



DAV CENTENARY PUBLIC SCHOOL

TOHANA, DISTRICT FATEHABAD, HR

GREEN SCHOOL AWARD WINNER

ESTABLISHED IN 1987

AFFILIATED TO C.B.S.E., CO-EDUCATIONAL, ENGLISH MEDIUM, UPTO 10+2



PROSPECTUS

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FROM PRINCIPAL'S DESK

Dear Parents,

Warm greetings to you all.

Education today empowers and liberates the young minds to Think, Believe, Challenge and Perform that would help them soar high, even beyond the sky.

I am proud that DAV schools impart knowledge that is rooted in skills and embellished with the attitude to persevere, to accomplish and to achieve the unachievable. DAV Centenary Public School, Tohana strives to procure all this and much more through its clear vision of holistic education. It is the fountainhead for all the young and tender hearts that step inside the threshold, nurturing hopes and aspirations that await fulfilment.

The infrastructure and facilities made available to students are well chosen, modern and impressive. A caring team of educators and mentors with their innovative pedagogies ensure to provide a curriculum that is experiential, enquiry-based and creative.

The role of education is highly challenging in this transition age where children belong to a techno advanced generation where competition is strife. The entire team is fully committed to give shape to the vision and mission of the School, for equipping the youngsters with attributes that will make them good citizens of India as well as the world at large.

Our school continues the quest of providing the best quality education to students keeping its motto 'Service before Self' firmly at the front. Having achieved excellence in Board results of classes X and XII over the years, our efforts are still on to ensure that no stone is left unturned in this noble mission of education. I welcome and wish the best to each budding talent that steps into our campus. My best wishes to all our students.

With warm regards,

Dr. Mala Upadhyaya

Principal

OUR VALUE SYSTEM

Being the moulder of the innocent and soft-clay like children, we also take care of the 'Value System' prevalent in India, which aims at nurturing our cultural social heritage as enshrined in the Vedas. We have to make children imbibe these values so as to develop them into good human beings. To this effect, the Vedic ritual of performing "Hawan" has a place of pride in our curriculum and is performed regularly to purify the air and environment. The education in the school is an amalgamation of ancient vedic values and contemporary scientific temperament. Along with the intellectual development, the traditional Indian values are promoted with due emphasis on competence, creativity and inculcation of scientific outlook and aesthetic appreciation.

MISSION

Our mission is to:

- *promote academic excellence and personal, social and physical development of each student.*
- *have positive self-image, respect for others, effective communication, critical thinking and appreciation for cultural diversity in an environment that promotes a sense of belongingness.*
- *develop lifelong learners, who value themselves, contribute to their community and succeed in this changing world.*
- *provide comprehensive education for the holistic development of the individual's personality, with a humane and global outlook.*
- *impart vibrant, innovative and global education.*
- *provide a happy, purposeful, safe and nurturing environment.*

VISION

Our vision is to:

- *create an institution par excellence where young minds are ignited with a quest for learning, spirit of enquiry and scientific temperament.*
- *nurture our students as catalysts who are not only able to sustain themselves in a competitive world but also lead it, without compromising on their values and principles.*
- *make DAV Tohana a learning community where motivated students and staff come together to participate in active learning, facilitated by the use of modern technology.*

It is through our mission that we wish to realize our vision ... that of moulding our students into:

- *academically competent persons*
- *individuals with exemplary behaviour*
- *individuals with empathy towards one & all*
- *inquirers and investigators*
- *logical and rational thinkers*
- *responsible, national and global citizens.*
- *exhibitors of social and environment goodwill*

AIMS & OBJECTIVES

- *To facilitate self-learning and self-exploration through motivation.*
- *To help the students to delve into reservoirs of imagination, thus promoting creativity and originality.*
- *To test the students in the normal process, thus making them free from examination fear.*
- *To train the pupils to grow up as responsible citizens and good human beings.*
- *To encourage the pupils to imbibe self-confidence, fearlessness and courage to face future challenges.*
- *To bring out the spirit of dedication and devotion to duty.*
- *To broaden the horizon of the students, to think globally and act locally, as a team.*
- *To upgrade the knowledge and capabilities of faculty members on a continuous basis.*

SCHOOL AFFILIATION

The school is affiliated to the Central Board of Secondary Education (CBSE), New Delhi and prepares its students for All India Senior Secondary Certificate Examination and All India Secondary School Examination. The school has been strictly following the rules and regulations laid down by the C.B.S.E., from the very beginning of its establishment. It is honoured to be an EXAMINATION CENTRE OF CBSE for Secondary and Sr. Secondary Examination & a number of other examinations for the last many years. Due to its quality policy, the CBSE has been entrusting tasks of great responsibility to the institution from time to time, and it has been performing these duties with great sincerity and responsibility.

