



MOUNT LITERA ZEE SCHOOL CHANDRAPUR

THINK EDUCATION. THINK ZEE LEARN.





Welcome to Parents' Induction At Mount Litera Zee School, Chandrapur

This brief presentation will familiarize
you with the plans we have made
for the Academic Session
2020 - 2021



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Mount Litera
Zee School
CHANDRAPUR

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** 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, Mount Litera Zee school has over 120 schools in 80+ cities nationwide.



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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.”

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LET US INTRODUCE YOU TO THE MANAGEMENT COMMITTEE

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Management (Director and Chairman)

Regional School Director

Principal

**Pre-Primary Academic
Co-ordinator**

**Primary, Middle & Secondary
School Academic
Co-ordinator**

Educators

Accounts

**Relationship
Manager**

Receptionist

**Transport
In-charge**

**House
Keeping**

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School Management

OUR FOUNDERS



Mr. Deepak Sheorain
Director



Mr. Nilesh Mohata
Chairman



Our Mentor



Regional School Director
West Zone Zee Learn

Name :- Ms. Satwant Palekar

Ph. No. :- 9819987979

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



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Our Leader



Principal

Name :- Mr. Peter Pereira

Ph. No. :- 9607157000

E-mail :-

principal.chandrappur@mountlitera.com



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Our Academic Team



Mrs. Sutithi Das
Pre-Primary Academic
Co-ordinator
Ph No: 7588497779
Email: preprimarymlzsc@gmail.com



Mrs. Shital Dara
Primary & Middle School Academic
Co-ordinator
Ph No: 9527044080
Email: primary.middlemlzsc@gmail.com



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Ms. Avchetan Goraya
Relationship Manager



Mr. Mazan D'Souza
Relationship
Manager & Front
Desk Incharge

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Mr. Nitin Menan
Accounts Incharge
Ph No: 7304526772
Email :



Mr. Sameer Ingole
Transport Incharge
Ph No: 9921927165
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Mr. Bhupendra Jambhulkar
Event Co-ordinator
Ph No: 9372202295
Email :
eventcoordinator.mlzsc@gmail.com



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SCHOOL WORKING PLAN DURING COVID-19 PANDEMIC

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Precautionary Measures at School

1. The entire strength of the school will be divided into two batches. This will help in maintaining social distancing in buses, school premises and classrooms.
2. Wearing mask and sanitization of hands before entering bus will be mandatory. Thermal scanning will be done at entrance.
3. Sanitization machines installed near the entrance of the school building will be used while students enter and leave school building.
4. Distance of 1.5 metres for seating arrangement in classrooms as well as in the corridors will be maintained at all times.
5. Continuous monitoring of students for any symptoms of distress will be noted and acted upon immediately.
6. Common contact surfaces like stairs railings, washrooms, water cooler taps etc., will be disinfected regularly.



Healthcare during COVID-19

CHECKLIST FOR PARENTS /CAREGIVERS & COMMUNITY MEMBERS

- Monitor your child's health and keep them home from school if they are ill or have a specific medical condition that may make them more at risk.
- Teach and model good hygiene practices for your children.
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
 - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.
 - Wear Protective Mask to safeguard yourself and others.
 - Maintain safe distance of 1 metre from others while outside home.



Healthcare during COVID-19

- Encourage your children to ask questions and express their feelings with you and their teachers.
- Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigmas by using facts and reminding students to be considerate of one another.
- Coordinate with the school to receive information and ask how you can support school safety efforts (through parent- teacher committees , etc.)



Health And Hygiene

Here are some precautions you and your family can take to help avoid infection



Wash your hands frequently using soap and water or an alcohol-based hand rub



Cover mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately



Avoid close contact with anyone who has cold or flu-like symptoms



Regularly clean and disinfect frequently touched surfaces like phones, doorknobs, light switches and countertops



Seek medical care early if you or your child has a fever, cough or difficulty breathing



Plan for Conducting Classes

As directed via National Policy, not more than 50% students shall attend school at one time. The 220 working days and 1,320 hours of in-school studying model will be replaced a combination of school and home learning. School will run on alternate days and home learning will continue on off days.

We hope to have your continued support during this difficult time!!!!

