

12. Present Class : _____

13. Option for Second Language :

14. Option for Third Language (form classes IV – VI) :

15. Height : cms Weight : Kgs.

16. Blood Group : _____

17. Allergies if any : _____

18. Name/s of the siblings : (a) Whether sibling is studying in this School?

_____ (b) If Yes which class :

19. Past Academic Achievements :

Class	School Name	Grade / Percentage

20. Extra-curricular activities, the student is interested in : _____

21. Extra/Co – curricular achievements if any : _____

22. Interested in availing transport :

23. Interested in availing semi residential option :

24. Personal Identification marks :

- i. _____
- ii. _____

25. Present Address : _____

26. Permanent Address : _____

27. Residence Tel. No. _____

28. Annual Family Income : _____

29. Father's Name : _____

30. Occupation : _____

31. E – mail : _____

32. Mobile No. _____

Affix passport
size photograph
of the father

33. Mother's Name : _____

34. Occupation : _____

35. E – mail : _____

36. Mobile No. _____

Affix passport
size photograph
of the Mother

37. Guardian's Name : _____

38. Relation with the student : _____

39. Occupation : _____

40. E – mail : _____

41. Mobile No. _____

42. Guardian's Address : _____

Affix passport
size photograph
of the Guardian

DECLARATION

I _____, father/guardian of Master / Baby _____ hereby solemnly

Declare that all the statements made above are true to the best of my knowledge. I fully understand that in event of any information being found false or incorrect, registration and admission of ward may be cancelled. I hereby agree to abide by the rules and regulations of your esteemed institution.

Place : _____

Signature : _____

Date : _____

Name of the Father/Mother/Legal Guardian

Signature of the Principal

School Stamp

ENCLOSED:

1. Two passport size photographs of the student. []

2. Xerox copy of date of birth certificate issued by Municipal Corporation. []

3. Xerox copies of Progress Report of the current year or the previous year. [] Whichever is applicable.

4. Record Sheet / T.C.

RULES & PROCEDURES

1. Admission is confirmed only after submitting the required certificates at the time of admission to the Academic Incharge/Counsellor.
2. Incompletely filled admission forms without registration fee will be rejected.
3. If the school management finds any significant documents submitted to be false, the admission of the student will be cancelled immediately.
4. The Principal reserves the right to accept, reject, and cancel the admission forms without assigning any reason thereof.
5. Rules and regulations followed for admission, curriculum and examinations are strictly in accordance with CBSE and SSE norms.
6. The student shall be allowed to be on roll officially till submission of a withdrawal application by the parent to the Principal.
7. Fee should be paid on or before the due date, the details of which are made available with the students or Counsellors.
8. There will be 10% to 15% fee hike for the old students every year.
9. Parents are not allowed to interfere in the administrative affairs of the school. In case of any problem, they can directly discuss with the Counsellors /Principal.
10. Parents are requested to get the information about visiting hours from the office and follow them strictly.
11. No unknown person, except parent/guardian, is allowed to meet students under any situations unless an authorization letter from the parent is submitted in the office.
12. No student is allowed to go out during the class hours.
13. School's Academic schedule timings and holidays may be changed as per the convenience of the academic programmes from time-to-time.
14. Irregular attendance, habitual skipping of classes, irregular in submitting the given assignments or project works, disobedience and disrespect towards teachers and fellow students, and other misbehavior may lead to suspension of the student from the school.
15. If a student is absent, the parent/guardian is expected to call the concerned authority before 9:00 AM to report the same.
16. Students are required to bring in a note, dated and signed by parent/guardian explaining the nature of the absence, in case long leave, when they plan to leave school early or arriving late.
17. A student with less than 75% of attendance will be considered ineligible for promoting into the higher class.
18. Students not following the rules regarding school-hours, dress-code, fee and other payments, behavioural norms, hygiene, discipline and participation in school games and other programmes will be expelled after three warnings.
19. Students must come to school in neat and full uniform.
20. Use appropriate language, show respect for teachers and other students.
21. Strict discipline should be maintained by the student in the classrooms, dining hall, cafeteria, recreation room, and library and during study hours.
22. Bullying or threatening anyone in any way, thus denying them the right to feel safe is seriously viewed.
23. No student will be allowed to carry any type of sharp objects, weapons, expensive objects, religious posters and vulgar books/materials. If a student is found with any of the above said, he/she will be expelled at once from the school/hostel.
24. Any damage caused by the students to the institution's property or other students will be recovered from the students.
25. Students suffering from infectious diseases will not be allowed to join classes unless and until they produce medical fitness certificate from their family doctor.
26. Parents opting residential facility can get the information regarding facilities, time schedule, mode of fee payment, visiting time, nutrition and medical checkup from the office at the time of admission.
27. The residential students shall have 3 pairs of the prescribed uniform and 4 pairs of civil dress.
28. The students should not keep any valuable, cash, walkman, cameras, cell phones, or other non-academic material with them. A student so found will be suspended from the school campus.
29. Reports of loss or theft of these items will not be entertained.
30. Students should maintain a trunk with proper lock and key to safeguard their belongings.
31. Students should leave the hostel only after obtaining a written permission from the Chief Matron/Principal.
32. Students should cooperate with the Residential staff while checking their rooms.
33. Students returning from vacation should report on time. A fine Rs. 100/- per day will be collected for returning late.
34. Residential staff has every right to screen the letters of students to avoid unwanted communication.
35. All disputes associated with admission process is under Hyderabad jurisdiction only.