



# BIRLA VIDYAMANDIR, NAINITAL (INDIA) REGISTRATION FORM

(Valid for Classes IV to IX only. Use different form for class XI)

Code \_\_\_\_\_

Centre opted for Admission Test:  Nainital  Delhi  Lucknow

Name of the Pupil \_\_\_\_\_

Date of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_

Mother's Name \_\_\_\_\_

Full Address of Father/Guardian \_\_\_\_\_  
\_\_\_\_\_

Affix  
passport size  
photograph  
of  
the child

Telephone Number: Code \_\_\_\_\_ Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Occupation of Father/Mother \_\_\_\_\_

(Mention designation in case of service)

Class in which seeking admission \_\_\_\_\_

Class in which studying at present \_\_\_\_\_ Medium of study \_\_\_\_\_

Name & Address of the school (Last attended) \_\_\_\_\_  
\_\_\_\_\_

(Please attach latest progress report and Principal's Certificate of present school)

Co-curricular interests of the child \_\_\_\_\_ Final Exam. Passed \_\_\_\_\_

Name (s), class and number of brother (s) Studying in Birla Vidyamandir, Nainital  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Whether any family member has studied in Birla Vidyamandir, Nainital (Please give details)

Name	Year of passing out	Relationship with the child
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_____	_____	_____
_____	_____	_____

Name and address of two responsible persons known to Parents/guardian:

1. Name \_\_\_\_\_ 2. Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the rules of Birla Vidyamandir and agree to abide by them. If, in spite of normal precautions taken by the school, any mishap, accident or injury takes place during the period of my ward's stay in the school or if and when he joins a tour, excursion or camp, I will not hold the institute or any member of its staff wholly, or partly responsible for it.

The cost of Prospectus of Rs. 350/- and the Registration Fee of Rs.1000/- is being remitted through Bank Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Drawn on \_\_\_\_\_  
(Name of the bank)

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

Signature of Parent/Guardian

**Note:**

1. The registration fee of Rs.1000/- is payable by Account Payee Bank Draft only in favour of Birla Vidyamandir, Nainital.
2. The registration fee is neither refundable nor transferable to another year.
3. In case a boy is put on the waiting list, it does not carry with it the guarantee of admission.

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FOR THE USE OF THE OFFICE

Registration fee received vide Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Sl. No. \_\_\_\_\_ Registration \_\_\_\_\_

ACCOUNTANT

Admitted to class \_\_\_\_\_ Boy No. \_\_\_\_\_ House \_\_\_\_\_

PRINCIPAL

Dues Realised Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

ACCOUNTANTS OFFICER

## **Appendix 'B'**

### **Undertaking by the Parents/Guardians**

I understand that my son/ward is granted admission to Birla Vidyamandir, Nainital on the following term and condition:

1. That I will submit the T.C. 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 boy home.
2. That I will deposit the fee in full before the beginning of each term. The account of personal expenses may be sent to me when completed.  
If the installments of school fee are not paid by me within due dates, a penalty of Rs.100/- for the first day and that of Rs.10/- per day for each subsequent day will be levied.  
If the installments of school fee and penalty due are not paid by me within 30 days, I may be asked to withdraw my ward(s).
3. That I have studied the leave rules of the institution. I understand that all festivals are celebrated by the boys in the school and no home leave is permissible on religious functions. In addition to the journey days, only two days leave for attending the marriages of real sisters and brothers or parents' brother or sisters and to offer condolence to immediate relation is permissible. Request for leave for attending the marriage should be accompanied by an invitation card. No leave is granted to the boy unless applied for directly to the Principal. Overnight leave for staying in town with Parents (not with brothers, sisters or other relations) will be asked for in writing only on the second Saturdays.
4. That no food parcel will be sent to the boy.
5. That the boy will not be given any cash at all. All the money required for the boy will be sent directly to the school office.
6. That if my son/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 son/ward may be considered for readmission only after paying a fine of Rs.1000/- His re-admission will be entirely at the discretion of the principal.
7. That the boy may be removed from the school on indulging himself in either of the following acts of indiscipline:
  - a. Non-payment of school dues.
  - b. Using unfair means in any examination.
  - c. Consistently unsatisfactory progress.
  - d. Immorality.
  - e. Grave insubordination
  - f. Stealing or extortion of money or items from junior boys.
  - g. Contempt of authority.
  - h. Breaking bounds.
  - i. Damaging school property.
  - j. Any word or action likely to undermine the reputation of the institution.
  - k. Bullying, assaulting and ragging in any form.
  - l. Keeping mobile phone, CD player, electric kettle, heater, MP3 player, etc. In this regard the decision of the Principal will be final.