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Distribution of students in two shifts

Sr. No.	Grade	Total no. of students	Batch 1 A1/B1	Batch 2 A2/B2
1	Nursery A	16	8	8
2	Nursery B	16	8	8
3	Jr. KG A	18	9	9
4	Jr. KG B	19	9	10
5	Sr. KG A	28	14	14
6	Sr. KG B	29	14	15



Distribution of students in two shifts

Time: 8:15 a.m. to 12:30 p.m. (Regular school timing)

DAY	Nur. A	Nur. B	Jr. Kg A	Jr. Kg B	Sr. Kg A	Sr. Kg B
Monday	A1	B1	A1	B1	A1	B1
Tuesday	A2	B2	A2	B2	A2	B2
Wednesday	A1	B1	A1	B1	A1	B1
Thursday	A2	B2	A2	B2	A2	B2
Friday	A1	B1	A1	B1	A1	B1
Saturday	A2	B2	A2	B2	A2	B2



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Classroom Social Distancing



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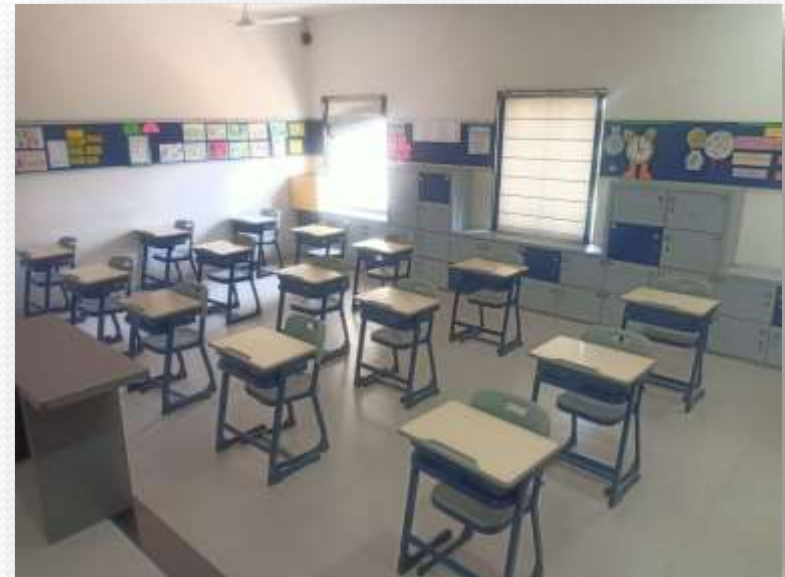
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Classroom Social Distancing



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School Timings

- **Grade: Nursery to Sr. Kg**
Time : 8:30 a.m. – 12:30 p.m.
Saturday will be off day for Pre-Primary.
- **Time to meet Principal :- 09:00 a.m. to 03:30 p.m. (With prior appointment)**
- **Time to meet Educators :- 01:00 p.m. to 02:00 p.m.**
- **Office Timings :- 09:00 a.m. to 05:00 p.m.**



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Our Infrastructure



Play Area



Pre-Primary
Classroom



Illume Room



Dance Room



Guidelines For Parents

- ❖ Please check the diary(Almanac) regularly.
- ❖ 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.***
- ❖ Please read the information given in the **almanac** carefully and fill in page numbers **4** and **5**.
- ❖ 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.



Guidelines For Parents

- ❖ Encourage your ward to participate in all the activities conducted.
- ❖ Curtail the absenteeism, as it hampers the child's learning process.
- ❖ If the child is absent for a day or two, please mention it with reason in the **LEAVE RECORD**, Almanac page number **27**.
- ❖ No fancy or costly accessories allowed.
- ❖ Extra outfit to be sent in the school bag.
- ❖ 4 photographs to be sent in school dress.
- ❖ Kindly submit the stationery, notebooks and textbooks to the respective teachers (**neatly covered and labelled**).
- ❖ Parents are requested to ask what is done in the class, child intentionally might ignore, encourage them to tell on their own.

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Uniform

Boys

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





Uniform

Girls

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





Birthday Policy

- The 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.



Medical Health Form



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	
Meadles	
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 : _____

Kindly mention any past history of your ward or any family member having Covid-19

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Health And Hygiene

- In some cases, if the medical attention is required specially please keep the authorities 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.



Suggested Menu Card

 DAYS	Mount Litera Zee School Chandrapur Breakfast Menu (For Pre-Primary) 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		

Note : This is Suggested Menu. If your child is allergic to any particular food kindly don't send it.

