



DELHI PUBLIC SCHOOL JHAPHAN MUZAFFARPUR

Registration Form

Medical Form

Transportation Form

Hostel Form

Procedures / Terms & Conditions

Name

Class

Section

Address

Phone No

Affix Photo here

Download the registration form after filling the form, send the registration charge with a DD of Rs. 500/- at the school counter or in the school account and mail the receipt along with the receipt and filled registration form mail it to

e-mail: principal@dpsfraternity.com



DELHI PUBLIC SCHOOL JHAPHAN

REGISTRATION FORM

Day Scholar Boarder

Registration No. Date

Admission No.



ISSUE OF REGISTRATION FORM DOES NOT GUARANTEE ADMISSION
AS SEATS ARE LIMITED.

TO BE FILLED IN BLOCK LETTERS

Please register the name of my son/daughter/ward for the admission in your school.

1. Admission sought to : Class

2. Child's Name in Full (Surname First)

3. Date of Birth (In Words and In Figures)

 Years Months Days

4. Nationality of Child Religion

5. Father's Name
 Occupation Designation Annual Income
 Organisation Name & Address

 Academic Qualification
 Phone (Office) (Residence) (Mobile No.)

6. Mother's Name
 Occupation Designation Annual Income
 Organisation Name & Address

 Academic Qualification
 Phone (Office) (Residence) (Mobile No.)

7. Guardian's Name
 Occupation Designation
 Organisation Name & Address

 Academic Qualification
 Phone (Office) (Residence) (Mobile No.)

8. a) Home Town State Country
 Nearest Railway Station / Airport
 b) Address : (Permanent)

 (Present)

9. Details of any real brother or sister studying in DPS International :

Name of the child	Admn. No.	Class/Sec	Remarks
1.
2.

Any other Information

Staff Child (Mention the name of the parent(s) working at DPS International)

.....

If the Parent is Dipsite mention year of passing and Branch of DPS International

.....

Signature of Father

Signature of Mother

N. B.

- At the time of admission, an attested copy of Municipal Birth Certificate or a Certificate from the School attended (as applicable).
- Four passport size photographs of student & two photos each of Father, Mother & Guardian will be submitted for school records.
- Other than Class Nursery, no admission is completed until Transfer Certificate in original from the last school is submitted.
- Name of previous school
 - Class in which he / she was studying in the last school
 - Position obtained in the last examination in the previous school out of in the year
 - Medium of instruction in previous school (English / Hindi)
 - Proficiency in games/ co-curricular / outstanding achievements (if any)
 - Certificate may be enclosed for proficiency in Games / Co-curricular / Outstanding Achievements (if any).
 - Details of marks obtained in the last annual exam (in %).



DELHI PUBLIC SCHOOL JHAPHAN

Medical Form



[Use Capital Letters Only]

Admission No. _____

Please affix a recent
colour photograph
of the child

Note : Please keep us information of changes in address and also any other information concerning the health of your child relevant to his / her care during school hours.

INFORMATION OF THE CHILD

Last Name First Name

Gender: Male Female Date of Birth D M Y

Age: Class Section

Father's Last Name First Name

Mother's Last Name First Name

Home Address

..... Phone (Residence)

Phone (Office) Emergency / Mobile

MEDICAL INFORMATION :

Blood Group:

Immunization Status (Attach Photocopy of Immunization Card)

BCG OPV DPT Booster for OPV Booster for DPT

Measles MMR Typhoid Hepatitis - B Any Other

Allergies if any, to medicine and food

Birth History / History of major illness or disorder, if any :

.....



.....
**Signature of
Father / Guardian**

.....
**Signature of
Mother / Guardian**

.....
**Signature of
Family Doctor (with seal)**

Regn. No.

Tel. :

Date :

MEDICAL HISTORY OF THE CHILD (HOSTEL)

I,
Father/Mother/Local Guardian of Student
Class Sec Admission No. hereby confirm that my
child/ward is suffering from :

1. Allergy to any item/drug
2. Epilepsy
3. Bronchial Asthma/Bronchospasm
4. Skin Disease
5. Eye/ENT Problem
6. Any Surgery Undergone
7. Any other disease for which the child is on regular medication, or has been on medication for more than one month.
8. None of the above.

Signature of Parent/Guardian

Date

.....

(Parents to note that concealing medical history of their ward may result in his/her expulsion from hostel.)

MEDICAL CERTIFICATE

Certified that Master/Miss has been
immunized against :

1. TB on
(Injection/Oral Dose)
2. Injection against Hepatitis B
i) 1st dose on ii) 2nd dose on iii) 3rd dose on

This is to certify that the above vaccines have been given under my personal supervision on dates mentioned against each vaccine.

Certified that I have examined Master/Miss Class
Sec and he/she is medically fit/unfit for admission in the Hostel.

Date

.....

Place

Medical Officer (Name with Seal)

Regn. No.

To be submitted to :

DELHI PUBLIC SCHOOL INTERNATIONAL

For Office Use Only

Recommendations of Member(s) Managing Committee / Principal

.....

Admission Approved / Not approved Principal

Transfer Certificate : Received Not Received

If received, TC No. Date

School

Passport Size Photographs (Four Copies of Student) Received Not Received

Passport Size Photographs (Two each of Father,
Mother & Guardian) Received Not Received

Medical Officer's Report : Submitted Not Submitted

Other Documents, if any

Admission No. Class Section House

Admission Clerk
Date

Admission Fee Rs. Tuition Fee Rs.
Caution Money Rs. Amalgamated Fee Rs.
Development Fund Rs. Computer Fee Rs.
Annual Fee Rs.
Total Amount Received Rs.
Receipt No. Date

.....

Signature of A/c Clerk / Manager-Accounts. Class **Signature of Rep. Teacher /
Manager-Admissions**

Date

Signature of Principal / Authorised Signatory

Approved / Not Approved

FOR HOSTEL ONLY UNDERTAKING FROM LOCAL GUARDIAN



I undertake to act as local guardian of Master/Miss
S/o / D/o Shri
Studying in Class Sec. in Delhi Public School International.

I Hereby give an undertaking that in case of any sickness, particularly any infectious disease or any emergency, it will be my responsibility to keep the ward with me for the period as directed by the school authorities.

Signature of Local Guardian Name in Block Letters
Complete Address :

CERTIFICATE FROM PARENTS

This is to certify that :

1. (i) My son/daughter is not in possession of any valuables, jewellery etc. I also undertake that no cash will be given to the ward by me or by local guardians.
 - (ii) Master/Miss is permitted to participate in extra-curricular and other activities like excursions, music/dance events etc. as and when required by the school authorities.
 - (iii) I agree to bear additional expenditure if need be, which may be debited to my ward's individual account.
2. I here by indemnify the school against any damages for sickness/accident/death caused to my ward during his/her stay in Delhi Public School Hostel on account of any mishap that may be caused inadvertently.

Signature Name
Date (In Block letters)

No. **ADMIT CARD**
SCHOOL COPY

Photo

Name
Parents Name
Class Roll No.
Date Time

No. **ADMIT CARD**
STUDENT COPY

Photo

DELHI PUBLIC SCHOOL

Name
Parents Name
Class Roll No.
Date Time

Students Signature

Invigilator Exam. Controller

Students Signature

Invigilator Exam. Controller





DELHI PUBLIC SCHOOL JHAPHAN

Transportation Form

[Use Capital Letters Only]

Admission No. _____

We request that our son / daughter / ward whose particulars are given below may be permitted to use the school bus for his / her return journey between
..... and DPS International w.e.f. in the event of his / her admission to the school.



Please affix a recent colour photograph of the child

INFORMATION OF THE CHILD

Last Name First Name

Gender: Male Female Date of Birth D M Y

Age: Class Section

Home Address
.....
..... Phone (Residence)
Phone (Office) Emergency / Mobile

Declaration :

- (1) We undertake to pay the bus fee according to the rules in force from time to time.
- (2) We understand that it would be our responsibility to drop and pick-up our child at / from the specified bus-stop.
- (3) We accept that the bus facility is extended to our ward at our own risk and responsibility.
- (4) We understand that our ward will be allowed to travel in the bus only if seat is available on the route.
- (5) We have read and do hereby consent to the terms and conditions regarding transportation.

.....
Signature of Father / Guardian

.....
Signature of Mother / Guardian

Date :



DELHI PUBLIC SCHOOL JHAPHAN

Hostel Rules, Regulations & Application Form

HOSTEL RULES

GENERAL

- Hostellers must follow the daily routine of the hostel and school, unless exempted on medical grounds, or on recommendation of the Hostel Warden.
- Hostellers are not allowed to stay back in the rooms during school hours/games/study periods. No day scholar friend is allowed to visit the hostel rooms.
- Hostellers are not allowed to keep more than Rs. 100/- or any valuables in their possession.
- Hostellers are not allowed to keep and take medicines/tonics without the knowledge of Hostel Warden/Medical Officer.
- Electrical gadgets like music systems, heaters, kettles, irons or any other such appliances are not allowed in the hostel.
- Cupboards must be arranged neatly. Surprise checks are made by the Hostel Warden. Any extra items, other than those specified in the hostel kit, will be confiscated.
- Results of school tests and examinations will be sent to the parents, through the Hostel Wardens, within 10 days after every exam, along with the Warden's report on the students behaviour and conduct.
- Any hosteller falling sick, will report to the school clinic. Emergency cases will be reported immediately by the Hostel Wardens and action will be taken.
- Hostel Roll-Call Timings: 8.30 p.m. Light off Timings: 10.00 p.m.
- Leave rules: Every Last Sunday of the month is 'a going-out' weekend. Students are allowed to visit local guardians through the system of gate passes, issued to them by the Hostel Wardens, duly signed and dated.
- Gate Pass issue timings : 10.00 a.m. to 12.00 noon.
- When long leave is taken during working days, or students are unable to return in time after a weekend, leave letters should be sent to the warden by the guardian/parents.
- Visiting Hours :Parents and local guardians may visit their wards only on Last Sunday of the month, between: Summers 2.00p.m. to 5.00 p.m. Winters: 2.00 p.m. to 5.00 p.m.
- Visitors and parents are not allowed to visit the hostel/dorms. They will meet their wards in the visitor's room.
- Prep Timings : Summer - 7.00 pm to 8.30 pm, Winter - 6.30 pm to 8.00 pm. Students desirous of studying after 10.00 p.m. should go to the common study hall.
- The hostellers will remain on their respective floors after the night roll call for self study. The study hour supervision will be done on their respective floors, by the wardens.
- On holidays, breakfast timing will be 9.00 a.m. to 9.30 a.m. No breakfast will be served after 9.30 a.m.
- TV Timings : 9.00p.m. to 10.00 p.m. (Working days) 10.00 a.m. to 12.00 noon & 8.30 p.m. to 10.00 p.m. (Holidays)
- Birth Day Celebrations may take place at tea time in the dining hall, between 5.00 p.m. to 5.30 p.m.
- PE is compulsory for all hostellers, unless they are exempted by the school clinic doctor.
- Students will be punished for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors or any other form of vandalism.
- Phone timings may be obtained from the warden after securing admission in the Hostel.
- Serious offences like cheating in examinations, stealing, physical violence or damaging school property will be dealt with severely, and could mean suspension/expulsion from the hostel, depending on the severity of the offence.
- A poor committee of the boarders (Floor Capt. Nice Capt.) from each floor will be responsible for the maintenance of the cleanliness and discipline on each floor. They will ensure that all fans and lights have been switched off in time.

HOSTEL ADMISSION

Parents seeking hostel admission for their ward(s) are required to submit the application form attached herewith. On admission necessary fees may be deposited with the Hostel accounts department. Parents shall report to the Hostel for completing the Hostel admission formalities i.e. by filling in the requisite details indicated.

FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

Before a student joins/enters the hostel the following documentation formalities must be completed.

- An authority letter from the parents indicating two names & addresses with their photographs & telephone nos. who would act as the local guardians.
- Certificate from local guardians stating that they accept the responsibility of the child in case of emergency, sickness or any other need of the child.
- It is compulsory for all hostel students that they obtain health insurance cover. The pro forma duly completed must be handed over to the Hostel accounts department & placed in the personal file of the student.
- List of clothing and items deposited with the child.
- Health certificate regarding medical history etc. duly signed by the Parents and the Hostel Warden concerned.
- Indemnifying the school against any damages for sickness/accident/death caused in the normal course of school and hostel activities.
- Parents to submit their telephone numbers and address for first contact in case of any emergency.
- Hostel requirements and school uniforms to be provided by parents.
- Certificate from the qualified paediatrician that the child is medically fit.
- A certificate that no cash/costly belongings are retained with the student.
- Hostel rules and regulations are subject to amendment from time to time as per the decision of the management.



DELHI PUBLIC SCHOOL JHAPHAN

Procedures, Terms and Conditions

1. Registration Procedures and Rules

- 1.1 Registration Forms are to be filled in and submitted to the School Office before the end of the Registration period.
- 1.2 Incomplete or illegible Registration Forms, without photographs will not be processed / accepted.
- 1.3 Dates for test / interviews / interaction will be given at the time of registration. The school authorities reserve the right to change the date and time of the interview.
- 1.4 Mere issue of form and registration does not imply admission, which is subject to the availability of seat and other procedures.
- 1.5 Photocopy of Birth Certificate issued by Municipal Corporation or concerned civic authority must accompany the Registration Form for Class Nursery. Photocopy of Report Card of the last exam passed must be attached with the Registration Form for Classes Prep & above. If the results have not been declared admission will be subject to submission of the document after the results and till such time all formalities are completed admission granted will be provisional only.
- 1.6 Age for admission to Class Nursery is 3 + years as on 1st April in the academic session in which admission is taken. Age should be properly specified on the forms.

2. Admission Procedure

2.1 Entrance Tests / Interviews :

- a) There will be a written test for students seeking admission, from Classes I and upwards. Only those candidates who clear the written test will be called for an interview.
- b) Results will be displayed on the notice board on the dates specified at the time of interview.

2.2 Admission Formalities:

- a) Candidates whose names are included in the list must pay the fee by the dates indicated on the list, otherwise admission will automatically stand cancelled.
- b) Parents are requested to carefully fill and submit the Registration Form, Transportation Form, Medical Form at the time of payment of Fee. These Forms are enclosed in this booklet.
- c) The date of birth of the child is required to be supported by the Birth Certificate in original issued by the Municipal Corporation / Local Body as applicable, along with a certified Photostat copy thereof. An affidavit or any other evidence is not acceptable in place of Birth Certificate. It is to be attached with the Admission Form for classes Nursery & Prep. For Class I & above, Transfer Certificate is to be attached. For Class V & above Transfer Certificate must be counter-signed by the concerned State Education Authority.
- d) The child will be granted the student Identity Card only after all Forms are duly filled and the admission formalities are completed.
- e) Parents are to report to the reception counter on the dates specified in the joining instructions, along with the student I-card. The ward will not be allowed **to attend classes** if the Identity admission card is not produced.
- f) Your ward has to report in complete School Uniform, along with books and stationery as prescribed by the school. (Uniform, Books and Stationery are available at the school book / uniform shop).

3. Refund of Fee

- 3.1 Fee once paid is NOT refundable for any reasons whatsoever.

4. Withdrawal Rules

- 4.1 Application for withdrawal is to be made on a prescribed proforma available in the School office. No child can be withdrawn till a written request from parents is put up. A one month notice period or one month notice fee is required for withdrawal.
- 4.2 Clearance must be obtained from the laboratory and library incharge before applying for withdrawal.
- 4.3 Transfer Certificate will be issued after one week of the receipt of the application and clearance of all dues.