



INDIAN SCHOOL

(RUN BY GYAN ASHA EDUCATIONAL SOCIETY)

Affiliated to C.B.S.E., New Delhi, Affiliation number. 3330099

PH. NO. 8966996611,8966996622,8966996633

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NEAR S.E.C.L. OFFICE, KELOVIHAR, ATTARMUDA, RAIGARH(C.G.)

ADMISSION FORM 2023 - 2024

M.R. NO. DATE AMOUNT CLASS Admission sought for class.....

(USE CAPITAL LETTERS ONLY)

- Name(Master/Miss).....
- Father's Name.....
- Mother's Name.....
- Date of Birth.....
- Aadhar Card No.
- Category SC/OBC/ST..... 7. Caste.....
- Religion..... 9. Sex(Male/Female).....
- Permanent Address:.....
-
- Correspondence Address:.....
-
- Phone/ Mobile No. Office.....
- Mother Tongue..... Nationality.....
- Bus Facilities Required(Yes/No) If Yes, From..... To.....
- Class and school in he/she has been studying in the last school :-
Name of School.....
Class.....
Medium.....
Transfer Certificate/School leaving Certificate.....
- Single Child (Only Boy/Only Girl).....
- Particulars of all Brothers/Sisters study in same school:.....

Fix
Photograph
Of
student

S.No	Name	Age	Class & Section	School

- Any Physical ailment.....
- Any two hobbies of your child: (a)b).....
- Special Interest :

21. Family Information (WRITE IN CAPITAL LETTERS)

Mother's Name
 Academic Qualification.....
 Occupation
 Address of the Organisation where employed.....
 Office Tel.No.Mobile No.....
 E-mail.....

Father's Name
 Academic Qualification.....
 Occupation Qualification
 Address of the Organisation where employed.....
 Office Tel.No.Mobile No.....
 E-mail.....

Guardian's Name
 Academic Qualification.....
 Occupation Qualification
 Address of the Organisation where employed.....
 Office Tel.No.Mobile No.....
 E-mail.....

Fix Photograph Of Mother
Fix Photograph Of Father
Fix Photograph Of Guardian

I certify that I am the parent/bonafide guardian of the child and information given in this form is true to the best of my knowledge . I have carefully read the prospectus and agree to abide by the rules, regulations and procedures laid down there in and accept that they may change from time to time at the direction of the school management and extend my full co-operation to keep things moving in a healthy manner.

Signature of Mother Date :
 Signature of Father Date :
 Signature of Guardians Date :

FOR OFFICE USE ONLY

TO BE ATTACH FOLLOWING DOCUMENTS

Reg. No. M.R.NO Amount Date

Admission Test Result

Admission granted **Yes/No**

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Attested Xerox-copy of Date of Birth Certificate <input type="checkbox"/> 2. Photographs of Student <input type="checkbox"/> 3. Parent's Photographs <input type="checkbox"/> 4. Attested Xerox- copy of Aadhar Card <input type="checkbox"/> 5. Undertaking <input type="checkbox"/> | <ul style="list-style-type: none"> 6. School leaving Cert./Transfer Cert. <input type="checkbox"/> 7. Passing Certificate/Mark Sheet <input type="checkbox"/> 8. Character Certificate <input type="checkbox"/> 9. Attested Xerox copy of SC/OBC/ST <input type="checkbox"/> |
|--|--|

Principal
Admission No.

Alias No.

Admitted to ClassSectionHouse

M.R.NO Date Amount

Checked and Recommended

Office In-Charge .

Principal / Manager

Admission Procedures, Terms and Conditions

1 Registration Procedures and Rules

- 1.1 Registration Forms are to be filled in and submitted to the School Office before the end of the Registration period.
- 1.2 Incomplete or illegible Registration Forms without photographs will not be processed/accepted.
- 1.3 Date for interaction will be given at the time of registration. The School authorities reserve the right to change the date and time of Aptitude Test.
- 1.4 Photocopy of Birth Certificate issued by Municipal Corporation or concerned civic authority must be attached with the Registration Form for Class Nursery & Prep. Photocopy of Report Card of the last exam passed must be attached with the Registration Form for Classes 1 & above. If the results have not been declared admission will be subject to submission of the document after the results and till such time admission granted will be provisional.
- 1.5 Age for admission to Class Nursery is 3 years in the academic session in which admission is taken. Age should be properly specified on the forms.