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Kids Zone

PURPOSE

Students learn fast and accurate through “learning by doing” it refers to the kinaesthetic development of a child. Kid zone is established with a distinct purpose of making students learn fast with interesting methodology practical based activities are implemented, for better understanding.

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**“Its Not How Smart You Are,
its How You Are Smart.”**

MULTIPLE INTELLIGENCE THEORY





Emerging Student Profile



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Child becomes-LIFE READY

Core Skills

Literacy
skills

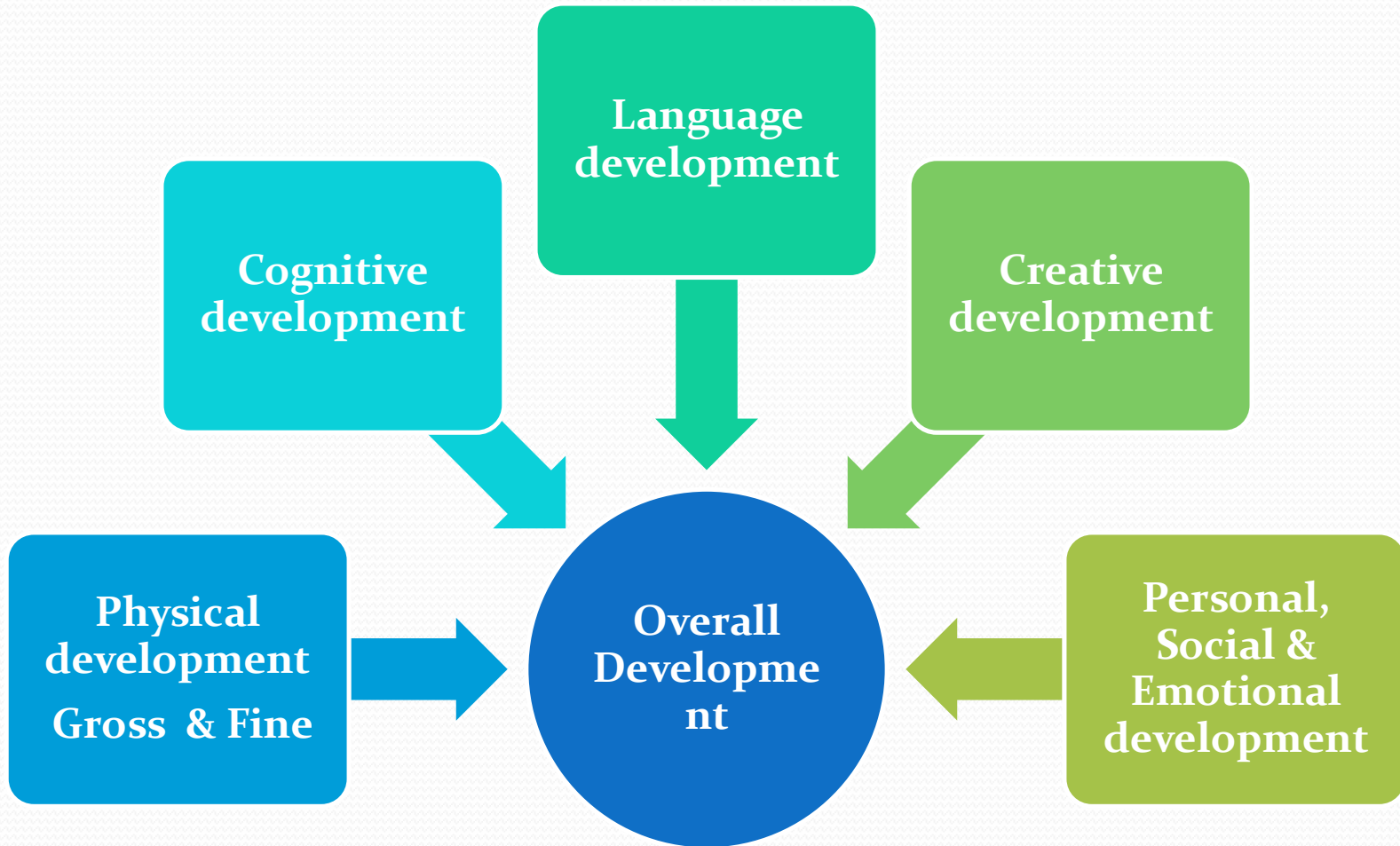
Cognitive
skills

Numeracy
skills

Sessions

1. Attendance & Assembly (Yoga)
2. Free Play
3. Concept time
4. Math Time
5. Music & Movement
6. Language time
7. Reading time
8. Talk time
9. Library time
10. Sensory Time
11. Creative Time
12. Critical Thinking
13. Personality Development
14. Eco-Conscious
15. Outdoor Play
16. Water Play
17. Science Time
18. Indoor Time

