

SHILLONG VIDYALAYA SECONDARY SCHOOL

LUMSHATSNGI, SHILLONG – 04

ADMISSION FORM

Form No :

Date :

Admission No:

Passport Size
Photograph of
The Applicant

1. Name of the applicant (in block letters) : _____

2. Date of Birth (with certificate) : _____

3. Gender (Male/Female) : _____

4. Father's / Guardian's name : _____

5. Address : _____

: _____

: _____

6. Mobile No : _____

7. Admission sought for Class : _____

8. Category (SC/ST/Gen/Others) : _____

9. Religion : _____

10. Nationality : _____

11. Language preferred (Assamese/Khasi/Alt.English): _____

12. Name and address of the institution last attended: _____

13. Reason for leaving the last institution: _____

I do hereby declare that the above mentioned details are true and correct to the best of my knowledge. In case of any false or incorrect information, the school authority may take any action which is deemed fit and proper.

Date : _____

Signature of the applicant: _____

(For Office Use)

Admitted to class: _____

Signature of the Headmaster: _____

Received a sum of ₹ _____

Signature of the O/A : _____

GUIDELINES FOR ADMISSION AND WITHDRAWAL:

1. All admissions are given at the sole discretion of the school authority.
2. All admission are made only on receipt of the following documents:
 - a. Transfer certificate from the school last attended.
 - b. An original mark sheet
 - c. Xerox copy of the Birth certificate

GUIDELINE FOR PAYMENT OF SCHOOL FEES:

1. Fees will be received at the school office during the school hour only.
2. Fees can also be paid through the respective class teachers.
3. Certificates or results will be withheld from pupils who have fee debts.

GUIDELINES FOR ACADEMIC ACTIVITIES:

1. Pupils must be punctual and must be at the school premises before the final bell rings
2. Pupils are expected to regularly prepare their lessons and their home works / other assignments
3. Students should bring all their prescribed text and notebooks of the day without failure.
4. Students should have separate notebook for every subject.

GUIDELINES FOR DISCIPLINE:

1. Except for reasons of ill health and unavoidable circumstances, a prior written application from the guardian is required for any leave of absence.
2. Participation in games, physical training, cultural activities and socially useful productive works are compulsory. The exemption will be granted on medical ground only.
3. Irregular attendance, habitual idleness theft, dishonesty, immoral insubordination, neglect of homework, disobedience or disrespect towards the members of the staff, unruly behaviour or immoral influence stern action will be taken.
4. Without the permission from the Headmaster (written/verbal), pupils will not be allowed to leave the school during the school hours.
5. Pupils are not permitted to bring Mobile Phones, Electronic gadgets etc to the school at anytime.
6. The rules and guidelines are liable to be amended.