



OAK GROVE SCHOOL
(Northern Railway)
Jharipani, Mussoorie

FOUNDED IN 1888 FOR GIRLS & BOYS

INFORMATION BROCHURE



129 Excellence with Glory
of 129 years

Nurturing
Pliable
Minds

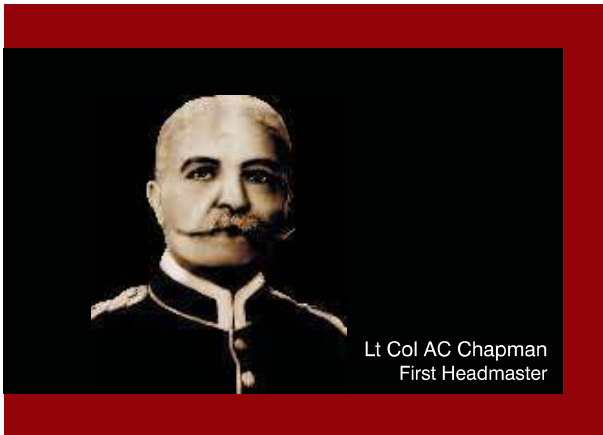
Vision

We are committed to continuous improvement in learning environment that enhances values, self-esteem, responsibility and accountability in partnership with parents.

Historical Perspective

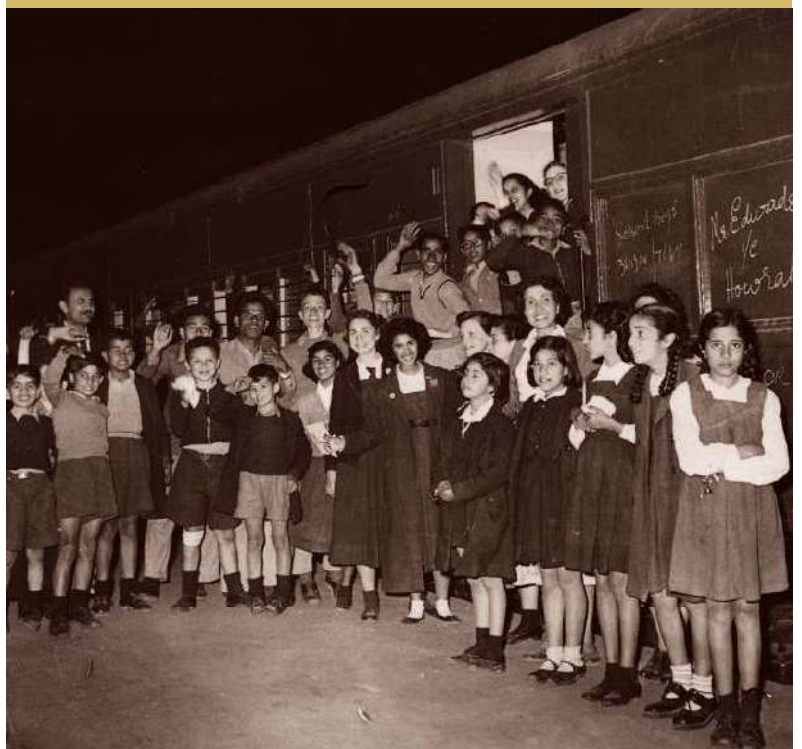
Oak Grove School was the outcome of a wish, on the part of the administration of East India Railway and North Western Railway, to help their European and Anglo-Indian employees, who could not afford to send their children to Europe, for studies. These Railway administrations decided to set up educational facilities in the healthy surroundings in India, so as to provide the children with sound modern education, under conditions similar to those existing in Residential English Public Schools in England.

