



DELHI PUBLIC SCHOOL GUWAHATI

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

2018 - 19

INFORMATION REGARDING ADMISSION:

Admission is open for Classes PG I to VIII & Class XI (Science, Commerce & Arts) 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/interaction and availability of seat.

The admission will remain provisional till the submission of the following:

- Verification of Original Birth Certificate.
- Submission of Original Mark Sheet of the last exam of the last class attended.
- Transfer Certificate (Classes II and above)
(In case of TC from school not affiliated to CBSE the TC to be ascertained and countersigned from the authority controlling the school.)
- Deposition of admission fees within the prescribed date.
- Undertaking by parents & family Doctor's Certificate in the prescribed format.
- 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 and prospectus 2018-19 carefully before filling in the form.

GENERAL RULES:

- 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.
- Advance fees for the whole year may be deposited in the beginning of the session.
- Annual fee, Education fee and Transport fee will be automatically linked with the rise in the price index and may be increased by about 10 - 15% at the beginning of a subsequent session as determined by the school's Board of Management.
- Buses 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.
- Transport routes may be rescheduled or changed as and when required.
- 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:

- 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.
- 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.
- 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. Please note no changes in the Data- base shall be entertained after the admission formalities are completed on the basis of Transfer Certificate of the previous school and / or Birth Certificate as the case may be.
- 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.
- Fees once paid at the time of admission are not refundable in any case.
- 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 Guwahati encourages education for all the children. But as we are not equipped with special methodology for all types of challenged children, we humbly request the parents to confirm the availability of special educator in the specific area of the disability 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.

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	PG I	As on 31-03-2018: 3 years 6 months
2	PG 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

Sr. No.	Particulars	Refundable/ non refundable	Mode of Payment	Fee for 2018-19	Payment Schedule
1	Admission Forms and Prospectus	Non-refundable	One time	1,000.00	On purchase of Forms & Prospectus
2	Registration fee	Non-refundable	One time	1,000.00	On Registration
3	Admission fee	Non-refundable	One time	40,000.00	On Admission
4	Annual fee	Non-refundable	Annually	25,000.00	At the time of new admission and annually at the beginning of every session
5	Security Deposit	Refundable - only on withdrawal from the school	One time	10,000.00	Once at the time of new admission
6	Tuition fee for Classes PG - I to X	Non-refundable	Quarterly	13,800.00	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	Tuition fee for Classes XI & XII (Science)	Non-refundable	Quarterly	17,100.00	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
8	Tuition fee for Classes XI & XII (Commerce & Arts)	Non-refundable	Quarterly	16,800.00	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
9	Bus Fee (uniform for all classes/ routes)	Non-refundable	Quarterly	8,000.00	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
PG I to PG II	Checked half shirts	PG I to PG II (Girls & Boys)	Checked full shirts
	Beige romper (Boys)		Beige elastic waisted full trousers
	Beige tunic (Girls)		Maroon pullovers (Half / Full)
	Beige 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 pleated skirts (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			

For the convenience of parent Uniforms and Books may be purchased under one roof from:

Students' Gallery, 2nd Floor, Above Bank of Baroda G N B Road, Ambari Near AGP Complex Guwahati-781001

Phone: 94350 15481, 9435346783, e-mail: studentgalleryguwahati@gmail.com. However, it is not mandatory to buy from above stated vendor.

NON - TRANSFERABLE

Registration No.:

Date of Registration:



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Application No. _____ Admission No. _____
(To be filled in by the office)

Recent Colour
photograph in
passport size
of the Student
(Paste Only)

NON-TRANSFERABLE

(PLEASE FILL IN BLOCK LETTERS)

1. Name of the pupil: _____
First Name Middle Name Last Name

2. a. Date of birth _____
Date Month Year Example

0	1	1	1	2	0	0	3						

b. Sex - M F

c. Date of birth in words _____

d. Age as on 31st March 2018 Years _____ Months _____ Days _____

3. Tick the class to which admission is sought

PGI	PGII	I	II	III	IV	V	VI	VII	VIII	*IX	*X	**XI	*XII
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Mother Tongue: _____ Nationality: _____ Religion: _____

Cast: SC ST OBC General Others

Category: General Minority Staff Name of the Staff: _____

Single Parent: Yes No Legal Guardian (if single parent is selected) Father Mother

