



IMPERIAL PUBLIC SCHOOL

PROCEDURES

1. Admission Rules

- 1.1 Admission Form is to be filled in and submitted to the school before the end of the Admission period
- 1.2 Incomplete or illegible Admission Form, without photographs will not be processed/accepted.
- 1.3 Dates for interaction will be given at the time of registration/intimated telephonically. The school authorities reserve the right to change the date and time of interaction.
- 1.4 Mere issue of form and registration does not ensure admission, which is subject to the availability of seat and other procedures.
- 1.5 Photocopy of Birth Certificate issued by Municipal Corporation or concerned civic authority must accompany with the Admission Form. Photocopy of report card of the last exam passed must be attached with the Admission Form.

2. Admission Procedure

2.1 Entrance Test/Interaction:

- a. There will be a test for students seeking admission (in class VI-IX & XI) to this school. Only those candidates who clear the test will be called for an interaction.
- b. Result will be displayed on the notice board on the dates specified at the time of Entrance/Phone calls will also be made to the selected candidates within a week.

2.2 Admission Formalities:

- a. Candidates whose names are displayed in the list must pay the fee by the dates indicated on the list, otherwise admission will automatically stand cancelled.
- b. The date of birth of the child is required to be supported by the Birth Certificate in original, issued by the Municipal Corporation/Local Body as applicable, along with a certified Photo copy thereof. An affidavit or any other evidence is not acceptable in place of Birth Certificate.

3. Refund of Fee

- 3.1 Fee once paid is NOT refundable for any reason whatsoever.

4. Withdrawal Rules

- 4.1 Application for withdrawal is to be made on a prescribed proforma available in the School office by paying Rs. 400/-. No child can be withdrawn till a written request from parents is put up. One month prior notice period or one month notice fee is required for withdrawal.
- 4.2 No Dues certificate is to be obtained.
- 4.3 Transfer Certificate will be issued after one week of the application and clearance of all dues.
- 4.4 Transport facility can't be withdrawn in mid of the session at any cost.

Note : Transport, Hostel and Generator Fee May be increased any time during the year due to hike in expenses.



IMPERIAL PUBLIC SCHOOL

ADMISSION FORM

(Use Capital Letters only)

Form No Aadhar No. of child

School No(To be filled in by the office)

Father's Photograph

Mother's Photograph

Please affix a recent Colour photograph of the child

INFORMATION ON THE CHILD

First Name Last Name

Gender : Male Female House

Date of birth Age on April 01,20...

Date of birth (in words)

Class for which admission is sought Religion Nationality

Category : General SC ST OBC Other

Physically disable : Yes No if Yes the Category

Residence Address (with phone & e- mail)

Emergency Contact Number's/Mobile No.

Correspondence Address (with phone & e-mail)

Family Information : Father's Name

Age Nationality Educational Qualification

Institution (Last Qualification From)

Adhar No.

Profession Designation Annual Income

Office Address (with phone & e-mail)

Mother's Name

Age Nationality Educational Qualification

Institution (Last Qualification From

Profession Designation Annual Income

Office Address (with phone & e-mail)

Guardian's Name

Age Nationality Educational Qualification

Institution (Last Qualification From

Profession Designation Annual Income

Office Address (with phone & e-mail)

Only one child Yes No

Identification Marks (if any)

Subject Offered (for Class XI only)

Kindly find enclosed:

1. Transfer Certificate
2. Birth Certificate
3. Two Passport size photographs
4. Caste Certificate (if applicable)
5. Blood Group
6. Physical disabled (if applicable)
7. Medical form (for Borders only)

| Subject | Code | Put (✓) |
|--------------------|------|---------|
| English Core | 301 | |
| Physics | 042 | |
| Chemistry | 043 | |
| Mathematics | 041 | |
| Biology | 044 | |
| Physical Education | 048 | |

Declaration :

We hereby certify that the information given in the Admission/ Registration Form are complete and accurate. We understand and agree that misrepresentation or omission of facts will justify the denial of admission, the cancellation of admission or expulsion. We have read and do hereby consent to the terms and conditions enclosed.

