



**HVM Convent Sr. Sec. School**  
Karamsar Colony, New Subhash Nagar, Basti Jodhewal, Ludhiana.  
[hvmconvent@gmail.com](mailto:hvmconvent@gmail.com); 98150-98888; 96460-98888

PCIR/0004/Admin/2025 - 26

Date: 03.10.2025

**Dear Parents (for classes IX and XI only)**

- This is in the continuation of the previous circular **PCIR/0003/Admin/2025-26** dated **27.09.2025**, it is a gentle reminder for the Parents of classes IX and XI that a Parent Teacher Meeting (**only for Parents**) will be held on October 04, 2025 between 8:30 AM and 10:30 AM as per the venues given below for verification of the Data of your ward going to be sent to CBSE as part of the Registration of the students for session 2025-26.
- Students of classes IX and XI will have their regular classes as per usual school timings.
- Please note that the data will be sent to Board in accordance to the Examination Bye-Laws, so parents are advised to verify the data in detailed manner strictly as per the proof of the Child as no change in the Data will be allowed once the data is finalized.
- Parents are also requested to pay the CBSE registration charges on the day of Parent Teacher Meeting to avoid unnecessary delay in completing all the formalities of this registration process.
- The complete detail of the Fee for the CBSE registration is given below:

**Charges to be paid to CBSE (2025-26)**

Class	Compulsory Registration Fee to be Paid to CBSE (includes all other compulsory CBSE miscellaneous funds)
IX	<b>Rs. 550</b>
XI	<b>Rs. 550</b>

**Venues for Parent Teacher Meeting**

Room No.	Class
Physics Lab	XI Commerce – A XI Commerce – B
Chemistry Lab	XI Science
Biology Lab	XI Arts
Hall	IX (All Sections)

- Parents are requested to clear all pending dues (if any) before verification of the Data failing which school will not be responsible for any consequences later on.
- Parents are requested to strictly adhere to the date and timings for the Parent Teacher Meeting given above to complete the Registration process without fail.

**Principal**