8. That the school does not hold any responsibility in case of sickness or accidents. This applies also to all accidents which may occur in the science laboratories, gymnastics, boxing, workshops, rocks-climbing, trekking, mountaineering, swimming, educational tours, play grounds, classrooms, hostels or on journeys to and from the school.
9. That the parents/visitors are not allowed to meet their wards during school hours. They can visit them during the visiting hours-10 am to 1 pm on Sundays/ Holidays, after signing the visitor's register.
10. Visitors will not be allowed to visit the dormitories.
11. That leave will not be granted on the pretext of illness of relatives, including that of parents, except under very special circumstances.
12. That the promotion to the next class is not automatic. It will be granted at the end of the annual examination in accordance with the school promotion policy which may vary from time to time.
13. That the number of seats in class XI being limited, I clearly understand that the admission of my son/ward is valid up to class X only and that he will have to seek fresh admission to class XI, which is selective and subject to the discretion of the Principal. It will depend on the general conduct and performance of the boy during his stay in the school.
14. That the school will do its best to provide normal medical aid, but will not be held responsible for any accident or mishap beyond control.
15. That the boys are encouraged to put their difficulties to the teachers but there is normally no provision for private tuition. Boys not making satisfactory progress will have to be withdrawn, if so advised.
16. That if possible to make arrangements for professional training, I shall have to pay additional amount applicable.
17. That the school does not take responsibility for escorting boys to and from their homes.
18. That taking all the examinations conducted by the School is compulsory.
19. If my ward indulge himself in any indiscipline or found to disobey the instruction of Principal/House Masters/Teachers, he may be denied admission in next session.

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

(Signature of the Parent/Guardian)

Name of the Ward \_\_\_\_\_

**BIRLA VIDYAMANDIR, NAINITAL**  
Recommendations to Guardians/Parents

1. Guardians are requested to study the progress reports of their wards and monitor their total progress carefully.
2. In case a guardian feels that his ward is not making satisfactory progress, he should discuss with the House Master & write to the Principal.
3. Parents/Guardians may discuss/share the problems or difficulties of their ward with the House Master, Vice Principal, Principal, so as to find a reasonable solution to take corrective measures. However, criticism of a teacher or of school in the presence of a student should be avoided.
4. Guardians are requested to ensure that their wards return to school in time after the vacations, or home-leave during the term time.
5. Students are given pocket money at reasonable rates. Guardians are requested to discourage their wards from becoming extravagant and refrain from sending additional money.
6. In our venture to educate their wards, guardians are requested to render their full co-operation in making educational tours, treks and adventure activities a big success by encouraging their wards to participate in these actively.
7. Full medical history and the report of all ailments and the treatment given to the boy should be submitted for record at the time of Admission.
8. Parents/Guardians should also be the role model to develop the personality of the child.
9. Parent-Teacher interaction should be encouraged in a positive way to help the child.
10. During vacation/holidays parents should extend their full cooperation to their children in completing the home assignments/project work given to them by the school.

**BIRLA VIDYAMANDIR, NAINITAL  
UNDERTAKING**

SWIMMING/ROCK CLIMBING  
TREKKING/BOXING/GYMNASTICS  
MARTIAL ARTS & OTHER GAMES & SPORTS

I shall be happy if my ward \_\_\_\_\_

No. \_\_\_\_\_ as per his desire & selection to participate in these activities, is included in the above mentioned courses/activities as and when conducted by the School. This may be treated as my formal consent for the above courses/activities.

I agree to abide by the directions of the Course Incharge and the authorities of Birla Vidyamandir, Nainital, at all times during the course of training of my ward.

In case of any mishap, accident or injury, I shall not hold the school (Birla Vidyamandir, Nainital) or any member of its staff wholly or partially responsible for it.

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

(Signature of the Parent/Guardian)

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

# BIRLA VIDYAMANDIR, NAINITAL

## ENTRANCE EXAMINATION

### ADMIT CARD

Registration No.  Class  Center

Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Examination \_\_\_\_\_ Time 10 am to 1 pm.