2 Admission Procedure

2.1 Aptitude assessment & interaction

- A) There will be an aptitude assessment for students seeking admission from Class I and upwards. Only those candidates who clear the assessment will be called for an interaction.

2.2 Admission Formalities:

- A) Candidates whose names are included in the list must pay the fee the dates indicated on the list otherwise admission will automatically stand cancelled.
- B) Parents are requested to carefully fill and submit the Admission Form and Transportation Form at the time of payment of fee.
- C) The date of Birth of the child is required to be supported by the Birth Certificate in original issued by the Municipal Corporation. Local Body as applicable, along with a certified photo stat copy thereof. An affidavit or any other evidence is not acceptable in place of Birth Certificate. It is to be attached with the Admission Form for classes Nursery & Prep. For class 1 and above, Transfer Certificate is to be attached.
- D) The child will be granted the student Identity Card only after all forms are duly filled and the admission formalities are completed.
- E) Parents are to report to the Reception Counter of the school on the dates specified in the joining instructions along with the student I-Card.
- F) Your ward has to report in school Uniform, along with Books and Stationery as prescribed by the school.

3 Procedure for Fee Payment.

- 3.1 Fee is charged annually to be paid in 10 installments for easy payment.
- 3.2 Fee at the time of admission is to be paid in cash.
- 3.3 Bus facility is provided for the entire session and has to pay annual charges even if opting the facility in between the session.
- 3.4 Monthly fee is due for payment, by the 10th of every month. A fine of Rs. 10/- per day will be levied from the 11th of every month in which the school dues are to be paid. The name of the child is liable to be struck off the rolls, if the fee is not paid by the last date of the concerned month.

4 Refund of fees

8.1 Fee once paid is **NOT REFUNDABLE** for any reason whatsoever.

5 Withdrawal Rules

5.1 Application for withdrawal is to be made a prescribed proforma available in the School Almanac. No Child can be withdrawn till a written request from parents is put up.

5.2 Clearance must be obtained from the laboratory and library in charge and other departments before applying for withdrawal.

5.3 Transfer Certificate will be issued after one week of the receipt of the application and clearance of all dues.

6 Disclaimer

All the above terms & condition are subject to amendment from time to time as per the decision of the School Management. The decision of the School Management shall be final all matters pertaining to the admission process and matters of the school.

7 Important Information

No certificates are to be submitted along with any form unless specified. This form is only for Registration for Admission. Kindly attach the Report Card of last exam passed for Admission to Class 1 and above.

8 Note

Only the Registration Form should be submitted at the time of Registration . Admission Form and other forms are required only after the child is granted admission. Kindly keep a photo copy of the forms for your record. Bus fee should be paid annually and one time only.

9 Transport Rules

9.1 Request for using the school transport must be made at the beginning of the session.

9.2 It will be the sole responsibility of the parents to escort the child to the designated bus stop. The transport facility is extended at the sole risk and responsibility of the parents.

9.3 Any suggestion or complaints should be reported to Transport In-charge . Parents can not give instruction to driver or conductor.

9.4 The vehicle will stop only at pre-decided stops for picking up children. Those who are late will reach school on their own.

9.5 For security reasons students who miss the school vehicle from the assigned stop will not be picked up from any subsequent stop.

9.6 In case a Parent / Guardian is not present at the stops to pick up the child while being dropped back the child will be driven back to the school. The Parent / Guardian will have to then pick up the child from the school.

10 Medical Facility

10.1 The School has a well-equipped Medical Room to deal with any emergency.

10.2 The School provides facilities for First – Aid only .

10.3 The School can not be held responsible for injury suffered by a child. No reimbursement of charges would be made to wards any medical treatment .

11 Right of alteration / Modification

11.1 The Management reserves the right to modify ,after and of include other terms and conditions that may be deemed fit in the Interest of the Institution, without any prior notice.