

Regn. No.

Affiliated to CBSE, New Delhi No. 230121

INSTRUCTION: This form, complete in all respect, should be submitted along with a Registration Fee of Rs.1000/- only. Incomplete form will not be considered for admission test.

Affix recent passport size colour photograph of the student

- 01. Name of the Student:.....
- 02. Gender:..... 3. Religion:.....
- 04. Date of Birth (As mentioned in the Birth Certificate):.....
- 05. Age as on 1st June 2018:.....Years.....Months.....Days
- 06. Class (to which Admission is sought):.....
- 07. Result of Class/Examination last attended/appeared:.....
- 08. Co-curricular Activities:-
 -
 -
 -
- 09. Sports :.....
- 10. Father's Name:..... 11. Contact no:.....
- 12. Educational Qualification:..... 13. Profession:.....
- 14. Annual Income (approx.):..... 15. Email-id
- 16. Mother's name:..... 17. Contact no:.....
- 18. Educational Qualification:..... 19. Profession:.....
- 20. Annual Income (approx.):..... 21. Email-id:.....
- 22. Address for communication:.....

Tick the facility you wish to avail:

a) Hostel: b) Transportation (On major routes of Guwahati only)

Preferred Bus Stop

***Important Note:**

- Filling this form should not be considered as guarantee of admission; information given will be utilized for consideration of admission
- It is compulsory to fill all the entries. Strike out if not applicable.
- Transfer Certificate to be submitted within one month of admission. Admission shall stand cancelled on non-submission of TC. The name of the child in the TC should match his/her name in the form, if not, may render the admission null and void.
- RGS is a completely Vegetarian Campus.

.....
Signature of the Parent

.....
Name and sign of Verification Officer/Staff of RGS

Signature of Head of Institution

Granted

Rejected

(Under the aegis of Gyan Sagar Foundation)

DECLARATION/ UNDERTAKING BY PARENT / GUARDIAN

1. I / We, have read the prospectus of the school and request that my/our ward, named in the form, be admitted to the School.
2. I / We will abide by all the rules and regulations being enforced from time to time by the School authorities.
3. I / We shall pay that School Fee of my/our ward on due dates as mentioned in the prospectus, and I/ We hereby understand that once the fee is deposited, I cannot claim for any refund .
4. I / We agree that transportation / hostel fee etc. would be automatically linked with rise in the price index etc. and maybe required to be raised in the beginning of the subsequent academic session as determined by the School Management.
5. In the event of my / our ward being admitted, we shall be responsible for his / her conduct and undertake to pay for his / her fee during his / her period of study in the School.
6. We will withdraw our ward from the School or in the event of our inability to pay his/ her fee on time or due to his / her unsatisfactory academic performance or due to his / her behavioral disturbance causing concern to the school environment.
7. I / We understand that the allotment of House, Room and Section of the class comes under the administrative affairs of the School. I will not make any request to put my ward in a particular House, Room or Section of the Class.
8. The ward is not suffering from any contagious, constitutional or hereditary disease or infirmity. He does not have any physical deficiency/ shortcoming which may come in the way of his participation in all School activities, including games/ sports/ swimming.
9. I / We will not hold the School responsible for any accident/ mishap caused to my ward during the course of any game /physical training/ NCC Camp, parade or tour, excursion or hike, or during the journey for going to perform any such activity or during travel under School arrangement for vacations or for any other purpose.
10. Unless otherwise stated by me in writing or if the ward is not included in a School party, my son / ward may be permitted to travel alone (applicable only for plus two Boys) for going home during vacation or leave, at my risk, and I will not hold the School responsible for any accident / mishap caused to my ward en-route.
11. I / We will make good any loss or damage made by my ward to any School property, during his / her stay in the School.
12. I /We will not request for the change of name of my ward, his / her date of birth or my name, after the registration.
13. I / We further declare that the statements made in the form are true to the best of my knowledge and belief.
14. I / We declare that any dispute / litigation against the school shall be filed within the jurisdiction of Guwahati city Courts and not elsewhere and on the School Administrator not by name.

(Parents / Guardians may keep a xerox copy of this for their record)

Father's Signature.....

Mother's Signature.....

Name.....

Name.....

Place & Date.....

Place & Date.....

