



# CALCUTTA PUBLIC SCHOOL, RANCHI

PROPOSED SENIOR SECONDARY SCHOOL UNDER CBSE,  
ORMANJHI, RANCHI, JHARKHAND- 835 219

## HOSTEL ADMISSION FORM

### STUDENT'S INFORMATION

Name:

Admission No. :  Admission Date:

Class:  Sec:  Date of Birth:

Affix  
Passport  
size  
photograph

### FATHER'S INFORMATION

Name:

Occupation: ..... Designation: .....

Mob:  Ph No.:

E-mail Id: ..... Signature: .....

Affix  
Passport  
size  
photograph

### MOTHER'S INFORMATION

Name:

Occupation: ..... Designation: .....

Mob:  Ph No.:

E-mail Id: ..... Signature: .....

Affix  
Passport  
size  
photograph

### RESIDENTIAL ADDRESS:

.....

.....

### FIRST LOCAL GUARDIAN'S INFORMATION

Name:

Occupation: ..... Relationship with Student: .....

Phone:  Mob:

Residential Address: .....

..... Signature: .....

Affix  
Passport  
size  
photograph

### SECOND LOCAL GUARDIAN'S INFORMATION

Name:

Occupation: ..... Relationship with Student: .....

Phone:  Mob:

Residential Address: .....

..... Signature: .....

Affix  
Passport  
size  
photograph

**MEDICAL EMERGENCY INFORMATION**

Name:

Address: .....

Sex:     Weight:    kg Blood Group:

City: ..... State: ..... Pin code: .....

Primary Insurance Co.: ..... Primary Insurance Numbers & Group: .....

Secondary Insurance Co.: ..... Secondary Insurance Numbers & Group: .....

**PAST MEDICAL HISTORY (Put a ✓ for the correct option)**

**Allergies:**

None  Unknown  Medical Allergies: .....

**Cardiac:**

None  Unknown  Angina  Arrhythmia  Cardiomyopathy  CHF  Congenital   
Implanted Defib  MI  Other .....

**Surgery:**

None  Unknown  Angina  Abdominal  Hearth  Lung  Neurological   
Other .....

**CHRONIC ILLNESS (Put a ✓ for the correct option)**

None  Asthma  Bleeding Disorder  Cancer  COPD  CVA/TIA  Diabetic   
Dialysis/Renal  Gastrointestinal  Headaches  Hepatitis  HIV+  Hypertension   
Paralysis  Psychological  Seizures  Substance Abuse  TB  Unknown   
Other .....

**CURRENT MEDICATION**

Family Physician: ..... Ph./Mob: .....

Local Contact Name: .....

Relationship: ..... Ph./Mob: .....

Outstation Contact Name: .....

Relationship: ..... Ph./Mob: .....

## IMMUNIZATION CERTIFICATE

(To be certified by a Registered Immunization Centre or copy of vaccination card can also be attached)

Certified that Master / Miss ..... Son / Daughter of  
Mr. / Mrs. .... has been immunized.

1. **Typhoid on date** ..... (Injection / Oral)

2. **Hepatitis A:** 1st Dose: ..... 2nd Dose: ..... 3rd Dose: .....

3. **Hepatitis B:** 1st Dose: ..... 2nd Dose: ..... (Mention the Date)

4. **Chicken Pox (Date):** ..... (No vaccination required if already suffered)

Date:

Place:

Signature of Immunologist  
(Name with Seal)

## MEDICAL CERTIFICATE

(To be certified by Medical Officer, CPS, Ranchi)

Certified that Master / Miss ..... Son / Daughter of  
Mr. / Mrs. .... Class ..... Sec ..... and that he/she is  
medically fit / unfit for admission in the hostel.

Date:

Signature of Medical Officer  
(CPS, Ranchi)

## CHARACTER CERTIFICATE

(Applicable for all new admissions)

I, ..... hereby certify that .....  
Son / Daughter of Mr. / Mrs. .... was a bonafide student of this  
school since the last ..... years.

