DHANORI, PUNE

Dr. Mar Theophilus School

School Prospectus

Academic Year 2027–28

A place to learn, grow and discover possibilities

KNOWLEDGE IS WEALTH

Established 2007 | Affiliated to the Council for the Indian School Certificate Examinations (CISCE)

01 Introduction

Dr. Mar Theophilus School, Dhanori, Pune, was founded in 2007 under the visionary leadership of the Malankara Orthodox Church Council of Mumbai Trust, with a deep-rooted belief that “Aspirations are Possibilities”. Guided by the conviction that every child has the potential to achieve greatness, the school provides quality education in an environment that nurtures knowledge, character and holistic development.

It is a co-educational, English-medium school for students from Pre-Primary to Standard X, affiliated to the Council for the Indian School Certificate Examinations (CISCE).

The school's distinctive architecture reflects its vision of an inspiring and enriching learning environment. Conceived through the inspiration and dedication of His Grace Geevarghese Mar Coorilos, the building received international recognition from the World Architectural Association of Asia, and the school was the only one from India included in that selection.

Since its inception, the school has offered a strong academic foundation through a well-structured national curriculum, delivered by highly qualified, dedicated and passionate educators. The emphasis has always been on intellectual curiosity, creativity, values and confidence.

A significant milestone came in 2016, when the school received CISCE affiliation. The first batch of students appeared for the ICSE examination in the academic year 2017–2018.

2007	7 acres	Pre-Primary–X	ICSE
Year established	Green campus	Co-educational, English medium	Affiliated to CISCE

02 Vision of the School

To establish Dr. Mar Theophilus School as a Centre of Excellence in the field of education, with standards comparable to the best nationally, and to equip students with the knowledge, skills and values necessary to become confident, responsible, talented and well-rounded individuals and lifelong learners.

03 Our Mission

To provide a safe, intellectually stimulating and challenging learning environment that unlocks every student's potential and instils determination, self-confidence and a passion for lifelong learning.

We strive to make learning meaningful and engaging through innovative teaching practices, advanced educational resources, and a balanced blend of curricular and co-curricular activities.

We are committed to nurturing responsible individuals who uphold the principles of secularism, respect cultural diversity, care for the environment, understand human rights and embrace their social responsibilities. Through value-based education, we aim to develop individuals who contribute positively to the school, community, nation and the world.

04 Our Motto

KNOWLEDGE IS WEALTH

We believe that knowledge is the greatest asset an individual can possess. Through quality education, guidance and opportunities, we strive to mould our students into knowledgeable, resourceful and responsible citizens who can confidently contribute to society.

05 Objectives of the School

Our aim is to empower excellence, nurture lifelong learners, and shape confident, responsible and complete individuals for a brighter tomorrow.

- To introduce young children, particularly those in the 3–5 age group, to a joyful, developmentally appropriate Pre-Primary learning experience.
- To give students in every class the opportunities and support to achieve their academic and personal potential.
- To promote the all-round development of each child: intellectual, physical, emotional, social and moral.
- To develop critical thinking, creativity, collaboration, communication and other essential 21st-century skills.
- To cultivate discipline through positive attitudes, respectful behaviour, personal responsibility, hygiene and good manners.
- To nurture values such as fellowship, empathy, love, compassion, cooperation and respect for others.
- To encourage confidence, curiosity, independent thinking and a lifelong interest in learning.
- To build a secular outlook, cultural appreciation, environmental consciousness and respect for human rights.

06 Curriculum and Learning

The school follows a well-structured curriculum from Pre-Primary to Secondary, aligned with the National Education Policy (NEP) 2020 and the syllabus prescribed by CISCE. Students are prepared for the ICSE examination at the secondary level. English is the medium of instruction, Hindi is offered as the second language and Marathi is taught from Standards I to X.

PRE-PRIMARY SECTION

The programme follows the Foundational Stage of NEP 2020, with play-based, activity-oriented and experiential learning. The focus is on language skills, early numeracy, motor skills, creativity, social interaction, emotional well-being and values, in a joyful and stress-free environment.

PRIMARY TO SECONDARY SECTION

The school adopts a holistic, child-centric and competency-based approach, giving equal importance to scholastic and co-scholastic domains. Students take part in drama, debate, music, dance, art, sports, SUPW, life skills programmes and educational field visits.