Affix your  
passport size  
photograph  
(same as in the  
Registration  
form)

#### **Note:-**

1. Please bring this admit card with you and hand it over to I/C ENTRANCE EXAMINATION on demand.
2. Please reach the examination hall half an hour before commencement of the examination.

I/C ENTRANCE EXAMINATION

PRINCIPAL

## **General Rules & Regulations**

### **Annual Charges and Payments**

For details please refer to the Fee Schedule.

The school fee includes charges payable towards tuition, boarding and lodging, Statement of account showing details of personal expenses is sent to the guardian at the end of each term and the balance is carried over.

### **Winter Study Camp**

Since following the winter vacation Board's exams commence almost immediately, a winter study camp is run at Moti Mahal, Lucknow for coaching the examinees during the referred vacations. Charges for this study camp are exclusive of the routine fee schedule.

Payments should be made to the school by Pay Orders/ demand-drafts drawn in favour of 'Birla Vidyamandir, Nainital' on a bank at Nainital. The dues payable are always to be deposited in the school office with the cashier.

### **Withdrawals**

Guardians who wish to withdraw their wards at the end of a term have to give a two months notice preceding the commencement of the next term, failing which they have to pay the full fee. Students withdrawn during the middle of a term will be required to pay the fee of the whole term. In case of new admissions, if a student is withdrawn within 15 days of the date of joining the school, half of the tuition fee of that term stands forfeited. For a stay beyond 15 days in the school, no claim for the refund of tuition fee is entertained. A transfer certificate is issued only after all dues are paid in full. Refund of amount, lying in credit or as caution money, is made through an account payee cheque after obtaining an application and also a pre-receipt from the parents at the end of the term in which a student is withdrawn. The caution money is refunded after the accounts for the year have been audited.

### **Leave Rules**

Ordinarily, no leave is granted during the term and should not be asked for except under very special circumstances. Leave for religious functions and marriages should be avoided to the utmost. Where it is absolutely necessary, home leave for two days, excluding the journey days, may be granted. In case of the marriage of real brothers and sisters or of parents' brothers and sisters leave may be granted if applied for in advance, accompanied by the printed invitation card. Leave for two days, exclusive of journey days may also be sanctioned to offer condolences to immediate relatives. Normally, no leave is granted during the examinations.

If a student remains absent without information for a week or so after the monsoon break, vacations or expiry of home leave, his name will be struck off the rolls. If due to unforeseen circumstances a student is not able to join the school on the due date the school dues for the term should in no case be held up. An application for such leave must accompany the draft as per the demand note.

### **Food and Messing**

There is common dining hall where vegetarian, well balanced food is provided. However, eggs are there in the breakfast. The food is wholesome and nutritious. At an additional cost milk is also supplied after dinner. The mess menu is revised as per the expert opinion of a dietician

### **Medical Facilities**

The institution has a small infirmary with 10 beds. A Medical Officer (MBBS) with paramedical crew is there to attend the routine cases. Serious cases, if any, are sent to the local government hospital. The school does its best to provide the required medical aid but does not owe any responsibility for accidents or mishaps beyond control.

### **Cash /Valuables**

Keeping cash, ATM/credit cards, Mobile Phones and consumer durables like Cassette/CD players, electric kettles, heaters etc is strictly prohibited. Guardians are advised not to give valuables like costly watches, expensive rings, chains etc to their wards when they come to the school. The school does not take any responsibility for the loss of such valuables.

### **Correspondence**

Housemasters ensure that all the students of their House write home every week and that the letters are posted every Monday. Guardians are expected to provide their wards with sufficient postal stationery. In all correspondence with the school, they must mention the boy's number, class and house. Send food parcels/packages to wards is not allowed.

### **Visiting Hours**

- Parents/Visitors – to visit during the visiting hours only
- Visiting hours - *1pm on Sundays/holidays*
- Visitors not to visit the boys dormitories
- Visitors to see House Master first, to take permission

Telephonic request for allowing the boy to visit the town in order to see the guardians/visitors is not entertained. In order to guard against impersonation leave request must be made either in person or in writing. Overnight leave to stay with parents is allowed only on the second Saturdays of the month, subject to school programme.