

Information Regarding Admission 2018-19



Delhi Public School Khanapara

“Under the aegis of the Delhi Public School Society, New Delhi”

INFORMATION REGARDING ADMISSION:

Admission is open for Classes KG I to X for the academic session 2018-2019. From Class - II onwards, a student will be admitted only after submission of a Transfer Certificate from the previous school. Admission is subject to a student qualifying entrance examination and availability of seat.

The admission is also subject to the following:

- a) Verification of **Original Birth Certificate**
- b) Submission of **Original Mark Sheet** of the last exam of the last class attended.
- c) Transfer Certificate (Classes II and above) (to be counter signed by District Elementary Education Officer in case of inter state/inter board transfer)
- d) Deposition of admission fees within the prescribed date.
- e) Undertaking by parents & family Doctor's Certificate in the prescribed Format.
- f) Incomplete and illegible Registration Forms will not be accepted.

REGISTRATION:

The duly filled in Registration Form should be submitted to the school along with the required documents & Registration fee before the last date of submission of Registration Form. Application submitted after the last date will not be considered. The Registration Form is non-transferable even to the siblings and only the form issued by the school or downloaded from the school website will be considered for Registration of your child. Parents are requested to go through the fee structure, transport facility and prospectus 2018-19 carefully before filling in the form.

GENERAL RULES:

1. The amount deposited towards Registration and Admission for a particular year will neither be refunded nor transferred to any other year or towards sibling's fee.
2. Advance fees for the whole year may be deposited in the beginning of the session.
3. Annual fee, Tuition fee and Transport fee will be automatically linked with the rise in the price index and may be increased by about 10 -18% at the beginning of a subsequent session as determined by the school's Board of Management.

4. Buses may ply on two different time schedules for the various classes, which may be changed as and when required. In any case admission does not guarantee transport facility.
5. Transport routes may be rescheduled or changed as and when required.
6. The school reserves the right to withdraw bus facility, if any student or parent of the student is found indulging in verbal or physical abuse with the drivers & are also liable for expulsion from the school.

ADMISSION PROCEDURE:

1. The final list of selected students will be put up in the school office. Parents have to collect the selection letter from the school office within 3 days of declaration of the result.
2. The admission formalities will be intimated to the parent/guardian of the selected candidates along with the fee payment slip. The admission fee is to be deposited within 5 working days from the date of collection of the selection letter.
3. The requisite documents mentioned in the selection letter along with the photocopy of the fee slips are to be submitted within the specified date of securing admission.
4. It is mandatory for all students (Class-II onwards) to submit the Transfer Certificate from the last school attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended, nor will the student be placed in the class higher than that for which the Transfer Certificate shows him/her to be qualified.
5. Fees once paid at the time of admission is not refundable in any case.
6. The school Management, acting through the managing board reserves the right to have the final word in all matters relating to the admission procedure.

FOR THE CHALLENGED CANDIDATES:

DPS Khanapara encourages education for all the children. But as we are not equipped with special methodology for the challenged children, we humbly request the parents not to apply for the admission till we are equipped with such facility. If, in spite of the limitations, such children are incorporated into our system, the school cannot be held responsible in case of their lack of adaptability, deficiencies in the art of comprehension, failure to meet the required academic standards and inevitable constraints in the part of holistic development

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AGE CRITERION

Age of the candidate as recorded in the birth certificate issued by the Civil Authority, will determine the eligibility for admission to a particular class.

Sl. No.	Class	Criterion
1	KG I	As on 31-03-2018 : 3 years 6 months
2	KG II	As on 31-03-2018 : 4 years 6 months
3	Class I	As on 31-03-2018 : 5 years 6 months
4	Class II onwards	As per Transfer Certificate (from a recognized school)

FEE STRUCTURE FOR DAY SCHOLARS: ACADEMIC SESSION 2018-19

Sl. No.	Particulars	Refundable/ non refundable	Mode of Payment	Fee	Payment Schedule
1	Admission Forms and Prospectus	Non-refundable	Once to collect the Admission Form	1000.00	On purchase of Forms & Prospectus
2	Registration fee	Non-refundable	Once at the time of form submission	1000.00	On Registration
3	Admission fee	Non-refundable	Once at the time of new admission	40000.00	On Admission
4	Annual fee	Non-refundable	Once a year	25000.00	At the time of new admission and annually at the beginning of every session
5	Tuition fee for Classes KG –I to X	Non-refundable	Quarterly	13800.00	1 st installment at the time of admission/ beginning of the session (before 10 th of April) and subsequently by 10 th of July, October and January
6	Security Deposit	Refundable	Once at the time of new admission	10000.00	1 st installment at the time of admission/ beginning of the session (before 10 th of April) and subsequently by 10 th of July, October and January
7	Bus Fee	Non-refundable	Quarterly	9000.00	1 st installment at the time of admission/ beginning of the session (before 10 th of April) and subsequently by 10 th of July, October and January

SCHOOL UNIFORM

	SUMMER WEAR		WINTER WEAR
KG I to KG II	White half shirts	KG I to KG II (Girls & Boys)	White full shirts
	Romper (Boys)		Elastic waisted full trousers
	Tunic/skirt (Girls)		Pullovers (Half/Full)
	Socks as prescribed		Socks (same as summers)
	Black shoes		Shoes (same as summers)
Class I to XII	White half shirts with the DPS logo	Class I to XII	White full shirts with the DPS logo
	White shorts (Boys I-V)		Grey full trousers (Boys)
	White full trousers (Boys VI-XII)		Grey full trousers (Girls)
	White divided skirts (Girls)		Bottle green pullovers (Half/Full)
	White socks as prescribed		Grey socks as prescribed
	Black shoes		Black shoes
	School belt		School tie & belt
Bottle green blazers are compulsory for boys & girls from Class VI onwards			

Authorised shop for Uniforms: Raju Dresses, R P Road, Ganeshguri, Dispur, Guwahati- 781006
Phone: 03612260513, 2260514, E-mail: rajudresses@gmail.com

Registration Form

2018-19



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NON - TRANSFERABLE

Registration No. _____

Date of Registration _____

Application No. _____ Admission No. _____

(To be filled in by the office)

This form, complete in all respects, should be submitted along with a Registration Fee of ₹ 2000 only (Rs.1000 for Prospectus and Form and ₹ 1000 for Registration). Forms which are incomplete will not be considered for Admission test. (to be filled in with Black ball point pen only by Parents/Guardian).

(Note: Applicants downloading forms from the website of DPS Khanapara need to pay ₹ 2000 only for Prospectus and Form during the time of submission of the Form).

(PLEASE FILL IN BLOCK LETTERS)

Paste
Recent Colour
photograph
in passport size

1. Name of the pupil: _____
First Name _____ Middle Name _____ Last Name _____
2. a. Date of birth Date _____ Month _____ Year _____ Example

1	9	0	2	2	0	0	5
---	---	---	---	---	---	---	---
- b. Date of birth in words: _____
- c. Age as on 31st March 2018: _____ Years _____ Months _____ Days _____
- d. Sex. Male Female e. Blood Group
- f. Mother Tongue: _____ Nationality _____ Religion _____
- g. Caste: SC ST OBC General
- h. Category: General Staff
- i. Single Parent: Yes No Legal Guardian: Father Mother
- (if single parent is selected)

3. Tick the class to which admission is sought

KG I	KG II	I	II	III	IV	V	VI	VII	VIII	IX	X
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4. Residential Address for communication

House/Flat No. _____ Street/Byelane: _____
Area: _____ P.O.: _____ Dist: _____
Phone: _____ City: _____ State: _____ Pin:

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5. Family Particulars (FATHER)

- a. Name: _____ b. Academic Qualification: _____
c. Occupation: _____ d. Designation: _____ e. Office Phone No.: _____
f. Work/Employer Details: (✓) Govt. Other (Please Specify) _____
g. Father's Annual Income _____
h. Mobile No.: _____ E-mail: _____ Specimen Signature of Father: _____

Passport size
photograph
of Father
(Paste only)