Progress





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Smart Class



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Smart Class



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Mother Educator Concept for Pre-Primary

Subjects that will be taught by a mother educator :

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



Educators For Pre-Primary

- ❖ Mrs. Sutithi Das
- ❖ Mrs. Ankita Namewar
- ❖ Ms. Kajal Dodani
- ❖ Mrs. Bharti Sathe
- ❖ Mrs. Rita Chaudhari
- ❖ Mrs. Najiya Sheikh
- ❖ Mrs. Rachana Singh
- ❖ Mrs. Anney Juyel
- ❖ Mrs. Pooja Punjabi
- ❖ Mrs. Swati Hanwate
- ❖ Mrs. Paramita Bhattacharya
- ❖ Mrs. Pooja Prabhawat





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Almanac

CHILD'S PERSONAL RECORD

Name of the Child: _____ Date of Birth: _____

Place of Birth: _____ Age: _____ Sex: _____

Date of Admission: _____ Height: _____ Weight: _____

Blood Group: _____

Religion: _____

Medical History: _____

Other: The above is to be filled by parents.

STUDENT RECORD

Student Name: _____

Residential Address: _____

Tel. No.: _____ Mobile No.: _____

Parent's Occupation: _____

Office Address: _____

Office Phone No.: _____ Email: _____

Other: The above is to be filled by parents.

STUDENT RECORD

Student's Name: _____

Residential Address: _____

Tel. No.: _____ Mobile No.: _____

Mother's Qualification: _____ Occupation: _____

Office Address: _____

Office Phone No.: _____ Email: _____

Other: The above is to be filled by parents.