To the best of my knowledge he/she bears a good moral character.

Date:

Principal of school last attended  
(With school seal)

**ADDITIONAL INFORMATION**

Dotted lines for writing.

**PARENT’S SUGGESTIONS**

Dotted lines for writing.

# CALCUTTA PUBLIC SCHOOL, RANCHI

PROPOSED SENIOR SECONDARY SCHOOL UNDER CBSE,  
ORMANJHI, RANCHI, JHARKHAND- 835 219

## HOSTEL RULES & REGULATIONS

From the day of admission to the hostel, all inmates will be under the care and love of the concerned Warden and Matron. The following rules and regulations are applicable to inmates and their parents as well.

Hostel rules are intended to develop good and healthy habits among students. Students as well as their parents should be aware of these rules and follow them strictly.

1. Students and their parents should sign the hostel application form along with the rules and regulations.
2. Three passport size photographs of the student should be submitted along with the hostel application.
3. At the time of admission all students are to remit hostel registration fee, admission fee, initial establishment fee, refundable caution deposit, cost of hostel, uniform (2 sets) and the first quarter hostel fee, the second quarter hostel fee, the third quarter hostel fee and the fourth quarter hostel fee are to be paid in July, October and January of the following year respectively.
4. Those who have any inconvenience to pay the fee in time may deposit enough amounts in their ward's account in advance.
5. Bank Draft should be drawn in favour of.....and sent in the address .....
6. Bedding, Pillows, Bed Sheet, Cot & Bucket will be provided in the hostel. However students should bring their own blanket (1), bath towels (2), dress hangers (10), tooth-paste, tooth-brush and soap.
7. Parents should give the detailed list of persons likely to visit their wards in the hostel and escort them home during holidays. Students will not be permitted to leave the campus without an escort unless parents make a special request to do otherwise..
8. Parents should take prior permission from the warden to meet their wards. Visiting time is between ..... Parents are requested to restrict their visits to Sundays and other holidays.
9. Students should not receive visitors or go out of the hostel without the permission of the warden.
10. Hostel reception room is the only venue for receiving visitors and no visitors will be permitted to enter any other parts of the hostel.
11. Students can be taken home at 4.30 pm on the Fridays previous to selected second or third Saturdays. They should come back early enough to attend the class on the next working day. However parents are requested not to take their wards away to attend marriages and other unimportant functions.
12. Parents should get Exit / Entry cards signed by the warden while going home and coming back after holidays.
13. Parents can call their wards by telephone between 9.30 pm and 10 pm by the ..... for girls' hostel and..... for boys' hostel.
14. All telephone calls and letters to the students will be under the surveillance and control of the warden.
15. Girls should wear only rare minimum ornaments in the hostel.
16. Inmates should not keep valuables, jewellery and cash with them. Money transaction among the students will not be permitted.
17. Students should not keep more than three sets of dress other than their uniform, in the hostel.
18. Mobile phone, Walkman set etc. are banned in the hostel and will be confiscated if found on any students.
19. Students should keep modesty, decency and decorum in their behaviour, dress and hairstyle.
20. Students are not expected to damage any property of the hostel or of the other inmates. Any one indulging in such activities will have to make good the loss in addition to facing other punishments. This will be levied individually or collectively as the case may be.
21. On demand from the head of the school, expenses towards the school fees, cost of stationery, study tours and excursions will be paid from the students' hostel account and the same should be remitted by the parents in the respective term itself.
22. Food will be provided honouring the students' general interest and no catering will be done on individuals' option. Anyhow special nutritious drinks will be supplied on payment of the required charges there to.
23. Bringing food and other eatables to the hostel from outside is totally forbidden.
24. Medical treatment charges, if incurred at all, are to be paid by the end of that term itself.
25. Students suffering from infectious diseases or severe emotional syndromes will not be allowed to stay in the hostel. They will return to the hostel only after full recovery from their ailments.
26. Inmates should attend the morning and evening sessions of supervised study punctually. Extra hours provided for library access should be utilised by the inmates seriously and effectively to read the extensive collection of books and periodicals available in the library.
27. Hostel warden commands the authority to permit students to go on tours and excursions in the capacity as the guardian of the students.
28. Students should be keen on coming back to hostel after holidays on the stipulated dates itself. Those who fail in doing so will be subjected to stern actions.
29. Decisions will be taken by the school and hostel authorities in the best interests of the well being and development of the students and parents should comply with such decisions earnestly.

**CALCUTTA PUBLIC SCHOOL, RANCHI**  
**(Undertaking by Parents)**

1. I/We ..... do hereby undertake that I/we have read and understood the Hostel Rules & Regulations laid down by the School and agree to abide by them.
2. I/We hereby authorize the persons as stated on Page 1 of this form to act as Local Guardians for my / our son /daughter. I / We also delegate my / our responsibility to him and authorize him to take necessary decisions and actions in my/our absence.
3. I/We certify that my/our residential address and the Local Guardians address and contact details as mentioned on page 1 of this form are correct, in case of any change, I/we will intimate the same to the school management within 3 days.
4. My/Our ward will not indulge in any act of RAGGING. If he is found indulging in any such act or misbehavior, disciplinary action may be initiated against him as per the provisions of the Act No. IPC 326 (Serious Injury), 323 (Injury) and IT Act 67 (Vulgar SMS) & he may be expelled from the school if found guilty. If my/our ward is involved in any act of ragging, an FIR may be lodged against him.
5. I/We have gone through the prospectus and read through the fee structure and payment schedule. We agree to abide by them and strictly adhere to the payment schedule given. I/we will deposit the fees in full before the beginning of each term. The school fees and penalty, if any, which is due towards payment by me, will be paid within 30 days. If I/We default in making the payment, I / we are aware that, I/We will be asked to withdraw my / our ward. I / We will accept such a decision of the school authorities.
6. I/We have carefully read the "LEAVE RULES" of the institution Calcutta Public School, Ranchi. I/We understand that no leave will be granted to the students unless approved by the Principal. The gate pass will be issued only to me / us or to the authorized local guardians to take my/our ward, out of the hostel during regular week end outings/leave for special occasions.
  - a) Leave for attending marriage:
    - i) I/We understand that the application for leave to attend marriage will be supported by a marriage invitation card.
    - ii) I/We understand that in addition to the travel time, only two days leave will be permitted for the following cases:
      1. Marriage of real brother or sister. 2. Marriage of Parents real brother or sister
  - b) Leave on account of death in the family:

I / We understand that such leave is permissible to offer condolence only in the. event of death of an immediate relative in the family.
7. I / We shall ensure that my / our ward will report back to the school on the assigned date as mentioned in the leave application. He will join back on the day the school reopens after vacations as per the dates specified in the school calendar. I / We understand that if my / our ward fails to join back on the assigned date, necessary disciplinary action may be taken against him as per the school rules & regulations.
8. I/We understand that my / our ward will be expelled from the school tor any of the following act:
  - a. Using unfair means in the examination.
  - b. Consistent unsatisfactory performance.
  - c. Any act of Immorality as per social norms.
  - d. Grave insubordination
  - e. Stealing or extortion of money or any item from other students