BAGLESS DAYS

As recommended by ICSE and NEP 2020, the school observes Bagless Days for hands-on, experiential and skill-based activities such as art-integrated learning, vocational exposure, sports, cultural activities, environmental studies and project work. These days reduce academic load, promote creativity and foster joyful learning.

CLASS LEVELS

LEVEL	CLASSES
Preparatory	Nursery to Class I
Foundation	Classes II–V
Middle School	Classes VI–VIII
Secondary School	Classes IX–X

ACADEMIC YEAR

The academic year begins in mid-March and is divided into three terms. Evaluation is carried out across all three terms, and annual promotion is based on cumulative performance throughout the year.

TERM	PERIOD
Term I	Mid-March to July
Term II	August to November
Term III	December to February

ASSESSMENT AND PROMOTION

- The minimum pass mark in any subject is 33%. Passing in English is mandatory for promotion.
- Attendance is compulsory for all assessments. Absence results in zero marks, except on genuine medical grounds approved by the Principal.
- A minimum of 80% attendance of the total working days in each term is compulsory.
- Requests to change assessment dates or timings will not be entertained. Late arrivals get no extra time, and half-day attendance is not permitted during examinations.
- Students who fall sick during evaluations should stay at home and produce a medical certificate.

- Students using unfair means are awarded zero in that subject; repetition may lead to a Transfer Certificate without notice.
- Students failing one or more subjects in Classes V and VIII must appear for a retest. Failure in the retest means repeating the class.
- Report cards are not issued in case of non-payment of fees. Answer scripts (except Term III) are shown to parents on Open Day but not given to take home.

SUBJECTS OFFERED – ICSE CURRICULUM

Subjects are offered in accordance with CISCE guidelines and regulations, in these groups:

GROUP	SUBJECTS
Group I – Compulsory	English Language, English Literature, Second Language (Hindi), History & Civics, Geography
Group II – Compulsory (choice-based)	Mathematics; Science (Physics, Chemistry and Biology)
Group III – Elective	Art, Physical Education, Computer Applications, Commercial Applications

07 A Typical School Day

Punctuality is an important part of school discipline. Students are expected to arrive on time, assemble at the designated areas and begin their academic activities without interruption.

SECTION	DAYS	SCHOOL HOURS	REPORT BY
Pre-Primary (Nursery, LKG, UKG)	Monday to Friday	8:30 a.m. – 12:50 p.m.	8:20 a.m.
Standards I to X	Monday to Friday	7:30 a.m. – 2:20 p.m.	7:20 a.m.

On the first and third Saturdays of the month, school runs from 7:30 a.m. to 11:00 a.m.

GATES AND SAFETY

- School gates are kept locked during school hours for the safety and security of students.
- Students arriving after school has commenced may not be permitted to enter the campus.
- Parents are requested not to park in front of the school gates, as this obstructs school buses and other vehicles.
- Students using transport other than the school bus must leave the premises promptly after school hours.
- Parents should ensure children are picked up on time and follow the designated arrival and dispersal arrangements.

Any change to the regular schedule, including examination days, special events, holidays or Saturday working, will be communicated through official school circulars and other authorised channels.

08 Facilities and Learning Resources

Spread across a seven-acre campus, the school offers a spacious, green and stimulating setting for learning and recreation. The campus is anchored by a five-storey academic building with well-ventilated classrooms, thoughtfully designed learning spaces and modern educational facilities.

FLOOR-WISE OVERVIEW

FLOOR	WHAT IT HOUSES
Ground	Six classrooms, Assembly Hall, Campus Supervisor's Office, Administrative Department, Principal's Office, Sports Rooms
First	Nine classrooms, library, computer laboratory, infirmary, staffroom
Second	Eleven classrooms, Counsellor's Room, Chemistry Laboratory
Third	Eleven classrooms, Biology Laboratory, Indoor Games Room, Recreation Room, additional infirmary
Fourth	Ten classrooms, staffroom, storeroom, Examination Hall, specialised laboratory and computer facilities

Every floor has separate toilets for boys and girls and purified drinking water. Every classroom is supported by electronic learning resources from Next Education, enriching lessons through technology-enabled teaching and learning.

