

Office Circular

“To ensure Safety & Security of Students”

Dear Parents,

Keeping in view some unfortunate and unpleasant incidents in the recent past involving school children, it is our duty and responsibility to take all possible security measures to ensure the safety and security of the students.

DAV College Managing Committee, New Delhi being the biggest non-governmental organization and serving the noble cause of education for more than 131 years, feels highly concerned about such unfortunate incidents and has initiated the befitting arrangements and steps to create an atmosphere of confidence and trust amongst students and parents.

Through this office circular we solicit your valuable co-operation in the best interests of students and the institution.

- Please send your ward to the school only if the child is physically fit and fine. **In case of any serious illness, avoid sending the child but do send an application when the child is on leave. Please do avoid sending the child to school if he/she is suffering from any infectious disease.** The school has arranged a software to inform you online about the presence of student in the school.
- Parents sending their wards through Auto Rickshaws/Private Vans must ensure that the mode of transport arranged by them is absolutely safe for children. Please also check the antecedents of driver and his police verification must be got done and a copy of the same alongwith a copy of Aadhar Card and Driving License be submitted for record in the school office.
- The school does not have transport of its own. However if the parents are availing transport from private vehicles, it is suggested to ensure the safety of the students the government has introduced Safe School Vahan Scheme. A prescribed proforma has been given to meet the basic requirements as per the instructions by Safe School Vahan Scheme.
- The following details are required to be checked and verified. Yellow colour cab and Nanny is must along with required documents. No vehicle will be allowed to ply by the district administration without fulfilling the requirements. It is suggested for the safety of your child.
- Details need to be checked and verified:
 1. Colour of cab : Yellow
 2. Registration Copy (RC)
 3. Valid Driving License
 4. Insurance
 5. Pollution
 6. Uniform of Driver and Nanny (With Name Tags)
 7. First Aid Kit
 8. Fire Extinguisher
 9. CCTV (Front and Back)
 10. Fitness Certificate
 11. Nanny on Duty

- Please avoid calling your ward/s during school hours. In case of any unforeseen emergency, you are to come to school personally to take your ward safely. Do not contact school office to call your ward on telephone, school will not send the child through any unknown or unauthorized person. Students must be instructed not to accompany any unknown person and do not take any eatables from them and to remain inside the school premises if auto driver who is to carry them back has not come and instruct them to contact school office in such case. But not to leave the school premises on their own or all alone.
- Please set the bag of your ward/s to ensure that he/she does not possess any unwanted, impermissible or objectionable material in their school bag which can harm others. **Please also avoid sending heavy cash with your ward/s.** The school authorities will not be responsible for any loss or theft.
- **Please avoid sending tiffin, eatables, stationery material, books-notebooks and birthday gifts during school hours.** Please send the required things alongwith the child coming for the school.
- **Please don't send Mobile Phones alongwith your ward/s** as it has been banned in the school. Please also instruct your ward not to involve and indulge in any act of indiscipline/mischief bulling or misconduct failing which disciplinary action can be taken.
- Please instruct and advise your ward/s **not to purchase and have unhygienic/junk food from road side vendors** to ensure their physical health.
- Please guide your ward/s to contact the school authorities in case of any emergency/health problem, physical abuse, misconduct on the part of any student/teacher/employee/bus or auto driver so that the grievance/complaint can be sorted out.
- Unauthorized entry in the class-rooms & school premises may invite action.

Inconvenience (if faced) is regretted as the safety and security of the students is our paramount concern.