

# DAV PUBLIC SCHOOL – BALLABHGARH

Ref : DAVPS/BLB/2025 **Information Circular**

Dated : 21/03/2025

Dear Parent,

It's my pleasure to welcome you all to the start of the new academic session 2025-2026. The beginning of a new academic year is always a special time, filled with hope, anticipation and the promise of new opportunities. This year, is no different. We have a fresh slate before us, ready to be filled with new learning experiences, achievements and memories that will last a lifetime.

Students being the heart and soul of the institution need to be industrious, loyal, optimistic, noble, passionate and committed, as these traits when embedded in a personality, set standards for excellence and create a legacy, of which all will be proud of.

With your unstinting support, we are confident that nothing can deter us from achieving our goals of academic excellence.

## Here to Help You

For any kind of assistance, parents may contact the following Coordinators/Incharges (Tel. No 0129 – 2241755, 2249642) (email – davpsblb@gmail.com)

### **Pre Primary (Nursery- II)** **Academics & Activities**

Mrs Vandana Chowdhary

### **Primary Wing (III –V)** **Academics & Activities**

Mrs Sunita Dham

### **Senior Secondary Wing (VI – XII)** **Academics & Activities**

Mr Virendra Sharma

### **Club & Assembly**

: Ms Chetna Singh

### **House Activities**

: Ms Seema Sharma

### **Examination**

: Mr Inderpal Singh

### **Discipline**

: Mr Vikasdeep Hooda & Mr Vivek Pannu

### **Time Table Incharge**

: Mr Devkinandan

### **Information Technology Coordinator**

: Mrs Rita Jindal

### **Transport Incharge (Nursery – XII)**

: Mr Prem Chand

### **Coordinator (Administrative Department)**

: Mr Shambhu Prasad

❖ The new Academic Session (2025- 2026) will start as per the following schedule :-

**Classes VIII to XII** : 28/03/2025 (Timings : 7:45a.m to 1:45 p.m)

**Classes III to VII** : 28/03/2025 (Timings : 7:45a.m to 1:45p.m)

**Classes I & II** : 02/04/2025 (Timings : 7:45a.m to 1:45a.m)

**Classes Nursery, LKG & UKG** : 02/04/2025 to 16/04/2025  
(Timings : 7:45 a.m to 11:00a.m)

Further timings will be intimated later.

### ❖ **NEW ADMISSION:**

New Admission/Registration for the session 2025-2026 is open for classes Nursery to IX and XI (Medical, Non Medical, Commerce & Humanities). The Registration Forms are available at the Reception Counter from 9.00a.m to 12.30 p.m. on all working days.

### **Age requirement for admission in Nursery, LKG & UKG is as follows :**

Nursery - 3 + , LKG - 4 + , UKG - 5 + (as on March 31, 2025)

## ***Mandatory Admission Requisites :***

### **Documents to be produced by Parents along with Admission Form :**

- Birth Certificate of the candidate
- Two Passport size photographs of the candidate as well as of the parents
- School Leaving Certificate (if applicable)
- Latest Report Card of the last school attended (if applicable)
- Transport Form duly filled by the parent
- Medical Proforma duly filled by the parent
- Aadhar Card of Child & Parent
- Parivar Pehchan Patra

**Parents are requested to adhere to the mentioned admission requisites, so that students' APAAR Ids can be created flawlessly.**

**SMS Facility:** Please provide / update your valid and correct mobile number to avail SMS facility being provided by the school. Kindly intimate any change in the address or mobile number in writing to the School Office by April 30, 2024 to avail better and effective communication.

**Kindly note the change in the Fee Criteria from the Session 2025 – 2026.**

#### **Five Installments in all**

**I Installment will be from April to June. (To be paid on quarterly basis)**

**II, III & IV Installments – to be paid Bi-monthly.**

**(July – August, September – October & November – December)**

**V Installment – will be from January – March. (To be paid on quarterly basis)**

- **Late fee will be charged @ Rs 20/ per day. To avoid late fee fine, please deposit the fee by 15<sup>th</sup> of the first month of each Quarter/Bi – Month**

#### ***TRANSPORT FACILITY:***

**School Transport:** School Bus facility is being provided to the students of **Classes LKG to XII**. It is advised that you use school transport keeping in view the safety and security of your ward. Students seeking School Bus facility (New) will have to fill in a form and get it signed by the Transport In-charge before depositing the first installment of the fee. **STUDENTS ARE NOT ALLOWED TO DISCONTINUE THE SCHOOL BUS FACILITY DURING THE SESSION.**

**Private Transport:** The parents of all such students who use a private van to commute to school are once again strongly advised to thoroughly check the credentials of the van driver. Please ensure that the driver has a valid driving license, police verification, strictly follows the safety norms of driving the school-children and is a trustworthy custodian of your ward. It is also advised that to ensure safety and security of your children. Please send them to school **ON TIME** and not before.

For a personal meeting with the teacher kindly take an appointment between 7:30am to 8:00am or 1.40 pm to 2:10 p.m.

- School Diary & Book Sets are available with Krishna Book Depot, opposite Vita Dairy, Ballabgarh and School Uniform is available with 5 Star Uniforms, Opposite Badri Halwai, Main Bazar, Ballabgarh. It's mandatory for all to purchase school diary.

**Thank you for your continued support.**

Regards

Namita Sharma  
Principal