

MANAV PUBLIC SCHOOL

Maqbool Road, Amritsar

REGISTRATION FORM FOR ADMISSION

Application form for admission in class _____ year _____ Age as on 1st April _____ years months

1. Name of the child _____ Male / Female _____

2. Date of birth _____ (in words) _____ date month year

3. Father's name _____ Qualification _____

4. Mother's name _____ Qualification _____

5. Residential address _____

6. Telephone No Resi _____ Office _____ Mobile _____

(Father)

(Mother)

I, _____ (father/mother) of _____.

wish to seek admission of my child in Manav Public School, Amritsar. I undertake to abide by the rules and regulations as applicable from time to time.

Date _____

(Signature of father/mother)

Additional information be given only for admission in classes 1st onwards.

1. Name of school last attended _____ City _____

2. Whether CBSE affiliated _____ Regd No _____

3. Last exam passed class _____ year _____ % of marks obtained _____

4. Reason for leaving _____

I _____ father/mother of _____

fully aware of the fact that admission of my child is provisional and will be confirmed only when I complete all the formalities as per the requirement of the school authorities.

Copy of mark sheet of last exam passed is enclosed.

Date _____

(Signature of father/mother)

Note: Registration fee of Rs 500/- (non-refundable) is payable at the time of registration.

DETAILS TO BE FILLED BY PARENTS AT THE TIME OF INTERACTION

Name of the child _____ **Class** _____ **Date of interaction** _____

1. Name of father _____ Qualification _____

2. Name of mother _____ Qualification _____

3. Engaged in Business / Professionp / Private service / Govt service / _____
In case of Govt service, name of deptt. and designation _____

4. Name and address _____
(of activity mentioned in serial no 3)

5. Residential address _____

6. Detail of other family members

| | Name of the child | Age | School where studying | Class |
|----|-------------------|-------|-----------------------|-------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

7. Father’s or mother’s achievements as a student.

| | | | | | |
|--------|-------|-------|---------|----------|-------|
| Sports | Drama | Music | Skating | Swimming | _____ |
|--------|-------|-------|---------|----------|-------|

(other activity—please specify)

8. Give details of participation by parents in _____
National/State Level Event

9. Detail of ex- students of Manav Public School.

| S. No. | NAME | YEAR OF STUDY | RELATIONSHIP (father/mother, brother/sister) |
|--------|-------|---------------|---|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |

10. Additional details to be given in case of admission in classes 1st onwards.

10.1 School leaving certificate attached. _____

10.2 Detailed mark sheet and result card of previous school attached. _____

10.3. Confirmation re: subjects in class 9th onwards attached. _____

10.4 Character certificate from the Principal of the previous school attached. _____

10.5 Details of participation of the child in

a) sports _____

b) co-curricular activities _____

c) any specific achievement _____

11. Reasons for leaving the previous school _____

Dated: _____

Signature of father

Signature of mother

(space for office use only)

1. Written test report (% of marks obtained)

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

English

Maths

Science

Computer

2. Existing strength of class in which admission is sought. _____

3. Whether permission obtained for admission, where required _____

Note: Before granting admission, all the members of AC should ensure that admission rules have been followed and should also ensure that there are no adverse remarks in the conduct report of the child.

| | | |
|--------------------|---|--------------|
| Admission approved | / | not approved |
|--------------------|---|--------------|

1. _____ 2. _____ 3. _____
(Principal) (To be signed by all the members of admission committee)

Admission if approved is subjected to completion of admission formalities.

CHECK SLIP TO BE SIGNED BY THE AUTHORISED PERSON BEFORE FEE IS ACCEPTED AND ADMISSION CARD IS ISSUED

Name of the child _____ Class _____ Year _____

| | YES | NO |
|--|--------------------------|--------------------------|
| 1 One photo of the child, father and mother. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Personal data of parents/family. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Undertaking from parents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Payment of school dues duly signed by parents. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Date of birth certificate from M.C. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Blood group certificate | <input type="checkbox"/> | <input type="checkbox"/> |

In addition, the following information is also to be completed in case of admission in class other than Nursery.

| | | |
|--|--------------------------|--------------------------|
| 1 School leaving certificate, if required | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Detailed mark sheet and result card of previous school. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Confirmation from parents re: subjects in class 9 th onwards. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Written test report (% of marks obtained) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. In case of admission to classes 1 st onwards whether conduct report received from the Principal of school last attended. | <input type="checkbox"/> | <input type="checkbox"/> |

Dated: _____

Signature of the authorized person

This check slip is to be counter signed by any one of the Admission Committee members for final approval of admission and only after it is signed by one of the members of admission committee, fee is to be accepted and admission slip is to be issued.

CHECKED AND SIGNED. ACCEPT FEE AND OTHER CHARGES.

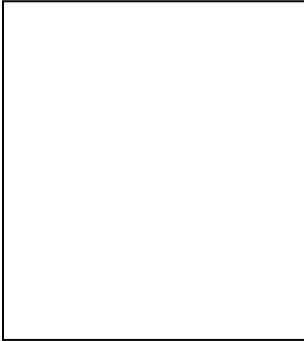
Signature _____

Name of the AC members _____

Note: Put tick in either 'yes' or 'no' column.

To be completed on confirmation of admission

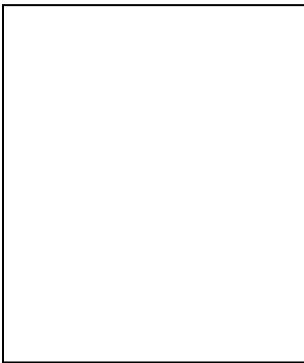
Name of the student----- Class----- Date-----



Photograph of student

Name _____

Class _____



Photograph of father

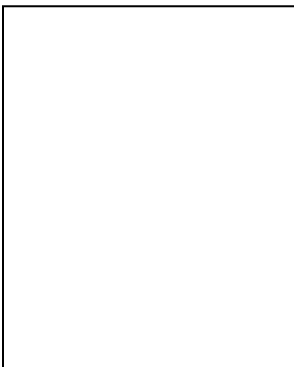
Name _____

Tel.No(R) _____ (O) _____

(M) _____

E mail _____

(Signature) _____



Photograph of mother

Name _____

Tel.No(R) _____ (O) _____

(M) _____

E mail _____

(Signature) _____

Dated _____

UNDERTAKING

The Principal
Manav Public School
Amritsar

Our child _____ has been selected for admission in class _____
in your school for the session to start from April _____ .

We, _____ (father) and _____ (mother) of
_____ undertake:

1. To abide by school rules and regulations as applicable from time to time in all matters concerning academic and all other activities.
2. To ensure a very polite and courteous conduct and to maintain the respect and the dignity of the teachers and all other employees of the school.
3. To abide by the decision of the management and to pay such amount of fee and other charges as are fixed from time to time and to pay school dues/fee in time and shall have no claim for refund of any type of charges/fee paid to school in case our child leaves the school for any reason. In case, we wish to withdraw our child, we shall give one month advance notice or pay one month fee and other charges.
4. To accept the decision of the school management regarding teaching subjects which will be prescribed by school for teaching from classes 9 onwards from time to time. We are fully aware of the teaching subjects available for class 9 onwards at present and the Management reserves the right to add/delete any teaching subject.
5. We are aware of the fact that school does not provide parking facility for vehicles of the students inside school premises and in future also, it will not be possible for the school to provide parking facility.
6. We are fully aware of the fact that if our child indulges in indisciplined activities inside or outside the school premises, he/she can be suspended/ rusticated by the Principal and the decision of the Principal is final in this regard.
7. We are aware of the fact that we will have to seek fresh admission in class 11.
8. To complete all the formalities and submit such documents within time as required and in case of our failure, provisional admission granted to our child on our request will stand cancelled.

(signature of father)

(signature of mother)

GUIDANCE POINTS FOR THE INFORMATION OF PARENTS

1. PARENTS' RESPONSIBILITY

Parents are to ensure that

- 1.1 Child is punctual while coming to school. School is guiding the students to be punctual. Parents cooperation will help the child to learn the value of time management. Disciplinary action will be taken against habitual late comers.
- 1.2 Suitable and safe conveyance is arranged for coming to and going out from school. School is not having space for the parking of vehicle inside school premises. Parents must know that the school does not allow parking facility to any student.
- 1.3 Child should not carry any undesirable material in his/her bag. Parents are requested to check school bags at regular intervals. If any undesirable material is found in possession of a child, he/she will not be allowed to attend school and his/her name will be struck off.
- 1.4 Child should come to school in proper uniform. Only on the occasion of birthday that too till class 5, the child can wear casual dress. Gifts are not allowed to be distributed in the school.
- 1.5 School should be intimated in writing in case of change of address or change of telephone number.

