



❖ **Subject offered (along with subject code)**

**Classes 9<sup>th</sup> & 10<sup>th</sup>**

English Communicative (Code 184)	Hindi Course A (Code 002)	Mathematics (Code 041)
Science (Code 086)	Social Science (Code 087)	

**Classes +1 & +2** Optional subjects for all streams (Select only one) : Information Practices (Code 065) / Physical Education (Code 048)

Medical <input type="checkbox"/>	Non-Medical <input type="checkbox"/>	Commerce <input type="checkbox"/>	Optional Subjects (for all streams)
Physics (Code 042)	Physics (Code 042)	Economics (Code 030)	Informatics Practices <input type="checkbox"/> (Code 065)
Chemistry (Code 043)	Chemistry (Code 043)	Business Study (Code 054)	
Biology (Code 044)	Mathematics (Code 041)	Accountancy (Code 055)	Physical Education <input type="checkbox"/> (Code 048)
English (Code 301)	English Core(Code 301)	English Core(Code 301)	

**Note:** Admission to class 10th or +2 would be allowed only if the student had studied above mentioned subjects (along with respective codes) in class 9th or 10+1.

❖ **Family Information**

Father's Name

Academic qualification : ..... Occupation : .....

Mobile :  e-mail :

Mother's Name

Academic qualification : ..... Occupation : .....

Mobile :  e-mail :

Annual Income of Parents : \_\_\_\_\_

**Permanent Address**

Pin:

Details of siblings in HAPS (if any)

Name	Class	Admission No.
(i) _____	_____	_____
(ii) _____	_____	_____

Guardian's Name

Academic Qualification: ..... Occupation : ..... Age : .....

**Note :** The age of guardian should not be less than 25 years.

Mobile :  e-mail :

Relation with the student: \_\_\_\_\_

## CHECKLIST OF DOCUMENTS

Given below is the list of documents required for admission of the student. Parents are required to complete the documents and submit the same as per instructions at the time of admission:

Sr. No.	Name of document	Instruction	Tick (If submitted)	Probable date of submission
1.	Duly filled admission form.	Original		
2.	Transfer certificate/School Leaving Certificate.	Original		
3.	Birth certificate (for admission to 1st class only).	Photocopy		
4.	Photocopy of first and last pages of passport along with photocopy of valid visa. (for foreign National).	Photocopy		
5.	Student Aadhar Card.	Photocopy		
6.	Previous School performance report (Marks Sheet).	Photocopy		
7.	8 Passport size photographs of the student (Recent).	Coloured		
8.	2 Passport size photographs each of father, mother and guardian (for hostel students).	Coloured		
9.	Evidence of having deposited the first instalment of fee in the bank through NEFT /Cash voucher or online through payment gate way.	Original		
10.	Character certificate from the school mentioning name of parents and date of birth of the student.	Original		
11.	Medical certificate (for hostel students).	Original		
12.	Category certificate (for SC/ST/OBC candidates only).	Photocopy		

**Note:** Principal reserves the right to cancel the admission if the above mentioned documents are not submitted in time.

### ADMISSION CANCELLATION AND REFUND POLICY

Requests for cancellation of admission shall be made by the parents in writing addressed to Principal and shall be submitted in school office for seeking refund in the following cases:

**1. Cancellation of admission before the start of session:**

The total fee deposited will be refunded after deducting the admission fee as processing charges.

**2. Cancellation of admission after the start of session:**

a) **When the student has not attended the class even for a day:** The total fee deposited will be refunded after deducting the admission fee as processing charges.

b) **When student has attended class:** No part of fee paid upto the current quarter will be refunded.

### FOR ADMISSION OFFICE

It is certified that all the particulars and other documents have been carefully checked from the original certificates and found in order. The applicant is recommended for regular or provisional admission to class \_\_\_\_\_

**Name of Admission Committee Members :-**

1. \_\_\_\_\_ Signature \_\_\_\_\_

2. \_\_\_\_\_ Signature \_\_\_\_\_

3. \_\_\_\_\_ Signature \_\_\_\_\_

### UNDERTAKING BY PARENTS/GUARDIAN

Name of Student : \_\_\_\_\_ Admission No.

Name of Father : \_\_\_\_\_

Name of Mother : \_\_\_\_\_

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

#### Undertaking by Parents/Guardian

1. My ward will not indulge in any act of BULLYING/RAGGING. If he/she is found indulging in any such act or misbehaviour, disciplinary action may be initiated against him/her as per the provisions of the Act and he/she may be expelled from the school, if found guilty. If my ward is involved in any act of ragging, an FIR may be lodged against him/her.
2. I have gone through the details of fee structure and fee payment rules as well as schedule of the payment. I agree to abide by these strictly.
3. My ward will strictly adhere to the school and hostel dress code including the prescribed hair cut pattern and oxford school shoes etc.
4. Strict disciplinary action may be taken against my ward for any conduct deviation of behaviour as per the behaving management guidelines of the school.
5. My ward will not carry any eatables, electronic gadgets, mobile phones, costly items or unauthorized cash to the school and hostel.
6. My ward may be permitted to participate in co-curricular and other extra curricular activities like excursions, music, dance etc. to be decided at the discretion of the Principal.
7. I agree to bear additional expenditure which may be debited to his/her individual account.
8. I certify that all information related to the medical history of my ward is correct and complete. I understand that the school will do its best to provide routine medical aid, but will not be held responsible for any undisclosed sickness / disease. I understand that in case of communicable / infectious diseases, my ward will be sent back home. I or local guardian will pick him/her up from the hostel.
9. I understand that in case of critical illness/surgery of my ward, we will duly inform the school authorities and formally apply for leave for my ward supported by all medical details and papers. I or local guardian will personally pick my ward. My ward will join back after complete recovery and with a medical fitness certificate from the concerned medical practitioner.
10. If my ward leaves the school campus or the hostel without permission, the school authorities may lodge FIR with the the local Police Station. I have no right to question and raise objections to this action. The school will not be held responsible in the event of any accidental mishap or untoward incident in such circumstances.
11. The Principal or management of the school, will not be liable for any damages/charges on account of any injuries fatal or otherwise, mishap or accident, which may be sustained by the student at any time during his /her stay in the School, while taking part in studies, sports, co-curricular activities or any other form of activity of the School, organized or otherwise, within or outside the school premises. The expenses incurred in any treatment of such injuries will be borne by the parent/guardian, and the School shall not be responsible and liable for any expenses/compensation. I will not hold the school or any member of staff wholly or partly responsible for it.
12. The student is admitted to the hostel with the specific understanding that all the rules and regulations prescribed by the school shall be binding on the student/parent and the student/parent shall abide by all such rules and regulations at all times.
13. I shall not claim hostel fee/school fee paid by me in respect of my ward, in the event of withdrawal or suspension, expulsion or rustication from the hostel/school on disciplinary grounds by the school authorities. I further undertake to pay all the hostel/school dues, including instalments of hostel fees as and when my ward leaves the hostel/school.

Date : \_\_\_\_\_

Signature of the Parent/Guardian

Signature of Student

Place : \_\_\_\_\_

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

Relation : \_\_\_\_\_

#### OFFICE USE ONLY

Provisionally Admitted to Class ..... Date .....

**Principal**