

# **SHREE SARASSWATHI VIDHYAAH MANDHEER**

## **Admission Procedure/Requirements for Residential Admissions**

Shree Sarasswathi Vidhyaah Mandheer School is affiliated to the Central Board of Secondary Education, (CBSE).

The name of the child will be registered on receipt of the application form duly completed. The filled application form and the demand draft payable at Coimbatore in favour of SHREE SARASSWATHI VIDHYAAH MANDHEER SCHOOL for Rupees five hundred with the other relevant documents may be sent to our School Office at the Address given below:

## **SHREE SARASSWATHI VIDHYAAH MANDHEER**

Alangombu – Post, Mettupalayam – 641 302, Coimbatore – Dist  
Tamil Nadu , India

You are requested to contact our Correspondent Mrs. MANIMEKALAI MOHAN, on her mobile No. 93644 54884 or at our School Office (Tel 04254-326901) regarding the fee structure.

The following documents will have to be submitted while admitting the child to the School, date of opening will be intimated well in advance.

- a) Transfer Certificate/School leaving Certificate (in original) from the school in which the student last studied.
- b) Marks Sheet of the last examination in the previous school
- c) 24 passport size photographs (colour) with its negative.
- d) Details of the Local Guardian in a separate sheet of paper, indicating the name, relationship, address, telephone Number, FAX No & E-mail ID.
- e) Declaration of Second/Third Language selected out of Hindi/French/Sanskrit)\*\*
- f) Students for XI Standard should produce X Standard marks sheet issued by the respective Board alongwith Migration Certificate and Character/Conduct Certificate in addition to Transfer/School Leaving Certificate.
- g) Passport of the child. In case the Passport is not readily available, the same is to be applied for and submitted to the school within two months from the date of admission.

\*\*Students seeking admission to classes upto VIII Standard have to opt for 2<sup>nd</sup> and 3<sup>rd</sup> languages out of Hindi/ French and Sanskrit. Students seeking admission to classes IX and X Standard should opt only second language out of the above three languages.

The child while joining the School should bring the items shown in the list Annexure 1 & 2.

**SHREE SARASSWATHI VIDHYAAH MANDHEER**

Application for Admission

Alangombu – Post, Mettupalayam – 641 302, Coimbatore

Appendix - “A”

( USE BLOCK LETTERS ONLY)

Student's Name : (As per previous school records)			
Admission to Grade / Standard			
Date of Birth	DD	MM	YYYY
Place			District
State			Nationality
Religion			Mother Tongue
Permanent Address			
	Pin		
Father's Name			Age
Occupation			
Mother's Name			Age
Occupation			
Address			
	Pin		
Telephone	Office Fax(ISD & STD Code)	Fax (ISD & STD Code)	
	Residence Fax(ISD & STD Code)	Fax (ISD & STD Code)	
	Mobile	e-mail	
Address for correspondence			
	e-mail	Pin	
Local Guardian's Name and Address (Coimbatore or Near by)			
	Pin		
Telephone	Office	Fax	
	Residence	Fax	
	Mobile	e-mail	

Name and addresses of previous schools attended with dates.		
Institution	Grades	Year of completion
1.		
2.		
3.		
Reason for withdrawal from present school		
Scholastic grade / percentage in the class		
Form or Grade completed before entry at SSVM		
Careers considered		
Sports, games and activities		
Interests and hobbies		
Music (vocal / instrumental & years of learning)		
Is there evidence of any learning disability (attach full explanation)	Yes	No
Health and physique: Any allergies, history of asthma, epilepsy, diabetes or other major illness or physical disability should be noted here (see separate Medical forms.)		
Character		
Attainments		
General Remarks		
Student's passport No. Place of Issue Valid till		
Recommended by		
2nd language selected		3rd Language selected
Signature of Student		Signature of Parent / Guardian
Admit to		Standard.
Principal		Chairman
For Office use only:		
Roll. No. Allotted :		Admission No.:

Please note that this certificate must be signed by a qualified medical practitioner / physician. Please use the reverse side for supplementary information, if necessary.

