



# **GWALIOR GLORY SCHOOL**

**B-BLOCK, HARISHANKARPURAM  
GWALIOR (M.P.)**

**M. P. Government Affiliation No. 04021764**

Phones : 0751-2634101, 4010086  
e-mail : ggs\_gwalior@rediffmail.com

## **REGISTRATION CUM ADMISSION FORM**

**Session : 20 - 20**

**Name of the student : \_\_\_\_\_**

**Class : \_\_\_\_\_**

**FOR FREE DISTRIBUTION - NO FORM CHARGES.**

## **GENERAL INSTRUCTIONS**

1. All the information in the form should be filled in **CAPITAL LETTERS ONLY**.
2. Student Name : Please write full name.
3. Mother's Name / Father's Name : Please write full name. This information will reflect in student's Marksheet.  
(Short form not permitted).
4. Student's Date of Birth should be the same as mentioned in the Birth Certificate.

# GWALIOR GLORY SCHOOL

(Registration / Admission) Session : 20\_\_\_\_ - 20\_\_\_\_

## FOR SCHOOL OFFICE USE ONLY

REGISTRATION No. \_\_\_\_\_ DATE \_\_\_\_\_

ADMISSION No. \_\_\_\_\_ DATE \_\_\_\_\_

NAME & SIGNATURE OF ADMISSION INCHARGE \_\_\_\_\_ PRINCIPAL \_\_\_\_\_

Affix recent  
passport size  
photograph  
of student

- ❖ Please read all the instructions carefully before filling up the form.
- ❖ Please write all information in Capital letters only.
- ❖ Admission will be on merit basis only. Submission of form does not guarantee admission.

## STUDENT INFORMATION

Class in which Admission Sought \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Gender: Male  Female  Age as on - 01<sup>st</sup> April of Session : Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_

Mention if Student is Only Child \_\_\_\_\_ Yes/No Whether Girl/Boy \_\_\_\_\_

Date of Birth : Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Birth Place \_\_\_\_\_

Date of Birth (in words)  
(Should be the same as mentioned in Birth Certificate) \_\_\_\_\_

Nationality \_\_\_\_\_ Religion \_\_\_\_\_ Mother Tongue \_\_\_\_\_

Category SC / ST / OBC / GEN (Certificate to be attached in case of SC / ST / OBC)  
(In absence of certificate, it will be treated as "General" category) \_\_\_\_\_

Caste \_\_\_\_\_ Blood Group \_\_\_\_\_

Allergies, if any, to medicine and food .....

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

Interests (Hobbies of Student) 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

SSSMID of Student ..... Aadhar Card No. ....

If not a domicile of Madhya Pradesh, Please fill a form available at office for the same.

Bank Name ..... Branch Name .....

Bank A/c. No. .... IFSC Code .....

Stable / Permanent Mobile No. for School Communication Purpose : .....

## RESIDENTIAL ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WARD NUMBER

PINCODE

Phone Nos. (Res.)

(Office)

## EMERGENCY CONTACT NUMBERS

## SCHOOL PARTICULARS

Previous class passed \_\_\_\_\_ Previous school attended \_\_\_\_\_

Previous school was Affiliated to - C.B.S.E. / M.P. Board / I.C.S.E. / Others \_\_\_\_\_

Marks (In Percentage) / Grade (overall) \_\_\_\_\_

Aggregate Marks \_\_\_\_\_

Total number of real brothers \_\_\_\_\_ Sisters \_\_\_\_\_

Whether any real brother / sister studying in this school - Yes / No :

(If Yes) Name of the sibling \_\_\_\_\_ Class \_\_\_\_\_ Sec. \_\_\_\_\_

Admission No. \_\_\_\_\_

**PARENT'S INFORMATION****Academic Session 20\_\_ - 20\_\_**

<b><u>Father*</u></b>		Affix recent passport size photograph of Father
Full Name : Mr. _____	Age : _____	
Educational Qualification :		
Occupation : Business <input type="checkbox"/> Service <input type="checkbox"/> Profession <input type="checkbox"/> Other <input type="checkbox"/>	Organisation : _____	
Income (Per Annum) :	Designation :	
E-mail id : _____ Aadhaar Card No. _____		
Office Address & Phone No. : _____		
Mob. No. : _____		
SSSMID No. _____		

<b><u>Mother*</u></b>		Affix recent passport size photograph of Mother
Full Name : Mrs. _____	Age : _____	
Educational Qualification :		
Occupation : Business <input type="checkbox"/> Service <input type="checkbox"/> Profession <input type="checkbox"/> Home Maker <input type="checkbox"/>	Organisation : _____	
Income (Per Annum) :	Designation :	
Office Address & Phone No. : _____		
Mobile No. : _____		
Total Number Of Children - _____		
E-mail ID : _____		
SSSMID No. _____		
Aadhaar Card No. _____		

\*Guardian in the absence of Parents.

\*\* Full name of both parents should be filled in. Please do not use nicknames used at home.

**DECLARATION**

1. I hereby certify that the date of birth and spellings of name of my child / ward given in Admission Form is correct to the best of my knowledge and I shall not make any request for change.
2. I fully understand and agree that registration is not binding for admission. It may be given only when suitable vacancy exists.
3. I understand that rendering false or misleading information or withholding correct information at any point of time may disqualify the child of admission / education at this school.
4. Certify that I am the bonafide guardian / parent of the child.
5. I shall duly inform school in writing about change in residential or office address or any other details such as Mobile / Phone number related to the child.
6. Having read carefully and explained to me the rules, regulations and procedures laid down on the school notice board and being desirous of having my child / ward education in this school, I hereby agree to abide by. I understand that the decision of the management of the school shall be final and binding on me. All the disputes are subject to jurisdiction of Gwalior only.

**( With Black Pen)***Signature of the Father / Guardian*


Place : Gwalior

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

*Signature of the Mother*

# GWALIOR GLORY SCHOOL

## PROCEDURES, TERMS AND CONDITIONS

### ☼ 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 Mere issue of form and registration does not imply admission, which is subject to the availability of seats and other procedures.
- 1.4 Photocopy of report card of the last 2 years examination passed & T.C. must be attached with the Registration Form for Classes 1 & above.
- 1.5 Age should be properly specified on the forms.

### ② Admission Procedure

- 2.1 Candidates whose names are included in the admission list must pay the fee by the dates indicated on the list, otherwise admission may stand cancelled, as the seats are limited.
- 2.2 Parents are requested to carefully fill and submit the Registration Form, Class Slip & Transportation Form, Parent-Teacher association form after confirmation of admission
- 2.3 The date of birth of the child is required to be supported by a copy of Birth Certificate duly issued by the Municipal Corporation, duly attested, an affidavit or any other evidence is not acceptable in place of Birth Certificate. It is to be attached with the Admission Form. For class I and above, Transfer Certificate is to be attached.
- 2.4 Your ward/Child has to report at the school in complete School Uniform, along with books and stationary as prescribed by the school, from the very first day.

### Bus Rules

- 3.1 Request for using the school bus must be made at the beginning of the session i.e. April. No request will be entertained during mid-session.
- 3.2 It will be the sole responsibility of the parents to escort the pupil to and from the fixed bus stops. The bus stop will be fixed by the school management. **The bus facility is extended at the sole risk and responsibility of the parents.**
- 3.3 Any suggestions or complaints should be reported to the conveyance in-charge. Parents are expected to treat the bus staff courteously. Do not give instructions to bus staff, driver or conductor. Complaints should be made in writing at the school office.
- 3.4 Parents must ensure that the student reaches 5 minutes prior to the time given for pick-up at bus stop.
- 3.5 Any change of pick-up or drop or route number should be intimated with an application at the school office.
- 3.6 Any change of the bus or its staff shall be at the sole discretion of the school management.

### ④ Procedure for Fee Payment

- 4.1 Fee other than the admission fee is charged monthly for every student.
- 4.2 (A) Fee at the time of admission is payable by Cash/Demand Draft / Pay Order.  
(B) Fee, thereafter, is payable by A/c payee cheque or Cash/NEFT/Online/RTGS at any branch of HDFC bank or ICICI bank in Gwalior during banking hours or any other mode of collecting fees as decided by the school management & informed to parents.  
(C) The name of the child, class, section should be written at the back of the cheque clearly.  
(D) Late fee @ 1% per month will be charged after the due date i.e. end of every month.  
(E) Cheque dishonour/return charges payable to the bank Rs. 590/- or applicable rate.
- 4.3 The mode of payment of fees will be at the sole discretion of the school management.