2. MOBILE PHONES

Mobile phone/ pen drive/ CD is not allowed inside the school premises. Violation will invite strict action as per school rules.

3. EATABLES IN SCHOOL

- 3.1 A child should carry healthy food having nutritious value. Teachers are guiding the children on the need to have healthy food. In case, parents have any problem in respect of eating habits of the child, they are welcomed to meet PRO or Head of Department or Child Psychologist with prior appointment. School makes efforts to cultivate good food habits amongst the children.
- 3.2 Child is not allowed to buy food from outside.
- 3.3 Child should himself bring his tiffin in the morning.

4. EXTRA MONEY

Parents are advised not to give any money to the child for any activity in the school. Collection of money for any purpose is not permitted in the school unless intimation in writing is sent by the school administration.

5. GUIDANCE COURSES FOR STUDENTS

School is regularly conducting guidance courses for the students on the topics:

- Personality development
- Good habit formation
- Art of healthy living and moral values
- Healthy Life Style.

The above are the important activities being conducted in school. Parents having any suggestions are welcomed to meet PRO.

6. GUIDANCE COURSES FOR PARENTS

School is regularly inviting experts for conducting guidance courses for parents on the following subjects:

- Role of parents
- Child Psychology
- How to develop the personality of a child
- Other topics - of guidance, interest are of great value for the parents.

The parents are advised not to miss such courses.

7. SCHOOL TIMINGS

| | | | |
|-----|--------|---|--|
| 7.1 | Summer | Play –Pen, Pre- Nur Nursery, K.G. Classes 1 to 10 | 09:00 A.M to 12:30 P.M 09:00 A.M to 12:30 P.M 08:00 A.M to 01:30 P.M |
| 7.2 | Winter | Play-Pen, Pre- Nur Nur, K.G Classes 1 to 10 | 10:00 A.M to 01:30 P.M 10:00 A.M to 01:30 P.M 09:00 A.M to 02:10 P.M |

8. VACATION AND HOLIDAYS

- 8.1 Summer Vacation - 35 days starting from first week of June for classes Play Pen to 8 and 26 days starting from first week of June for classes 9 to +2.
- 8.2 Winter Vacation -- winter holiday's dates will be communicated around 15 of Dec.
- 8.3 Other holidays -- List of other holidays is given in student's diary.

9. PROCEDURE OF AVAILING LEAVE FOR A CHILD

- 9.1 Leave is granted in case of illness or for some emergency only.
- 9.2 Leave application signed either by father or mother is to be submitted at reception. School office will cross check the signatures in school records.
- 9.3 If the parents want to take their child during school hours, they will have to submit written request to the Head of Department. Either of the parents must be present to take the child. Child will be allowed to go out of school only with father/mother/any family member duly authorized by father /mother.

10. DEPOSIT OF SCHOOL DUES

- 10.1 Payment of fees – Pay in slips are given with three complete copies in the classes to the students. Parents have to deposit fee in ICICI Bank on the basis of pay – in- slip. Fees can be deposited in any branch of ICICI in Amritsar.
- 10.2 Mode of payment – Two months fees is to be deposited at a time. For example, fee for the months of April and May is to be deposited before 15th April and so on.
- 10.3 Schedule of fee payment – Non – deposit of fees on time will attract additional surcharges at following rate:
- | | |
|--|--------|
| (a) After 16 th but before 30 th | Rs 100 |
| (b) Thereafter upto 15 th of the second month | Rs 200 |
| (c) For next three months (per month) | Rs 300 |
- 10.4 If there is non – payment of the school dues for two months of the due date, it will automatically cancels right of the students to be on the school rolls. Re - admission is at the discretion of the school authorities and the parents will have to pay re – admission and other charges as fixed by the school.

11. MEDICAL CHECK UP

- 11.1 School conducts medical checkup (general, eye, dental) of the students twice a year and in case a child is in need of some treatment, parents are informed for further consultation with their family doctor.
- 11.2 Students are required to participate in every activity. If for any reason (under medical advice) a student is not allowed to attend any particular activity, the school should be informed in writing. A certificate from the doctor should also be attached.
- 11.3 Record of height & weight of the student is maintained in medical cards.

12. PARENTS - TEACHERS MEETING

- 12.1 PT meet is important for better communication and we always look forward in interacting with the parents. There is fixed schedule for meeting. Parents are requested to visit school, have interaction with the teachers.
- 12.2 Teachers will be glad to associate and work for solving the problems, if any.
- 12.3 Principal and Head of the Department are available on parents/teachers meet day. They will welcome meeting the parents.

13. PARENTS VISIT TO SCHOOL

- 13.1 Besides visiting on PT meet day as mentioned in para 12, parents are welcomed to meet the Principal/ Head of Department/Teachers on following days and timings with prior intimation.

| | Summer | Winter |
|---------------------------------------|-------------------------|-------------------------|
| a) Principal/HOD's/Teachers Monday | 01:30 P.M to 02:30 P.M | 02:00 P.M to 03:00 P.M |
| b) Visitors Monday | 11:00 A.M to 12:00 Noon | 11:00 A.M to 12:00 Noon |

- 13.2 **Parents should intimate in advance on telephone No.2503440, 9216688280 and fix up appointment for the exact time of meeting.**

- ❖ Receptionist will be in a position to fix up an appointment for meeting so that parents' time is not wasted.
- ❖ Parents are also requested to be punctual to avoid unnecessary waiting.

14. BOOKS, STATIONERY, ASSIGNMENTS & UNIFORM

- 14.1 List of books is displayed at the school notice board.
- 14.2 For the convenience of the parents, the book seller is available in the school premises and the parents can purchase books if they so desire.
 - a. Details of school uniform are displayed on the school notice board giving the shade and quality of the cloth. Parents should ensure shade and quality, name of the manufacturing company.
 - b. Books, stationery, assignments supplied by the school will be charged separately.

15. EXAMINATION RESULT

- 15.1 Details of examination system will be separately communicated

16. LIBRARY

- 16.1 The school has got well – stocked library catering to need, taste and age of the students. Besides books, students are provided with a large number of magazines, periodicals, newspapers, journals. Different CDs covering topics of general knowledge are available. Attendance of library is compulsory for each student.

17. ACADEMIC

- 17.1 School is affiliated to CBSE and is following CBSE curriculum. Medium of teaching is English.
- 17.2 To have effective control over education, school's functioning is divided into different departments as follows:
- | Department | Classes |
|-------------------|----------------|
| Nursery | Play-Pen to 2 |
| Primary | 3 - 5 |
| Middle | 6 - 8 |
| Senior Secondary | 9 - 12 |
| Computer | All classes |
| Activity / Games | All classes |
- 17.3 Students' timetable is so planned that there is minimum burden of carrying bag and students are not burdened with homework.
- 17.4 Most of the learning is done in the school itself under the supervision of the teachers.
- 17.5 From 6th onwards, special classes are also planned.

18. COMPUTER DEPARTMENT

- 18.1 School is laying great emphasis on teaching with the help of computers. At present, we have following separate computer departments for
1. Nursery 2. Primary 3. Middle/ Senior Secondary
- 18.2 There are 300 computers.
- 18.3 Separate computer lab is provided with internet facility for the use of students.
- 18.4 School is providing e – education to students (through LCDs). School has developed its own software in Nursery Deptt. and in various subjects (English / Maths / Social Science / G.K / Science).
- 18.5 School is having CDs on all the subjects such as Eng, Maths, Science, S. Studies, G.K, and M. Sci for all the classes. These CDs are used by the students for study purpose.
- 18.6 Special material is prepared for enhancing general knowledge.

19. SCHOOL CANTEEN

- 19.1 Canteen facility inside school premises is allowed on Saturday only.
- 19.2 Canteen activities are managed by a committee consisting of the teachers and students.

20. CO - CURRICULAR ACTIVITIES

20.1 School is laying great emphasis on co - curricular activities. To develop the personality, the child is encouraged to participate in each and every activity.