Name of the Student \_\_\_\_\_

Permanent address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address & Tel. No. of parent / guardian \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, address & Tel. No. of nearest relative or friend (In Coimbatore or nearby) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Infectious Diseases

(Please underline the disease(s) your child has already had)

Measles - German Measles - Scarlet Fever - Chicken Pox - Mumps - Whooping Cough - Epidemic viral Hepatitis - Malaria - Typhoid Fever - Poliomyelitis - Tetanus - Diphtheria - Meningitis - Endocarditis - mononucleosis (Glandular fever) - Toxoplasmosis, etc.

Recent exposure to any other contagious / infectious disease (give details).

### Other Illness (Please underline)

Respiratory	Frequent tonsillitis - Otitis (Ear infection), Bronchitis - Asthma - Sinusitis - Epistaxis
Digestive	Gastric - Digestive - Intestinal complaints
Heart & Circulation	Congenital or acquired heart diseases - Peripheral Circulatory troubles (chilblain or others)
Blood	Blood group Anemia - Prolonged bleeding - Capillary fragility or other trouble.
Nervous	Epilepsy - Tetanus - Disorders of character - Migraine.
Joints & Bones	Rheumatic illness - Trauma requiring special attention
Endocrine	Diabetes - thyroid and Parathyroid problems or other
Metabolism	Obesity - Failure to thrive - Other problems
Skin (Epidermic)	Eczema - Urticaria - other contagious or non-contagious skin diseases - Fungal infection.
Allergies	Drug - Foods - Odours - Chemical Products - Plants Dust (Pollen) - Hair - Feathers or Others

Urinary                                      Kidney trouble - Bladder : Cystitis - enuresis

Genital                                      Eg. Incapacitating periods or other troubles  
(Concerns mostly girls)

Teeth                                        Condition of Teeth - necessary care or supervision

Glasses or Contact lenses    If spectacles are worn, please supply an extra set.

Date of the most recent illness: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Particular wishes of the parents : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please state whether the child is fit and able to participate in sports and expeditions. If not, please give

1. Medical Certificate

2. Concise physical report

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplementary remarks and information (send analysis, X-rays, Medical certificates etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clinical Evaluation - Health Certificate \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of Medical Practitioner /  
Physician with seal & Regn. No.

Supplementary information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Undertaking - 1**

(To be signed and returned with the application form by parents)

I understand that my son / daughter is granted admission to SHREE SARASSWATHI VIDHYAAH MANDHEER SCHOOL on the following terms and conditions:

1. That I will deposit the Transfer Certificate of the previous school within 15 days of his joining the school, failing which the Principal will have the right to cancel the admission and send the student home.
2. That I will deposit the fees in full on or before the due date. If not, after 30 days, the name of the student will be struck off the register.
3. That I have studied the leave rules of the institution. I understand that the school celebrates all religious festivals and no home leave is permissible for religious functions. In addition to travelling time, only two days leave for attending the marriages of real sisters or brothers or parents' brothers or sisters and to offer condolence to immediate relations is permissible. An invitation card should accompany the request for leave for attending the marriage. No leave is granted for Birthday and Raksh Bandhan, etc., and no leave is permissible for any of the above reasons during the examination days. I also understand that no leave will be granted to the student unless I apply for it directly to the Principal.
4. That no food parcel will be sent to the student.
5. That the student will not be given any cash. All the money required for the student will be sent to the school office.
6. That if my ward leaves the school campus without permission, the school authorities may lodge an F.I.R. with the local police station and I will have no right to question and raise objections to this action. The school will not be responsible for any mishap in such circumstances. My ward may be considered for re-admission only after paying a fine Rs.5000/-. His readmission will be at the discretion of the Principal.
7. That the student may be removed from the school for
  - a. non-payment of school dues
  - b. using unfair means in any examination
  - c. consistent unsatisfactory progress
  - d. conduct harmful to other students
  - e. immorality
  - f. grave insubordination
  - g. stealing or extortion of money / items from other students
  - h. contempt of authority
  - i. breaking bounds
  - j. damaging school property
  - k. any word or action likely to undermine the reputation of the institution
  - l. bullying, assaulting and ragging in any form
8. That the school does not hold any responsibility in cases of sickness or accidents. This applies also to all accidents which may occur in the science laboratories, workshops, sports fields, gymnastics, rock climbing, trekking, mountaineering, swimming, educational tours or journeys to and fro from the school.
9. Parent's and child's love is divine. The school, keeping in mind this beautiful relationship, has decided to permit the parents to take the child out of the school campus during the weekend "Every alternate month" from (September to April only). Parents may take the children from the school Saturday afternoon and drop them back to the school before 8 am on the following Monday. Parents may telephone once in fifteen days and e-mail at any time.
10. During July and August parents must avoid visiting the school and help the child to settle down in the new environment and make friends and bring about feelings of the school being a home away from home.