4. Residential Address for communication: House/Flat No.: _____

Street / Bye Lane _____ Area _____

Post office (PO) _____ Distt. _____

City: _____ State: _____ Pin:

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Res. Phone Nos. (with STD code) i) _____ ii) _____

5. Family Particulars: FATHER

a. Name: _____ b. Academic Qualification: _____

c. Occupation: _____ d. Designation: _____ e. Office Phone No. _____

f. Work Details: Govt. Business NGO Professional Others

(✓) Occupation Type

g. Office Address: _____

h. Mobile No.: _____ E-mail _____ Specimen Signature of Father _____

6. Family Particulars: MOTHER

a. Name: _____ b. Academic Qualification: _____

c. Occupation: _____ d. Designation: _____ e. Office Phone No. _____

f. Work Details: Govt. Business NGO Professional Others

(✓) Occupation Type

g. Office Address: _____

h. Mobile No.: _____ E-mail _____ Specimen Signature of Mother _____

** XI - Science / Commerce / Arts

* Admission to Class IX/X/XII exclusively in transfer cases for CBSE affiliated school only on recommendation through the Regional officer and subject to vacancy.

7. Previous academic record of the student

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

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

DECLARATION

- The registration made herein does in no way entitle my ward to be admitted to the school and also does not entitle me or my ward for remittance of registration fee.
- Automatic transfer to other DPSs will not be possible due to our transfer, change of residence or any 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 may disqualify the child. Please note no changes in the Data- base shall be entertained after the admission formalities are completed on the basis of Transfer Certificate of the previous school and / or Birth Certificate as the case may be.
- Having read carefully the rules, regulation and procedures laid down in the school prospectus and being desirous of having my ward educated in DPS Guwahati, 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 of Father: _____ Name: _____

Date: _____ Signature of Mother: _____ Name: _____

INSTRUCTIONS

The Registration 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 Registration Form.
- SC/ST/OBC/ Others certificate (if any).
- Undertaking duly signed by the parent.



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UNDERTAKING BY PARENTS SEEKING ADMISSION FOR THEIR WARDS IN DPS GUWAHATI

We, Mr _____ & Mrs _____ parent of Master/Miss _____
 _____ seeking admission to the class _____ in DPS Guwahati, 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 Guwahati.
2. The admission to DPS Guwahati 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 Guwahati 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 10-15% 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 Guwahati will be cancelled without any prior intimation to us.
5. Please note no changes in the Data-base shall be entertained after the admission formalities are completed on the basis of Transfer Certificate of the previous school and / or Birth Certificate as the case may be.
6. 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. Presently, a firm called Childcare has been entrusted on contractual basis to ply the buses and take care of the safety of the students.
7. 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.
8. We understand that DPS Guwahati, 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.
9. 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.
10. 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.
11. 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.
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 buses. Under no circumstances we shall force change of predetermined routes & bus stoppages.
14. Admission once granted to the Hostel shall not be converted to the day school under any circumstances. However, it may be possible only after the end of the session and before the new session begins with the prior notice of three months i.e latest by 7th Jan in the current academic session.

Mother's Signature _____ Father's Signature _____

Name _____ Name _____

Date _____ Date _____



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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. Orthopedic Problem(s) : _____
9. Respiratory Problem(s) : _____
10. Skin Problem(s) : _____
11. Allergies & Drug Reactions : _____
12. Metabolism (Obesity etc.) : _____
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



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Please find the following enclosed :

- Registration form (Registration fee ₹ 1000/- for **Day Scholars** & ₹ 1500 for **Hostel** only at the time of submission of the form or DD in favor of **DELHI PUBLIC SCHOOL GUWAHATI.**)
- At the time of Form submission, Please Collect the following documents:-
- Prospectus 2018-19
- Entrance Test Syllabus
- List of existing Bus Stoppages.

Submit the following documents at the time of Submission of the Form. (Registration)

1. **A Photocopy of the Government Birth Certificate of the Child.**
2. **Photocopy of the mark sheet of the previous school of the last annual/ half yearly examination attended.**
3. **Two recent passport size photograph of the pupil duly pasted in the application form.**
4. **SC/ ST/ OBC certificate (if any) should also be enclosed**