



ADMISSION FORM

ACADEMIC YEAR: _____

Admission No:- _____

Class:- _____

Name :- _____

Mobile No:- _____

SURYA SMART SCHOOL

Kushabhaw Thakre Ward, Near AnthroPological Museum

Dharampura – 01 , Jagdalpur.

Bastar (C.G) 494001

Email – suryasmartschool@gmail.com

Mobile - 9755529670

Admission no :-

Date:-

Class:-

INSTRUCTION FOR FILLING THE APPLICATION FORM

1. Applicants are advised to study the form carefully and satisfy themselves that they are eligible for the admission to the course for which they are applying. If at any stage, it is found that a candidate does not satisfy the eligibility conditions or the information furnished in the application is incorrect, the application will be cancelled. Those applicants whose results are not yet published, may also apply for admission provided if selected, their application will be provisional, pending to the announcement of their results. In such cases, however, their application will be cancelled if the final examinations are not completed before academic session the date may be relaxed by the institution for any such candidate\ s has excelled in the selection test and interviews and also has outstanding academic record. If an applicant has failed in any programme of the school and was not allowed to repeat it, he/she will not be eligible for re-admission to the same programme.
2. The application form should be filled carefully and legibly. Instructions given should be strictly followed adhered to.
3. Do not fill the “for office use only” section present in the form.
4. Candidates should affix a copy of their recent stamp size and passport size clear front facial photograph (size:4cm height x Width) on the form.
5. Copies of the certificates including mark sheets should be attached in support of information given in the form wherever necessary.
6. No changes in the entries made in original application will be allowed under any circumstances .
7. The application form must be filled by the candidate or parents in his/her own handwritings only correction, if any should be legible and attested by the candidate. Please ensure that the form is complete in all respects.
8. If the Application form is incomplete, the application will be rejected and no correspondence will be entertained.
9. Address stickers: - The address stickers will be used in all correspondenc, including mailing of admit card for examination, letters, notices and other official documents required to be sent by the institution. Hence, is should include your full name, present address, pin code, telephone nose\mobile no and e-mail ID if any, and should also be clear and legible.
10. The applicant should ensure that the particulars filled in the application form are correct.
11. The application form should be strictly filled in English and in block letters.
12. Entries in the application form should be legible. Overwriting erasing should be avoided.

13. Enclosures :-

- a. Transfer certificate of previous school.
- b. Original copy of last qualifying examination mark sheet.
- c. Original copy of last qualifying Board Examination mark sheet.
- d. Photo copy of Residence certificate.
- e. Photo copy cast certificate.
- f. Character Certificate.
- g. Please provide doctor prescription had any last three months (If Any).
- h. Certificate of Disability (If Applicable) issued by a competent auth

(Signature of the Parent’s)

Family Background

Number of Family Members

Family Annual Income

Father's Details

Occupation/Department	Office Address	Qualification	Telephone Number

Mother's Details

Occupation/Department	Office Address	Qualification	Telephone Number

Want to avail bus facility? Yes No

Name of local Guardian

Address of Local Guardian

Contact Number

GUARDIAN
PHOTO

Health Details

Blood group

Any Disability Yes No

DECLARATION BY THE PARENTS

I hereby declare that the above information provided by me is true and best of my knowledge shall abide by the rules of the school.

(Signature of the Parent's)

UNDERTAKING BY PARENTS

The following “ Undertaking Form” is introduced and be signed by parents of the student so as to make the student attend the classes regularly from day one as well as be aware of the Surya Smart School rules and regulation. The same should be submitted to concern HOD’s on the day of reopening of the academic session.