Duly signed recent colour passport size photograph of Father

Duly signed recent colour passport size photograph of Mother



ROYAL GLOBAL SCHOOL

(Under the aegis of Gyan Sagar Foundation)

MEDICAL EMERGENCY INFOS

First Name :		Middle Name :	Last Name :
Date of Birth :	Sex :	Weight :	Blood Group :
Address :			
City :		State :	Pin Code:
Medical History			
Allergies:		Surgery:	Others:
.....			
.....			
Current Medications (if any)			
.....			
.....			
Family Physician:		Physician's Phone Number:	
Local Contact Name and Relationship:		Local Contact Phone Number:	
Outstation Contact Name and Relationship:		Outstation Contact Phone Numbers:	
Additional Information (if any):		Doctor's Signature & Seal (Regn. No.)	

Medical Certificate

(To be certified by Medical Officer, Royal Global School, Guwahati)

Certified that I have examined Master / Miss son/
 daughter of Mr. / Mrs Grade / Section, and that
 he / she is medically fit / unfit for admission in the RGS.

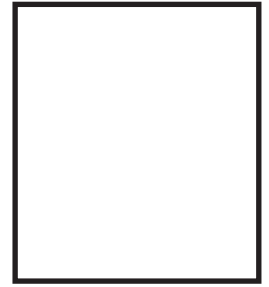
Date:.....

Signature of Physician

Place:



BOND OF INDEMNITY



To,
The Principal
Royal Global School, Guwahati

In consideration of Master / Miss _____ of Grade _____
Sec _____ of whom I am the legal / natural guardian, being carried at my request
as a passenger in hired / School owned transport by Royal Global School, Guwahati, Transport
Incharge; or any officer or employee of Royal Global School, Guwahati, I undertake and agree
that neither I nor my executors or administrators or other legal representatives will make any claim
against the School or against any employee of the School in respect of any loss or injury to prop-
erty or person including injury resulting in death which the said minor, _____
_____ Grade _____ Sec _____ may suffer , while the said person is or
in consequence or their said person being carried or whilst he/she is boarding or alighting from the
said transport, and I understand and agree that no compensation will be paid by the School or any
officer or employees of the School, further I agree so as to bind myself, my heirs, my executors and
administrators to indemnify you and or any officer or employee of the School person in the service
of them arising out or default on the part of the said person during or in connection with such journey
in the hired / School owned transport by Royal Global School, Guwahati.

Date _____ day of the month of _____ Year _____

Name of student _____

Grade _____ Sec _____

Signature of Witness _____ Signature of Guardian _____

Name _____ Name _____

Designation _____ Designation _____

Address _____ Address _____

Contact No. _____ Contact No _____

GENERAL INFORMATION

1. It is compulsory for all students to speak only in English within the school campus and while travelling by school buses.
2. Students are required to wear School uniform as per school norms. Variation in shades/ colour and pattern will not be accepted.
3. An identity card will be issued which is to be worn every day. In case of loss, duplicate card will be issued at a cost of Rs. 200/-, which may be debited from the students' imprest account.
4. Students of Classes up to IV are not allowed to wear watch. If they do so, it will be confiscated and will be returned only at the end of the academic year.
5. No jewellery/ valuables are allowed to be worn/ brought to school by either boys or girls. Girls may wear one pair of ear studs only. The school will not be responsible for any loss of jewellery/ valuables if this rule is violated.
6. Boys should sport crew cuts. Girls are to wear pony tails, if they have shoulder length hair. If they have longer hair, it is to be plaited. Hair bands, ribbons, hair grips etc. should be BLACK in colour.
7. Nails should be kept short for both boys & girls. No nail polish, mehendi, hair colouring, body tattoos, kajal, eyeliner, lipstick will be permitted. Students found violating this rule will not be permitted to attend classes.
8. Students are not permitted to bring and use cell phone, pen-drive, camera, i-pod, MP3 or any electronic gadget in the school campus and during travel by school buses. If any of the above mentioned articles are found with any student, it will be confiscated and the students in possession of such item would be rusticated from the school.
9. Parents are requested to send only toffees to celebrate their child's birthday. Please refrain from sending Birthday cakes/ pastry or any other items.
10. School conveyance can be discontinued only after filling up a form for the same. However, there will be no refund of the conveyance fee already paid.
11. Parents/ Guardians are requested to drop their wards at the main gate, 10 minutes before the assembly begins. Children arriving late will not be allowed to enter the school premises on that day. Guardians/ escorts should carry the Identity Card whenever they come to collect their ward in the afternoon from the school or at the bus stop. This is compulsory for all classes.
12. **Health & Hygiene:** The school has an infirmary, trained resident nurses and doctors on call, to deal with injuries/ ailments. Moreover in case of an emergency, the student will be taken to the nearest hospital. Parents will be informed immediately. Medical expenses in such cases are to be borne by the parents.
13. Please note that no child may be taken home during school hours unless there is an emergency, in which case the Principal may be approached for permission.
14. In case your child is unwell and not fit enough for class assignment/ project/ assessment, please send a leave note with the Medical Certificate for follow up.