STUDENT RECORD

1. FULL NAME: _____

2. RESIDENCE NO.: _____

3. MOBILE NO.: _____

4. OFFICE NO.: _____

5. EMAIL: _____

6. PARENT'S SIGNATURE: _____

7. PARENT'S SIGNATURE: _____

8. PARENT'S SIGNATURE: _____

9. PARENT'S SIGNATURE: _____

10. PARENT'S SIGNATURE: _____

STUDENT RECORD

1. FULL NAME: _____

2. RESIDENCE NO.: _____

3. MOBILE NO.: _____

4. OFFICE NO.: _____

5. EMAIL: _____

6. PARENT'S SIGNATURE: _____

7. PARENT'S SIGNATURE: _____

8. PARENT'S SIGNATURE: _____

9. PARENT'S SIGNATURE: _____

10. PARENT'S SIGNATURE: _____

STUDENT RECORD

1. FULL NAME: _____

2. RESIDENCE NO.: _____

3. MOBILE NO.: _____

4. OFFICE NO.: _____

5. EMAIL: _____

6. PARENT'S SIGNATURE: _____

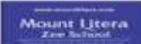
7. PARENT'S SIGNATURE: _____

8. PARENT'S SIGNATURE: _____

9. PARENT'S SIGNATURE: _____

10. PARENT'S SIGNATURE: _____

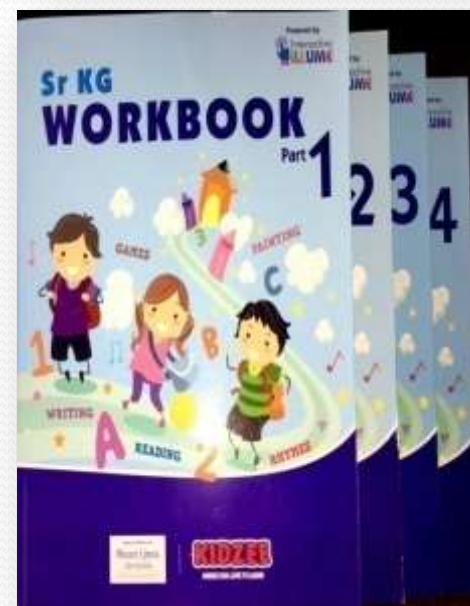
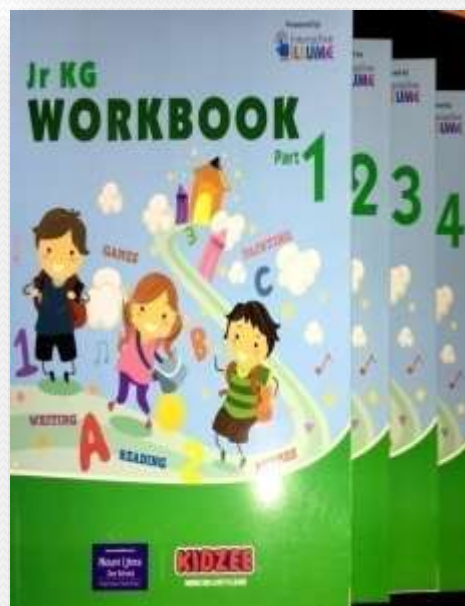
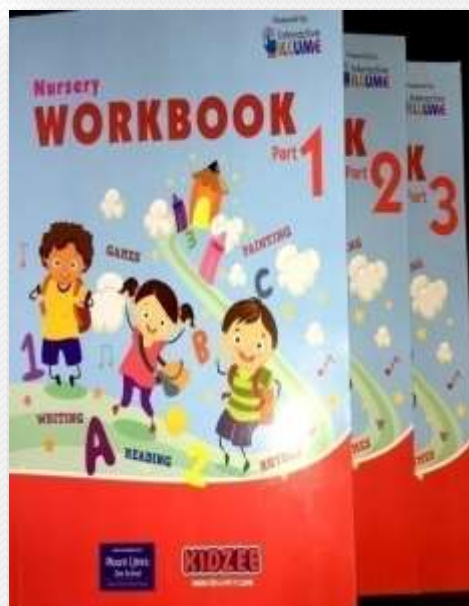
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Workbooks



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Daily Time-Table

Nursery

Attendance and Assembly
Music
Concept Time
Free Play
Sand Play/Library Time
Language Time
Math Time
Creative Time

Jr. Kg

Attendance and Assembly
Concept
Math
Music
Free Play
Language
Workbook Time
Library (Use New Guidelines)
Hindi
Creative Time

Sr. Kg

Attendance & Assembly Time
Concept Time
Zero Period
Hindi
Math Time
Tummy Time
Language Time
Library Time (Use new guidelines)
Free Play Time
Music & Movement Time
Eco-Conscious/Outdoor & water play

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Homework Policy

We shall be sending homework in notebooks and HA pages of workbook on these following days

- Grade- Nursery & Jr. Kg ➡ Every Tuesday and Friday.
- Grade- Sr. Kg ➡ Everyday

➤ We shall be sending HW and SMS through e-plus from next month, class wise training will be conducted for parents.



Worksheets & Assessment

MOUNT LITERA ZEE SCHOOL - CHANDRAPUR
Date: _____ Class: _____
Worksheet No. _____

1. Write your observations in capital letters.

2. Write your observations in small letters.

1. Write the first letter, words below.

2. Write the first letter, words below.

MOUNT LITERA ZEE SCHOOL - CHANDRAPUR
Date: _____ Class: _____
Worksheet No. _____

1. Fill in the blanks.

2. Fill in the blanks.

3. Fill in the blanks.

4. Fill in the blanks.

5. Fill in the blanks.

6. Fill in the blanks.

7. Fill in the blanks.

8. Fill in the blanks.

9. Fill in the blanks.

10. Fill in the blanks.

1. Write names of the following.

2. Write names of the following.

3. Write names of the following.

4. Write names of the following.

5. Write names of the following.

6. Write names of the following.

7. Write names of the following.

8. Write names of the following.

9. Write names of the following.

10. Write names of the following.

MOUNT LITERA ZEE SCHOOL - CHANDRAPUR
Date: _____ Class: _____
Worksheet No. _____

1. Fill in the blanks.

2. Fill in the blanks.

3. Fill in the blanks.

4. Fill in the blanks.

5. Fill in the blanks.

6. Fill in the blanks.

1. Write opposite of the following.

2. Write opposite of the following.

3. Write opposite of the following.

4. Write opposite of the following.

5. Write opposite of the following.

6. Write opposite of the following.

MOUNT LITERA ZEE SCHOOL - CHANDRAPUR
Date: _____ Class: _____
Worksheet No. _____

1. Write the first letter, words below.

2. Write the first letter, words below.

1. Match the objects that go together.

2. Match the objects that go together.

MOUNT LITERA ZEE SCHOOL - CHANDRAPUR
Date: _____ Class: _____
Worksheet No. _____

1. Circle the correct object.

2. Circle the correct object.

3. Circle the correct object.

4. Circle the correct object.

5. Circle the correct object.

6. Circle the correct object.

7. Circle the correct object.

8. Circle the correct object.

9. Circle the correct object.

10. Circle the correct object.

1. Circle the correct object.

2. Circle the correct object.

3. Circle the correct object.

4. Circle the correct object.

5. Circle the correct object.

6. Circle the correct object.

7. Circle the correct object.

8. Circle the correct object.

9. Circle the correct object.

10. Circle the correct object.

MOUNT LITERA ZEE SCHOOL - CHANDRAPUR
Date: _____ Class: _____
Worksheet No. _____

1. Look at each clock and write the time it shows.

2. Look at each clock and write the time it shows.

3. Look at each clock and write the time it shows.

4. Look at each clock and write the time it shows.

5. Look at each clock and write the time it shows.

6. Look at each clock and write the time it shows.

1. Look at the numbers and write the number.

2. Look at the numbers and write the number.

3. Look at the numbers and write the number.

4. Look at the numbers and write the number.

5. Look at the numbers and write the number.

6. Look at the numbers and write the number.



Stationery Details

Grade – Nursery & Jr. Kg

Row Labels	Quantity
Pencils (Pkt) Apsara	2
Eraser (1 Pkt = 10 rubbers)	1
Sharpner	2
Crayon Set	1
Crepe Papers (5 colours set)	1
Pouch	1
Craft Paper Packet	1

Grade – Sr. Kg

Row Labels	Quantity
Pencils (Pkt) Apsara	2
Eraser (1 Pkt = 10 rubbers)	1
Sharpner	2
Crayon Set	1
Crepe Papers (5 colours set)	1
Pouch	1
Craft Paper Packet	1

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Subject Enrichment Culmination Activity



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Adoption Policy

Class Educators will adopt all the 25 students of her class.

- Children will be observed minutely on daily/ weekly/ monthly basis after creating curiosity in the child, whereby the student will ask many questions, thus encouraging the imaginative skills and enhancing the child's learning power. The class-educator will interact with the parents fortnightly or as and when the need arises and will discuss the areas of concern.
- The educator will maintain all the records of the students in a prescribed format and note down the observations accordingly. At the end of the session the entire record will be handed over to the educator of the next class.



Code Of Conduct For Parents

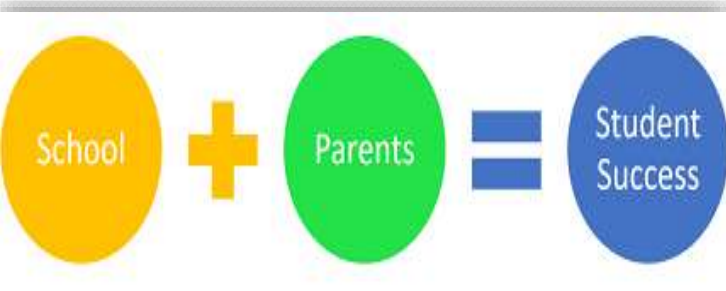
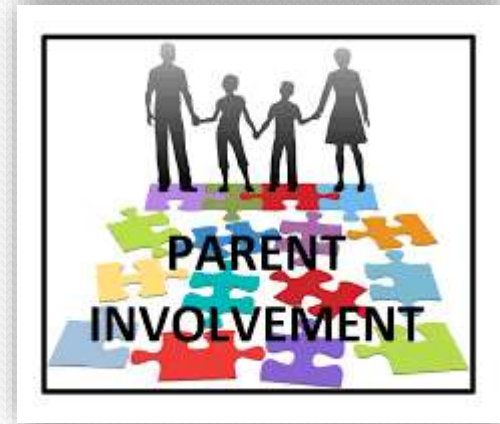
- ☐ Show respect and support for your child, the educators, and the school.
- ☐ Do not talk ill about any educator or school authority in front of the students.
- ☐ Have positive attitude towards the school and cooperate with the teachers towards the betterment of the student.
- ☐ Develop reading habit 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.



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 confidence.

