

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

## ADMISSION FORM

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

**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 DETAILS

<b>Student's Name:</b> _____	<b>Class:</b> _____	PHOTO
<b>Date of Birth:</b> _____	_____	
<b>In Words:</b> _____	_____	
<b>Gender:</b> _____	<b>Nationality:</b> _____	
<b>Category (SC, ST, OBC, GEN, OTHERS):</b> _____	<b>Religion:</b> _____	
<b>(CASTE CERTIFICATE IS MANDATORY TO BE SUBMITTED)</b>		
<b>Adhar Card No:</b> _____	<b>SSSMID:</b> _____	
<b>Bank Name:</b> _____	<b>Bank A/c No.:</b> _____	
<b>IFSC Code:</b> _____	<b>Email ID:</b> _____	

### PARENT DETAILS

<b>Father's Name:</b> _____	PHOTO
<b>Occupation:</b> _____	
<b>Annual Income:</b> _____	
<b>Contact no:</b> _____	
<b>Adhar Card No.:</b> _____	
<b>Bank Name:</b> _____	
<b>Bank A/c No.:</b> _____	
<b>IFSC Code:</b> _____	
<b>Email ID:</b> _____	

<b>Mother's Name:</b> _____	PHOTO
<b>Occupation:</b> _____	
<b>Annual Income:</b> _____	
<b>Contact no:</b> _____	
<b>Adhar Card No.:</b> _____	
<b>Bank Name:</b> _____	
<b>Bank A/c No.:</b> _____	
<b>IFSC Code:</b> _____	
<b>Email ID:</b> _____	

**Permanent Address:** \_\_\_\_\_  
PIN Code: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

**Present Address:** \_\_\_\_\_  
PIN Code: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

### For office use only

<b>Academic Year:</b> _____	<b>Date of Admission:</b> _____	<b>Admission No.:</b> _____
<b>Checked by:</b> _____	<b>Verified by:</b> _____	<b>Tally Entry Done by:</b> _____
<b>Name:</b> _____	<b>Name:</b> _____	<b>Name:</b> _____
<b>Signature with date:</b> _____	<b>Signature with date:</b> _____	<b>Signature with date:</b> _____

## GUARDIAN DETAILS

Guardian Name: \_\_\_\_\_

Contact No: \_\_\_\_\_ Adhar Card No.: \_\_\_\_\_

Relationship With the student : \_\_\_\_\_

Address: \_\_\_\_\_

PHOTO

PIN Code: \_\_\_\_\_ District: \_\_\_\_\_ State: \_\_\_\_\_

## LAST/ PREVIOUS SCHOOL DETAILS

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

Avail Hostel Facility: Yes  No  Avail Bus Facility: Yes  No 

Siblings: \_\_\_\_\_ Sibling Info: \_\_\_\_\_

**(if studying in Delhi Public School, Katni)**

## 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	06 photos of student	
12	02 photos of father	
13	02 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.***

### For office use only

Academic Year: \_\_\_\_\_ Date of Admission: \_\_\_\_\_ Admission No.: \_\_\_\_\_

Checked by: \_\_\_\_\_

Name: \_\_\_\_\_

Signature with  
date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Name: \_\_\_\_\_

Signature with  
date: \_\_\_\_\_

Tally Entry Done by: \_\_\_\_\_

Name: \_\_\_\_\_

Signature with date: \_\_\_\_\_

# 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 session.

All fees are payable by A/c Payee cheque / through online latest by the 10th of the said month in favour of Delhi Public School, Katni.

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 staff.

### 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.

Decision between the parents and driver/ conductor regarding the bus stop will not be entertained.

DATE:	SIGNATURE OF FATHER	SIGNATURE OF MOTHER
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### For office use only

Academic Year: \_\_\_\_\_ Date of Admission: \_\_\_\_\_ Admission No.: \_\_\_\_\_

Checked by:

Verified by:

Tally Entry Done by:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature with  
date: \_\_\_\_\_

Signature with  
date: \_\_\_\_\_

Signature with date: \_\_\_\_\_

**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 CANCELATION OF ADMISSION.

<b>DATE:</b>	<b>SIGNATURE OF FATHER</b>	<b>SIGNATURE OF MOTHER</b>
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**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.

<b>DATE</b>	<b>SIGNATURE</b>
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**VERIFYING INCHARGE**

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

<b>DATE</b>	<b>SIGNATURE</b>
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**PRINCIPAL'S REMARK**

<b>DATE</b>	<b>SIGNATURE</b>
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**Academic Year:** \_\_\_\_\_ **Date of Admission:** \_\_\_\_\_ **Admission No.:** \_\_\_\_\_

<b>FILE NO.:</b>	<b>DATE:</b>	<b>OFFICE INCHARGE'S SIGN</b>
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# DELHI PUBLIC SCHOOL, CHAKA, KATNI (M.P.)