CURRICULUM

The school is affiliated to the C.B.S.E. and follows the courses and rules laid down by it. The school follows books prescribed by the C.B.S.E. and N.C.E.R.T. and DAV Publication. A printed copy of syllabus is issued to the students every year.

STREAMS OFFERED

The school is co-educational upto std. XII and has English as the medium of instruction, though equal emphasis is laid on the teaching of Hindi, Punjabi and Sanskrit, along with other subjects.

Students of XI and XII are offered Science, Commerce & Humanities Stream. Computer education is imparted as a compulsory part of the syllabus from Std. III to XII.

Science

English Core	(301)
Mathematics	(041)
Physics	(042)
Chemistry	(043)
Biology	(044)
Physical Education	(048)
Computer Science	(083)
Music Hind.(Vocal)	(034)
Painting	(049)

Commerce

English Core	(301)
Economics	(030)
Mathematics	(041)
Physical Education	(048)
Business Studies	(054)
Accountancy	(055)
Computer Science	(083)
Music Hind.(Vocal)	(034)
Painting	(049)

Humanities

English Core	(301)
Hindi Core	(302)
Mathematics	(041)
Physical Education	(048)
Political Science	(028)
Geography	(029)

Music Hind.(Vocal)	(034)
Computer Science	(083)
History	(027)
Painting	(049)
Psychology	(037)
Legal Studies	(074)

ACTIVITIES

Co-curricular activities help to imbibe and develop imagination, reasoning, aesthetic sense and encourage co-operation and interaction among students. So these activities form an integral part of our curriculum. The school provides the following co-curricular & sports activities:-

- | | | | |
|--------------------|------------------------|-----------------|-----------------|
| * Dancing | * Class Decoration | * Singing | * Rangoli |
| * Story narration | * Quiz contests | * Yoga | * Clay moulding |
| * Extempore Speech | * Group discussion | * Dramatization | * Recitation |
| * Exhibitions | * Debates/Declamations | * Painting | |
| * Skating | * Table tennis | * Cricket | * Basket ball |
| * Hockey | * Badminton | * Gymnastics | * Volley ball |
| * Hand ball | * Football | * Kabaddi | * Kho-kho |
| * Athletics | * Chess | * Carrom | |

ADMISSION POLICY & RULES

Policy

- 1. Registration for admission in classes from Pre-nursery to IX & XI starts in the month of January.**
- 2. Applicant must be at least three years as on 31st March for admission in Nursery.**
- 3. Registration fee is Non-refundable.**
- 4. Registration does not imply admission.**

Rules

- 1. Registration is compulsory prior to admission.**
- 2. Admission is given purely on merit basis.**
- 3. Admission is open to all, irrespective of caste, but subject to regulations.**
- 4. Mid-term admissions are not made, except in transfer cases, subject to availability of seats.**
- 5. It is the responsibility of parents to collect all information regarding admission and fee.**
- 6. Name and date of birth as written in the previous School Leaving Certificate will remain final and will not be changed afterwards, except for classes Pre-Nursery to U.Kg.**
- 7. Percentage criteria for opting the streams given below is :**
 - Science - 70% & above**
 - Commerce - 60 % & above**
 - Humanities - 50 % above**
- 8. No direct admission will be given in class X and XII, as per CBSE Norms.**

DOCUMENTS REQUIRED FOR ADMISSION

The members of Admission Committee ensure that the parents submit the following documents at the time of admission:

- 1. Two latest passport size coloured photographs of the student, one passport size photo of guardian & one family photo (size 3'x2').**
- 2. Photocopy of date of birth certificate issued by the competent authority.**
- 3. Original Online School Leaving Certificate (compulsory for all the classes, except for classes Pre-nursery to U.Kg.)**
- 4. Photocopy of Detailed Mark Sheet (Report Card) of the previous exam passed.**
- 5. Original Migration Certificate for students from other Boards, except CBSE.**
- 6. Photocopy of Aadhar Card of student and his/her parents.**
- 7. Photocopy of Family ID.**
- 8. Medical Fitness Certificate of the student.**
- 9. Duly completed Registration-cum-Admission Form.**

OUR TODAY & TOMORROW

- *3.5 acres of lush green campus.*
- *Experienced and committed teachers with progressive outlook.*
- *Child centered and value based education of global standards.*
- *Emphasis on overall development of a child's personality through various initiatives like seminars, cultural programmes, interactive learning and workshops.*
- *High Tech Computer Labs, Atal Tinkering Lab, PCB Labs, Maths Lab, Geo Lab and many more.*
- *Library equipped with a wide range of books and other reading material.*
- *Excellent sports infrastructure for Skating, Hockey, Handball, Athletics, Table tennis, Badminton, Football, Chess, Cricket, Gymnastics, Kabaddi, Carrom, Basketball, Volleyball, Kho-kho, Yoga etc.*
- *Provision of safety and security through more than 100 cameras installed in all classrooms, activity areas and all indoor and outdoor spaces in school campus.*
- *Air conditioned classes upto class II*
- *Well-equipped classes with Interactive Boards*
- *Moral education/value education through daily Hawan and an annual Charitra Nirman Shivir.*
- *A qualified nurse on school rolls and an infirmary equipped to handle all first aid.*
- *Cultural and art training to students.*
- *Interactive counseling sessions by experts*
- *Adoption of weak students by teachers.*
- *Information technology as an active tool of learning*
- *Educational trips and adventure activities for students and teachers.*
- *School Cinema programme for life skills and attitude building.*
- *Active encouragement and support for participation in competitive exams.*

WITHDRAWAL OR DISMISSAL

- 1. School Leaving Certificate is issued only when all the dues are cleared and a 'No Dues Slip' is submitted, duly signed by all concerned.*
- 2. The school reserves the right to dismiss any child from the school, at any time, on any one of the following reasons :*
 - a. For having habits such as stealing, using unparliamentary language.*
 - b. Constant weakness in studies.*
 - c. Undesirable conduct.*
 - d. Using unfair means of examination/test.*
 - e. Repeated absence of a child for six consecutive days.*
 - f. Irregular payment of fees/non submission of pending documents render the pupil's name liable to be struck off from the rolls.*
- 3. Students who want to leave school from the commencement of the new session must apply for transfer certificate, latest by 31st March. If the student attends the class, in the new session, even for one day, he/she will have to pay the full fee for that month and the same will not be refunded. Transfer Certificate/School Leaving Certificate will be issued only on clearance of all dues/documents till that day. Duplicate copy of T.C./S.L.C./Report Card will be issued on payment of Rs. 100/-, as duplicate certificate fee.*
- 4. Those who fail in the Board Examination or fail twice in home examination and are below average are likely to be issued School Leaving Certificate.*

EXAMINATION POLICY

- 1. In order to make education stress free for students, they will be assessed as per the Guidelines issued by the C.B.S.E. New Delhi.*
- 2. As per CBSE Guidelines, marks & grades both will be awarded for individual subjects.*
- 3. Those candidates who obtain 33% in subjects of External Examination shall have to improve their performance through maximum of one attempt to qualify the subjects.*
- 4. To be eligible for a qualifying certificate, a candidate must obtain at least Grade D in all subjects.*
- 5. Only those who are awarded a 'Qualifying Certificate' will be eligible for admission in the next class.*
- 6. It is compulsory to pass in theory and practical exam, separately, in class XI and XII.*
- 7. At least 85 % attendance in the academic year is compulsory for promotion to the next class, even if he/she satisfies the pass criteria.*
- 8. The decision of the school authorities regarding the detention of a pupil will be final.*
- 9. If a student adopts unfair means at the time of exam, his/her answer sheet will be treated as cancelled.*

RULES CONCERNING "ABSENCE"