6. Family Particulars (MOTHER)

- a. Name: _____ b. Academic Qualification: _____
c. Occupation: _____ d. Designation: _____ e. Office Phone No.: _____
f. Work/Employer Details: (✓) Govt. Other (Please Specify) _____
g. Mother's Annual Income _____
h. Mobile No.: _____ E-mail: _____ Specimen Signature of Mother: _____

Passport size
photograph
of Mother
(Paste only)

7. Local Guardian (if applicable)

a. Name: _____ b. Academic Qualification: _____
c. Occupation: _____ d. Designation: _____
e. Office Address: _____ f. Office Phone No.: _____
g. Mobile No.: _____ h. Specimen Signature _____

Passport size
photograph
of Local
Guardian
(Paste only)

8. Previous academic record of the student

a. Name and address of the previous school _____
b. Class attending/Last attended _____ c. Session _____
d. Board _____ e. Medium of Instruction _____
f. Marks obtained in the last Annual Examination:

Subject	English	2 nd Language Hindi/ Assamese/Others	Maths	Science	Social Science	Others
% of marks or Grade						

9. Details of siblings (sister or brother)

i. Name _____ Class _____ School _____
ii. Name _____ Class _____ School _____

(Is applying this year in DPS Khanapara)

Yes No

10. In case of staff child, name of the parent working with DPS Khanapara _____

11. Distance of school from the child's residence (in Kms.) _____

Note : Entries filled in this admission form must match with the details of Birth/Transfer Certificate. There after no changes shall be entertained and the same entries will be carried in CBSE registration/LOC forms and the mark sheets provided by the CBSE.

DECLARATION

- Automatic transfer to other DPSs will not be possible due to our transfer, change of residence or other circumstances.
- It will be my responsibility to drop/collect the child from the respective bus stops already decided by the school.
- I have made careful note of various details regarding the payment of school fees. I will make satisfactory arrangements for remittance of the school fees by the 10th of every quarter.
- I understand that rendering false or misleading information or withholding correct information will disqualify the child.
- Having read carefully the rules, regulations and procedures laid down in the school prospectus and being desirous of having my ward educated in DPS Khanapara.

I hereby agree to abide by them and any changes thereafter in all respects. I understand that the decision of the Principal shall be final and binding.

Place _____ Signature (Father) _____ Name _____

Place _____ Signature (Mother) _____ Name _____

INSTRUCTIONS

The Admission Form should reach the school latest by _____. Filling up the entire form is mandatory. Incomplete form may not be considered. The following documents must be attached with this form.

- Photocopy of the candidate's Birth certificate issued by a competent Village/Municipal/Govt. Authority (affidavits or school certificate are not acceptable to certify DOB).
- Photocopy of the Mark Sheet of the Annual Examination attended in the previous school.
- Three recent passport size photographs of the pupil, one duly pasted in the application form and two to be provided with the Admission Form.
- SC/ST/OBC / Others certificates (if any).
- Undertaking duly signed by parents.

FOR OFFICE USE

Documents submitted: Passport size photographs of: Students (3) Father (1) Mother (1) Guardian (1)

Photocopy of Birth Certificate: _____ Photocopy of Mark Sheet Health Report

Remarks (if any): _____

Money Receipt No Date of Registration

Principal's Remarks with initials:

Undertaking by Parents 2018-19



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UNDERTAKING BY PARENTS SEEKING ADMISSION FOR THEIR WARDS IN DPS KHANAPARA

We, Mr _____ & Mrs _____ parents of Master/Miss _____
_____ seeking admission to the class _____ in DPS Khanapara,

do hereby undertake that:

1. We will abide by all the rules and regulations of the school being enforced from time to time in DPS Khanapara.
2. The admission to DPS Khanapara is provisional and will be regularized only on production of the original mark sheet and transfer certificate from the present school (for Classes II onwards). We also undertake that in case our ward fails in the existing school, his/her provisional admission at DPS Khanapara will be cancelled.
3. We agree that the Annual fee, Tuition fee and Transport fee etc. would be automatically linked with rise in the price index etc. and may be increased by about 10-18% in the beginning of the subsequent session, as determined by the Board of Management of the school.
4. The information given in the Admission form of our ward is true and correct to the best of our knowledge and belief. We understand that in case any information is found incorrect at any point of time, admission of our ward in DPS Khanapara will be cancelled without any prior intimation to us.
5. The school has a fleet of hired buses for commuting pupils from different places to school and from the school to the different localities of their residences. A firm will be entrusted on contractual basis to ply the buses and take care of the safety of the students.
6. We understand that the school will try its level best to provide buses to all the main routes of the city. The school has right to cancel any bus route if sufficient number of students are not available on that route and in that case we will make our own arrangement to fetch and drop our ward at the nearest bus stop of the school. In any case, it will be our responsibility to drop and fetch our ward from the predetermined school bus stops.
7. We understand that DPS Khanapara, being part of the most reputed chain of schools, will fulfill all its promises with respect to the infrastructural facilities, but development of certain facilities takes its own time and we will cooperate with the school authorities in this regard.
8. Absolute care is taken for the safety of the students in and around the swimming pool area. However, we do understand that accidents may occur while students are in action. Hence, we shall not hold the school authorities responsible for such mishaps.
9. Though the school will take all precautionary measures, it is likely that the students may get hurt or meet with an accident during their sports hours or in the classes. The school authorities will not be held responsible for any unforeseen incident.
10. In case our ward is suffering from any disease/problem that prevents him/her to take part in some games and sports activities, we will inform the school authorities in writing as soon as possible, along with a medical certificate.
11. We understand that for the purpose of uniformity in books, dresses & other similar items and maintenance of their quality, school may authorize dealers to provide these items to our wards and it will be mandatory on our part to take items from them.
12. We will inform the school authorities about any change in our home address or telephone numbers immediately after the change for updating the records or will not hold the school responsible for not receiving the information.
13. We will ensure that pickup & dropping stoppages of our ward(s) fall on the route already existing for DPS Khanapara buses. Under no circumstances we shall force change of predetermined routes & bus stoppages.

Mother's Signature _____ Father's Signature _____

Name _____ Name _____

Date _____ Date _____

Health Report

2018-19



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(To be filled in by the family doctor and must be submitted in the school office after deposition of admission fee)

Name _____ Age _____ Sex _____ Class _____ Reg. No. _____

1. Weight (Kg): _____

2. Height (Cm): _____

3. Blood Group: _____

4. Power (in Case of Spectacles): _____ L.T. _____ R.T. _____

5. Ophthalmic Problem(s): _____

6. Dental Problem(s): _____

7. Genito Urinary Problem(s): _____

8. Orthopaedic Problem(s): _____

9. Respiratory Problem(s): _____

10. Skin Problem(s): _____

11. Allergies & Drug Reactions: _____

12. Metabolism (Obesity): _____

13. Cardio Vascular Problem(s): _____

14. Epilepsy: _____

15. Learning Disabilities: _____

16. Attention Deficit Disorder: _____

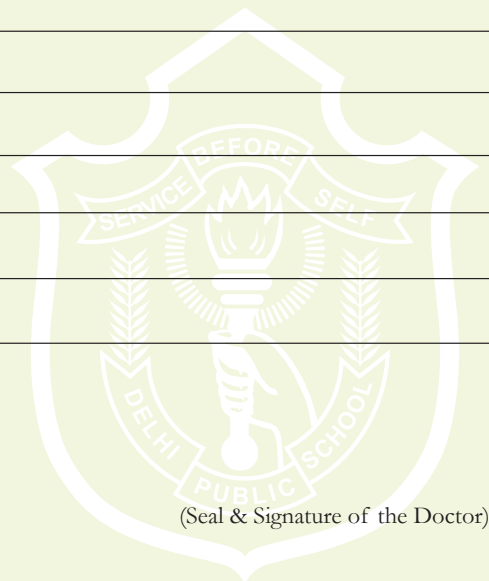
17. Hyperactivity Disorder: _____

18. Any other CNS Problem(s): _____

19. ENT Problem(s): _____

20. Gastro Intestinal Problem(s): _____

21. Any Other Problem(s): _____



(Seal & Signature of the Doctor)

