



# GAIL D.A.V. PUBLIC SCHOOL

(An English Medium Co-educational Sr. Secondary School)  
(Managed by D.A.V. College Managing Committee, New Delhi)  
GAIL Gaon, Dibiyapur, Distt. Auraiya (U.P.) - 206 244.

Affiliated to CBSE Delhi vide Affiliation No. 2130336, School Code.70121

Ref. No.: GAIL/DAV/O&C/ /2024-25

24.10.2024

Dear Stakeholders,  
Greetings from GAIL DAVPS!

School is a respectable institution and the teachers are the architecture moulding the personality of our learners who are the future of this generation. We must respect, acknowledge and appreciate their selfless efforts towards the development of our learners.

We would like to bring to your attention the following guidelines for scheduling appointment in order to meet the HOI/Coordinators/Teachers:

## 1. Appointments with the Principal:

- **Appointment Request:** To meet with the Principal, on days other than the regular visiting hours, you are required to schedule an appointment in advance. Kindly reach out through:
  - **Phone** : 05683-283555
  - **HVJ** : 36909,36913
  - **Email** : [office.gaildav@gmail.com](mailto:office.gaildav@gmail.com)
  - **Regular visiting hours & Timings** : Monday & Friday (10.00 AM to 11.00 AM)
- **Confirmation:** Once your appointment is confirmed, you will receive a confirmation message specifying the date and time.
- **Appointment Timings:** Appointments are available between **10:00 AM to 11:00 AM**, subject to the Principal's availability.
- **Urgent Matters:** In case of emergencies or urgent matters, please contact the school office on the contacts provided above directly to meet the Principal.

## 2. Visiting the School:

- **Pre-Scheduled Visits:** We encourage stakeholders to schedule their visits in advance through appointment to ensure smooth coordination and availability of the coordinators. Kindly reach out through:
  - **Phone** : 05683-283555
  - **HVJ** : 36909,36913
  - **Email** : [office.gaildav@gmail.com](mailto:office.gaildav@gmail.com)
- **Visiting Hours:** Parents may visit the school as per the below mentioned visiting hours:

Meeting Authority	Name	Day	Time	Venue
Coordinator (Nursery to Vth)	Mrs. Arti Singh (PGT-English)	Thursday	11.30 AM to 12.30 PM	Conference hall (Main Building)
Coordinator (VIth to VIIIth)	Mr. Pankaj Dwivedi (TGT- Social Science)	Thursday	11.30 AM to 12.30 PM	Conference hall (Main Building)
Coordinator (IXth to XIIth)	Mr. Rajeev Kumar (PGT-Physics)	Tuesday	12.00 (A/N) to 01.00 PM	Conference hall (Main Building)

- **Entry Protocol:**  
Upon arrival, kindly report to the **School Reception** where visitors will be required to fill the Visitor's Slip stating the purpose of visit.

## 3. General Conduct During Visits:

- No entry allowed during school's prayer time (7.30 AM to 7.50 AM).
- Any kind of communication with the teacher should be carried out via a written note in school diary.
- Parents can meet the teachers (other than coordinators) only after taking prior appointment through Principal.
- Maintain the decorum and discipline within the school premises.
- Ensure all communication is professional and courteous.
- Parents may need to wait at reception area if Principal/Coordinator/Teacher is busy in taking class/meetings.

We appreciate your cooperation and understanding in maintaining a smooth and orderly visit process. Should you have any further questions or need clarification, feel free to contact the school administration.

Warm regards,

GAIL DAV Public School  
[www.gaildav.in](http://www.gaildav.in)