### ⑤ Right of Alteration / Modification

- 5.1 Management reserves the right to modify, alter and / or include any other terms and conditions that may be deemed fit in the interest of the institution.

### Medical Facility

- 6.1 The school provides facilities of First-Aid only.
- 6.2 The school cannot be held responsible for injury suffered by a child during the school hours. No reimbursement of charges would be made towards any medical treatment.

### Withdrawal Rules

- 7.1 Application for withdrawal is to be made to 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.
- 7.2 Clearance must be obtained from the laboratory and library in-charge before applying for withdrawal.
- 7.3 Transfer Certificate will be issued after one week of the application and clearance of all dues.

**Disclaimer :** All the above terms & conditions are subject to amendment from time to time as per the decision of the Management. The decision of the management shall be final in all matters pertaining to the admission proceedings and policy matters of the school. For all purposes, area of Gwalior (M.P.) only

Date \_\_\_\_\_  
Gwalior

Signature of Parents

(Father's Full Name : .....)

(Mother's Full Name : .....)

# GWALIOR GLORY SCHOOL

## DECLARATION

1. I \_\_\_\_\_ Father/Guardian of \_\_\_\_\_ do solemnly declare and certify that the particular given and documents submitted by me of my child/ward are correct. If found incorrect, the school may reject admission of the child. I have fully understood the rules and regulations of the school, and it shall be my responsibility to see that my son/daughter/ward shall unquestionably abide by the decision of the Principal/Management and render all co-operation to the school.
2. I hereby certify that the date of birth and spellings of name of my child / ward given in Admission Form are correct to the best of my knowledge and I shall not make any request for change.
3. I fully understand that registration is not binding for admission. It may be given only when suitable vacancy exists.
4. I understand that rendering false or misleading information or withholding correct information at any point of time may disqualify the child of admission / education at this school.
5. I certify that I am the bonafide guardian/parent of the child.
6. I shall duly inform school in writing about change in residential or office address or any other details such as Mobile/Phone number etc related to the child.
7. Having read carefully and explained to me the rules, regulations and procedures laid down on the school notice board and being desirous of having my child / ward educated in this school. I hereby agree to abide by them in all respects. I understand that the decision of the management of the school shall be final and binding on me.
8. I hereby agree that there can be an increment in fee structure in the next academic years.
9. I have made careful note of various details regarding the payment of school fees. I have made satisfactory arrangements of remittance of school fees within due dates without waiting for a reminder from the school. I will pay the school fees through cash / crossed cheques / NEFT/on line as per rules. Withdrawal of students after remittance of full fee in school account would be at the sole responsibility of the parent / guardian.
10. I shall submit original T.C. & self certified photocopy of Marksheet, Birth certificate, Parents photo ID proof, Address proof, Aadhaar Card & SSSMID, Bank, Account details at the time of admission.
11. I hereby certify that in case I do not claim the Caution Money paid by me for a period of three years after my child/ward left the school, any rights over refund of this amount will stand relinquished by me.
12. I hereby agree that my child/ward and myself shall follow all the rules, regulations and procedures given in the school dory. circular or through any other mode laid down by school from time to time.
13. All details/ information in admission form have been verbally explained to me in Hindi also.
14. I hereby put my signature to confirm the above declarations.
15. I agree that till I submit all the mentioned documents for admission of my child, admission process will not be complete.

Signature of the Father/Guardian \_\_\_\_\_

Place : Gwalior

Signature of Mother \_\_\_\_\_

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

# GWALIOR GLORY SCHOOL

## UNDERTAKING FORM

We acknowledge that participating in activities involves certain risks during school time (some of which we may not be fully aware of) and that injuries or other harm could occur inadvertently to my child or others. We agree to indemnify and hold the School harmless from all losses, liabilities, damages, costs or expenses which arise during or result from my child participation in the activities.

