

DELHI PUBLIC SCHOOL, CHAKA, KATNI (M.P.)

REGISTRATION/ADMISSION FORM

** Registration of your child does not confirm the admission.*

** Admission will only be confirmed after the completion of documentaion and payment of fee.*

INSTRUCTION : FILL THE FORM IN CAPITAL LETTERS ONLY AND ALL THE DETAILS ACCORDING TO THE LAST SCHOOL DATA ONLY.

Academic Year: _____ Date of Admission: _____ Admission No.: _____

STUDENT'S DETAIL

Student's Name: _____ Class: _____

Date of Birth as per birth certificate/Transfer Certificate/Adhar Card : _____

In words: _____

Gender: _____ Nationality: _____

Caste: _____

Category (SC, ST, OBC, GEN, OTHERS): _____

Caste certificate number of student with issuing date: _____

Caste Certificate issuing state: _____

Domicile of: M.P. : Others:

Adhar Card No: _____ SSSMID: _____

Bank Name: _____ Bank A/c No.: _____

IFSC Code: _____ Email ID: _____

PHOTO

PARENT'S DETAIL

Father's Name: _____

Occupation: _____

Annual Income: _____

Contact no: _____

Adhar Card No.: _____

Bank Name: _____

Email ID: _____

Bank A/c No.: _____

IFSC Code: _____

Email ID: _____

PHOTO

Mother's Name: _____

Occupation: _____

Annual Income: _____

Contact no: _____

Adhar Card No.: _____

Bank Name: _____

Bank A/c No.: _____

IFSC Code: _____

Email ID: _____

PHOTO

DATE:

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

Permanent _____
Address: _____
PIN Code: _____ District: _____ State: _____
Present Address: _____
PIN Code: _____ District: _____ State: _____

GUARDIAN'S DETAIL

Guardian Name: _____
Contact No: _____ Adhar Card No.: _____
Relationship With the student : _____
Address: _____
PIN Code: _____ District: _____ State: _____

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LAST/ PREVIOUS SCHOOL'S DETAIL

Name of previous school: _____
TC No. of last school TC: _____
Reason for leaving last school: _____
Name of student as per last school TC: _____
date of birth as per last school TC: _____
Name of mother as per last school TC: _____
Name of father as per last school TC: _____

OTHER DETAILS

Hostel Facility: Yes No Bus Facility: Yes No

Siblings: _____ Sibling Info: _____

(if studying in Delhi Public School, Katni)

*** FILL THE FORM COMPLETELY**

DATE:

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

MANDATORY DOCUMENTS

S.NO.	DOCUMENTS REQUIRED	SUBMITTED (YES/NO)
1	Birth Certificate (photocopy)	
2	Transfer Certificate (Original)	
3	Marksheet of last attended school (photocopy)	
4	Caste Certificate (If Eligible)	
5	Photocopy of SSSMID (समग्र आईडी)	
6	Student's aadhar card (photocopy)	
7	Student's bank account detail with IFSC code (photocopy of bank passbook)	
8	Parent's aadhar card (photocopy)	
9	Parent's bank account detail with IFSC code (photocopy of bank passbook)	
10	Ration card (photocopy)	
11	08 photos of student	
12	04 photos of father	
13	04 photos of mother	
14	Guardian's aadhar card (photocopy)	
15	02 photos of guardian	

It is necessary for the parents (mother/father) to self attest (sign) all the photocopies of the documents.

*** FILL THE FORM COMPLETELY**

DATE:

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

DELHI PUBLIC SCHOOL, CHAKA, KATNI (M.P.)

TRANSPORTATION FORM

INSTRUCTION : FILL THE FORM IN CAPITAL LETTERS ONLY

To,

The Principal,

I/We hereby request you to kindly provide the bus facility to my son/ daughter _____

class _____ from Delhi Public School, Katni to _____

and from _____ to Delhi Public School, Katni (stoppage will only be decided by the school transport section) w.e.f. _____ on the account of his/ her admission.

Student's Name: _____

Class: _____ Age: _____

Date of Birth : _____ IN words: _____

Address: _____

Mobile No. (Father): _____ Mobile No. (Mother): _____

Mobile No. (Guardian): _____

DECLARATION

- * We undertake to pay the bus fee according to the rules in force from time to time.
- * We understand that bus fee is chargeable for the whole academic session.
- * We understand that it would be our responsibility to drop and pick-up our child at/from the specified bus-stop after showing the bus I-Card only.
- * We understand that the bus stoppage will be decided by school transport department only.
- * We accept that the bus facility is extended to our ward at our own risk and responsibility.
- * We understand that our child will be allowed to travel in the bus only if seat is available on the route.
- * We understand that bus facility may/ may not be provided to our child to a specific address, providing bus facility is totally under the school management's jurisdiction.
- * We understand that bus facility will only be stopped mid session in respect of a genuine reason only.
- * We understand that if we send any fee with driver/ conductor/ ayabai/ or any other staff we will be solely responsible for the same.
- * We understand that we will not support any driver/ conductor/ ayabai/ or any other staff otherwise we will be solely responsible for the same.
- * We agree that if there is any complain against the bus section we will bring in the knowledge of the management.
- * We understand that if any damage is done to the school / bus property by our child we will be responsible for the fine or replacement of the loss.
- * We have read and do hereby consent to the terms and conditions regarding transportation.
- * After getting down at the stop , if the child has not reached home the school will not be responsible for the same.
- * If the student has not reached the bus stop or has not boarded the bus, school will not be responsible for the same.

