



REGISTRATION-CUM-ADMISSION FORM

Regn. No.

Affiliated to CBSE, New Delhi No. 230121
(Under the aegis of Gyan Sagar Foundation)

Affix recent
passport size
colour
photograph of
the student

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.

(To be filled in with **BLACK BALL POINT PEN** by Parents/ Guardian)

ADMISSION TO

SESSION:.....

DAY SCHOLAR

BOARDER

1. PARTICULARS OF CANDIDATE

- (a) Candidate's name in full (in Block Letters only):.....
..... (First name)(Middle name)(Surname)
- (b) Gender: Male: Female:
- (c) Mother Tongue :
- (d) Commonly used language at Home :
- (e) Religion:.....
- (f) Date of birth:.....(Date).....(Month).....(Year)
- (g) Write the category to which you belong: SC/ST/OBC/General
(Certificate from a recognised School/ Panchayat/ Corporation/ Municipality to be attached)

NOTE:

- (i) Parents/ Guardians must be careful in writing the correct spelling of the Child and their own name and the correct date of birth.
- (ii) Once these are written in the form, they will not be changed in any case.
- (iii) The date of birth mentioned in the form should be supported by a Transfer Certificate from the Principal/ Headmaster of the recognised School in which the Child is studying or Date of Birth Certificate from a Competent authority.

2. ADDITIONAL INFORMATION:

- a. Name of sibling of the candidate applying in RGS:
Name.....House/Roll No.....
- b. Current academic information of the candidate:
 - (i) Name & address of the school
 - (ii) Board
 - (iii) Class in which studying
 - (iv) Medium of instruction
 - (v) Grade/ marks obtained in the last examination
- c. Reason of leaving the School

3. PARTICULARS OF PARENTS

FATHER	MOTHER
Name: _____	Name: _____
Academic qualification: _____	Academic qualification: _____
Occupation/ Designation: _____	Occupation/ Designation: _____
Office address: _____ _____	Office address: _____ _____
Residence address: _____ _____	Residence address: _____ _____
Ph. No. (Off): _____	Ph. No. (Off): _____
Ph. No. (Res): _____	Ph. No. (Res): _____
Mobile No: _____	Mobile No: _____
E-Mail ID: _____	E-Mail ID: _____

If the Parents are separated or divorced, please specify whom the child is staying with and which parent will take the responsibility of the child while at RGS in the Remarks area

- In such cases the documents specifying the legal custody of the child from the appropriate authority should be submitted.

Remarks: _____

I declare that Master/Miss is staying with me and under my custody and I am wholly responsible for my ward and shall pay School fees and dues.

.....
Name of Father/Mother/Legal Guardian

.....
Signature

4. COMMUNICATION

- (a) Permanent Address: House No..... Street/Road.....
 P.O.....
 District.....State..... Pin Code:
 Telephone No. (With STD code).....(Office).....
 (Residence)
 Mobile No..... E-mail ID.....
- (b) Present address for communication.....

- (c) Address of the local guardian (if any)

 Phone No (With STD code) Mobile No.....
 E-mail ID.....

5. FAMILY DETAILS:

Name	Relation	Educational Qualification	Profession

- 6. ANNUAL INCOME OF (a) Father:**
(b) Mother:

DOCUMENTS TO BE SUBMITTED

1. Birth Certificate
2. School Leaving Certificate (original)
3. Report Card (photocopy)
4. 4 nos colour PP size photo of the student with name of the student written behind each.
5. 2 nos colour P P size photo of each parents with name of the student written behind each.
6. Character/Bonafide Certificate.
7. Proof of address of parents.
8. Copies of Passport/VISA (only for foreign and NRI students)
9. Pass Certificate / Migration Certificate (for XI)
10. Duly filled up Medical Emergency form stating details regarding allergies, asthma, diabetes etc. medications and first aid needed at the time of emergency.
11. Duly filled in Parents undertaking foreign.
12. Duly filled up Transport Request form (for students opting to use School transport.
13. Duly filled up Hostel Admission Form (for students opting for Hostel facility), with local guardian's signature and photo.
14. Two nos. colour P.P. size photo of each of the local guardians (if any) with name of the student written behind each.