.....
Mother's Signature
 Date :

.....
Father's Signature
 Date :

Signature of Guardian
 Relation

.....
Admission Incharge

.....
Principal



IMPERIAL PUBLIC SCHOOL

TRANSPORT FORM

(Use Capital Letters only)

School No. (To be filled in by office)



We request that our son/daughter whose particular are given below may be permitted to use the school bus for his/her To and Fro journey between and I.P.S. w.e.f.....

INFORMATION OF THE CHILD

First Name Last Name

Gender : Male Female

Age Class Section

Home Address

Emergency Contact No. / Mobile No. Blood Group

Declaration :

1. We undertake to pay the bus charges according to the rules in force from time to time.
2. We understand that it would be our responsibility to drop and pick our child up at/ from the specified bus stop.
3. We accept that the bus facility is extended to our ward at our own risk and responsibility.
4. We understand that our ward will be allowed to travel on the bus only if seat is available on the route.
5. If bus services withdrawn in mid of session, we will not claim for the charges and transport security money.
6. We have read and do hereby consent to the terms and conditions mentioned above.

स्कूल विवरणिका में दिए गए नियमों –शर्तों को हमने समझ लिया है तथा जो अंग्रेजी में हैं, उसे हमें हिन्दी में समझा दिया गया है। हमें समस्त नियम व शर्तें मान्य हैं।

.....
Mother's Signature
Date :
.....

.....
Father's Signature
Date :
.....

Signature of Guardian
Relation
Date :

.....
Signature of Transport Incharge

.....
Signature of Principal



IMPERIAL PUBLIC SCHOOL

HOSTEL ADMISSION FORM

Please affix a recent colour photograph of the child

Hostel Admission No

To

Hostel In-charge/ Warden/ Superintendent

We request that our son/ward whose particulars are given below may be permitted to admit in your boys /hostel.

INFORMATION OF THE CHILD

Name

Date of birth Age on April 01,20...

Father's Name

Mother's Name

Address of communication

Contact

LOCAL GUARDIANS DETAILS (ONLY TWO LOCAL GUARDIANS)

Name

Address

Contact No. Relation with students

Aadhar No.

Photo

Name

Address

Contact No. Relation with students

Aadhar No.

Photo

Sign.of Cashier / Accountant

Sign. of Principal

RULES FOR HOSTEL

1. Child, parents and guardians are bound to the rule and regulations of the hostel.
2. Child will be rusticated/terminated from hostel due to any involvement in wrong doing without any notice.
3. Once the prescribed fee being paid, it is not refundable at any cost.
4. No child will be admitting in the hostel, if the child suffering from any chronic disease. If such thing is there, it should be informed before admitting in hostel.
5. Regular phone calls and frequent visits to child are not allowed at any cost.
6. No costly item and food from outside is allowed in the hostel premises given by parents.
7. Any type of electronic items like mobile, radio, iPad , video game, Deodorant & Sprays will be seized if it will be found with hostellers and fine Rs. 500/- will be charged.
8. Hostel is under strict time table and hosteller need to follow it for daily life like time of bath, breakfast, lunch, snacks, dinner, hair cut day, movie day, rest day, etc.
9. Visiting hours for parent are Saturday and Sunday. And with condition no hostellers are allowed to meet their parent without prior permission of hostel superintendent.
10. Frequent holidays hamper the growth of the child, so parent/guardians are encouraged to take child only in longer holidays/ vacation.
11. The hostel management will not be responsible for any type of mishappening with hosteller due to any natural calamities or unauthorized work done by hosteller like leaving the campus without permission, bringing danger to life through water, fire, poison and sharp or pointed tools.
12. Parents/ visitors are not allowed to enter inside the hosteller's room without prior permission.
13. No hostellers/visitors are allowed to enter or exit after 5 pm except visiting days Saturday and Sunday.
14. Parents are not allowed to receive or leave the child from hostel without prior permission.
15. Hostel fee may be increased any time due to hike in expenses.

DECLARATION :

1. We understand the rules and regulation of the hostel for my ward.
2. We understand the fee structure and mode of payment during stay of my ward in the hostel.
3. If there is any change in my residential address and telephone number, I will inform immediately to concern authority.
4. I hereby certify that my ward and myself shall follow all the rules, regulations and procedures laid down by the hostel from time to time.
5. I hereby put my signature to confirm the above declarations.

Date :

Place :

Mother's Signature

Father's Signature

Signature of Local Guardian

1.