- 1. The students are expected to be regular and punctual in attending the school.*
- 2. No leave of absence is granted except on receipt of PRIOR WRITTEN APPLICATION from parents or guardians and even then for plausible reasons ONLY. In case of prolonged illness, the application must be supported by a Medical Certificate from a competent Medical Practitioner.*
- 3. Leave for two days can be granted by the class teacher and for more than that, only by the Principal.*
- 4. In special circumstances, leave will be sanctioned by the Principal only, on the recommendation of the class teacher.*
- 5. Absence without leave is seriously viewed and in case of six consecutive dates of absence the name of the pupil shall be struck off the rolls. He / She would be re-admitted after he /she has paid all the dues with fresh, admission fee and that too at the discretion of the principal.*
- 6. A fine of Rs. 5/- per day will be charged from the students abstaining from the school without proper application.*
- 7. Leave can be sanctioned during the examination days only under unavoidable or critical circumstances and that too with the prior permission of the Principal, on Medical grounds only.*
- 8. Any relative, servant or known will not be permitted, in any case, to receive the child from the school, without parents' written request.*
- 9. Attendance is compulsory on the days of celebration of Republic Day, Independence Day & other important days, failing which a fine of Rs. 100/- will be imposed.*
- 10. It is compulsory for students to have 80% attendance in the year to make them eligible for Yearly Examination. In case the attendance is short, the student loses her/his eligibility for any academic prize.*
- 11. All students are expected to attend class on the opening day after each of the vacations and on the closing day before the vacation. Absence because of sickness must be supported with a medical certificate.*

CODE OF CONDUCT

- 1. Students are expected to display good manners, behaviour and courtesy towards their parents, guardians, members of the staff and guests.*
- 2. Irregular attendance, habitual negligence in studies, disobedience, dishonesty, damage to school property and any other conduct injurious to the moral tone of the school is a sufficient reason for rustication, suspension or fine.*
- 3. Posting of derogatory remarks & obscene pictures on social media will invite severe disciplinary action against the student (Suspension/Rustication from school).*
- 4. No student should come out of the class without the class 'Out Pass'.*
- 5. Electronic gadgets (mobiles, i-pod, play-stations, audio/video players, cameras etc) are not permitted inside the school premises as per CBSE school rules. If found, the articles will be confiscated and a fine of Rs. 1000/- will be imposed on the students.*
- 6. Boys are not allowed to keep long hair and use hair colours.*
- 7. Girls are not allowed to use facial make up like eye makeup, nail art & bindi, mehendi. Decoration on arms & feet and body art (Tattoo) is strictly prohibited in the school.*
- 8. Students are not allowed to wear ornaments like gold/diamond jewellery (chain & danglers) or expensive watches etc.*
- 9. Damage to the school property in any form will be dealt with strictly and the cost of damage will be recovered from the students.*
- 10. Students cannot leave the school premises during school hours, including recess, without the written permission of the Principal.*
- 11. School premises are to be kept neat and clean.*
- 12. Students are not expected to indulge in dangerous activities.*
- 13. It is mandatory for the students using personal conveyance (Two Wheelers) to wear helmets and carry license.*
- 14. The students are supposed to come in proper school uniform and as per the school's scheduled time. The school gate will be closed 10 minutes after the first bell and late comers will not be allowed to enter the school.*
- 15. Changing of classrooms between periods should be done in an orderly manner and silently. Students should not unnecessarily leave their class at the end of every period.*

Note: Refusal on the part of the student or parents for participating in any event or function for which the pupils have been deputed by the school, in or out of station, can lead to disciplinary action against the student.

FEE INFORMATION

The information regarding fee can be collected from school office during working hours. Please contact 01692-220783 for more information.

FEE TIMINGS:

Summer *Monday to Saturday 8:00 a.m. to 1:00 p.m.*

Winter *Monday to Saturday 9:00 a.m. to 2:00 p.m.*

MODE OF PAYMENT

- *The school fee for every session is calculated and finalized in compliance with the norms laid by the State Government.*
- *Parents are requested to pay the Fee Online through Internet Banking, Debit Card, Credit Card, V.P.A (Google Pay, Phone Pay) by logging on www.davtohana.org. No cash payment will be accepted.*
- *In an exceptional case, if any parent is unable to deposit the fee through online mode, he/she can deposit the fee at the Fee Counter (in Summer - 8:00 A.M. to 1:00 P.M. & in Winter - 9:00 A.M. to 2:00 P.M.) only through Debit Card, Credit Card & Cheque. If the cheque gets bounced/dishonoured by the Bank, a fine of Rs.500/- will be imposed.*
- *Fee must be paid on quarterly basis. 1st Installment by 15th of April 2024 (for April, May, June), 2nd Installment by 15th of July 2024 (for July, August, September), 3rd Installment by 15th of October 2024 (for October, November, December) & 4th Installment by 15th of January 2025 (for January, February, March). After the due date, a fine of Rs. 50/- per month will be imposed, which will not be exempted in any circumstance.*
- *If the fee is not paid till the end of the first quarter month, the name of the student shall be 'Struck Off' from School Rolls, without any further notification. Please ensure the payment of school dues as, later on, no reason or excuse will be entertained.*
- *If any student wishes to avail the school transport, the transport charges, area wise, will be charged, quarterly, along with the monthly fees.*
- *School Transport Fee shall be charged only for 11 Months, from April 2024 to March 2025. (Transport Fee for the month of June 2024 is exempted).*
- *Kindly retain all the receipts of school dues as they help in removing discrepancies and errors immediately.*
- *Parents are requested not to have any cash transaction directly with the school staff. The school does not take responsibility for any such payments. All monetary transactions are to be routed through school Office only.*

SCHOOL TRANSPORT RULES

The school runs a fleet of self owned buses fully equipped with Speed Controller, GPS, CCTV and operate as per the Govt. Guidelines. Trained driver, conductor escort in each bus is provided with mobile phones to stay in constant touch with school authorities and parents.

This facility is extended to students only when they follow a proper code of conduct while using the school buses. Please note that the school bus is a privilege, not a right.

- 1. Discontinuation in the months of December, January, February & March is strictly not allowed.*
- 2. School Bus fee must be paid in advance along with other school fees.*
- 3. Transport fee will not be refunded.*
- 4. Students must board and de-board buses in queues.*
- 5. Students using the school bus are expected to be at the bus stop at least five minutes before the scheduled time of the bus. Bus will not wait for late comers.*
- 6. If a student misses his/her allotted bus, he/she should not try to board any other bus. It will be the responsibility of the parents to drop their wards to the school. Such students may, however, return home by their allotted bus.*
- 7. The reservation of seats for co-commuters is not allowed, under any circumstances.*
- 8. Students must not move around when the bus is in motion and consumption of edibles and drinks is not permitted in the bus. They are not supposed to throw anything out of the bus.*
- 9. Students are allowed to use only their allotted bus and bus stop. No change will be allowed without prior written permission of the transport in-charge.*
- 10. If any student/parent is found misbehaving or damaging the buses in any manner, is likely to find himself/herself debarred from availing this facility. Behaviour in the school bus should be exemplary.*
- 11. Parents are requested not to make any comparison with other school routes and bus-stops.*
- 12. The parents are requested to verify the antecedents of private drivers thoroughly and ensure a safe mode of transport. We do not wish our students to travel on any vehicle which is not run on the legally permitted fuel. The school is not in any manner responsible for the safety of the students who use private transport.*
- 13. The school will not be held responsible if the child leaves his/her belongings in the bus.*
- 14. If the parents have any problem regarding buses, misconduct of driver/conductor, they are requested to contact the Transport In-charge*

INFORMATION FOR PARENTS

To achieve our aim, the school seeks the cooperation of the parents as every child is a joint responsibility of the school as well as parents.