Please note: Visitors will not be allowed to visit the dormitories.

11. That leave will not be granted on the pretext of illness of relatives, including the parents, except under very special circumstances.
12. That promotion to the next class is not automatic, it will be granted at the end of the Annual examination only in accordance with the school promotion policy which may vary from time to time.
13. That the school will do its best to provide normal medical aid, but the school will not be held responsible for any accident or mishap beyond its control.
14. That no valuables like gold chains, rings, transistors, personal stereo systems, cameras, etc., are to be given to the students. The school does not take responsibility for the loss of such valuables.
15. That the parents who wish to withdraw their children at the end of a term will have to give a notice of at least two months prior to the commencement of the next term, failing which they have to pay the full fees for the whole term (next term). At any given time, a 12 days notice is to be given to the school for withdrawal during the term.

The transfer certificate is issued only after all the dues are settled. Fees once paid will not be refunded.

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

Signature of \_\_\_\_\_  
Parent / Guardian

### Undertaking - 2

Swimming / Rock climbing / Trekking / Gymnastics / etc.,

I shall be happy if my ward.....

Roll No..... is included in the above mentioned courses as and when conducted by the School and if my ward expresses his / her desire to join them. This may be treated as my formal consent for the above courses.

I agree to abide by the directions of the Courses-In-Charge and the authorities of Shree Sarasswathi Vidhyaah Mandheer School, Mettupalayam, at all times during the course of training of my ward.

In case of any mishap, accident or injury, I will not hold the Shree Sarasswathi Vidhyaah Mandheer School, Mettupalayam, or any member of its staff wholly or partly responsible for it.

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

Signature of Parent / Guardian  
\_\_\_\_\_

### Undertaking - 3

I have read the rules of Shree Sarasswathi Vidhyaah Mandheer School and agree to abide by them. In spite of normal precautions taken by the school, if any mishap accident or injury takes place during the period of my ward's stay at the school or if and when he joins tours, excursions or camps, I will not hold the institution or any of its staff wholly or partly responsible for it.

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

Signature of par \_\_\_\_\_  
ent / Guardian  
\_\_\_\_\_

# SHREE SARASSWATHI VIDHYAAH MANDHEER

Body Measurements to be taken by your TAILOR only.

Name :

Roll No. (If allotted) :

House colour:

## Uniform Measurements for BOYS

1. Height :
2. Weight :
3. Age :

### Shirt

1. Length :
2. Neck :
3. Shoulder :
4. Chest :
5. Sleeves - H :
6. Sleeves - F :
7. Cuff:

### Pant

1. Length :
2. Waist :
3. Seat :
4. Fork :
5. Half Pant Length :

### Kurta

1. Length :



# SHREE SARASSWATHI VIDHYAAH MANDHEER

Body Measurements to be taken by your TAILOR only.

Name :

Roll No. (If allotted) :

House colour :