DATE:

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

Signature of Transport Incharge

DELHI PUBLIC SCHOOL, CHAKA, KATNI (M.P.)

HOSTEL FORM

INSTRUCTION : FILL THE FORM IN CAPITAL LETTERS ONLY

Student's Name: _____
Date of Birth: _____
In words: _____
Class: _____ Aadhar card number: _____
Email ID: _____ SSSMID: _____
Blood Group (with Doctor's blood test report): _____

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Father's name: _____
Phone No.: _____
Email ID: _____
Aadhar Card No.: _____
Father's signature with date:

PHOTO

Mother's name: _____
Phone No.: _____
Email ID: _____
Aadhar Card No.: _____
Mother's signature with date:

PHOTO

First guardian's name: _____
Relationship with the student: _____
Phone No.: _____
Adhar Card No.: _____
First guardian's signature with date:

PHOTO

Second guardian's name: _____
Relationship with the student: _____
Phone No.: _____
Adhar Card No.: _____
Second guardian's signature with date:

PHOTO

DELHI PUBLIC SCHOOL, CHAKA, KATNI (M.P.)

HOSTEL FORM

INSTRUCTION : FILL THE FORM IN CAPITAL LETTERS ONLY
***TO BE FILLED BY PARENTS ONLY**

PHOTOGRAPH OF STUDENT, MOTHER, FATHER AND GUARDIANS TOGETHER

- 1 Our child _____ is a student of class _____ in Delhi Public School, Katni either of us (father / mother/ guardian) will sign all his/ her leave applications/open houses etc.
- 2 We agree to send a written application or an email from our authorised mail id 1 week before taking leave for our child.
- 3 In our absence we authorize Mr./ Mrs. _____ and Mr./ Mrs. _____ to sign in our behalf.
- 4 We understand we will only be allowed to meet our child in the visitors room only. We understand that we are not allowed inside the hostel rooms.
- 5 We understand that no day border friend will be allowed in the hostel building after school hours.
- 6 We agree that we will not give any electrical gadgets like music systems, heaters, kettles, iron, mobile phones or any other such appliances are not allowed in the hostel.
- 7 We agree that if any school /hostel property will be damaged by our child we will responsible for the fine or replacement of the loss.
- 8 We agree that entry/ exit will not be allowed in the hostel after 6:30 pm untill and unless there is a genuine emergency.
- 9 If our child is on any type of medication we agree to provide the doctors certificate and prescription for the same.
- 10we agree that if our child fails to abide by the rules and regulations of the school/ hostel, school management will be free to cancel the hostel facility of my child.

DATE:

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

Signature of Hostel Warden

DELHI PUBLIC SCHOOL, CHAKA, KATNI (M.P.)

HOSTEL RULES AND REGULATIONS

GENERAL RULES

1	Hostellers must follow the daily routine of hostel and school, unless exempted on medical grounds or on recommendation of the Principal.
2	Hostellers are not allowed to any money or any valuables in their possession.
3	Hostellers will not be allowed to go back to hostel rooms during school and game hours.
4	Electrical gadgets like music system, heaters, kettles, irons, mobile phones or any other such appliances are not allowed in hostel.
5	Beds, Cupboards, shoe racks must be arranged neatly, surprise checks are made by hostel warden and any extra items other than those specified in hostel kit, will be confiscated.
6	The hostellers will remain in their respective floors after the night roll call for self study.
7	Results will be sent to the parents along with the report of student's behaviour and conduct by the hostel warden.
8	Parents and visitors will will not be allowed to visit the hostel rooms. They will only be allowed to meet in the visitors room.
9	Physical exercises will be compulsory for all the hostellers unless exempted by the school clinic doctor.
10	Shoes will compulsory while doing physical exercises.
11	Hostellers will not be allowed to go to any isolated area also without any teachers or hostel warden.
12	Scribbling graffiti on the walls, usage of foul language, unruly movement in corridors or any other form of vandalism will not be allowed in the hostel/ school campus.
13	Serious offences like cheating in examination, stealing, physical violence or damaging school/ hostel property will be dealt severely and could mean suspension/ expulsion from hostel depending on the severity of the offence.
14	If any kind of damage is done by the student to school/ hostel property parents will be responsible for the replacement or fine af any.
15	Students will to allowed to attend/ make call of/to parents twice a week.