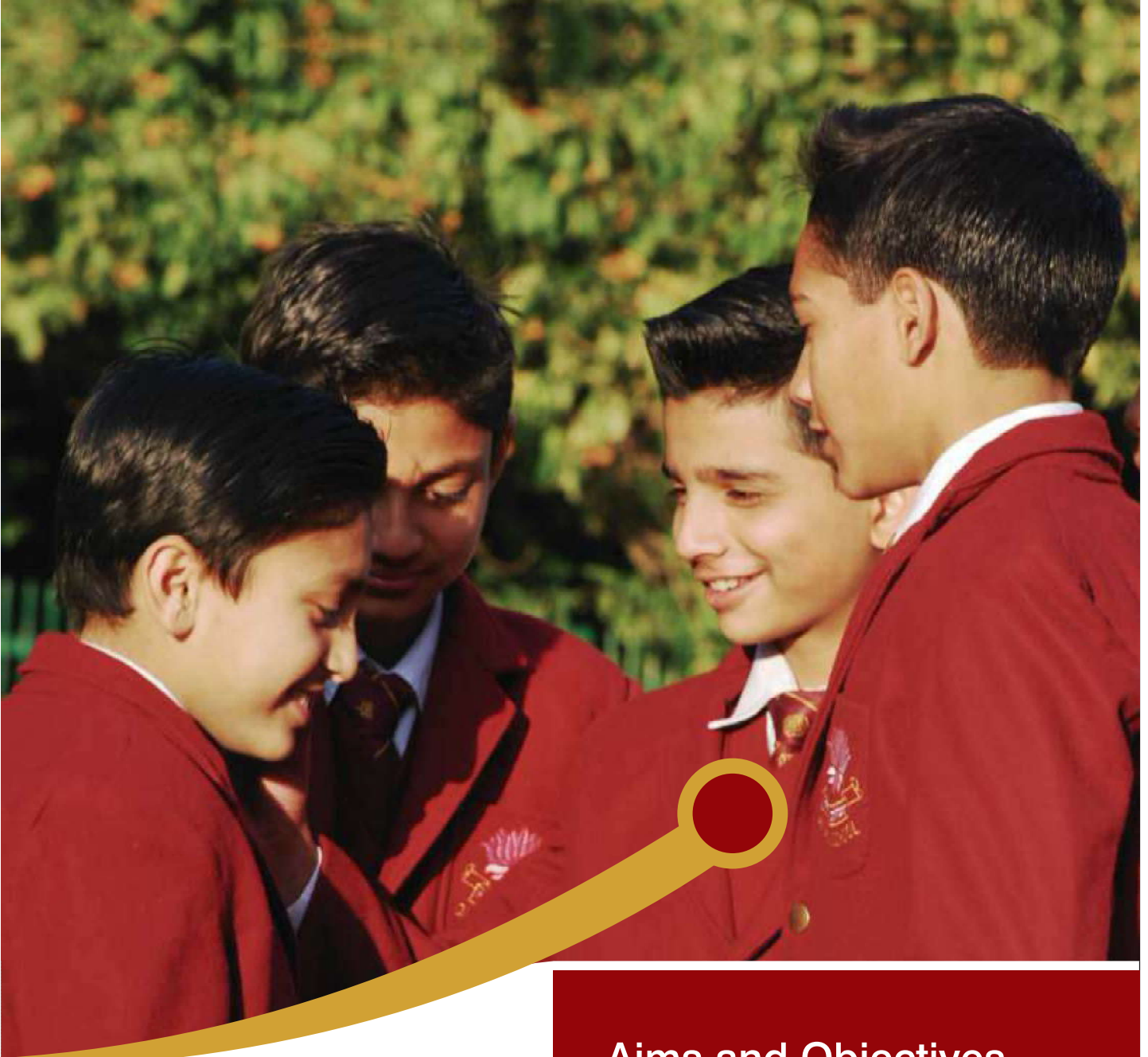
The first Railway Hill School was started in 1870s by SP&D Railway-later known as North Western Railway- at a bungalow called 'Fairlawn' close to the land where Oak Grove is at present situated. Oak Grove School was started by East India Railway in 1888 to which was merged the 'Fairlawn' School as the latter could not survive the birth pangs like shortage of staff and accommodation. Since then, the merged entity, run under the aegis of the Ministry of Railways, has grown from strength to strength braving all the challenges of the last so many years and at present occupies a place of pride amongst the famous Residential Public Schools in Mussoorie Hills.