SPORTS AND OUTDOOR ACTIVITIES

The expansive two-acre playground has a basketball court and facilities for football, cricket and badminton, with dedicated play areas for younger children. An open auditorium and a multipurpose hall seating about 350 people host assemblies, cultural programmes, celebrations and seminars. A spacious lobby adds further multipurpose space.

A GREEN AND SUSTAINABLE CAMPUS

Lush greenery, fruit-bearing trees, flowering plants and views of the hills create a calm natural setting. The campus is supported by generator backup, borewell water and solar power generation.

SPACES THEY'LL LOVE

Science Labs: Well-equipped Physics, Chemistry and Biology laboratories for practical experiments and hands-on learning.

Computer Labs: Build digital literacy, technological skills and confidence from an early age.

Library: A welcoming space of books and resources that inspires reading, imagination and independent learning.

Stage and Performing Arts: A platform for music, dance, drama and cultural performances.

Games and Sports: Football, basketball, badminton, table tennis and skating, promoting fitness and teamwork.

Karate: Training that builds discipline, concentration, confidence and self-control.

09 Special Features

Award-winning architecture: Recognised by the World Architectural Association of Asia, with the school the only one from India in that selection.

A seven-acre green campus with a five-storey academic building and a two-acre playground.

Technology-enabled classrooms with electronic learning resources from Next Education.

Dedicated educators: A team of highly qualified, dedicated and passionate teachers.

Hands-on learning: Science and computer laboratories, plus Bagless Days for experiential, skill-based activities.

Critical thinking: The LogiQids Logical Reasoning Programme for Standards I to IX.

Well-being and support: A counsellor's room and two infirmaries on campus.

Safety and security: Locked gates during school hours, a Parent Escort Card system, and the Guardians of Safety initiative with the Damini Marshal from Vishrantwadi Police Station.

Substance-free campus: Implementation of the Nasha Mukt Vidyalaya Three-Year Action Plan (2026–2029) through awareness sessions, quizzes and pledges.

Sports training in karate, football, basketball, badminton, table tennis and skating, among others.

BEYOND ACADEMICS – RECENT HIGHLIGHTS

Learning and creativity

- *Seeds of Change* (Class III seed balls for afforestation) and *Mitosis in Motion* (Class X models of cell division).
- World Environment Week with poster-making, Best Out of Waste, a deplasticization drive, a tree plantation of 100 saplings and a cycle rally.
- *Mock Gram Panchayat* for Class VII and the *Junior Chef Fiesta* for Class III.
- Creative Writing Competition for Classes III to V, with 220 participants.

Early years, culture and well-being

- *Tiny Tots on Air*, where UKG students hosted their first radio programme, and the *Story Parade* for LKG and UKG.
- *Lasya 2.0* classical dance competition for Classes I to VI, and one-act plays by Classes VI to IX.
- A Pre-Puberty Awareness Workshop for girls of Classes V to X, led by a psychologist.

Sports achievements

- The Theophilian Krida Mahotsav 2026 featured inter-house cricket and football tournaments, with Green House as overall cricket champion.
- 16 gold, 6 silver and 5 bronze medals at the CISCE Zonal Karate Championship, with 16 participants qualifying for Regionals.

- Medals at CISCE Zonal Taekwondo and Skating Championships, national selections in Taekwondo, and qualification for the CISCE National Swimming and Skating Championships.

10 School Uniform

Students are expected to wear the prescribed school uniform neatly and correctly from the first day of school. Parents are requested to label all clothing and belongings clearly with the child's name and class, and to pay careful attention to the cleanliness of their children.

PRE-PRIMARY SECTION

Regular uniform

- Black track pants with red stripes and a red T-shirt bearing the school emblem, worn on Monday, Wednesday and Friday.
- A white vest is compulsory every day.
- Each student should have at least two sets of the regular uniform.
- Only plain black socks and black Bata Velcro shoes are to be worn with the regular uniform.

P.T. uniform

- Navy-blue track pants with a light-blue T-shirt, worn on Tuesday and Thursday.
- White socks and white shoes are to be worn with the P.T. uniform.