2.

3.

Signature of Admission Incharge

Signature of Principal



IMPERIAL PUBLIC SCHOOL

MEDICAL FORM

Part - I

MEDICAL HISTORY OF THE CHILD

I Father/Mother/Local Guardian of
Student of Class Sec..... hereby confirm that my child/ward is suffering /not
suffering from :

- a. Allergy to any food/drug
- b. Fits
- c. Bronchial Asthma/Bronchospasm
- d. Any other disease for which the child is on regular medication.(parents to note that cancelling correct history may result in Expulsion from School/Hostel)

Date :

Signature of parent/Guardian

Part - II

MEDICAL FITNESS CERTIFICATE

(To be signed by the Regd. Medical Practitioner)

Certified that Master/Miss : _____ S/o- D/o _____ is examined by me
today on/...../..... whose signature is given below

- Is medically fit.
- Has no allergy.
- Has not suffered from any Acute/Chronic disease which need constant Medical Supervision (if yes, please specify)

.....
Full Signature of Student

.....
Signature of Medical Officer
Name with Regn. No. & Seal

WELCOME TO IPS HATHWA

I extend my good wishes for the intellectual, physical, ethical and moral development of the students and the Institution at large. We all are here making efforts to maintain the sanctity and ethos for which this Institution was established Education is a shared responsibility, hence I welcome and encourage your participation in our future endeavors.

..... M.B.M.P. Sahi (Trustee)

Every Child is blessed with all sorts of qualities to do well in academics and excel in all fields of life. What matters is the way they are groomed as a child and a student.

..... Sanjay Kunwar (Resident Director)

SENIOR FACULTY

| Sl. No. | Name | Position |
|---------|--------------------------|-----------------------------|
| 1. | MR. SANJAY KUNWAR | RESIDENT DIRECTOR OF SCHOOL |
| 2. | MR. AJIT KUMAR RAI | ACADEMIC MANAGER |
| 3. | MR. DURGESH NANDAN | PRINCIPAL |
| 4. | MR. VIJENDRA KUMAR SINGH | ENGLISH |
| 5. | MR. MANANJAY PATHAK | MATHEMATICS |
| 6. | MR. RAJKUMAR SINGH | CHEMISTRY |
| 7. | MR. ARUN KUMAR TIWARI | PHYSICS |
| 8. | MR. PAWAN KUMAR TIWARI | SOCIAL SCIENCE |
| 9. | MR. PAWAN DWIVEDI | HINDI |
| 10. | MR. RAVINDRA NAMDEV | PHYSICAL EDUCATION |
| 11. | MR. ABHAY KUMAR SINGH | MATHEMATICS |
| 12. | MR. AJIT SHRIVASTAV | CHEMISTRY |
| 13. | MR. AWANI SHRIVASTAV | PHYSICS |
| 14. | MR. TEJ PRATAP SINGH | ENGLISH |
| 15. | MR. SUNIL KUMAR SINGH | SOCIAL SCIENCE |
| 16. | MR. RUDRESHWAR SHUKLA | HINDI |
| 17. | MR. HEMANT KUMAR | CHEMISTRY |
| 18. | MR. HARKESHWAR PANDIT | MATHEMATICS |
| 19. | MR. D.P. YADAV | HINDI |
| 20. | MR. RAVI KUMAR | BIOLOGY |
| 21. | MR. MRITYUNJAY KUMAR | CHEMISTRY |
| 22. | MR. ROHIT MISHRA | SOCIAL SCIENCE |
| 23. | MR. DURGESH KUMAR MISHRA | BIOLOGY |
| 24. | MR. RITURAJ TRIPATHI | HINDI |
| 25. | MR. RAJESH SINGH | ENGLISH |
| 26. | MR. VIGYAN PRASAD | MATHEMATICS |
| 27. | MR. MANOJ KUMAR YADAV | BIOLOGY |
| 28. | MR. NIRMAL KUMAR | COMPUTER SCIENCE |
| 29. | MR. PRADEEP KUMAR RAI | MATHEMATICS |
| 30. | MS. MOHITA SHARMA | ENGLISH |
| 31. | MR. SURESH KUMAR | ENGLISH |
| 32. | MR. PRAMOD RAI | SOCIAL SCIENCE |