Lt Col AC Chapman
First Headmaster

Lt. Col. AC Chapman, the first Headmaster (1888-1912) of Oak Grove School, Mussoorie, steered the fortunes of the school during the first twenty four years of its existence. He is befittingly regarded as the 'icon' who left a deep imprint on the life and times of the school; which continue to guide them till the present day. He was a man of high ideals who led by example and understandably, his name is referred to in hallowed terms. The happenings of the school recorded by Lt. Col. Chapman, in his own handwriting in the log books, are like a treatise that provide a wonderful insight into the history of the school with its fair share of trials, tribulations and triumphs. Generations of students passing through the portals of the school in the past one hundred and twenty nine years have paid obeisance to Lt. Col. Chapman with deep reverence for his sterling contribution in building their school into a venerated learning institution.





WHERE WE ARE

Spread over a lavish 252 acres of area in the famous Mussoorie Hills, at an elevation of 5300 feet, Oak Grove is situated at Jharipani which is around 6 kms down hill from Mussoorie, at the Rajpur-Mussoorie bridle path. It can be reached from Dehradun, which is the nearest railhead, through a by-pass road reducing the distance substantially.

Aims and Objectives

As a part of the wide spectrum of welfare activities of Indian Railways, Oak Grove School aims at providing quality, modern education-as obtainable in English Medium Public Schools-to the wards of railway employees at a highly affordable cost. Up to 25% seats are also offered to those not working in railway system, subject to suitability. The school has successfully adapted to the changing times and lays great emphasis on imbibing the values of Indian culture amongst students. The school aims at achieving the highest standards of excellence in academics, sports and co-curricular activities, as found in the best public schools so as to turn out men and women of quality who would make the railways and society at large feel proud of them.

School MOTTO

The school motto is enshrined in the famous shloka from Mundoko Upanishad “तमसो मा ज्योतिर्गमय” “Take us O' Lord from Darkness to Enlightenment.”

Oak Grove strongly believes that school is the institution where the darkness of illiteracy, unawareness and conservatism are banished and then dawns wisdom, knowledge and creativity on the impressionable minds of young children, on whose shoulders lie the responsibilities of the future.



Scheme of Education

The school is affiliated to Central Board of Secondary Education and follows the 10+2 system of education. It prepares the students for the All India Secondary and Senior Secondary Examination conducted by CBSE.

The school has a well qualified and experienced faculty of around 45 staff giving an enviable teacher student ratio of 1:12.

Medium of instruction is English, though Hindi is taught as compulsory subject right from the initial class and its adequate knowledge is compulsory for promotion to higher classes. The students from classes III to X are tested regularly through the pattern prescribed by CBSE in an academic session. The students of classes XI & XII are tested regularly through quarterly and half yearly examinations. Preboard of Class X & XII are held in the month of February and in the month of March. Annual Exams are held for class III to IX and XI & Board Exams for class X and XII are held in the month of March/April.

At the senior secondary level all three streams- Science, Humanities and Commerce are offered. However, choice of subjects is permitted as offered by the school. Computer is offered as an optional subject at senior secondary level. Private tuitions are not permitted in the school.

Regular psychological as well as carrier oriented counseling sessions are undertaken with students to motivate them to become a better citizen of tomorrow and build up a prosperous carrier.



The school has a built up area of around 100 acres which houses the three school blocks, their respective dormitories, kitchen facilities, staff quarters for around 225 employees, hospital, auditorium etc. Large part of the estate is under cover of mighty Oak trees and other wild vegetation, which beautifully blends the school with its natural surroundings.



Infrastructural Facilities

The school is provided with all facilities required for imparting total education of highest quality to around 600 students. Some of the prominent facilities are :



Auditorium

600 seating capacity auditorium-cum-indoor badminton hall was the centenary gift to the school in 1988.

Assembly Hall

Boys' School Assembly Hall with wooden flooring and walls, with hidden electrical gadgets is an additional aid for conducting seminars and workshops.

Smart Classrooms

All the classrooms of Junior Wing and few classes of Senior Wings are equipped with state of the art interactive touch boards with high quality learning content as per CBSE Syllabus. The interactive features



help the teachers to browse the content easily while audio-visual and animated content help the child to understand the most difficult concepts in an easier way.

Study Rooms

The Boys' and the Girls' Sections are equipped with proper study rooms with comfortable furniture, lighting system and table lamps on individual tables to provide a cutting edge to students in their academics.

Science Laboratories

There are three separate science laboratories equipped with latest apparatus to help the students get a practical feel of scientific postulates.

Computer Laboratories

Keeping pace with the time, full fledged computer teaching was introduced in the school long time back and presently there are

laboratories equipped with latest configurations in computer systems and wireless broad band internet connection. The students of all classes are exposed to the latest developments in the field of computer education including multimedia, internet etc.

Language Labs

To increase the proficiency of students in spoken English, Language Labs have been setup in the three wings of the schools.

Gymnasium

Gymnasiums for Boys and Girls are equipped with modern state of art equipments.

Library

A large part of the educational needs are met by libraries, which have been set up separately in each wing of the school so that the books, periodicals and newspapers are easily available to the students.





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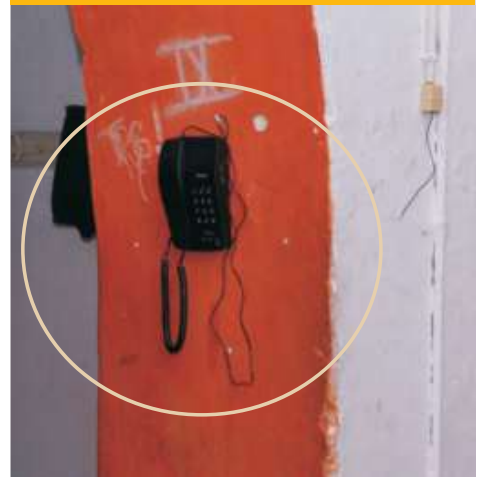
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Students-Parents Automated Communication System | SPACS

Best possible efforts have been made to keep every child connected with his or her parents by the installation of a device called SPACS (Students Parents Automated Communication System) in the dormitories of all the three wings of the school. By this system each student can contact his or her parents on registered phone numbers at allotted timings only so that there is no misuse of the modern technology and only its brighter aspect is made use of.

Games & Sports

Sports and games are an integral part of any programme devised for the all round progress of the students. The school has an excellent tradition of producing outstanding sports persons and in earlier days quite a few of them have even represented the country in Olympics. Taking advantage of the natural surroundings, adventure sports are being given full promotion and the students take active part in trekking etc.

Facilities are available for a wide range of indoor and outdoor games like-Hockey, Football, Cricket, Basketball, Tennis, Table-Tennis, Badminton, Squash etc. The school organises inter-house & inter-school competitions to raise the standard of performance. A well equipped Health Club with up-to-date Gymnasium equipments is also an asset of the school.

Indoor sports complex provides opportunity to the students to play during rains.



Educational Tours

Excursions and Educational Tours are a regular and integral part of the school curriculum and such trips are organised at least once every year. **It is mandatory for the students to take part in these activities.** All expenditure incurred in connection with these Educational Tours will have to be borne by the parents which would be restricted to the barest minimum. The expected figure cannot be quoted because it would depend on a particular excursion or the tour. Passes/PTOs or fare, as the case may be, will have to be sent by



House System

Life of students at the school is organised around the House System whereby each of the students in the senior schools is allotted to one of the Houses, named after famous sons and daughters of the country. This helps building of camaraderie among the students, cutting across age groups and also fosters closer relations with their Housemasters/Housemistresses, who act as their friend, philosopher and guide. A lot of Inter-House competitions are organised to help the students, to enhance the performances in their proper perspective.

Co-Curricular Activities

The school recognises the need for turning out complete men and women fully equipped in the art and science of living. Towards this end the school strongly feels that co-curricular activities have as important a role to play as academics. As a result, activities like-debate, declamation, dramatics, quiz, music, art, painting, dancing, craftwork, needlework etc. are whole heartedly promoted and encouraged amongst the students. Training in Scouts and Guides is also imparted to the students.



