



DELHI PUBLIC SCHOOL GUWAHATI

T.C. No - _____

APPLICATION FORM FOR OBTAINING TRANSFER CERTIFICATE

The Principal
Delhi Public School
Guwahati
Dear Madam,

I would like to withdraw my ward whose particulars are given below from your school with effect from _____.

Kindly issue Transfer Certificate at the earliest possible.

Admission No _____ Class/Sec _____

Name of the Student(In Capital Letters) : _____

Date of Birth _____ Nationality _____

Belongs to Schedule caste or Schedule Tribe : _____

Father's Name : _____

Mother's Name : _____

Reason for withdrawal (In Details) : _____

Name & Address of the school in which Admission is Sought or planning for next studies : _____

Thanking you, _____ Yours faithfully,

Date :- _____ Name and Signature of Parent(s) _____

(Please submit the library card and the fees book along with this application & minimum 7 working days will be required to prepared the T.C.)

To be filled by the Admission In charge

Date of Application : _____ Date of Withdrawal : _____

REMARKS BY THE FOLLOWING HEADS

1.Class Teacher Name _____ Signature _____

Subjects Studied. 1) _____ 2) _____ 3) _____

4) _____ 5) _____ (6) Third Lang. _____

: No .of working days _____ No.of working days present _____
(Till the date of applied)

2.Examination In Charge : _____ Pass/ Fail _____

3.Accounts Section (Fees) : _____ Any Fee Concession _____

4. Sports : _____

i) Game of Choice _____ ii) any achievement _____

5.Computer : _____ 6.Science Lab.: _____

7.Music Faculty : _____ 8.Fine Arts : _____

9.Library : _____ 10. N.C.C : _____

11. Hostel In-Charge : _____

FOR OFFICE USE ONLY

All entries verifies by
Office Supdt.(Admission)

Principal



EXIT INTERVIEW OF DAY SCHOLARS

Date: Student's name:..... Class & Sec:

Father's Name:..... Mother's Name:.....

Name & designation of interviewer :

TO BE FILLED BY STUDENT

A) Reasons to leave the school?

.....

B) Positive aspects of school for you?

.....

Sl. No.	Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1	Teacher-Student relationship in school/class				
2	Individual attention given to the students				
3	Clarification of classroom doubts				
4	Teaching methods adopted in the school				
5	Co-curricular activities in school				
6	School Library facilities				
7	Science Laboratories				
8	ICT/ Computer/ Internet facilities				

TO BE FILLED BY PARENT

Sl. No.	Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1	Teacher's approach towards parents				
2	Evaluation about school's care in student's character building				
3	Your rating about the school discipline				
4	School Infrastructure				
5	Co-operation from the school office & Accounts dept.				
6	Importance given to English language				
7	Remarks about school publications				
8	Your overall rating about the school				

Student Signature: Date:.....

Parent/Guardian Signature: Date:

Signature of School Personnel:



EXIT INTERVIEW OF HOSTELLERS

Date: Student's name:..... Class & Sec:

Father's Name:..... Mother's Name:.....

Room No.: Name of the Group Tutor:

Name & designation of interviewer :

TO BE FILLED BY STUDENT

A) Reasons to leave the school?

.....

B) Reasons to leave the hostel?

.....

C) Positive aspects of school / hostel for you?

.....

Sl. No.	Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1	Teacher-Student relationship in school/class				
2	Individual attention given to the students				
3	Clarification of classroom doubts				
4	Teaching methods adopted in the school				
5	Co-curricular activities in school				
6	School Library facilities				
7	Science Laboratories				
8	ICT/ Computer/ Internet facilities				

Student Signature:.....

TO BE FILLED BY PARENT

Sl. No.	Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1	Teacher's approach towards parents				
2	Evaluation about school's care in student's character building				
3	Your rating about the school discipline				
4	School / Hostel Infrastructure				
5	Co-operation from the school office & Accounts dept.				
6	Importance given to English language				
7	Remarks about school publications				
8	Your overall rating about the school				

FURNISH DETAILS OF THE HOSTEL

Sl. No.	Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1	Friendliness and Courteousness of the hostel staff				
2	Sports Facilities in the hostel (eg Yoga, Meditation, Gym, Outdoor & Indoor Sports)				
3	Recreational Facilities (eg TV, Outings)				
4	Quality of Food				
5	Variety in Meals and Menu				
6	Kitchen and Dining Hall Hygiene				
7	Behavior of Hostel Staff				
8	Hostel Infirmary				

Student Signature: Date:

Parent/Guardian Signature: Date:

Signature of School Personnel: