

12. Certificate / Document submitted:

List of the Documents & Certificates	Yes	No	Remark
Birth Certificate			
Transfer Certificate			
Result of Previous Class			
Aadhaar Card of the Student			
Parent's Aadhaar Card			
Address Proof			
Category Certificate (If Applicable)			
Parivar Pehchan Patra (PPP)			
Others (If Required)			

13. Particulars of siblings studying in Pranavananda International School, Gurugram

Name of the Child	Admission No	Class	Section	Roll No

14. Particulars of siblings studying in other schools

Name of the Child	Admission No	Class	Section	Roll No

DECLARATION BY THE PARENTS

I/ We hereby declare that the above information furnished by me/us is true to the best of my knowledge & belief. In case of any change in the details furnished above, I/We shall inform the school well in advance. I/We shall abide by the rules and regulations of the institution.

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Signature of the Father

Date:/...../.....

Signature of the Mother

Date:/...../.....

FOR OFFICE USE ONLY

1. Certified that I have checked the Admission Form and relevant documents are found in order.

Performance in Entrance Exam:

Eng	Maths	Sci.	S.Sc
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2. Please admit to Class _____ Sec _____ after checking the relevant papers and realizing the dues.

Signature of Principal

Sign. Of the Admission In-Charge

Admitted to class _____ Section _____ Fee Receipt No. _____ Dated: _____

Admission Fee _____ Dev. Fee _____ Tuition Fee _____

Student's Enrichment Fee _____ Any other fee _____ TOTAL _____

The name has been entered in the Class Attendance Register: YES NO

Certified that all the entries have been made in the School's Admission Register and dues received.

Registration No. of the student in the Admission /Withdrawal Register is Vol. Date:

D	D	M	M	Y	Y	Y	Y
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 Office Suptdt.

Admission considered by the school is in accordance with the provisions of the Board & approved.

Date:

D	D	M	M	Y	Y	Y	Y
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Sign. Of the Principal with official Seal.

Date: _____

Subject: Declaration of document submission.

Respected Sir,

I _____, father of _____
Admitted in class _____ in your school ensure school's authorities to submit all the required documents issued by the competent authorities by _____ positively.

I _____, father of _____ admitted in class _____ hereby declare that I have been informed by the school authorities that admission of my ward will remain "PROVISIONAL" until I submit the documents as per requirement to the school office within the due date mentioned above. In case of failure the admission of my ward _____ shall stand CANCELLED.

Thanks & Regards,

Father's Name: _____

Mother's Name: _____

Contact No: _____

Contact No: _____

Father's Signature

Mother's Signature

PRANAVANANDA INTERNATIONAL SCHOOL
RULES FOR DISCIPLINE

1. Parents are requested to carefully fill out and submit the Admission Form, Transportation Form, and Medical Form (If Required) at the time of payment.
2. Punctuality & regularity in attendance, proper dress, a sincere effort in school assignments & gentlemanly behaviour in & outside school are always to be insisted upon & parent's full cooperation is expected at all times.
3. Students are not allowed to leave the school premises without permission from the Principal/ Vice Principal.
4. No student is permitted to engage any of the school teachers as private tutors without the written sanction from the Principal / Vice Principal.
5. Students are answerable to the school authorities for their conduct in & outside. Irregular attendance habitual illness, disobedience, use of indecent language, objectionable moral behaviour, coming to school without proper school uniform & above all discourtesy & disrespect to teachers and other staff will be considered as indiscipline.
6. If any student is caught using unfair means during an examination, strict action will be taken against him/her and he/she will be awarded zero in that subject.
7. The school reserves the right to take strict disciplinary action against any student if he/she violates the school rules.
8. Tobacco chewing, smoking and ghutka chewing are strictly prohibited on the school premises. If anyone is found guilty of chewing tobacco or smoking, he/she will have to face strict punishment.
9. Students are not allowed to bring motor cycle /scooters or any kinds of motorized Vehicles to the School. The School is not responsible for the bicycle parked in the School premises.
10. Non-veg food is not allowed inside the school campus.
11. The school will reserve all the rights to use the photographs of your ward clicked in or outside the school premises for its promotional purposes.

NO MOBILE POLICY

1. Mobile phones or any other electronic gadgets, cameras, smartwatches, earphones/headphones are strictly prohibited inside the school premises if caught, the goods will be confiscated for at least one session.
2. No valuable items like jewelry, watches, fancy items, any expensive articles, or money are not allowed inside the school premises. The school will not be responsible for any loss or damage.

RULES FOR WITHDRAWAL

1. Parents are required to give at least a month's notice in writing or a month's fee in lieu of notice before the child can be withdrawn.
2. Those who leave school in May must in all cases pay the fee for the month of June.
3. A transfer certificate is issued after all the dues of the school are settled. The school also reserves the right to ask the students to leave the school on the following grounds. In this case, the question of charging a month's fee in lieu of notice does not arise.
 - A. Disciplinary
 - B. Repeated detention in the class.
 - C. Unsatisfactory progress in work.
 - D. Who fails twice in the same class? (Especially if he/she is over age for that class)

TRANSPORT RULES

1. Request for using the school transport must be made at the beginning of the session.
2. Any suggestions or complaints should be reported to the Transport In charge. Parents cannot instruct the driver or attendant.
3. Those who leave school in May must in all cases pay the fee for the month of June.
4. The school bus will pick up and drop only at the pre-decided stop. Those who are late will reach school on their own.
5. In the middle of the session route will not be changed it will depend on the availability of the seat of the route.

MEDICAL FACILITY

1. The school has a well-equipped Infirmary to deal with any emergency.
2. The school provides facilities for First-Aid only.
3. The school cannot be held responsible for injury suffered by a child. No reimbursement of charges would be made towards any medical treatment.

GUIDELINES FOR FEE PAYMENT

Payment should be made through online payment using the school website, Bank draft or cheque drawn in favour of Pranavananda International School, payable at Gurugram. No post-dated cheques will be accepted. In case any Cheque is dishonoured, a service charge of Rs. 590/- will be imposed for the first time and Rs. 1000/- subsequently. Parents desirous of paying the whole year's fee in advance can do so; a month's tuition fee is discounted. For Bank details, please contact the school account office.

Please note that the fee for every quarter must be paid per the following schedule.

1. First Quarter (April-June) – by 10th April.
2. Second Quarter (July-Sept) – by 10th July.
3. Third Quarter (Oct-Dec) – by 10th October.
4. Fourth Quarter (Jan-March) – by 10th January.

Late fine Statement

- i. The fee can be paid monthly / quarterly.
- ii. Changes for bouncing of cheque Rs. 590/- first time and Rs. 1000/- subsequently onwards.
- iii. A fine of Rs. 10/- day will be imposed as a late fee from the 11th onwards of the month in case of a monthly fee or the 11th onwards of the first month of that quarter in case of a quarterly fee payment.

Note: Please refer to our school almanac for details information.

I/ We hereby declare that I read and understood the above information, rules & regulations of the school. I/We shall agree and be responsible with the rules & regulations.

Paste
Father's
Photo Here

Paste
Mother's
Photo Here

Signature of the Father

Signature of the Mother

Date:

Date: