note that this number will only be used for communication from school to parents and no queries from parents to this number will be answered.**

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With Warm Regards,



**Dr Rajeev Kumar Chauhan**  
**Principal**



## ACCOLADES

|    |   |
|----|---|
| 1. | Jayatee Choudhury of Class X D received a medal and certificate of Distinction and a gift worth Rs. 500/- from the Science Olympiad Foundation for SOF International Social Studies Olympiad.                           |
| 2. | M. A. Adithya of Class V -F won the Medal and Certificate of Distinction in the International Cyber and Maths Olympiad organized by Science Olympiad Foundation.  |
| 3. | Atharva Bansal of Class VIII - H and Tharshith Sibaash Muthuraman of Class VIII - E won the Medal and Certificate of Distinction in the International Social Science Olympiad organized by Science Olympiad Foundation. |
| 4. | Andrew Jordan Armstrong of Class VIII - E won the India Insight 2021 World Quiz ( Junior Category - Class V to VIII) conducted by PickbrainGiri's Greycaps team.  |