Winter wear and uniform compliance

- A grey zip-up hoodie with the school emblem embroidered on it is part of the uniform.
- Non-uniform hoodies or shoes will be confiscated on the day they are worn.

Other rules

- On a child's birthday, the child should be in complete school uniform, not civil dress. The child may bring chocolates to distribute.
- Girls with hair longer than ear length must plait it, with no ponytails or loose hair, and wear a black hair band.
- Boys must have a regular summer-cut or buzz-cut. A mushroom-style haircut is not permitted.
- Students coming for any extra activity must be in school uniform, and not in sandals, slippers or floaters.

PRIMARY AND SECONDARY SECTIONS

- **Boys:** White shirt, black shorts and black tie bearing the school emblem. From Standard V onwards, black full-length trousers.
- **Girls:** White shirt, black pinafore and black tie bearing the school emblem. From Standard V onwards, the prescribed black divided skirt.
- Plain white socks and the prescribed black school shoes.
- Students should have at least two sets of uniform. The house-wise P.T. uniform is worn on the days specified by the school.
- Boys: a summer-cut or buzz-cut is preferred. Girls: hair tied back with hair bands or black ribbons, as prescribed.

- A grey zip-up hoodie with the school emblem embroidered on it is part of the uniform (compulsory for Primary; optional for Secondary). Non-uniform hoodies or shoes will be confiscated on the day they are worn.
- On a birthday, the child should be in complete school uniform and may bring chocolates to distribute.

School blazer

The blazer is grey with the school emblem embroidered on it. Parents are requested to embroider the child's name and class on the label inside, so that it can be identified if lost.

- **Secondary:** Worn from November to February, only on Mondays and Wednesdays.
- **Primary (Standard V):** Worn during the Second Term, only on Mondays and Wednesdays.

11 Admission Procedure

Admissions for the academic year 2027–2028 are open for Nursery, LKG and UKG, subject to availability of seats. Parents must complete the online application within the stipulated dates.

APPLICATION SCHEDULE

ITEM	DETAILS
Academic year	2027–2028
Classes	Nursery, LKG and UKG
Online application form available	**16th November 2026 to 24th November 2026**

The completed form must be downloaded, printed and submitted at the school with the prescribed documents during this period.

AGE ELIGIBILITY

The age criteria are strictly followed.

CLASS	MINIMUM AGE AS ON 30TH JUNE 2027
Nursery	3 years
LKG	4 years
UKG	5 years

ONLINE APPLICATION PROCESS

1. Visit the school website, https://martheophilusschool.org/, and click the Online Admission Form link.
2. Enter the required student, parent and payment details. Accurate, complete information is essential; any discrepancy may lead to rejection.
3. Pay the prescribed application fee online. The fee and transaction charges are shown on the admission portal.

4. After successful payment, an email with the link to download the completed form is sent to the registered address. Check the spam or junk folder if it does not arrive.
5. Download and print the form, attach all required documents, and place the hard copy in the admission drop box at the school gate within the application period.

DOCUMENTS REQUIRED

- Recent passport-size photographs of the child and both parents, with one family photograph.
- Laminated colour photocopy of the child's Birth Certificate (Nursery to Standard I).
- Duly completed and signed Declaration Form.
- Photocopy of the child's Aadhaar Card.
- Photocopy of the child's Caste Certificate, where applicable.
- Self-attested photocopy of residential address proof: Aadhaar Card, Driving Licence, Passport, Ration Card, Electricity Bill, Telephone Bill, Voter ID Card or Bank Passbook (any one).
- Previous school's Report Card, where applicable.
- For Standard II and above: the original Transfer Certificate from the previous school, submitted after admission is confirmed, as instructed by the school.

Please ensure all documents are clear, legible and properly attached to the form.

IMPORTANT ADMISSION GUIDELINES

- Submitting an application does not guarantee admission. Admission is subject to seat availability and management approval.
- Admission of siblings is not automatic and cannot be claimed as a right.
- The mobile number and email address in the form are used for all further communication. Selected candidates are informed by SMS or email.
- Please do not enquire about application status during the admission process.
- The school does not accept any donation or gratification in connection with admissions. Only the Principal is authorised to grant admission; do not engage anyone claiming to influence it.
- The Management reserves the right to accept or reject applications in accordance with the admission policy.
- Parents and guardians cannot influence or dictate school policy; all decisions on admission and retention rest with the School Management.
- Admission is incomplete until the Transfer (Leaving) Certificate, with copies of the Birth Certificate, Aadhaar Card and Caste Certificate (if applicable), is submitted.
- A pupil may be assessed and placed in the class immediately below the one applied for. The decision of the school authorities is final.