Date: \_\_\_\_\_ Signature of the Father

Signature of the Mother

Place: \_\_\_\_\_ Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

### SMS, MAIL & NOTIFICATION THROUGH SCHOOL, SOFTWARE AUTHORISATION

Student Id: \_\_\_\_\_  
(To be filled by the School Admission Office)

Student Name \_\_\_\_\_

We authorize the school to send SMS, e-mail and Login Ids on school software on our Mobile numbers given below for the alerts and other related information:

Mother's Mobile No.:		Father's Mobile No.:	
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Mother's e-mail id:		Father's e-mail id:	
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Mother's Name:		Father's Name:	
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Mother's Signature:		Father's Signature:	
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Date: \_\_\_\_\_

# GWALIOR GLORY SCHOOL

## TRANSPORTATION FORM

We request that My Son / Daughter \_\_\_\_\_ of  
Class \_\_\_\_\_ Section \_\_\_\_\_ may be permitted to use the bus arranged / provided by the school for  
his / her journey between \_\_\_\_\_ and G.G.S., Gwalior w.e.f. \_\_\_\_\_.

### Phone Numbers

### Residential Address

Mobile No. Father/Mother _____ Land Line No. _____	
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Teacher's Child : Yes/No

If Yes, Name of Teacher

**OR**

We do not wish to use transport arranged / provided by the school for our child.  
I will furnish details of the personal transport being used for my child & get on Identity card issued by the school.

### DECLARATION

1. We undertake to pay the bus charges to the agency appointed by the school for transportation of students as per the rules in force from time to time and also undertake to pay yearly hikes in the conveyance charges or increase in fuel prices or taxes. I hereby agree that there can be an increment up to 10% in conveyance charges during every next academic year. The mode of payment of conveyance charges will be sole discretion of the school management.
2. We understand that it would be our responsibility to drop and pick-up our child at / from the specified bus stop. Bus Time, Bus Route, Change of Bus, Route No., Bus No. and stoppage will be solely decided by the school only and it will be binding on us.
3. We have no objection for appointment of agency by the school for the transportation of students.
4. We accept that the bus facility is extended to our child/ward at our own risk and responsibility.
5. We have been informed, explained about terms and conditions regarding transport facility provided by the School and we do hereby agree and give consent to the same.

Date - \_\_\_\_\_

Signature of Father/Guardian

Full Name .....

Signature of Mother

Full Name .....

### FOR SCHOOL OFFICE USE ONLY

Transport (w.e.f.) \_\_\_\_\_ Bus number \_\_\_\_\_ Route \_\_\_\_\_

### **Approval Signatures :**

Concerned Class Teacher \_\_\_\_\_

Academic Co-ordinator \_\_\_\_\_

Signature of Transport In-charge



# GWALIOR GLORY SCHOOL

## PARENT-TEACHER ASSOCIATION FORM

### Dear Parents

Kindly fill in the form given below.

Affix recent  
passport size  
photograph  
of student

### STUDENT INFORMATION

First Name  Last Name

Gender : Male  Female  Date of Birth : D  M  Y

Date of Birth (in words)

### FAMILY INFORMATION

#### Father / Guardian

Name : ..... Age : ..... Nationality : .....

Educational Qualification : .....

Organisation working for : ..... Designation : .....

Office Address : .....

Annual Income : ..... Land Line/Mob. No. ....

Area of working : Medical/Media/I.T./Engineering/Civil Services/Academic/Banking/Other .....

Area of interest : Cultural/ Sports/ Art & Craft/ Music/ Other/ .....

How can I contribute to the school : .....

#### Mother / Guardian

Name : ..... Age : ..... Nationality : .....

Educational Qualification : .....

Organisation working for : ..... Designation : .....

Office Address : .....

Annual Income : ..... Land Line/Mob. No. ....

Area of working : Medical/Media/I.T./Engineering/Civil Services/Academic/ Banking/Other .....

Area of interest : Cultural/ Sports/ Art & Craft/ Music/ Other/ .....

How can I contribute to the school : .....

Signature of Father / Guardian

Signature of Mother / Guardian

Date .....

Date .....