I Mr./Mrs. _____ father/mother of Mr. / Miss _____

Give the following undertaking that my child who has taken admission in Class _____ will abide by the rules and regulation of the school as laid below

1. Compulsory attendance from the first day from the reopening of the academic year as per time table, failing which the student will be liable to pay a fine at the rate of Rs. 100/- per day for the first one week. In case, he/she does not turn up even after one week of starting of classes, he/she shall be ineligible to continue further with the current academic year.
2. The student is required to be regular and punctual in all the classes (theory/practical/drawing) and secure attendance of not less than 75% in each subject as stipulated by school. It should be noted that attendance less than 75% in any of the subjects will restrain him/her from appearing for the final examination.
3. The student has to compulsorily follow the dress code and uniform prescribed by the school and also maintain the decorum of the institution.
4. The student should behave in a highly disciplined and decent manner both inside and outside the institution, failing which suitable action may be taken against him /her as per the rules and regulations of the school.
5. Carrying of mobile **phones, I pods, Mp3 ,costly items, gold jewellery, huge amount of cash** or any other electrical or technical devices within the school, premises is strictly prohibited and if any student is caught with such devices then the same will be confiscated and never returned back .
6. No student shall involve himself/ herself in an form of ragging or bullying acts inside or outside the campus, it shall be noted that ragging is an offence and punishable as per the law of the country.
7. All the fees including , examination fees and any other dues shall be paid within the stipulated time as required by the authorities of the school, failing which the student will not be permitted to attend the classes.
8. The student should not cause or involve in any sort of violence or disturbance both within and outside the school campus.
9. If the student remains absent continuously for 3 working days, his/her parents will have to meet the concerned HOD / principal.
10. No student shall take leave without informing the school authorities and the same shall be written down and signed by the parents.
11. The following acts will result in suspension and even expulsion of the student from the School:-
 - a) Using unfair means in any examination.
 - b) Consistent unsatisfactory progress.
 - c) Immorality.
 - d) Grave disobedience.
 - e) Stealing or extortion of money and / or items from other students or the institution.
 - f) Contempt of authority.
 - g) Breaking bounds.
 - h) Damaging school property.
 - i) Any word or action likely to undermine the reputation of the institution.
 - j) Bullying, assaulting and ragging in any form.
 - k) Smoking, alcohol abuse and substance
12. The school will provide the best of medical aid but will not be held responsible for any kind of sickness and undisclosed diseases. In case of communicable / infection disease, planned operations or treatments the student will be sent home till he/ she recovers.

13. No student shall leave the school without permission. If does so, the school authorities may lodge an FIR with the local police station and the same shall not be questioned or objected by the parent or guardian of the student. The school authorities reserve the right to impose a fine of Rs. 2000/- as well as cancel the admission for any mishap caused by the student.
14. If the school arranges for professional training for better development of the student, then he /she shall pay additional fees as prescribed in the training program.
15. It shall be noted that the school authorities will provide the best of facilities as well as take every bit reasonable precaution and safety measures during the excursions and field trips. However, the authorities shall not be held responsible for any accidents or mishap happening due to unforeseen circumstances during the said Excursions of field trips.
16. The student should inform the Academic and Examination cells of the school if there is any changes is the addresses of their parents /guardians so the same can be corrected and updated in the system.
17. The school premises and buildings should be kept clean. Writing and sticking – up of posters and notices on the building walls is strictly prohibited.
18. Any student indulging or bringing outsiders into the school campus for any unacceptable purpose will be expelled from the school.
19. Students are not allowed to give gifts to the teachers except on the Teacher’s day as directed by the principal.
20. Attendance on National days like Independence day Republic day and other such celebration is compulsory. Absence without prior approval will be viewed seriously and may invite drastic disciplinary action.
21. Identity cards must be compulsorily worn to the school and throughout the day

Hence I therefore declare that I have read through all the above instructions and undertake to abide by all the conditions and agree to cooperate with the school failing which the school may take any action deemed necessary in the matter.

I will pay all the fees stipulated by the school from time to time during the beginning of every academic year. I will be responsible for the conduct of my child during his/her study in the school. I shall visit the school from time to time in order to keep my self updated with my child’s progress and conduct.

(Signature of the parent’s)

For Office Use Only

Checked that I have checked the application form and the relevant paper’s are found in order

(Officer on duty)

Please admit _____ to class _____ section -----
--- after checking the relevant papers and finalising the dues.

(Principal)