20.2 The following activities are available for the students.

- | | |
|--|-------------------------------|
| 1. Music and Dance | 11. Well equipped health club |
| 2. Yoga and Meditation | 12. Science laboratories |
| 3. Sports facilities | 13. Maths laboratory |
| 4. Montessori | 14. Library |
| 5. Swimming pool with chlorination plant | 15. Computer dept. |
| 6. Skating rinks | 16. L.C.D and Projectors |
| 7. Gymnasium | 17. Medical facility |
| 8. Arrangement of picnic and educational tours | 18. Art & Craft |
| 9. Seminars, Workshops and Group Discussions | 19. Science Creative lab. |
| 10. Stress on personality development | 20. Vedic Math |

21. STUDENTS' PARTICIPATION

Students are actively involved in various management activities through following committees:

- | | |
|------------------------|--------------------------------|
| 1. Discipline Society | 7. Library Society |
| 2. Manav Young Leaders | 8. Community Welfare Society |
| 3. Science Club | 9. Health and Wellness Society |
| 4. Soldiers of Nature | 10. Housekeeping society |
| 5. Activities Society | |
| 6. Academic Society | |

Each committee is assigned specific job. Students meet and discuss, plan, take decisions and execute the same. These activities generate a sense of responsibility, leadership quality, constructive thinking, collective planning and so on among the children.

22. PARENTS CALL CENTRE

Parents can call at mobile no. **9216688280** and leave message for any difficulty, suggestion, complaint in respect of academic or any other matter connected with the child.

23. SUGGESTION BOX

Suggestion box is placed at the entrance of reception. Parents / students are welcomed to give suggestions in respect of all matters concerning students / administration of the school.

24. IDENTITY CARD

Identity card is issued by school to the students and child is required to wear identity card while coming to school. In case identity card is lost, new card will be issued on the payment of Rs. 50.

25. 1. School reserves the right to change/ amend/ add/ delete any rule/ procedure from time to time.
2. School will follow procedure/ instructions issued by CBSE in all matters concerning the functioning of the school.

Date

Signature of father

Signature of mother

SUBJECTS OF TEACHING FOR CLASSES FROM SESSION STARTING IN APRIL 2023

CLASS 9 and 10

English
Punjabi /Hindi
Math
Science
Social Science

Note: Students can also take Computer as an additional subject.

CLASS 11 and 12

There are Non-Medical, Medical and Commerce subjects teaching.

NON-MEDICAL

Group 1
English
Physics
Chemistry
Physical Education
Math

Group 2
English
Physics
Chemistry
Computer
Math

MEDICAL

Group 1
English
Chemistry
Physics
Biology
Computer

Group 2
English
Chemistry
Physics
Biology
Physical Education

COMMERCE

Group 1
English
Accountancy
Economics
Business Study
Computer

Group 2
English
Accountancy
Economics
Business Study
Math

Group 3
English
Accountancy
Economics
Business Study
Physical Education

Date

Signature of father

Signature of mother

For classes P - Nur to Class 12

Fee and other charges payable by students seeking admission from session starting in April 2023

Payable at the time of admission (non refundable)

| | Rs. |
|--|-------|
| 1. Registration fee | 500 |
| 2. Admission fee | 10000 |
| 3. School development and maintenance fund | 7500 |

Amount payable annually (non refundable)

| | Rs. |
|--|-------|
| 1. Annual charges | 11197 |
| 2. Diary, Assignment & magazine (payable in April every year) | 500 |

Amount payable (monthly)

| | Rs. |
|--|------|
| 1. Tuition fee for classes Play Pen – K.G | 1954 |
| 2. Tuition fee for classes 1 to 10 | 2235 |
| 3. Tuition fee for classes 11 – 12 (Computer/Non-Computer) | 2635 |
| 4. Computer fee for classes 1 – 10 | 0 |
| 5. Science fee (Medical & Non-Medical) | 0 |
| 6. Medical | 0 |
| 7. Library | 0 |
| 8. Art & Craft (1 to 10) | 50 |
| 9. Assignment Project (1 to 10) | 100 |

Date

Signature of father

Signature of mother

Medical Fitness Certificate

I, Dr. _____, certify that the child _____,son/ daughter of Mr/Mrs._____, is not suffering presently from any acute or chronic ailment, which may in future hamper the child’s performance in studies and development of his/her mental faculties in the school.

Dated _____

Signature & Seal of Family Physician

Place _____

Note – In case, the child is suffering from any acute or chronic ailment, then please give details.

Medical Fitness Certificate

I, Dr. _____, certify that the child _____,son/ daughter of Mr/Mrs._____, is not suffering presently from any acute or chronic ailment, which may in future hamper the child’s performance in studies and development of his/her mental faculties in the school.

Dated _____

Signature & Seal of Family Physician

Place _____

Note – In case, the child is suffering from any acute or chronic ailment, then please give details.