15. Syllabus & Courses Offered:

- NCERT as per NCF-2005 (I to XII)
 - II language - Hindi (I to VIII): Hindi, Sanskrit, Assamese & French (IX & X)
 - III Language- Sanskrit/ French /Assamese (VI to VIII)
 - XI - XII Science, Commerce and Humanities
- LKG & UKG :** Innovative and Experiential curriculum as well as Montessori Method

16. School Discipline:

- A. The School Discipline Committee will deal with all acts of indiscipline as per laid down guidelines and its decisions will be binding on all concerned.
- B. Students should refrain from activities which may disturb the orderly conduct of the school. Any breach of school rules will lead to punishment such as suspension or termination.
- C. Any damage to school property that is directly attributable to any student will be assessed and the bills will be sent to the parents.

17. Payment of Fees:

HALF-YEARLY FEE PAYMENT SCHEDULE

- 1st Half : At the time of Admission/Renewal of Admission by 31st March, of the year
2nd Half : By 10th October, of the year.

FOR NEW ADMISSION

1. Admission fee, annual charges and other yearly charges on the time of admission.
2. Tuition fee, Transportation Charges, hostel fee of the 1st half (April-Sept) are to be paid at the time of admission.
3. Tuition fee, Transportation Charges, hostel fee of the 2nd half (Oct-March) are to be paid on/before 10th Oct. of the year.

Rules: Late Payment: 25 per day is to be levied as late fine after the due date for one month. If the fee still remains unpaid after one month the school reserves the right to remove the student's name from the school register.

18. Apart from Sundays, vacations, breaks and Govt. holidays as mentioned in the school calendar, the school shall remain open on 2nd & 4th Saturdays. However, if there are too many holidays in a particular month, the school shall remain open on any Saturday.

19. All students are expected to be present on the school re-opening days, after each vacation. Absence will entail fine unless valid reasons are furnished in writing, duly signed by the parents.

20. Irregular attendances, habitual idleness, insubordination, misbehavior, obscenity in any form and dishonesty are sufficient reasons for the termination of admission of the student.

21. No leave will be granted except on receiving prior written application submitted at least a day in advance.

22. Students should always carry the school diary and parents should carefully go through the diary and sign it every day.

PARENTS OF BOARDERS ARE TO NOTE THE FOLLOWING

- Parents are advised to drop their wards to the school on the day of reopening after vacations failing which a fine of Rs 200/- shall be charged for each day for 7 days. If a student remains absent from the school for more than 7 days without prior notice his/ her name will be struck off from the school rolls as per School Rules.
- Every child is assigned a Roll number (ERP No.) and House Name after the confirmation of admission. Kindly refer to this number for all future correspondence.
- Please do not send any tuck or eatables, cash, valuables. Possession of such items is strictly prohibited in school.
- Visitors are not allowed beyond 4:00 P.M.
- Please pay the fees as per dates notified. The school will not admit the student if any fees are outstanding.
- If you have not submitted the original Transfer Certificate (TC/SLC) at the time of admission, please submit the documents without fail to the school office at the time of joining.
- Keeping in mind the need of the hour and provided they use it responsibly, Grade XI and XII boarders only may be permitted to keep MP 3 and Laptop with them in the hostel absolutely at their own risk. In the event of theft and breakage of the same, the school shall not be held responsible. If found violating the disciplinary or cyber norms, the same will be confiscated and handed over to the parents only after the end of the session.
- Please don't admit the child if he / she is suffering from any ailment, specially a contagious one.
- Boarders need to keep with them a few copies of recent colour passport photographs.
- Grade XI and XII boarders need to have photocopies of X Board final marksheet with them.