## Uniform Measurements for GIRLS

1. Height :
2. Weight :
3. Age :

### Shirt

1. Length :
2. Neck :
3. Shoulder :
4. Chest :
5. Sleeves - H :
6. Sleeves - F :
7. Cuff :

### Pant

1. Length :
2. Waist :
3. Seat :
4. Fork :
5. Half Pant Length :

### Kurta

1. Length :

### Skirt

1. Length :  
(One inch below knee)

**SHREE SARASSWATHI VIDHYAAH MANDHEER**

## List of items to be brought by BOYS

Alangombu – Post, Mettupalayam – 641 302, Coimbatore – Dist Tamil Nadu , India

## Annexure 1

Sl.No.	Item	Quantity	Sl.No.	Item	Quantity
1	Colourful, informal/ traditional dress (for festivals & functions)	2 Sets	19	Shampoo	2 Bottles
2	Casual wear (decent ones)	4 sets	20	Hair oil	2 bottles
3	Under wear & Vests	8 Nos each	21	Dettol Liquid Soap	1 No
4	Bed Sheet	4 Nos	22	Bath Soap	6 Nos
5	Pillow covers	4 Nos	23	Comb or Hair Brush	2 Nos
6	Bath robe	1 No	24	Black shoes (Naughty /super stride (Bata)	1 pair
7	Bath Towels	4 Nos	25	Shoes (casual wear) any make	1 pair
8	Swimming Dress with cap & goggles	2 Nos	26	Sports shoes	1 pair
9	Blanket or Razai (quilt)	1 No.	27	Bathroom slippers	1 pair
10	Handkerchief	12 Nos	28	Black Shoe Polish	1 No.
11	Hat or Cap	1 No	29	Shoe brush	1 No
12	Umbrella (black)	1 No	30	Socks (white)	6 pairs
13	Rain Coat with cap	1 No	31	Hand torch	1 No
14	Leather belt (reversible) black or brown	1 No	32	Table alarm clock with battery	1 No
15	Air bag (small) for local trips	1 No	33	Air mail, stamps, inland letters, plain covers, greeting cards, & as required writing pads	
16	Water Bottle	1 No	34	Coat Hangers	12 Nos
17	Tooth Brush & tongue cleaner	2 Nos each	35	Nail Cutter	1 No
18	Tooth Paste	3 Tubes			

## List of items to be brought by GIRLS

## Annexure 2

Sl.No.	Item	Quantity	Sl.No.	Item	Quantity
1	Colourful, informal/ traditional dress (for festivals & functions)	2 Sets	20	Hair oil 2 bottles	
2	Casual wear (decent ones)	4 Sets	21	Dettol Liquid Soap	1 No
3	Under wear (Slips, Bra & Panties)	8 Nos each	22	Bath Soap 6 Nos	
4	Bed Sheet	4 Nos	23	Comb or Hair Brush	2 Nos
5	Pillow covers	4 Nos	24	Black shoes Bata (Vallerina)	1 pair
6	Bath robe	1 No	25	Shoes (casual wear) – without heal - any make	1 pair
7	Bath Towels	4 Nos	26	Sports shoes	1 pair
8	Swimming Dress with cap & goggles	2 Nos	27	Bathroom slippers	1 pair
9	Blanket or Razai (quilt)	1 No.	28	Black Shoe Polish	1 No.
10	Handkerchief	12 Nos	29	Shoe brush	1 No
11	Hat or Cap	1 No	30	Socks (white) 6 pairs	
12	Umbrella (black)	1 No	31	Hand torch	1 No
13	Rain Coat with cap	1 No	32	Table alarm clock with battery	1 No
14	Leather belt (reversible) black or brown	1 No	33	Air mail, stamps, inland letters, plain covers, greeting cards, & writing pads as required	
15	Air bag (small) for local trips	1 No	34	Coat Hangers	12 Nos
16	Water Bottle	1 No	35	Nail Cutter	1 No
17	Tooth Brush & tongue cleaner	2 Nos each	36	Lice Comb	1 No
18	Tooth Paste	3 Tubes	37	Eucalyptus Oil	1 Bottle
19	Shampoo	2 Bottles	38	Silk Scarf	1 No

Above items are to be packed in a VIP or Similar suitcase of dimension 22"x12"x7" only

- Each clothing should be stitched with the roll Number of the student.
- Shoe should be marked inside with the roll number
- A list of clothes should be handed over to the Dorm Master/Dorm Mistress on arrival.
- Perfumes, Nail Varnishes, lipstick, lip-gloss, costly silver and gold ornaments, Walkman, camera etc are NOT permitted.
- Dress Code: Tight and transparent outfits are not allowed. Dress sense should be based on comfort, appropriateness and tastefulness of choice, rather than trends of fashion and the desire for display. Girls are NOT ALLOWED to wear sleeveless, spaghetti and light T-shirts.
- Cloths and T-Shirts with risque prints or symbols are also NOT ALLOWED