I/ We declare that the above mentioned information provided by me/ us is true to the best of my / our knowledge and I/we shall be responsible for any misleading information.

Signature of Mother.....

Signature of Father.....

Date.....

FOR OFFICE USE ONLY

Registration Fee

Date of Admission Test

Performance in the Admission Test

Admission Status

Withheld

Rejected

Class/ Grade

.....

Bursar

.....

Dean of Admission

.....

Principal

(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

HOSTEL ADMISSION FORM

(Under the aegis of Gyan Sagar Foundation)

Student Information

Admission Number: _____	Grade: _____	<div style="border: 1px solid black; padding: 2px; font-size: 8px;">Please affix recent coloured passport photo</div>
Date of Admission: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y Y Y	Section: : _____	
Name: _____ (First) (Middle) (Last)		
Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y Y Y		

Parental Information (Mother's)

Parental Information (Father's)

Name: _____	<div style="border: 1px solid black; padding: 2px; font-size: 8px;">Please affix recent coloured passport photo</div>	Name: _____	<div style="border: 1px solid black; padding: 2px; font-size: 8px;">Please affix recent coloured passport photo</div>
Mobile No: _____		Mobile No: _____	
Occupation: _____		Occupation: _____	
Designation: _____		Designation: _____	
Office Address: _____		Office Address: _____	
E-mail ID: _____		E-mail ID: _____	
Office Telephone: _____		Office Telephone: _____	
Residential Address: _____		Residential Address: _____	
Residential Phone 1: _____		Residential Phone 2: _____	
Speciman Signature: _____		Speciman Signature: _____	

First Local Guardian's Information

Second Local Guardian's Information

Name: _____	<div style="border: 1px solid black; padding: 2px; font-size: 8px;">Please affix recent coloured passport photo</div>	Name: _____	<div style="border: 1px solid black; padding: 2px; font-size: 8px;">Please affix recent coloured passport photo</div>
Mobile No: _____		Mobile No: _____	
Occupation: _____		Occupation: _____	
Designation: _____		Designation: _____	
Office Address: _____		Office Address: _____	
E-mail ID: _____		E-mail ID: _____	
Office Telephone: _____		Office Telephone: _____	
Residential Address: _____		Residential Address: _____	
Residential Phone 1: _____		Residential Phone 2: _____	
Relationship with Student: _____		Relationship with Student: _____	
Speciman Signature: _____		Speciman Signature: _____	

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)



ROYAL GLOBAL SCHOOL

MEDICAL EMERGENCY INFOS

(Under the aegis of Gyan Sagar Foundation)

First Name		Middle Name	Last Name
Date of Birth	Sex	Weight	Blood Group
Address			
City		State	Pin Code
Primary Insurance Co.		Secondary Insurance Co.	
Primary Insurance Numbers & Group		Secondary Insurance Numbers & Group	

Past Medical History (Put a ✓ for the correct option)

Allergies	Cardiac	Surgery
<input type="checkbox"/> None <input type="checkbox"/> Unknown Medical Allergies: _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Unknown <input type="checkbox"/> None <input type="checkbox"/> CHF <input type="checkbox"/> Angina <input type="checkbox"/> Arrhythmia <input type="checkbox"/> Cardiomyopathy <input type="checkbox"/> CHF <input type="checkbox"/> Congenital <input type="checkbox"/> Implanted Defib <input type="checkbox"/> MI Others _____	<input type="checkbox"/> None <input type="checkbox"/> Unknown <input type="checkbox"/> Abdominal <input type="checkbox"/> Heart <input type="checkbox"/> Lung <input type="checkbox"/> Neurological Others _____ _____ _____ _____

Chronic Illness (Put a ✓ for the correct option)

<input type="checkbox"/> None <input type="checkbox"/> Asthama <input type="checkbox"/> Bleeding Disorder <input type="checkbox"/> Cancer <input type="checkbox"/> COPD <input type="checkbox"/> CVATIA <input type="checkbox"/> Diabetic	<input type="checkbox"/> Dialysis / Renal <input type="checkbox"/> Gastrointestinal <input type="checkbox"/> Headache <input type="checkbox"/> Hepatitis <input type="checkbox"/> HIV + <input type="checkbox"/> Hypertension <input type="checkbox"/> Paralysis	<input type="checkbox"/> Psychological <input type="checkbox"/> Seizures <input type="checkbox"/> Substance Abuse <input type="checkbox"/> TB <input type="checkbox"/> Unknown Others _____ _____
---	--	---

Current Medications

.....

.....

Family Physician	Physician's Phone Number
Local Contact Name and Relationship	Local Contact Phone Number
Outstation Contact Name and Relationship	Outstation Contact Phone Numbers
Remarks if any:	



ROYAL GLOBAL SCHOOL
Guwahati

MEDICAL EMERGENCY INFOS

Immunisation Certificate

(To be certified by a Registered Immunisation Centre or copy of vaccination card also be attached)

Certified that Master / Miss , son/
daughter of Mr./ Mrs. has been immunized against

1. Typhoid on date(Injection /Oral)
2. Hepatitis B
 - (i) 1st Dose on date
 - (ii) 2nd Dose on date
 - (iii) 3rd Dose on date
3. Hepatitis A
 - (i) 1st Dose on date
 - (ii) 2nd Dose on date
4. Chicken Pox on date(No vaccination required if already suffered)

Date:.....

Place:

Signature of Immunologist

(Name with Seal)

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 Hostel.

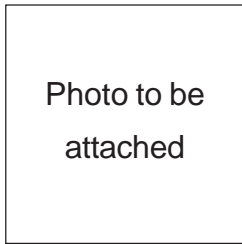
Date:.....

Place:

Signature of Physician



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 property 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.

Dated 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. Parents are welcome to meet the Principal on the 1st and 3rd SATURDAY of every month during session with prior appointment. Parents are welcome to send Email to the school at enquiry@rgs.edu.in for any suggestion and queries. Parents are also encouraged to meet the teachers on any working day at a mutually convenient time, only on prior appointment. However, Parents are **not allowed** to meet their wards or the teachers during class hours.
3. Students are required to wear School uniform as per school norms. Variation in shades/ colour and pattern will not be accepted. School store shall provide uniform/tie/belt on payment.
4. 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.
5. Students of Classes up to IV are **not allowed** to wear watch. **It they do so, it will be confiscated and will be returned only at the end of the academic year.**
6. 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.
7. 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.**
8. 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.

9. Nails will be checked every Monday.
10. **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.**
11. Parents are requested to send **only toffees** to celebrate their child's birthday. Please refrain from sending Birthday cakes/ pastry or any other items.
12. **Cafeteria:** During recess/ break, day scholars may use the cafeteria which will provide snacks/ eatables/ juice.
13. **Books & Stationery items:** A list of prescribed text books/ note books and stationery to be issued to all students from the tuck-shop on payment.
14. **School Transport:**
 - a. School transport is available as an additional facility that may be availed of, on payment of transportation fee.
 - b. To avail school transportation, the Transport form has to be filled up and payment has to be made as stipulated.
 - c. 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.
15. 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.
16. **Health & Hygiene:**
 - a. The school has an infirmary, trained resident nurses and doctors on call, to deal with injuries/ ailments.
 - b. 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.
17. **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.
18. 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.

19. 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

SUBJECT COMBINATION				
XI - Science		XI - Commerce		XI - Humanities
Compulsory Subjects English Chemistry Physics		Compulsory Subjects English Accountancy Business Studies Economics		Compulsory Subjects English Political Science
<u>Option - I</u>	<u>Option - II</u>	<u>Any two from</u>	<u>Any three from</u>	<u>Any one from</u>
1. Mathematics & Biology 2. Any one from i) Comp. Sc / IP ii) PE iii) Painting	1. Any one from i) Mathematics ii) Biology 2. Any two from i) Comp. Sc / IP ii) PE iii) Painting	1. IP 2. Entrepreneurship 3. Mathematics 4. PE / Painting	1. Psychology 2. History 3. Geography 4. Sociology 5. Economics 6. Mathematics	1. Entrepreneurship 2. PE 3. Painting

LKG & UKG : Innovative and Experiential curriculum as well as Montessori Method

20. **Assessment and Evaluation:** There would be Formative Assessment and Summative Assessment as per of Continuous and Comprehensive Evaluation (CCE) **Note:** There will be no formal Pencil-Paper exam/ tests for LKG & UKG. They will be given worksheets and activity sheets. Efforts grade would be awarded to them. Class XI & XII will have unit test, semester-I, semester -II Examination.

21. School Discipline:

- a. Discipline related to day to day school work, behavior and interaction with peers/ seniors/ juniors/ superiors is an essential ingredient of education.
- b. All the Do's and Don'ts regarding school have been clearly spelt out above, under various heads.
- c. Please observe these rules to ensure a fruitful and happy association between all the parties involved in the education of every Royalite.
- d. 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.
- e. 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.
- f. Any damage to school property that is directly attributable to any student will be assessed and the bills will be sent to the parents.

22. **Payment of Fees: Fees to be paid as per following schedule:**
- a. **1st Quarter: by 10th of April (at the time of admission, in the year of admission)**
 - b. **2nd Quarter: by the 10th of July**
 - c. **3rd Quarter: by the 10th of October**
 - d. **4th Quarter: by the 10th of January**

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.

23. Apart from Sundays, vacations, breaks and Govt. holidays as mentioned in the school calendar, **the school shall remain closed on all Saturdays.**
24. 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.
25. Students absenting themselves for more than a month without sanction of leave are liable to have their names struck off from the rolls.
26. Irregular attendances, habitual idleness, insubordination, misbehavior, obscenity in any form and dishonesty are sufficient reasons for the termination of admission of the student.
27. No leave will be granted except on receiving prior written application submitted at least a day in advance.
28. 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

- Please prepare your child mentally to accept the fact that he/ she is going to study in a boarding school. (Grade IV onwards)
- 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.
- Fresh admission will be granted, only if allowed by the Principal, after paying fines, re-admission fees and other dues.
- **Please carry the Admission letter issued by the Principal along with you, when you leave your child/ ward at the campus. This is applicable only for new admissions.**
- 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.
- Please leave the campus as soon as the formalities are completed. 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.**
- Attested photographs of parents and local guardians should be submitted immediately after admission is confirmed. The child will be allowed to leave the campus only with the parent or local guardian.
- 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. They can certainly meet the Principal in school, with prior appointment.

- (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

- a) In order to give more talking time to students and guardians, the boarders are permitted to 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.
- (b) 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.
- (c) 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.

Medical Facility

The school has an infirmary under the supervision of a doctor and trained resident nurses. In addition to this the school has arrangements with a nearby hospital very close to the school, which can be reached in 15 minutes for hospitalization, diagnostics and other medical emergencies.

All the expenses pertaining to the student’s health such as medicine, hospitalization, specialist consultation, special treatments and diagnostic charges are collected from parents as actual.

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.

Cafeteria and Tuck shop

As sufficient nutritious wholesome food is served at the school refectory, parents need not supplement by providing snacks to their children. This disturbs their fitness and may lead to serious health problems. However, the school's policy with regard to tuck is as follows:

- The school has identified 10-12 items packed hygienically and manufactured by reputed companies to be supplied as tuck item at the School Cafeteria.
- **Student can have snacks up to Rs 200/- per week on specified days.**

In view of the above, parents are requested not to send any tucks to their children.

Note: A Hand Book for Parents shall be issued after admission.

