



# AADESHWAR ACADEMY

## ADMISSION MANUAL

ADMISSION No.: \_\_\_\_\_

Name of Student: \_\_\_\_\_

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

Contact No. \_\_\_\_\_



9) Mother's Name (Block Letters)

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Academic Qualifications: \_\_\_\_\_

Occupation & Designation: \_\_\_\_\_

Name and Address of the organization where employed: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Tel No.(R) \_\_\_\_\_ (O) \_\_\_\_\_ Whatsapp \_\_\_\_\_

Mobile No. 

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Email Id: \_\_\_\_\_

Permanent Address (if different from point 7a): \_\_\_\_\_

City \_\_\_\_\_ Dist \_\_\_\_\_ State \_\_\_\_\_ Pincode \_\_\_\_\_

Name & Address of the organization where employed: \_\_\_\_\_

10) Guardian's Name (Block Letters)

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Tel No. (R) \_\_\_\_\_ (O) \_\_\_\_\_ (Whatsapp) \_\_\_\_\_

Mobile No. 

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 Email id \_\_\_\_\_

Permanent Address: \_\_\_\_\_

11) Passion : Sports: \_\_\_\_\_ Co-Curricular Activities \_\_\_\_\_

12) Nationality: \_\_\_\_\_

13) Religion: \_\_\_\_\_

14) Category: \_\_\_\_\_

15) Caste: \_\_\_\_\_

16) Mother Tongue: \_\_\_\_\_

17) If Disabled : Y/N (Mention Details if yes) \_\_\_\_\_

18) Previous School's Details:

Name of the School: \_\_\_\_\_ Place \_\_\_\_\_

Board \_\_\_\_\_ Medium \_\_\_\_\_

Position Obtained in the Last Examination

Marks Obtained \_\_\_\_\_ out of \_\_\_\_\_ Percent \_\_\_\_\_ Grade \_\_\_\_\_ **03**

Please Paste a recent passport size Photo of child's Father in this Space

19) If Staff Ward, name of the parent working with AADESHWAR ACADEMY :-

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20) If any sibling already studying in Aadeshwar Academy:-

No	NAME	ADMISSION NO.	CLASS & SECTION
1			
2			
3			

21) Are you interested in availing the transport facility? Yes  No

22) Day Boarding  Hosteller

\_\_\_\_\_  
Signature of Father

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

\_\_\_\_\_  
Signature of Guardian

### DOCUMENTS REQUIRED TO BE SUBMITTED

- 1) Self -attested photocopy of Birth Certificate of the Child
- 2) Self- attested photocopy of Aadhar card of the child.
- 3) Photocopy of Mark sheet of the previous class.
- 4) If the Child belongs to SC/ST/OBC category, please submit the self- attested photocopy of relevant documents
- 5) Four passport size photograph of Child and two photo each of Father, Mother and Guardian.

### NOTES

- 1) Other than Pre – Primary Classes, no admission is completed until Transfer Certificate in original from the last School is submitted.
- 2) Incomplete / Invalid forms will be rejected
- 3) The School provides transport facilities and it may not ply in the area of your residence. It will be the responsibility of the Parents/ Guardians to drop and collect the child from the specified bus stop.
- 4) Transport once provided will not be discontinued during the academic session. Request for a change will be entertained subject to availability of seat.

**(FOR OFFICE USE ONLY)**

Admission No: \_\_\_\_\_

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

Date of Admission: \_\_\_\_\_

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

House (Applicable from Class I Onwards): \_\_\_\_\_

Documents Submitted	Original	Photocopy	Received	On Dated
1) Transfer Certificate				
2) Mark sheet				
3) Migration Certificate				
4) Birth Certificate				
5) Photograph:				
a) Child (4 no's)				
b) Father (2 no's)				
c) Mother (2 no's)				
d) Guardian (2 no's)				
6) Aadhar Card of the child				
7) Affidavit in case of				
a) Change of name				
b) Change of Date of Birth				
8) Caste Certificate				

Remarks: \_\_\_\_\_

## TERMS AND CONDITIONS FOR ADMISSION AND LEARNING PEDAGOGY

The School is **AADESHWAR ACADEMY** (Hereafter referred to as the School)

### 1. PRELUDE

- a) **The School is** acting under the authority of the Principal appointed by the Managing Committee of the School, as now or in the future constituted.
- b) **The Principal** of the School is responsible for any duties that comes within the best of his/her responsibility for the day to day running of the School.
- c) **Role of Parents/Guardian:** The School is committed to high Standards of teaching and care. Parents are expected to give their support and encouragement to these aims and to uphold and promote the good name of the School; to continue the Student's education at home and encourage the Student to maintain appropriate standards of discipline, diligence, punctuality, behaviour, tidiness and cleanliness; and to conduct themselves in relation to the School and its staff in such a manner that a relationship of trust and confidence between the School and the Parents is maintained at all times.

### 2) CARE AND GOOD DISCIPLINE

- a) **Parents' Authority:** Parents authorize the Principal and staff to whom the supervision of the Students has been delegated to take and / or authorize in good faith all decisions that safeguard and promote the welfare and proper education of the Student. Parents consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to a Student in distress or to maintain safety and good order of their child / ward and other Students. (Corporal punishment is not used).
- b) **Academics:** Teachers are the best judge to assess Student's academic strengths and weaknesses. It is obligatory for the Student to obey advice, instructions and do all that is necessary to improve academic performance as required. Parents must also adhere to suggestions made by teachers to ensure their wards academic progress and regular attendance.
- c) **Health:** Parents must inform the Principal, in writing if the Student has any known medical condition /disability or health problem or is unable to take part in physical education or sporting activities or has been in contact with infectious diseases. The Student must not be sent to School if unfit to attend or is suffering from a serious contagious disease. The School will endeavour to look after the Student in the event If any emergency health problem, during School hours, however the School will not be responsible for any consequences. In case the child is admitted, the School may make arrangements for inoculations against Typhoid and Cholera & vaccination against Small Pox to the child.
- d) **Attendance:** The Student is expected to take full part in the activities of the School, to attend on each School day, to work hard to best of his ability and to be well behaved. Parents agree to observe the term /vacation dates which will normally be published at the start of every academic year.
- e) **Conduct of the Student:** Students are expected to behave with respect and good manners to those whom they meet both in School and in the community and to show a proper respect for the environment.

f) **Liability:** The Principal, Staff and all engaged by the School to conduct various School activities, during and after School hours, including out of School activities, will take all reasonable steps to provide a safe and secure environment for all Students who participate in its activities. However, the School shall not be responsible for loss, damages, Personal injury, sickness, casualty etc. which the Student may sustain or which may occur accidentally as a result of his/her participation in School activities or as a result of Student behaviour toward each other. The School is not responsible in any way for any mishaps or undesirable acts of the Student outside of the School campus. Parents acknowledge that the School and its Principal/Teachers/ Staff shall not be held responsible for any event that may occur within the School campus which is beyond the reasonable control of the School. Since the daily operation lies with the staff of the School, management will not be liable for any damages hereafter.

3) **ADMISSION TO THE SCHOOL**

a) **Admission:** Parents must return the School's Application Form for Admission, completed and signed, along with supporting document and pay the Fees/ deposits on or before the date declared by the School. Admission is confirmed only when the School receives the duly completed and signed Admission form, along with supporting documents and Fees/ deposit have been paid within 7 days after the counselling/consent of the authorities.

b) **Fees & Deposit:** Admission Fees, Tuition Fees, Transport Charge and Hostel Fees are to be paid as per schedule of payment. Generally Fee is not refundable except withdrawal of Student under following circumstances: (I) On Transfer of any of the parents. (II) If the Student is medically unfit to pursue the studies. (III) If the Student is withdrawn for any reason before 31.07.2018.

In above circumstances Fee for the relevant quarter shall be retained by **Aadeshwar Academy** and in excess thereof shall be refunded. In case of health ground, necessary documents as many required by **Aadeshwar Academy**, shall have to be furnished. Holiday's period after the withdrawal will not be considered for refund. Deposits, if any, shall be refunded by cheque without interest after deducting any outstanding dues recoverable by **Aadeshwar Academy**.

c) **Transport Fees:** If the child avails the transport facility provide by the School, the Fee for the entire session will have to be paid, even if he/she discontinuous the facility in the middle of the session. Parents opting this facility shall submit written application at start of the session.

d) **Litigation:** The personal details and contact information of the Student will remain the same as given by the Parent/ Guardian at the time of admission of the School till the School is intimated in writing of any change therein. The School shall not be made a party to any litigation including any litigation of personal nature pertaining to the family of the child.

4) **OTHER FEES & EXTRAS**

- a) **Payment:** School Fees are payable on or before the dates specified in or as announced from time to time. Fees paid after the Fee collection period will be considered as late Fee payments and a penalty of Rs. 50/- per day will be charged as per the policy. Penalty for cheque bounces is also applicable. If the late Fee is not paid by the last date of the schedule, the Student's name will be struck off the rolls of the School. Students reporting late after long holidays can also be fined.
- b) **Responsibility for payment:** Fees are the joint responsibility of each person who has signed the Admission Form. The School may withhold information; property or examination certificates while Fees are unpaid. The School may also take and appropriate disciplinary & legal action; the same will be communicated to the State department and other relevant authorities.

5) **NOTICE OF CANCELLATION OR WITHDRAWAL; REMOVAL; FEES IN LIEU OF NOTICE :**

- a) **Notice** means (unless the contrary is stated in these terms and conditions or the (Fees Sheet) a calendar month's written notice delivered by hand to the Principal or sent by recorded delivery to the postal address of the School. No other notice will suffice. Notice given by one Parent will be deemed to be given on behalf of both Parents. Provisional Notice for any purpose is valid only for the term in which it is given and when written and accepted in writing by the Principal. Term means the period between and including the first and last day of each School term. Fees in lieu means Fees in full for the term of notice at the rate that would have applied had the Student attended and not limited to any contribution in the case of a scholarship, free- ship.
- b) **Withdrawal:** In all cases, except at the end of the 10<sup>th</sup> & 12<sup>th</sup> std., a Calendar month's notice in case of a day boarder and three month's notice in case of a boarder must be given before a Student is withdrawn. Failure to provide the requisite notice will result in payment (or become adjustable against any balance with the School) of Fees for the full succeeding Quarter in lieu becoming due and payable as a debt and may be charged at any time after withdrawal, whether or not the place can be filled.
- c) **Expulsion:** The Student may be expelled at any time if, because of the conduct of a parent or the Student, the Principal is reasonably satisfied that such conduct has been prejudicial to good order or School discipline or to the reputation of the School or if for some other reason the continued presence of the Student is incompatible with the interests of the School. The Principal will act fairly in accordance with the procedures of natural justice and would not expel a Student other than in grave circumstances. There would be no refund of Fees in these circumstances and all outstanding Fees and charges for the Quarter must be paid but Fees in lieu of notice would not be charged.
- d) **Other Events Requiring Notice:** To discontinue any extra activity, if any, a three month's written notice is required, failure to such advance warning will result in payment of full charges becoming payable in lieu there of.
- e) **Outstation Tour Withdrawal:** From an educational outstation tour arranged by the School will require a minimum notice period of one month and will entail a forfeiture of 50% of the amount payable for the tour or as per the prevailing policy at that time.



- a) **Special Precautions:** The Principal must be notified in writing immediately of any court orders or situations of risk in relation to a Student for whom any special safety precautions may be needed.
- b) **Absence of Parents:** When both parents will be temporarily away from their home overnight during term time, half term or occasional holidays, the Principal, must be informed in writing of the name, address and telephone number/s for 24- hour contact of a suitable legal guardian or other adult with whom the Student will reside when not at School and who is willing and authorized by the parents to accept full responsibility for the Student in all circumstances. These matters are the responsibility of the parents.
- c) **Concerns / Complaints:** Parents who have cause for concern as to any matter including matters of safety, care or quality of education must inform the Principal in writing without delay. The parents and the School will be expected to resolve any dispute between them in co operation with each other and in good faith.
- d) **Sexual Harassment & Ragging:** The School take every issue of harassment and ragging with complete seriousness. Sexual Harassment and ragging with complete seriousness. Sexual Harassment and Ragging are offences under the Indian Penal Code and under POCSO passed by the Central and State Governments. The School shall, on being notified of any instance allegation of such activity, take strict action including but not limited to criminal Proceeding and/ or cancellation of Admission against those found guilty of sexual harassment and / or ragging.
- e) **Photographs Video Clips:** Photograph of Student/s will be used for maintaining School record and or in promotion of the School programs in Newspaper, Slide show, or other Media. The parents are aware that the School is under 24 hours video camera coverage for the safety of the children and staff.
- f) **Prospectus:** The Prospectus describes the board Principles on which the School is currently run and gives some details of its history and ethos. The prospectus is not part of any agreement between the parents and the School and documents supplied in the pocket inside the back cover are not part of the prospectus. Although believed correct at the time of printing, certain statements may be out of date from time to time. Parents wishing to place specific reliance on a statement in the prospectus should seek written confirmation of that statement before accepting admission on the School.
- g) **Transfer certificate:** If the parents are applying for the Transfer Certificate of their ward, then he/she is requested to give one month prior notice and it is also mandatory to give application along with the signature of both the Parent / Guardian.

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Father's Name

Mother's Name

Guardian's Name

Sign.

Sign.

Sign.

**We, Mr./ Mrs. / Ms.** \_\_\_\_\_ parent / guardian  
of Master / Miss \_\_\_\_\_ hereby undertake that  
We have read all terms and condition under the following headings and sub headings under the following clauses and  
accept the same:

1. Prelude
2. Care and Good Discipline
3. Admission to the School
4. Other Fees & Extras
5. Notice of Cancellation or withdrawal; Removal; Fees in lieu of Notice.
6. General Conditions

We further declare and confirm that we have understood the method of education and the facilities to be provided by the Aadeshwar Academy and we hereby agree that the Fee chargeable. by Aadeshwar Academy is commensurate therewith. We also agree and confirm that the Aadeshwar Academy has every right to increase the Fee from time to time.

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Father's Name

Mother's Name

Guardian's Name

\_\_\_\_\_  
Sign.

\_\_\_\_\_  
Sign.

\_\_\_\_\_  
Sign.

Note: In case only one parent is legally authorized to sign the declaration, a valid certificate / proof is to be submitted.

(TO BE FILLED BY PARENTS)

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

Name \_\_\_\_\_ S/O, D/O, \_\_\_\_\_

Age at the time of Medical Examination \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days

Identification Mark \_\_\_\_\_

Weight \_\_\_\_\_ Height \_\_\_\_\_ Blood Group \_\_\_\_\_

1. Vision: \_\_\_\_\_

Without Spects : Rt Eye \_\_\_\_\_ Lt. Eye \_\_\_\_\_

With Spects : Rt Eye \_\_\_\_\_ Lt. Eye \_\_\_\_\_

2. Primary Vaccination : Completed  Not Completed

If not, Vaccination Due:

I. \_\_\_\_\_

II. \_\_\_\_\_

III. \_\_\_\_\_

IV. \_\_\_\_\_

V. \_\_\_\_\_

3. Vaccination For **Hepatitis A** : Yes  No  **Hepatitis B** : Yes  No

**Typhoid**: Yes  No  **Chickenpox**: YES  No

**Smallpox**: Yes  No  **Meningitis**: Yes  No

4. Disease Suffered (Major) : \_\_\_\_\_

Treatment: Completed  Not Completed

If not, give details: Name of the Doctor/ Hospital \_\_\_\_\_

Any Special care recommended \_\_\_\_\_

The information given here are true to the best of my knowledge. No Major illness of my child has been hidden.

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Father's Name

Mother's Name

Guardian's Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Sign

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**ANNEXURE 03- AUTHENTICATION FOR LOCAL GUARDIAN**

I/We hereby authenticate Mr./Mrs./Ms. \_\_\_\_\_

To undertake the responsibility as local Guardian of \_\_\_\_\_ (Child's Name)  
studying in class \_\_\_\_\_ section \_\_\_\_\_ at Aadeshwar Academy, Jagadapur.

Date _____	Date _____	Date _____
Father's Name _____	Mother's Name _____	Local Guardian's Name _____
Sign _____	Sign _____	Sign _____

**ANNEXURE 04- AUTHENTICATION FROM LOCAL GUARDIAN**

I \_\_\_\_\_ accept to act as local guardian of  
Master/ Miss \_\_\_\_\_ S/O, D/O \_\_\_\_\_ studying  
in class \_\_\_sec\_\_\_\_\_ at Aadeshwar Academy, Jagdalpur. I hereby give an undertaking to keep the  
ward with me for the period as directed by the School authorities.

Name of Local Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Ph no. \_\_\_\_\_ Mobile no . \_\_\_\_\_

Email:.....

\_\_\_\_\_  
Signature of Local Guardian

## ANNEXURE 05- CERTIFICATE FROM PARENTS

This is to certify that

- I. My Son/Daughter \_\_\_\_\_ is not in possession of any valuable Jewellery etc. I also undertake that no cash is given to the ward by me or by local guardian.
- II. Master/ Miss \_\_\_\_\_ is permitted to participate in extra- curricular & other activities like excursion, music, dance etc. as and when conducted by the School authorities.
- III. I agree to bear additional expenditure if needed which may be debited to my ward's individual account.
- IV. I hereby indemnify the School against any damages for sickness/accident/ casualty caused to my ward during his/her stay in Aadeshwar Academy, Jagdalpur Hostel on account of any mishap that be caused inadvertently.

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

Father's Name

\_\_\_\_\_  
Sign.

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

Mother's Name

\_\_\_\_\_  
Sign.

## ANNEXURE 06- CONSENT FORM

The Principal

Aadeshwar Academy, Jagdalpur

Dear Sir/Madam

We, Parents/Guardian of Master/Miss \_\_\_\_\_  
class/section \_\_\_\_\_ Admn No. \_\_\_\_\_ do hereby authorize the hostel Wardern to sign the consent form on our behalf for allowing our child to attend any Excursion, Picnic, Inter School Competitions or Outing.

I understand that all the necessary precautions to safeguard my ward will be taken by the School/ teacher on duty. However, in case of any incidence during the trip to anywhere, I will not hold the School/Hostel warden/ Teacher In –charge responsible.

Date \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of the Parents/ Guardian



1. The child has to come to the bus stop allotted to them. Bus will not be available at the doorstep.
2. The buses will not wait for latecomers. The Students should stay away from main road until the bus arrives.
3. No Student should come near the entry door of the bus until it has made a complete stop. All must occupy seats immediately after boarding their bus.
4. Students of Nursery to Grade IV must be picked up from the Bus stop by their parents/ guardian/, failing which they will be brought back to the School.
5. The Students are supposed to be at the stoppage five minutes before the time given by the Transport Manager.
6. Trash must not be discarding inside the Bus.
7. Student must not move around in the bus when it is in motion.
8. Student will be held responsible if any damage to the buses is caused by negligence.
9. Unruly behaviour is strictly prohibited. Courteous behaviour is expected at all times.
10. The Driver's Attention must not be distracted for any reason.
11. Student must travel only by the buses allotted to them by the Transport Manager. No child is supposed to change the buses without prior permission.
12. On routes which are over flowing during the rains, bus service may be stalled.
13. In case of any unruly behaviour by the Student in the bus, the facilities will be withdrawn immediately.
14. The School will not be responsible for any delay due to breakdown or any mechanical problem which is beyond control.

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