WITHDRAWAL

- One month's prior application by email is required. The original caution deposit receipt must be submitted in person to the admin department.
- Pupils leaving in April must pay fees for May.
- A Leaving Certificate is issued ten days after receipt of the withdrawal application, subject to clearance of all dues.

- A pupil who fails twice in Standard IX will be required to leave the school.

12 Payment Instructions

All fee payments must be made strictly through the School ERP portal. Cash, cheque and direct bank transfers are not accepted.

INSTALMENT	PAYMENT WINDOW
First quarter	1 June to 15 June
Second quarter	1 September to 15 September
Third quarter	1 December to 15 December
Fourth quarter	1 February to 10 February

- Fees may be paid quarterly or annually as a one-time payment through the ERP portal. No other mode or break-up is permitted.
- Please pay within the stipulated dates to avoid additional charges. A late fee of ₹10 per day is levied on delayed payment.
- Fees once paid are non-refundable.

13 General Guidelines for Parents and Students

ATTENDANCE AND LEAVE

EXCUSED ABSENCE	UNEXCUSED ABSENCE
Illness supported by a medical certificate	Traffic trouble
Death in the immediate family	Missing the bus
Quarantine	Oversleeping
Genuine reasons such as competitions outside Pune	No written excuse

Leave is not granted for marriages other than those of very close relatives, nor for religious obligations that elders can fulfil after school.

- Bring a leave note signed by a parent stating the reason and date(s) of absence. Students must make up any work missed.
- Punctuality and regular attendance are imperative. Late comers will be sent back home, and the school is not responsible for their security.
- Excuses for abstaining from any school activity will not be considered without good and sufficient reason.

- Attendance is mandatory on Republic Day, Independence Day, Patron's Day and all Bagless Days. Absence invites disciplinary action unless a written explanation is submitted in person by the parent before the function.
- Pupils must be present on the first working day after vacations and the last working day before vacations.
- Bus commuters who must stay after dispersal time need to make prior arrangements for going home.

INSTRUCTIONS FOR PARENTS

- Send your child with a healthy breakfast and lunch. Junk food is strictly discouraged.
- Ensure your ward returns home after school hours, except on days of approved activities. The school's responsibility ends once school hours are over.
- Supervise your child's academic work, and promptly act on remarks or instructions from the Principal or teachers.
- Read school notices and the Almanac regularly, and plan holidays accordingly.
- Fill in names of students and parents exactly as they appear on the Aadhaar Card.
- Inform the school who will bring and collect the child each day.
- Parents are expected to follow the prescribed formal dress code when visiting the school.
- In the interest of safety, school gates remain locked during school hours.

Parent Entry Pass

- Guardians must carry and display the Parent I-Card / Escort Card at the school entrance when collecting their child, and during every interaction with school staff.
- Without the escort card, the child will not be handed over and entry will not be allowed.
- Parents may not enter classrooms. Enquiries are made at the reception, and parents may not wait at the reception, in corridors or on the premises during school hours.

DISCIPLINE

- Students must wear the prescribed uniform neatly, with nails trimmed and clean. Nail polish and fashionable or gold ornaments are not permitted, except small silver earrings.
- Students communicate only in English within the school premises.
- No student may leave the campus or classroom during school hours without a valid pass. Early leave is allowed only for unavoidable medical reasons.
- Students must not litter, and are responsible for their personal belongings. The school is not responsible for loss of books, money or valuables.
- Damage to school property is a serious offence, and the parents must compensate for it.
- Collecting money for any purpose without the Principal's prior permission is prohibited. Private tuition by teachers to students of the same school is also prohibited.
- Games and sports are encouraged, but only first aid is administered for injuries sustained.
- Disciplinary violations may lead to Yellow or Red Cards, depending on seriousness. Misconduct, even outside the school premises, may invite strict action, including withdrawal from school.
- Unfair practices in examinations may lead to suspension or expulsion, as decided by the Principal.
- Parents and students must not post misleading, defamatory or false information about the school, staff or students online. This is a serious breach of the Code of Conduct and is handled by the Internal Review Committee.