- 1. A fine of Rs. 50/- will be imposed on uniform defaulters.*
- 2. Special precautions regarding health are to be taken. Parents/Guardians are advised to make a written request to the Principal about the unfitness of their child. A child returning to school after suffering from an infectious or contagious disease should produce a fitness certificate from a medical practitioner/doctor.*
- 3. It is compulsory for all students to complete 85% attendance before every exam to make them eligible to sit for the examination. In case attendance is short, students will not be eligible for promotion/any academic award.*
- 4. Constant vigilance on the part of the parents pays rich dividends. We earnestly recommend that parents should take interest in the daily activities of the children, both inside and outside the school and check the diary daily for any notes from the teacher. Kindly attend all the Parent Teacher Meetings on the Second Saturday of every month, in the interest of your wards.*
- 5. Remarks made by the Principal or teachers in the School Diary are required to be countersigned by the Parents/Guardians. So, the almanac should be regularly checked by the Parents.*
- 6. Legitimate complaints should be brought to the notice of the Principal, without delay.*
- 7. If parents have any suggestions regarding their ward's studies, they are welcome to contact the Principal/ Supervisory Head/Class Teacher/Subject-Teacher during Parent-Teacher Meeting or with prior appointment after the school gets over, on any working day.*
- 8. Absence from class for social functions is strongly discouraged.*
- 9. The student are expected to pay due regard to every teacher in and outside the school, whether he/she teaches them or not.*
- 10. Unauthorized absence for 6 consecutive days renders the student liable to have his/her name struck off the rolls.*
- 11. The Security amount which is an interest free amount will be refunded, on demand, through Security Refund Application, alongwith parents' bank copy proof, within a year, from the day the student leaves the school. After one year this amount will be forfeited.*

Parents are kindly requested:

- 12. to co-operate with the school in its attempt to help towards their children's progress by paying attention to their regularity, punctuality and discipline.**
- 13. not to enter the class rooms, either to see their wards or to meet the teachers during class hours. Parents Meetings with the class teacher should be arranged after the school gets over, with prior appointment, through a written note in the student's diary.**
- 14. to notify the school (In the office) about any change of address and telephone/mobile number.**
- 15. to mention name, class and section of the student on his/her belongings.**
- 16. not to deliver lunch boxes, water bottles to their wards during the school hours.**
- 17. to note that school phone is for official use only. No student is allowed to make personal calls, except in case of emergency.**
- 18. not to send their ward to the school on any type of vehicle like scooter/motorcycle, except for bicycle.**
- 19. to note that half day leave will not be granted to their wards, except in case of emergency.**
- 20. to send their wards to the school well in time and in proper school uniform, failing which he/she will be sent back home.**
- 21. to ensure that their wards maintain personal hygiene, have nutritious diet and avoid eatables from road side vendors.**
- 22. to switch off their mobile while entering the school premises.**
- 23. to frame a daily routine/time table for their wards and ensure that it is strictly followed so that there is ample time for all activities in a disciplined manner.**
- 24. to encourage their wards to participate in all curricular and co-curricular activities. This is very necessary for gaining self confidence and self satisfaction.**
- 25. to ensure that their wards are in proper uniform, failing which a fine of Rs.100/- will be imposed on uniform defaulters. Application of Mehndi, nail polish and make up is not permitted. In case of non-compliance, they will be issued Disciplinary cards. Repetition will de-bar them from attending the classes. No exemption will be granted in any case.**
- 26. to switch off their mobile while entering the school & deposit it at the Reception before entering the Principal's office.**

The Parents can meet the Principal as per the time given below:

Summer	10:00 am to 11:00 am
Winter	11:00 am to 12:00 noon

If any parent wants to meet the Principal at any other time, he/she will have to take a prior appointment.

Note: If either the parents or the students misbehave with the teaching or non-teaching members of the school staff, the concerned ward/wards will be debarred from attending the class till the ward satisfies the Principal about his action. However, if a ward or any parent misbehaves with the Principal, the name of the ward will be struck off from the rolls and his/her security will automatically be forfeited.

SCHOOL UNIFORM

- ❖ *The school uniform is to be worn on all working days and students must come to school wearing the correct school uniform, duly cleaned and ironed.*
- ❖ *Students are not allowed/permitted to wear low waist and narrow bottomed trousers.*
- ❖ *Personal cleanliness, hygiene and neatness is expected at all times. Hair must be neatly cut/pinned/plaited and combed. Nails must be kept clean and short. Boys must maintain their hair properly trimmed (except Sikhs). Fancy hairstyles and colored hair is not allowed.*
- ❖ *Girls may wear only small ear tops or studs.*
- ❖ *The Shirt must be fully buttoned. Sleeves should not be folded up.*
- ❖ *Boys/girls should also refrain from wearing any jewellery.*
- ❖ *The sikh boys/girls are not to wear heavy/sharp karas.*
- ❖ *Neither boys nor girls are permitted to wear any ornament on religious grounds.*
- ❖ *Remember, School is the temple of learning where seeking knowledge is our religion.*