- f. Contempt of authority
  - g. Leaving the hostel or school premises without prior permission. (Breaking the boundary rules)
  - h. Damaging school property
  - I. Any word, statement or action likely to undermine the reputation of the institution.
  - j. Bullying, assaulting and any act of ragging
  - k. Smoking, drinking alcohol and use of other psycho tropic drugs and substances.
9. I/We certify that all information related to the medical history of my/our ward is correct and complete. I/We understand that the school will do its best to provide routine medical aid, but will not be held responsible for any sickness/undisclosed disease. I/We understand that in case of communicable/infectious diseases, my/our ward will be sent back home. I/We / local guardian will pick him up from the hostel.
  10. I/We understand that in case of planned surgical procedures, we will duly inform the school authorities and formally apply for leave for my/our ward supported by all medical documents. I/We/Local Guardian will personally pick up our ward. My/Our ward will rejoin after complete recovery and a medical fitness certificate from the concerned medical practitioner will be submitted to the school authorities.
  11. I/We agree to accept the Medical Insurance Policy which the school will enter into agreement with the Insurance Company. In the event of an emergent requirement of surgery/treatment, I/we permit the school authorities to take appropriate action. I/We assure that the local guardian will immediately rush on information and duly sign all the required medical papers on my/our behalf. I/We agree to reimburse all the medical expenses incurred by the school authorities during the course of treatment which are not covered under the Insurance policy.
  12. If my/our ward leaves the school campus without permission, the school authorities may lodge an FIR with the local Police Station. I /We will have no right to question and raise objections to this action. The school will not be held responsible in the event of any accidental mishap or untoward incident in such circumstances.
  13. I/We will try to attend PTM as per the schedule given in the School Almanac. In case of my/our inability to do so, I/We will ensure that the Local Guardians attend the PTM on our behalf.
  14. I/We shall ensure that my / our ward will not carry any eatables, electrical gadgets,.
  15. I/We/My/Our family shall visit my/our ward only on the specified days stated in the visiting schedule for the Parents/Local Guardian.
  16. I/We will not visit the rooms of the students without proper permission from the Principal / Warden.
  17. I/We assure that I/We will extend full cooperation to the School authorities in the interest of my / our ward.

I/We have read the rules & regulations of the Calcutta Public School, Ranchi (Hostel & School) and agree to abide by them. If, in spite of precautions taken by the school, any mishap, accident, injury or death takes place during the period of my/our ward's stay in the school & hostel or if and when he joins a tour, excursion, sports activities or camp, I/We will not hold the school or any member of its staff wholly or partly responsible for it..

**Date:**

**Signature of Mother**

**Signature of Father**

**CALCUTTA PUBLIC SCHOOL, RANCHI**  
**(Undertaking by Local Guardians)**

1. I/We hereby agree to be the Local Guardian(s) for Master/Miss.....  
Son/Daughter of Mr/Mrs..... and agree to take  
his responsibility in the absence of the Parents.
2. I/We hereby undertake that I/We have read the Hostel Rules & Regulations of the School and agree to abide by  
them.
3. I/We confirm that my/our address and contact details are as mentioned in Page 1 of this form and in case they are  
changed I/We will intimate the same to the school management within 3 days.
4. I/We hereby undertake that in case of any sickness, particularly in case of any infectious/communicable disease or  
any emergency, it will be my/our responsibility to keep the ward with me/us during the directed period by the  
school authorities.
5. I/We have studied the leave rules of the institution. I/We assure that, I/we will follow the stipulated timings. I/We &  
my/our family shall visit my/our ward only on the days specified in the Visiting Schedule for the Parents/Local  
Guardian's
6. I/We will personally pick up & drop him/her back as per the scheduled time of return for weekend outings /leave  
etc. I/We assure that I/We will always adhere to all rules related to the issue & submission of GATE PASS.
7. I/We shall ensure that my ward will report punctually to the school on the school opening days specified in the  
School Calendar failing which, disciplinary action may be taken against him or her. I / We are aware that such  
action may even be withdrawal from school.
8. I/We shall ensure that my ward does not carry any eatables, electrical gadgets, mobile phones or any other costly  
items to the hostel & school. He will also not carry more than Rs. 500/- cash with him at any given time.
9. I/We will not visit the rooms of the students without proper permission from the Principal/Vice Principal/Warden.

**First Local Guardian's Signature**

**Second Local Guardian's Signature**