Admission Procedure

Apply Online

Students seeking admission to Oak Grove School, Jharipani will have to fill and submit application online and also pay the application fee online. Normally, the notification for admission to Class III is issued in the month of August for the coming session.

Notification for admission to other classes will be issued only if seats fall vacant in respective class, generally after the month of November.

Age Eligibility

For admission in Class III, which is the entry level of admission in Oak Grove School, the minimum and maximum age of the child should

be 7 and 9 years respectively as on 31st March of the year in which the admission is sought (Child born on 1st April will also be considered.)

There is no age restriction for admission to Class XI provided the student is seeking admission in the year of passing Class X examination. Normally admissions to Classes X and XII are not granted.

Table Showing Minimum & Maximum Age for Admission in Different Classes

Class	Minimum age on 31st March of the year in which admission is sought	Maximum age on 31st March of the year in which admission is sought
III	7 years	9 years
IV	8 years	10 years
V	9 years	11 years
VI	10 years	12 years
VII	11 years	13 years
VIII	12 years	14 years
IX	13 years	15 years

Reservation Policy

A distinct reservation of 15% for Scheduled Castes and 7.5% for Scheduled Tribes students shall be given in the admissions to class III in Oak Grove School, Jharipani. For granting admissions in class III, there is a provision of 10% special quota for reservation i.e. 6 seats each year for General Manager, Northern Railway & Chairman, Board of Governors, Oak Grove School.

Admission Test

Admission to class III is granted on the basis of performance of the child in the Entrance Test (Paper and Pen Mode) which is generally conducted on the last Sunday of November. Short listed candidates are called for interview/activity test.

Admission Test basically aims at judging the aptitude of the child in Maths, English and General Knowledge with special emphasis on understanding of English Language and proficiency in spoken and written English.

The child is tested for a level which is one class lower than that for which admission is sought.

Admission to class XI will also be granted on the basis of written test and viva but will remain provisional till the time of declaration of their

class 10th Board Examination result.

School does not undertake to assign any reason for refusing admission.

Documents Required

The following documents must be submitted at the time of admission failing which the candidature is likely to be cancelled :-

- Date of Birth (DOB) Certificate issued by Municipal Corporation or competent authority as per govt. rules shall be accepted. **Affidavit, Horoscope etc. are not accepted.**
- **Aadhar Number is mandatory for admission. Admission to a candidate not having Aadhar Number will be denied.**
- Original Transfer Certificate (TC) from school last attended,

countersigned by District Education Officer or any other competent countersigning authority.

- Duly filled in Student's Record Form as supplied by the school.
- Duly filled in Employee Certificate supplied by the school (for Railway employees only).

Sessions

The school session is from April to March with two vacations one from 2nd June to 15th June and the other from 1st December to 31st January.

Home Annual Examinations for class XI and from classes III-IX are held in the month of February/March. CBSE Board Examinations for Class X & XII are held as per CBSE Schedule, generally in the months of March and April.

CURRENT ANNUAL FEE STRUCTURE, DEPOSIT SCHEDULE & DEPOSIT PROCEDURE

A) Current Fee Structure (in Rs.)

SR.	CATEGORY	TUITION FEE	BOARDING CHARGES	DEVELOPMENT FEE	COMPUTER FEE	SUNDRY CHARGES	TOTAL
1.	Wards of Railway Employees (in service, retired or on deputation other than Oak Grove School Staff)	12000	24000	10000	4000	20000	70000
2.	Wards of Non Railway Parents	60000	86000	10000	4000	20000	180000
3.	Wards of Oak Grove School Staff						
a.	Boarders	4000	8000	2000	2000	4000	20000
b.	Day Scholars	4000	N.A.	2000	2000	4000	12000

NOTES

1. The above fee structure is provisional and is liable to be revised at any time without notice
2. At the time of fresh admission, an additional Development Fee of Rs. 2000 is to be paid in addition to that indicated in the table above
3. Wards of NRIs who are given preference in admission will have to pay additional Development fee of equal to 1000 US Dollars at the time of admissions and equal to 500 US Dollars in subsequent years. The annual fee is at par with Non - Railway students
4. Wards of Old Oak Grovians who are not in railway services will have to pay fee at par with Non-Railway students
5. Also, amount of Rs. 2000 by Railway wards and Rs.5000 by Non-Railway wards is to be deposited as Caution Money at the time of fresh admission. The refund of this Caution Money can be claimed within one year of withdrawal from school. Please note that claims made thereafter will not be entertained in any case.

B) Schedule for Remittance of School Fee

- a) **Wards of Railway Employees:** The school fee is to be remitted in two equal installments. The 1st installment is to be paid latest by 30th April and the 2nd latest by 30th September every year. However, in case of fresh admission, the 1st installment of fee along-with the additional development fee and caution money will have to be deposited within 15 days of issue of joining letter or at the time of actual joining of the students whichever is earlier.
- b) **Wards of Non-Railway Parents:** The school fee is to be remitted in three equal installments. The 1st installment is to be paid latest by 30th April, 2nd latest by 31st August and the 3rd latest by 30th November every year. However, in case of fresh admission the 1st installment of fee along-with the additional development fee and caution money will have to be deposited within 15 days of issue of joining letter or at the time of actual joining of the students whichever is earlier.
- c) **Wards of Oak Grove School Staff:** The school fee will be deducted from the monthly salary in 12 equal instalments if they opt so otherwise the fee will have to be paid in two equal installments as per the schedule applicable to other wards of railway employees. However, in case of fresh admissions, the additional development fee and caution money will have to be deposited within 15 days of issue of joining letter or at the time of actual joining of the students whichever is earlier.

(C) PROCEDURE FOR DEPOSIT OF SCHOOL FEE:

The school fee is to be deposited 'ONLINE' only through the SBI online payment portal 'SBCollect'.

Parents may deposit the fee online by taking following steps:

1. Click on the link 'Pay Fee Online (SBCollect)' under the Menu Bar 'School Fee' at the top provided on the home page of School of school's website www.oakgrove-jharipani.in
2. You will be redirected to home page of State Bank of India's website whereby a window will open showing the payment terms of SBI. Please accept the payment terms by ✓ the dialogue box and click Proceed button.
3. Select Payment Category out of the available options in the next window as:
 - a.) If you are applying for new admission: "Application Fee (New Admission)"
 - b.) If you are depositing any of the installments of annual fee: "Regular Fee"
4. This will open the payment window. You need to fill up the required details therein and then submit.
5. You will be prompted to confirm the details provided by you in the next window. If all the details are correct, press Confirm and proceed for payment.
6. Select the payment mode of your choice out of the modes available in the next window and make payment.
7. Carefully note down the SBCollect Reference Number generated after the payment for any future references.
8. In case any of any query/difficulty encountered regarding deposit of fee online, please call the school office at 0135-2630200 or email your query at principalogs@yahoo.in

Railway Employee Certificate

Parents of Railway wards are required to submit 'Railway Employee Certificate' issued by their Controlling J.A. Grade Officer at the time of first admission and subsequently on opening of the

school after winter vacation in February every year failing which the school may consider charging fee as applicable to non-railway wards.

Concession in the fees whatsoever is not admissible.



Pocket Money

Pocket Money is required by the students for meeting such expenditures as holiday outings to Mussoorie and nearby places, emergency toiletry requirements, needle and craft for Girls' School and Junior School and any other unforeseen expenses.

The school believes in keeping the expenditure on account of Pocket Money to the minimum. The money is handled by the Housemaster/Housemistress and Class Teachers and not by the children directly. **Parents are requested not to handover any sort of cash to the children.**

Pocket Money should be handed over by the parents, to the respective Housemasters/ Housemistresses and Class Teachers during their visit to school in June and February when the school reopens after vacations.