# GWALIOR GLORY SCHOOL

Academic Session 20\_\_ - 20\_\_

## CLASS SLIP

Affix recent  
passport size  
photograph  
of Student

Name of the Student \_\_\_\_\_  
(First name) (Middle name) (Surname)

Date of Birth \_\_\_\_\_

Gender - Male  Female  Category - SC / ST / OBC / GEN \_\_\_\_\_

Please mention if student is the only child \_\_\_\_\_ Yes/No Whether Girl/Boy

Real Brother / Sister studying in this school- Name \_\_\_\_\_ Class \_\_\_\_\_ Sec. \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Residential Address \_\_\_\_\_

Tel. No. (Off) \_\_\_\_\_ (Res) \_\_\_\_\_ Mobile \_\_\_\_\_

\* In case of any changes in the information given above, immediately inform in writing to the school office.

\* This slip should be submitted at School office for allotment of section.

### FOR SCHOOL OFFICE USE ONLY

#### **TO THE CLASS TEACHER**

Name of the Student \_\_\_\_\_

Class \_\_\_\_\_ Section \_\_\_\_\_

Transport (Bus / Own ) \_\_\_\_\_

Admission No. \_\_\_\_\_ Date of Admission \_\_\_\_\_

Signature  
Office Incharge

Signature  
Principal

### FOR SCHOOL OFFICE

Received class slip of Mst/ Ms. \_\_\_\_\_ Class \_\_\_\_\_ Section \_\_\_\_\_

Dated : \_\_\_\_\_ Signature of Class Teacher : \_\_\_\_\_

# GWALIOR GLORY SCHOOL

## MEDICAL HISTORY OF THE CHILD

Name of the student \_\_\_\_\_ M/F \_\_\_\_\_ Class \_\_\_\_\_

Date of Birth \_\_\_\_\_ Blood Group \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

### VACCINATIONS

Immunization	Age Recommended	Due Date	Date
BCG	0-1 Month		
Hepatitis B	At Birth		
	1 Months		
	6 Months		
DPT	2 Months		
	3 Months		
	4 Months		
HB	2 Months		
	3 Months		
	4 Months		
Oral Polio	At Birth		
	1 Months		
	2 Months		
	3 Months		
	4 Months		
Measles	9 Months		
MMR	16 Months		
DPT + OPV + HIB	18 Months		
Typhoid	2 Years		
Hepatitis A (2 Doses)	4 Years		
Chicken Pox	After age 1 Year		
DT - OPA	4 1/2 Months		
<b><u>BOOSTER DOSES</u></b>			
Typhoid (every 3 years)			
TT (every 5 years)			
Other Vaccines			

Certified that Master/Miss \_\_\_\_\_ Son/Daughter of \_\_\_\_\_

\* is medically fit.

\* has no allergy.

\* has not suffered from any Acute / Chronic disease which need constant medical Supervision (if yes please specify)

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

Name with Regn. No. & Seal

Signature of Medical Officer

# GWALIOR GLORY SCHOOL

Academic Session 20\_\_ - 20 \_\_

## List of Documents To Be Submitted Along With Admission Form

### Documents Check List

1. Admission form duly completed	Yes	No
2. Self Certified photocopy of Birth Certificate	Yes	No
3. Original Transfer Certificate.	Yes	No
4. Self Certified photocopy of original mark sheet of last examination passed.	Yes	No
5. Self Certified photocopy of Address Proof	Yes	No
6. Self Certified photocopy of Parent's ID Proof	Yes	No
7. Self Certified photocopy of Student's Aadhaar Card	Yes	No
8. Self Certified photocopy of Parent's Aadhaar Card	Yes	No
9. Self Certified photocopy of Family SSSMID	Yes	No
10. Self Certified photocopy of Caste Certificate (in case of SC/ST/OBC)	Yes	No
11. Self Certified photocopy of Disability Certificate (in case child is disable)	Yes	No
12. Self Certified photocopy of Student's Bank Passbook	Yes	No

Admitted to class \_\_\_\_\_ Sec. \_\_\_\_\_

Principal's Signature

Fee Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Accountant's Signature

Form checked by : \_\_\_\_\_ Date : \_\_\_\_\_