RULES REGARDING MEDICAL CONDITIONS

1	Hostellers will not be allowed to keep or take any medicine /tonic without the knowledge of hostel
2	Any hostellers falling sick will be report to the school clinic. Emergency cases will be reported to hostel
3	If the child is taking any kind of medicine, original hard copy of the prescription is must to be provided by

RULES REGARDING HOSTEL TIMINGS, LEAVES etc

1	Every Second Saturday and fourth Saturdayafter school, hostellers will be allowed to visit their parents/ local guardians with prior permission of Principal.
2	Obtaining gate pass with Principal's permission will be compulsory for going out of school/ hostel.
3	If the parents are applying for long leaves for their children then a written application or mail from an authorised mail id have to sent to Principal for permission before hand.
4	Entry and exit will not be allowed after 6:30 pm. Entry and exit will only be permitted after 6:30 pm on medical conditions or emergency only.
5	Timing to watch TV will be 9:00 pm to 10:00 pm (working days), 10: 00 am to 12:00 noon and 8: 30 pm to 10:00 pm on holidays.

HOSTEL ADMISSION

Parents seeking hostel admission of their child are required to submit application. Parents shall report to the hostel for completeing the hostel admission formalities i.e. by filling in the requisite the details indicated.

DATE:

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

To,

The Principal,

I/We request you to kindly provide hostel facility to my son _____

Class _____. I/we have carefully gone through all the rules and regulations of the school and hostel

and agree to abide by the same. I/We also assure you that I/we will abide by all the amendments in the rules and regulations done for the safety of my child.

If my child fails to abide by the rules and regulations of the school and hostel school management will be free to cancel the hostel facility of my child immediately.

Father's Name: _____

Mother's Name: _____

Father's Signature: _____

Mother's Signature: _____

Date: _____

Date: _____

DECLARATION BY PARENTS

I AGREE IF MY CHILD FAILS TO ABIDE BY THE RULES AND REGULATIONS OF THE SCHOOL AND HOSTEL. SCHOOL MANAGEMENT WILL BE LIABLE TO CANCEL THE HOSTEL FACILITY OF MY CHILD AT THE SAME TIME.

Signature of Father/Guardian

Signature of Mother/Guardian

DELHI PUBLIC SCHOOL, CHAKA, KATNI (M.P.)

PROCEDURES, TERMS AND CONDITIONS

I Card

Students have to be in proper uniform and wear I card all the time during school hours and until they reach home. Bus I card will be mandatory to pick and drop the child at/from bus stop everytime.

School Fee

Activity, Maintenance & Examination Fees should be paid during the first month of the academic. All fees are payable by A/c Payee cheque / through online latest by the 10th of the said month in favour. Late fees will be charged after 10th of every month, if fees not paid. School Management will not be responsible if you are handing over the fee to any driver/ conductor/ aya bai or any other

Refund of Fee

Fees once paid is NOT refundable for any reasons whatsoever. Only caution money will be refundable without interest.

Bus Rules

Bus fees is chargeable for the whole academic year. Bus stop will be decided by school transport department only. Students have to abide by the bus stop timing. Request for using the bus facility should be made in the starting of the year. Any change in address or bus route will be entertained only if the reason is genuine and handwritten application is submitted for the same. After getting down at the stop, if the child has not reached home the school will not be responsible for the same. Decision between the parents and driver/ conductor regarding the bus stop will not be entertained.

DECLARATION BY THE PARENT/GUARDIAN

*I HEREBY DECLARE THAT SCHOOL MANAGEMENT IS FREE TO CANCEL THE ADMISSION OF MY SON/DAUGHTER, IF FAIL TO SUBMIT ALL THE RELEVANT DOCUMENTS AT THE TIME OF ADMISSION ONLY.

*ALL THE INFORMATION FURNISHED IN THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE AND I FULLY UNDERSTAND THAT IF ANY INFORMATION GIVEN BY ME IS FOUND FALSE, SCHOOL MANAGEMENT WILL HAVE THE RIGHT TO TERMINATE THE ADMISSION OF MY SON/DAUGHTER AND I WILL BE FULLY RESPONSIBLE FOR THE CANCELLATION OF ADMISSION.

DATE:

SIGNATURE OF FATHER

SIGNATURE OF MOTHER

FOR OFFICE USE ONLY

ADMISSION INCHARGE

I _____ HAVE CHECKED ALL THE RELEVANT DOCUMENTS RELATED TO ADMISSION AND HAVE FOUND SIMILARITY IN ALL THE DOCUMENTS DATA.

DATE:

SIGNATURE

VERIFYING INCHARGE

I _____ VERIFIED ALL THE RELEVANT DOCUMENTS AND ALL THE DETAILS ARE CORRECT AS PER THE DOCUMENTS PROVIDED BY THE PARENTS. YES ADMISSION CAN BE GIVEN TO _____ IN CLASS _____.

DATE:

SIGNATURE

PRINCIPAL'S REMARK

DATE:

SIGNATURE

Academic Year: _____ Date of Admission: _____ Admission No.: _____

FILE NO.:

DATE:

OFFICE INCHARGE'S SIGN