## PROFORMA FOR MEDICAL CERTIFICATE

**\* This form has to be filled and submitted with the admission formalities.**

Student's Name: \_\_\_\_\_ S/D/o \_\_\_\_\_

Age at the time of medical examination: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Blood Group: \_\_\_\_\_

### MEDICAL CERTIFICATE

I hereby certify that \_\_\_\_\_ S/D/o \_\_\_\_\_

has been examined by the undersigned and has found him/her mentally and physically fit to join the school.

Date: \_\_\_\_\_ Name of the Doctor: \_\_\_\_\_

Signature: \_\_\_\_\_

Seal: \_\_\_\_\_

Signature of Father/Guardian

Signature of Mother/Guardian

### For office use only

Academic Year: \_\_\_\_\_ Date of Admission: \_\_\_\_\_ Admission No.: \_\_\_\_\_

Checked by: \_\_\_\_\_ Verified by: \_\_\_\_\_ Tally Entry Done by: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature with \_\_\_\_\_ Signature with \_\_\_\_\_ Signature with date: \_\_\_\_\_

date: \_\_\_\_\_ date: \_\_\_\_\_

# 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 chargable 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 extened 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 concent to the terms and conditions regarding transportation.

Signature of Father/Guardian

Signature of Mother/Guardian

### For office use only

**Academic Year:** \_\_\_\_\_ **Date of Admission:** \_\_\_\_\_ **Admission No.:** \_\_\_\_\_

**Checked by:**

**Verified by:**

**Tally Entry Done by:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature with  
date: \_\_\_\_\_

Signature with  
date: \_\_\_\_\_

Signature with date:  
\_\_\_\_\_

# 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: \_\_\_\_\_

SSSMID: \_\_\_\_\_ Email ID: \_\_\_\_\_

Blood Group ( with Doctor's report): \_\_\_\_\_

Father's Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

Aadhar Card No.: \_\_\_\_\_

Father's signature with date:

Mother's Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

Aadhar Card No.: \_\_\_\_\_

Mother's signature with date:

First Guardian's Name: \_\_\_\_\_

Relationship with the student: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Aadhar Card No.: \_\_\_\_\_

First Guardian's signature with date:

Second Guardian's Name: \_\_\_\_\_

Relationship with the student: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Aadhar Card No.: \_\_\_\_\_

Second Guardian's signature with date:

### For office use only

**Academic Year:** \_\_\_\_\_ **Date of Admission:** \_\_\_\_\_ **Admission No.:** \_\_\_\_\_

**Checked by:**

Name: \_\_\_\_\_

Signature with \_\_\_\_\_

date: \_\_\_\_\_

**Verified by:**

Name: \_\_\_\_\_

Signature with \_\_\_\_\_

date: \_\_\_\_\_

**Tally Entry Done by:**

Name: \_\_\_\_\_

Signature with date: \_\_\_\_\_

\_\_\_\_\_

PHOTOGRAPH OF STUDENT, MOTHER, FATHER AND GUARDIANS TOGETHER

**\*TO BE FILLED BY PARENTS ONLY**

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.
10. we 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.

Signature of Father/Guardian

Signature of Mother/Guardian

**For office use only**

**Academic Year:** \_\_\_\_\_ **Date of Admission:** \_\_\_\_\_ **Admission No.:** \_\_\_\_\_  
**Checked by:** \_\_\_\_\_ **Verified by:** \_\_\_\_\_ **Tally Entry Done by:** \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature with \_\_\_\_\_ Signature with \_\_\_\_\_ Signature with date: \_\_\_\_\_  
date: \_\_\_\_\_ date: \_\_\_\_\_

**PRINCIPAL'S REMARK**

DATE

SIGNATURE



# 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	<b>Electrical gadgets like music system, heaters, kettles, irons, mobile phones or any other such appliances are not allowed in hostel.</b>
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 vistors 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 complusory wihile doing physical exercises.
11	Hostellers will not be allowed to 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.

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

**PRINCIPAL'S REMARK**

**DATE**

**Signature**

**Academic Year:** \_\_\_\_\_ **Date of Admission:** \_\_\_\_\_ **Admission No.:** \_\_\_\_\_

**FILE NO.:**

**DATE:**

**OFFICE INCHARGE'S SIGN**