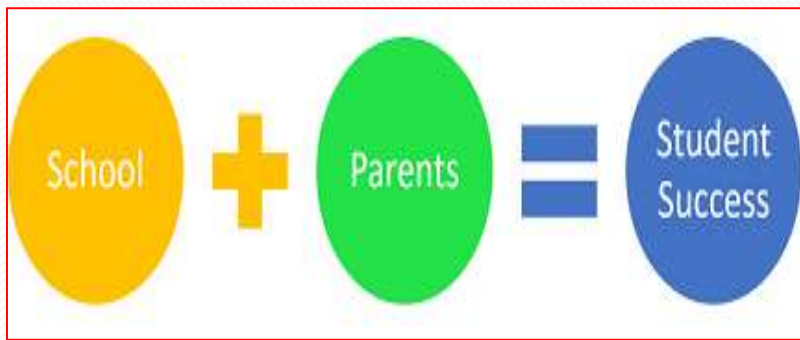


This is an effort to supplement and re-enforce our commitment to provide Safe and Secure Environment and to make parents as Partners in our endeavor of imparting Holistic Quality Education. Looking forward to working together and successful Cooperation.



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Parent on campus

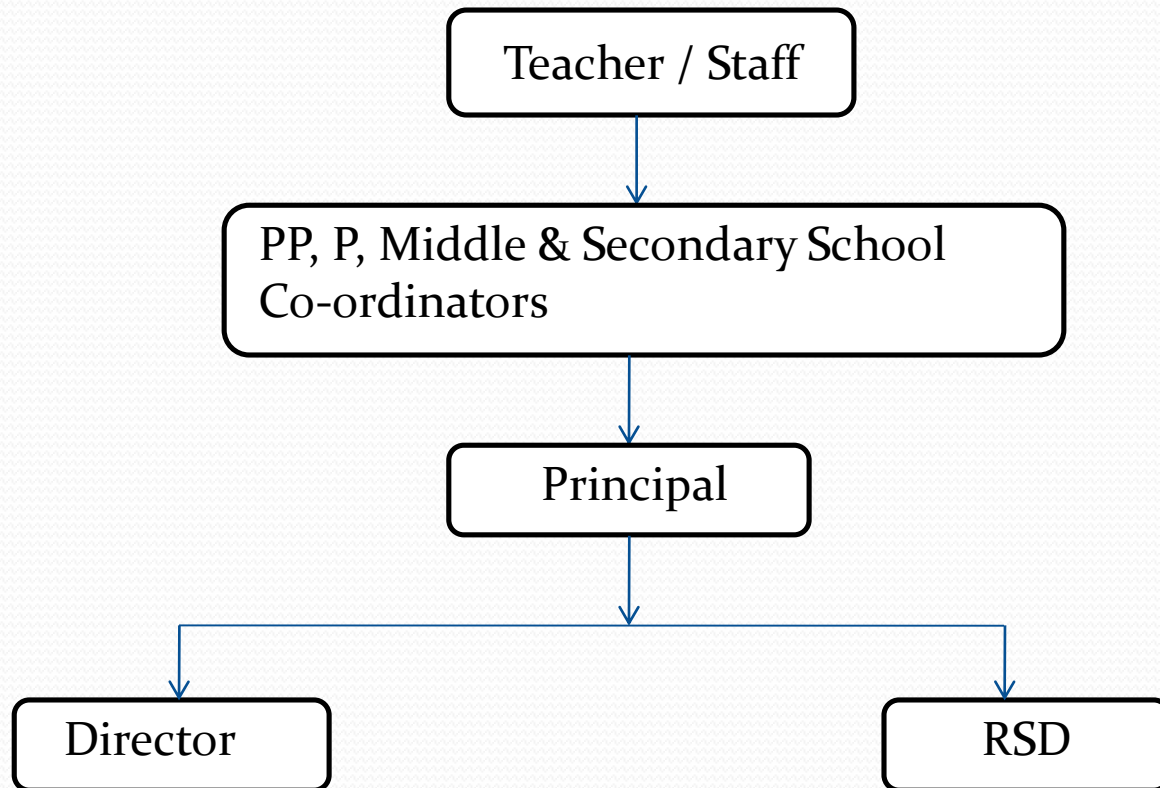


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Complaint Handling System





Parent's complaint disposal system

The parents will contact -

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 Friday only)

➤ Ph. No. : 7722010000

➤ E-mail id :

principal.chandrapur@mountlitera.com

preprimarymlzsc@gmail.com

The CHC will maintain the record of the complaints made and convey it to the concerned authority on the same day.

