

# PRANAVANANDA INTERNATIONAL SCHOOL

(An Educational Unit of Bharat Sevashram Sangha)

CBSE Affiliation No: 531460

Wazirpur, Sector – 92, Gurugram, Pin – 122505, Haryana



## ADMISSION FORM

Sl No. \_\_\_\_\_ Admn. No. \_\_\_\_\_

Class in which admission is sought for \_\_\_\_\_

Session: \_\_\_\_\_

Paste  
Photo here

### 1. Name of the child in fill (In Capital Letters)

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### 2. Sex: Male Female

### 3. Date of Birth (As per Birth Certificate)

D	D	M	M	Y	Y	Y	Y
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In Words: \_\_\_\_\_

### 4. Age of the student as on 31<sup>st</sup> March 20

Day		Month		Year	
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### 5. Mother Tongue: \_\_\_\_\_

### 6. Category (Attach Certificate)

GEN:  SC:  ST:  OBC:  EWS:  DIFFERENT ABLED:

### 7. Blood Group of the Child \_\_\_\_\_

### 8. Aadhaar No. of the child: \_\_\_\_\_

### 9. Details of Parents:

Particulars	Father	Mother
Name (In Capital Letter)		
Nationality & Occupation		
Full Residential Address with Contact No. & Email ID in capital letters		
Name of the Office with full Address and Contact No.		
Full Permanent Address		
Annual Income		

### 10. Name of the Person to be contacted in case of Emergency

Name	Contact No.	Relationship with the student

### 11. Name of the last attended school with affiliating Board/Council

\_\_\_\_\_

12. Marks of the last examination & Class \_\_\_\_\_ Overall Percentage: \_\_\_\_\_

ENGLISH		HINDI		SCIENCE		S. SCIENCE		T. LAN	
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**13. Certificate / Document submitted:**

Certificate / Document	Yes	No
Transfer Certificate		
Birth Certificate		
Result of Previous Class		
Aadhaar Card Copy		
Category Certificate		
Address Proof		

**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 school**

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 regulation of the institution.

Signature of the Father

Signature of the Mother

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

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

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 \_\_\_\_\_

Name has been entered in the Class Attendance Register: YES  NO

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

Registration No. of the student in 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.

To  
The Principal  
Pranavananda International School  
Sec – 92, Wazirpur, Gurugram, Haryana – 122505

**Subject: Declaration of document submission.**

Respected Sir,

I \_\_\_\_\_, father of \_\_\_\_\_

Admitted in class \_\_\_\_\_ in your school ensure school's authorities to submit all the following documents issued by the competent authorities by \_\_\_\_\_ positively.

**DOCUMENTS LIST**

**STATUS AT THE TIME OF ADMISSION**

- |   |                           |
|---|---------------------------|
| 1. Date of Birth certificate. (Xerox)           | Submitted / Not Submitted |
| 2. Pass result of previous class. (Xerox)       | Submitted / Not Submitted |
| 3. Transfer certificate. (Original)             | Submitted / Not Submitted |
| 4. Aadhaar Card of Student. (Xerox)             | Submitted / Not Submitted |
| 5. Aadhaar Card of Parent's. (Xerox)            | Submitted / Not Submitted |
| 6. Residential Address proof. (Xerox)           | Submitted / Not Submitted |
| 7. Category Certificate (If applicable) (Xerox) | Submitted / Not Submitted |

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 above said 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: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact No: \_\_\_\_\_

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

# PRANAVANANDA INTERNATIONAL SCHOOL

## RULES FOR DISCIPLINE

1. Punctuality & regularity attendance, proper dress, a sincere effort in school assignment & gentlemanly behaviour in & outside school are always to be insisted upon & parent's full cooperation is expected at all the times.
2. Students are not allowed to leave the school premises without permission from the Principal/ Vice Principal.
3. No student is permitted to engage any of the school teachers as private tutors without the written sanction from the Principal / Vice Principal.
4. 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.
5. If any student is caught using unfair means during examination, strict action will be taken against him/her and he/she will be awarded zero in that subject.
6. The school reserves the right to take strict disciplinary action against any student if he/she violates the school rules.
7. Tobacco chewing, smoking and ghutka chewing is strictly prohibited in the school premises. If anyone found guilty of chewing tobacco or smoking, he/she will have to face strict punishment.

## 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. 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 following grounds. In this case the question of charging month's fee in lieu of notice dose 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)

## GUIDELINES FOR FEE PAYMENT

Payment should be made through online payment using 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 charges of Rs. 590/- will be imposed for first time and Rs. 1000/- subsequently. Parents desirous of paying he whole year's fee in advance can do so; a month's tuition fee is discontented. For Bank details, please contact the school account office.

Please note that the fee for every quarter has to be paid as per the following schedule.

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

Late fine Statement

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