Contact/ Visits/ Meeting

- (a) In all matters concerning your child, you are advised to contact the school office.
- (b) Parents are advised to write to Principal directly on any issue pertaining to their child.
- (c) Children will be allowed to meet the Parents / Guardians only on the days specified in the "Guidelines for Boarders' Parents".
- (d) No visitors are allowed in the hostel area / dining hall. Kindly adhere to this as other students / residential staff members are put to unease when visitors enter these areas.

Phone Calls

1. In order to give more talking time to students and guardians, the boarders are permitted to
2. bring mobile handsets with chargers. (Model: Nokia 100; base model without camera) The mobile handsets will be under the custody of the housewardens which will be given to the boarders on specified days and time for talking to the parents. The phone should have only in coming facility and outgoing facility should be barred. The recharging of the prepaid or payment of the postpaid sim will, however, to be borne by the parents.
3. During the weekdays students are occupied with their daily schedules hence it will not be possible to contact them. Parents are advised not to try calling them during day time.
4. The school has an EPABX system through which parents can contact the required department.

Birthday:

Parents are welcome to visit the school on their child's birthday in the afternoon. The birthday may be celebrated between 3 pm-5 pm. It is not possible for all class mates to be present if they are busy with other activities.

- Parents are not allowed to be present on the campus after 5 pm
- Parents who cannot be present on their children's birthdays can directly place an order for these items - cake, juice, chips, puffs/ samosa & chocolates. The school will pay the amount and debit the same to child's account.
- Tuck Shop: Parents are requested not to send any tucks to their children.

Journey Home and Return

- Students travelling by Air during vacation may be dropped at and picked up from the Airport.
- Please note that students travelling by Bus / Train would not be dropped and picked up by the school.
- The School offers to make travel arrangements for student's homeward journey and return journey for vacation on request of the parents and if there is minimum 25 students in the group and same route.

UNDERTAKING BY PARENTS

1. I/We hereby undertake that I/We have read the Hostel Rules & Regulations of the RGS and agree to abide by the same.
2. I/ We hereby authorize the persons as detailed in Page 1 of the Form to act as Local Guardians for my son/ daughter and authorize them to take all responsibility of my son/ daughter in my absence.
3. I/We confirm that my /our and the Local Guardians' addresses and contact details are as mentioned in page 1 of this form and in case they are changed I / We will intimate the same to the school management within 3 days.
4. My ward will not indulge in Ragging of any student and if he / she does so, he / she may be expelled from the School and disciplinary action may be initiated against him / her as per the prevailing Act no. IPC 326 (Serious injury), 323 (Injury) and IT Act 67 (Vulgar SMS). If involved in any Ragging, an FIR may be lodged.
5. I / We have gone through the schedule of fees, we accept the same. I / We will deposit the fees in full before the beginning of each term. If the School fees and penalty (if any) due are not paid by me within 30 days from due date, I / We may be asked to withdraw my /our ward. I / We agree to do so.
6. I / We have studied the leave rules of the RGS. I / We understand that in addition to the journey days, only two days leave for attending the marriages of real sister and brother or parents' brother or sister and to offer condolences to immediate relative is permissible. I / We understand that no request for leave is granted to the student unless approved by the Principal / Vice Principal / Head Mistress and the Gate Pass will be issued only to me / us or the authorized Local Guardians to take my ward out of the hostel during regular weekend outings/ leaves.
7. I / We understand that my ward may be expelled from the School for any of the following acts:
 - Using unfair means in any examination.
 - Consistent unsatisfactory progress.
 - Immoral conduct.
 - Grave insubordination.
 - Stealing or extortion of money and / or items from other students.
 - Contempt of authority.
 - Leaving the hostel or school premises without prior permission. (Breaking the boundary rules)
 - Damaging School property.
 - Any word or action likely to undermine the reputation of the institution.
 - Bullying, assaulting and any act of ragging.
 - Smoking, drinking alcohol & use of other psychotropic drugs and substances.
8. I / We understand that the School will do its best to provide normal medical aid, but will not be held responsible for any kind of sickness and for all undisclosed diseases. In case of communicable / infectious disease and for planned operations / procedures, ward will be sent home till he / she recovers.
9. If my / our ward leaves the School campus without permission, the School authorities may lodge an FIR with the local police station and I / We will have no right to question and raise objections to this action. The School will not be responsible for any mishap in such circumstances.
10. I / We shall ensure that my ward will report punctually to the School on the opening days specified in the School Calendar failing which he / she exposes himself / herself to disciplinary action (including withdrawal)
11. I / We shall ensure that my ward does not carry any eatables, cash, electrical gadgets, mobile phones, pen drives or any other costly items to the hostel & school.
12. I / We & my / our family shall visit my / our ward only on the days specified in the Visiting Schedule for the Parents / Local Guardians.
13. I/ We will not visit the rooms of the students without taking proper permission from the Principal / Vice Principal / Head of Boarding.
14. I / We assure that I / We will extend full co-operation to the School authorities in the interest of my ward.

I / We have read the rules and regulations of Royal Global School, Guwahati and agree to abide by them. If, in spite of normal precautions taken by the school any mishap, accident, injury or death takes place during the period of my/ our ward's stay in the school and hostel or if any when he / she joins a tour, excursion, sports activities or camp, I / We will not hold the school or any member of its staff wholly responsible for it.

.....
(Father's Signature)

.....
(Mother's Signature)

UNDERTAKING BY LOCAL GUARDIANS

1. I / We hereby agree to be Local Guardian(s) for Master/Miss
..... son/ daughter of Mr/ Mrs and agree to take his/ her responsibility
in absence of the parents.
2. I / We hereby undertake that I / We have read the Hostel Rules & Regulations of the RGS and agree to
abide by the same.
3. I / We hereby undertake that in case of any sickness, particularly in case of any infectious / communicable
disease or any emergency. It will be my / our responsibility to keep the ward with me during the directed
period by the School authorities.
4. I / We confirm that my / our address and contact details are as mentioned in Page 1 of this Form and in
case they are changed I / We will intimate the same to the School management within 3 days.
5. I / We have studied the leave rules of this School. I / We assure that I / We will follow the timings for Gate
Pass issue to collect my ward personally for weekend outings/ leave and will drop him / her back by the
schedule time of return.
6. I / We shall ensure that my ward will report punctually to the School on the School opening days specified
in the School Calendar failing which he / she exposes himself / herself to disciplinary action including
withdrawal.
7. I / We shall ensure that my ward does not carry any eatables, cash, electrical gadgets, mobile phone, pen
drives or any other costly items to the hostel & school.
8. I / We and my / our family shall visit my ward only on the days specified in the Visiting Schedule for the
Parents / Local Guardians.
9. I / We will not visit the dormitories of the students without proper permission from the Principal / Vice
Principal/ Warden.

.....

(First Local Guardian's Signature)

.....

(Second Local Guardian's Signature)

Sl. No.

Three empty rectangular boxes for entering the student's roll number.

ROYAL GLOBAL SCHOOL

Guwahati

TRANSPORTATION FORM

1. Name of the Student (In BLOCK LETTERS)

A row of 20 empty boxes for writing the student's name in block letters.

2. Father's Name (in BLOCK LETTERS):

3. Permanent address:.....

Street No: Lane/ Bye Lane No..... Village/ town/ city.....

Police Station:..... District:..... State:.....

Pin Code:..... Contact: Landline:..... Mobile:.....

A large empty rectangular box for additional address information.

4. Name of the local guardian (In BLOCK LETTERS):.....

Street No: Lane/ Bye Lane No..... Village/ town/ city.....

Police Station:..... District:..... State:.....

Pin Code:..... Contact: Landline:..... Mobile:.....

5. Grade

6. Gender (Please tick the appropriate one): Male/ Female

7. Pick up point:.....

8. Nearest Landmark / alternate Pick-up point:.....

DECLARATION

I have read and fully understand the Transportation Rules and Regulations of RGS as notified and accept it as binding on me. In case of my failure to abide by the Rules & Regulations as amended from time to time, I shall be liable to any action as may deem fit & proper by the competent authority. I also understand that the School reserves the right to alter/ modify /restructure any route, at any point of time in the interest of students and School as well. I also declare that information furnished above are true to the best of my knowledge & belief.

.....
Signature of parents/guardian

.....
Signature of the student

NOTE:

- ◆ In case of the student allowed to avail the RGS bus facility, the school's transportation rules should be strictly followed.
- ◆ Once deposited, the transportation fee shall not be refunded.
- ◆ Once admitted, the student will have to continue for one full academic session. In case a student does not want to avail the transport facility from next academic session, the application for the same should be submitted to the Transport officer.

..... ✂

FOR OFFICE USE

Mr./ Mrs.....

allotted bus no.....

from

(pick up point)

.....
Transport Officer, RGS

.....
Approved by Principal/ Headmistress, RGS