PROHIBITED BEHAVIOUR

- Irregular attendance, unexplained absence, habitual late coming and leaving the premises without permission.
- Bullying or ragging, teasing, mocking, shouting, whistling, or any unruly, objectionable or indecent behaviour.
- Use of foul, abusive or unparliamentary language, and disrespect toward teachers, staff or classmates.
- Defacing school walls, furniture or property, and pasting stickers, posters or notices on it.
- Remaining in restricted areas such as the playground, empty classrooms or staircases during class hours.
- Bringing food items from street vendors, and neglecting homework.
- Smoking or using tobacco products in or around the school.

PROHIBITED ITEMS

- Trinkets, jewellery, henna or tattoos, and expensive personal belongings.
- Mobile phones, e-games, pen drives, cameras, music players, and any objectionable literature or material.
- Crackers, fireworks, firearms and inflammable material.
- Gifts of any kind for distribution in school, including birthday gifts.
- Toys, sharp or dangerous objects, tobacco products, alcohol and chewing gum.

LIBRARY RULES

Students are expected to maintain silence and discipline, handle books with care, return them on time, avoid marking or folding them, and keep the library clean while following the librarian's instructions. Let us respect our books, value knowledge and nurture the joy of reading.

14 Parent–School Partnership

Education is a shared responsibility. The partnership between the school, parents and students forms the foundation of a supportive and enriching learning community. Your co-operation is essential to:

- Ensure that your child is regular and punctual in attendance and studies.
- See that your child is neatly dressed and carries only the necessary books and stationery.
- Supervise homework and lessons, so they are completed regularly and diligently.
- Monitor your child's behaviour at home, and inform the Principal or class teacher immediately of any issue.
- Read school notices and the Almanac, and plan vacations and programmes accordingly.

MEETING THE SCHOOL

Parents who wish to see the Principal need to fix an appointment.

WHO	TIMING
Principal	11:00 a.m. – 12:00 noon (only if the Supervisors recommend)
Coordinators	8:00 a.m. – 8:30 a.m. (prior appointment)
Teachers	2:00 p.m. – 2:20 p.m.
Office hours	9:00 a.m. – 11:00 a.m., Monday to Friday

The office is closed on Saturdays and official holidays. Applications for a Bonafide Certificate or Fee Receipts take three working days to process.

15 Our School

The journey of Dr. Mar Theophilus School has been shaped by the vision, dedication and leadership of people who believed in the transformative power of education.

Our Patron – Late H.G. Dr. Philipose Mar Theophilus

His vision of promoting quality education and nurturing young minds through knowledge, discipline and strong moral values laid the foundation for the institution. His belief in education as a means of empowerment continues to inspire the school's philosophy and its commitment to holistic development.

Our Founder Director – Late Dr. C. J. Samuel

Dr. Samuel played a significant role in turning the vision of the institution into reality. His leadership during the formative years, and his commitment to academic excellence, systematic administration and the overall development of students, built a strong foundation for the school.

Our President – H.G. Geevarghese Mar Coorilos

Metropolitan of the Diocese of Bombay, His Grace serves as President of the school. His guidance and encouragement strengthen the school's pursuit of academic excellence, value-based education and holistic development.

Today, the school continues to move forward with the ideals of its founders, committed to academic excellence, holistic development and value-based education, so that every learner can discover their potential, pursue their aspirations and contribute meaningfully to society.

CONTACT US

SCHOOL	Dr. Mar Theophilus School, Porwal Road, Dhanori, Pune – 411015
PHONE	+91 772 004 3214
EMAIL	dmtsquery@gmail.com
WEBSITE	https://martheophilusschool.org/
ADMISSION FORM HELP	Office, 10:00 a.m. to 12:00 noon

Submitting an application does not guarantee admission. Admission is confirmed only through official communication from the school.

DR. MAR THEOPHILUS SCHOOL

Knowledge is Wealth | Aspiring, Learning and Growing Together

martheophilusschool.org