



# DAV PUBLIC SCHOOL BPS SURANGANI

Session: 2026-27

\*\*\*\*\* IMPORTANT INSTRUCTIONS \*\*\*\*\*

## WELCOME TO DAV SCHOOL

We welcome all students and their parents to the new session 2026-27 and offer our heartiest congratulations on choosing DAV school for your child's education. We believe that both the school and parents are equally responsible for a child's betterment. We must work together to resolve problems in a timely manner.

### 1. PROBLEM RESOLUTION PROCEDURE

If you are facing any issues with your ward, please follow these steps:

1. Discuss the problem with the Class Incharge or during Parent-Teacher Meetings (PTM).
2. If the issue is not resolved, please contact the concerned Coordinator:
  - For classes 9th to 12th: Mr. Naseem Mohd. (Mob. No. 8679578600)
  - For classes 4th to 8th: Mrs. Shilpa Thakur (Mob. No. 7018600462)
  - For classes Nursery to 3rd: Mrs. Anita Thakur (Mob. No. 9805895651)
  - School Coordinator: Mrs. Arti Bali (Mob. No. 7807391996) Transportation and any other
  - School Reception Contact No.: +917876504201

If the issue still persists, then must discuss it with the Principal.

With our honest efforts, we can help our students become more obedient and responsible. Therefore, we request your cooperation in implementing the following rules:

### 2. Late Arrival-

- 1st Time: The student will be counselled.
- 2nd Time: A call will be made to the parents.
- 3rd Time: A fine of Rs.100 will be imposed.
- 4th Time: The school committee will take strict action as per school policy.

### 3. Violation in Uniform Rules

- 1st Time: The student will be counselled.
- 2nd Time: A call will be made to the parents.
- 3rd Time: A fine of Rs.100 will be imposed.
- 4th Time: The Discipline Committee will take strict action as per school policy.



#### 4. Leave Application

Please inform the class teacher in advance if your ward will be absent. Prior intimation is mandatory.

One-day leave can be granted by the class teacher.

For leave exceeding one day, parents must contact the Principal, except in cases of medical emergencies (intimation can be given to the class teacher). Otherwise, a fine of Rs.20 per day will be imposed.

#### 5. Exam Rules (PT, Term Exams etc.)

Leave during exams will be granted only in case of emergencies/medical problems with prior permission from the Principal.

In other cases, a special fine will be imposed.

No positions (1st, 2nd, 3rd) will be awarded to students who miss any exam, even if average marks are given.

During exams (Internal and External) students will not be sent home earlier except in case of emergencies.

#### 6. Incomplete Homework

1st Time: The student will be counselled.

2nd Time: Parents will be called.

3rd Time: The school will take strict action.

#### 7. Gate Pass

If students need to leave the school during working hours, parents must come to the school and obtain a gate pass signed by the Principal.

In cases where parents are unable to receive their child, they must send a written consent, signed by them, to the school along with the authorized person who will be picking up their ward.

#### 8. Personal Items

Please don't send personal items, such as toys, jewellery, valuables etc. to school with your child.

#### 9. Medications

If your child requires any medication during school hours, please ensure that it is clearly labelled with their name, date, and time of administration.

Additionally, provide complete information to the class teacher regarding the medication.

## 10. CODE OF CONDUCT FOR STUDENTS:-

**1. Bringing Mobile in School:** Students are not allowed to bring mobile phones to school. If found then heavy fine will be imposed & after calling the parents strict action will be taken.

**2. Using/ Supplying Tobacco/Drugs or Related Products:** Possession, use, or supply of tobacco, drugs, e-cigarettes, alcohol (or related products is strictly prohibited). Strict action, including heavy fine and suspension, will be taken.

**3. Damaging School Property:** Damaging or vandalizing school property, including buildings, furniture, and equipment, will not be tolerated. Fine and restoration/repair costs will be imposed alongwith strict action.

**4. Misuse of Social Media:** Misusing social media to spread rumours, abuse, or defame school teachers, students, or staff is strictly prohibited. Strict action, including fine and suspension, will be taken.

**5. Any Intolerable Offense:** Committing any offense that is considered intolerable by the school will result in strict action, including heavy fine and suspension.

**6. Abusive Language in School:** Using abusive language in school is strictly prohibited. Fine and counselling will be imposed.

**Note:** Heavy fine and suspension will be implemented as per the offense, and in case of repetition of the same offense, more strict action will be taken.

## 11. Monthly Fee Payment Instructions

**Last Date for Fee Payment:** -20th of every month

**Fine for Late Payment:**-A fine of Rs. 50 per day will be imposed for payments made after the 20th.

**Genuine Problems:-** For any genuine issues or difficulties in making payments, please discuss with the Principal.

**Note:**

1. For any problem/suggestions, you are welcome to meet with the Principal.

2. Whenever school requests to the parents for meeting, must meet without any excuse.

**\*\*\*\*\*Together, we can shape a better future for our children.\*\*\*\*\***

*Dr. C. C. C.*  
**Principal**