Issue of Transfer Certificate (TC)/School Leaving Certificate (SLC)

No Transfer Certificate (TC)/ Migration Certificate (MC)/ School Leaving Certificate (SLC) will be issued unless all school dues have been cleared.

Fee for Transfer Certificate (TC) is Rs. 200/-.

Withdrawal

For withdrawing any student from the coming session, a notice by registered post must reach the school office by the last day of March. In all other cases full fees for the next three months from the month of withdrawal will be charged.

In case of expulsion from the school, the fees will be charged up to the month the student is expelled from the school.



Rules of Discipline

Dormitory : Students are expected to follow the instructions of the dormitory supervisor/matron. No student is allowed to stay in the school dormitory during the vacations. Students of classes X and XII should vacate the dormitory on the same date on which their CBSE Board Examinations end.

Reporting Late : Students reporting late for whatever reason, are liable to **pay fine of Rs. 500/- per day up to 10 days after which the name of the student may be struck off the school rolls.** However, Principal at his discretion, based on reasons of delay, may allow any student to join late with or without fine.

Leave of Absence : No request for leave during the session will be entertained. **Occasionally students are allowed to visit parents on 2nd weekend of the month or any one weekend of a month.** The school observes holiday on 2nd Saturdays besides Gazetted holidays and Sundays. **Since students are not allowed every weekend of the month, parents should ascertain before hand whether the weekend leave is due or not and the House Masters/ House Mistresses of Senior wings of the school and Headmistress of Junior School should also check whether it is due nor not.** Request for permission for night out preceding a working day is not entertained.

Unauthorised Absence : If any student is found absent for a period of fifteen days, beyond the sanctioned time period (i.e. winter vacation, summer vacation or any

type of sanctioned leave) without any intimation to the school authorities, his/her name shall be struck off from the roll of the school.

Visiting Days : Parents may visit their children not more than once in a month and that too on second Saturday & Sunday and school holidays only. Parents are requested not to seek permission to meet their ward(s) on working days in the interest of their children and the school. Parents are also requested not to enter the dormitories without obtaining permission of the Headmaster/Headmistress of the concerned wing of the school.

- (a) **Procedure of seeking permission :-** Parents, who intend to visit their children or to take them out, should write to the concerned Housemaster/Housemistress or Headmistress in case of Junior School sufficiently in advance. Last minute telephonic or fax requests can lead to disappointments. Permission is normally granted by the Housemaster/Housemistress or Headmistress in case of Junior School. In special cases it is granted by Headmaster (BS)/Headmistress (GS) and Principal, Oak Grove School.
- (b) **Visiting Hours :-** Visiting hours are between 09:30 hrs to 13:00 hrs and 15:00 hrs to 16:00 hrs on second Saturdays, Sundays and holidays. Parents can meet the Principal during office hours and Headmaster/Headmistress during school hours on all the working days.

- (C) **Friends and Relations :-** Friends and relatives wishing to meet their children will be required to produce written authority from the parents concerned. Parents or friends coming from an infected area with infectious disease must inform the Headmaster/ Headmistress of the fact. A serious view will be taken if there is any breach of this rule whether intentionally or otherwise.

In case the parents are not able to come to the school to receive their ward(s) before the summer vacation, winter vacation or any type of sanctioned leave, proper authority letter duly signed by Father/Mother/Guardian as per their recorded signature, should be sent to the school, addressed to the respective House Master/House Mistress/Headmaster/ Headmistress or the Principal or in hand with the escort appointed by the parent. This is to be followed strictly in case parents want/ authorize their ward(s) to travel alone.

Guardianship : The school recognises only father/mother or legally appointed guardian for all matters regarding the school.

Correspondence : Correspondence addressed to the students or to the school authorities should include the name of the student in full, his/her wing of the school, House and Class. Separate communication should be sent for matters pertaining to each child and also for matters concerning various departments like medical, school and office. These may, however, be kept in one envelope.

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The school has to exercise a mild censorship over the letters of the students and we feel parents will not object, when they realise that it is entirely for the protection of the children themselves. Parents are advised to address letters to staff members by designation and not by name when writing on school



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