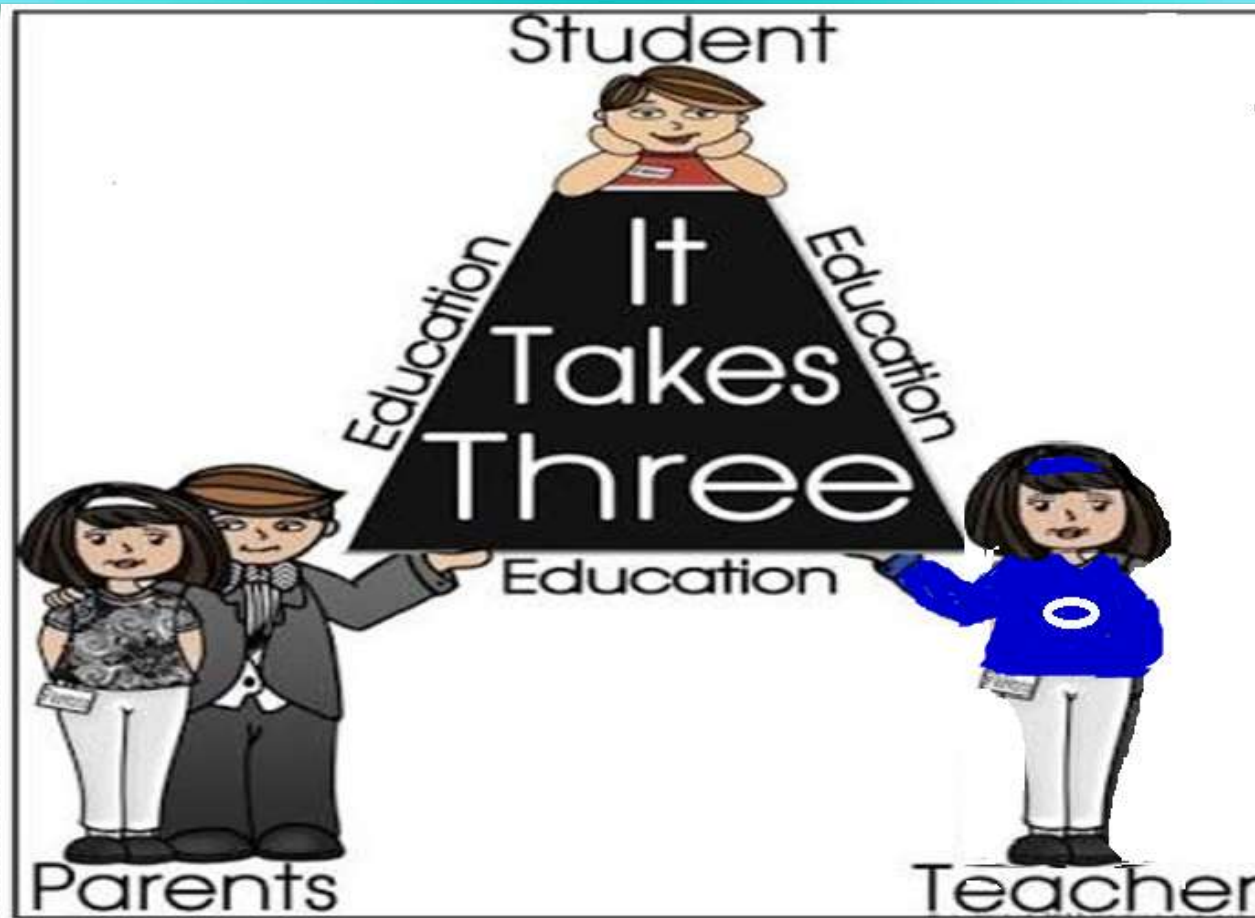
The CHC will be responsible for taking the feedback and the proper closure from the concerned authority and will give a proper closure to the parent within 2 days of lodging the complaint.

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Parents – Teacher – Student Relationship



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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.



www.mlzschandrapur.edu.in
Mount Litera
Zee School
CHANDRAPUR

Know more about us

- School Website:

www.mlzschandrapur.edu.in

- Facebook Page:

<https://www.facebook.com/mountlitera.chandrapur>



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