

# UNDERTAKING BY THE PARENTS OF DAY SCHOLARS (NEW ADMISSIONS)

## DIRECTIONS, RULES AND REGULATIONS

The first step in your child's education is that you, as parents, read, understand and tick the appropriate spaces ( ) as an acknowledgment and acceptance of these rules and regulations by both you and your child. Please sign at the appropriate place at the end. The signatures of both parents are a must.

### REGISTRATION FORM:

Merely possessing a Registration Form does not guarantee admission to the College. ( )

After an interview/written test the College may not grant admission without assigning any reason whatsoever. ( )

No copies of the written test will be shown to the parent. ( )

Complete the Registration Form correctly. Incomplete Registration Forms will be summarily rejected. ( )

The Registration Form must be completed and returned by the date indicated on the form along with a signed copy of this document. ( )

### INTERVIEW:

The time for an interview will be intimated upon submitting the Registration Form and must be followed accurately. ( )

Both parents must accompany the applicant for the interview. ( )

### FOR PROSPECTIVE SCHOLARS:

No Scholars will be allowed in the College on a motorized two wheeler without a written undertaking from the parents for the same taking full responsibility of any accidents that may result in or outside the College Campus. ( )

No mobile phones are allowed in the College campus on Scholars. All mobile phones will be confiscated and returned to the parents only at the end of the academic year. ( )

75 percent attendance is a must for taking the Final Examination in each class. There is no exception to this rule. The Principal can condone another 15 percent shortfall in attendance if he is convinced, after exhaustive and thorough investigations into the reasons for such a shortfall. ( )

Scholars must be punctual for all events. ( )

Gates of the College close the same time as the first bell chimes for the morning assembly. No Scholar will be allowed in after this time. The Scholar must return home and will be marked as absent for the day. The Scholar must bring an application of absence, from the parents, the following day. ( )

Name of the Father/Mother/Guardian: ..... Signature: .....

If a Scholar is not in proper College uniform, he or she will be sent home for the day and marked absent. ( )

Boarding House is out of bounds for the Day Scholars. ( )

All Scholars shall be on the College playing fields at the time scheduled for games. Exemptions shall be made for those who are ill. In such cases permission must be obtained from the Principal. All relevant medical documents must be submitted for such a permission to be granted. ( )

Gross violation of rules will result in the expulsion of a Scholar from the College. Some such grounds for expelling a Scholar are mentioned below: **(But are not limited to these actions only)** Using foul language, physical violence, indiscipline, violating instructions, arrogance and disorderly behaviour, teasing, continuous unauthorized absence and non-payment of College dues, ragging, reading or viewing of obscene material, smoking, drinking or using intoxicating drugs. ( )

In case of damage to College property, the defaulter will pay the full cost of the damage along with an additional penalty, which will be imposed by the Principal. ( )

#### FOR PARENTS OF APPLICANTS:

The parents must attend each Parent – Teachers meeting. ( )

They must be present personally to collect the report cards after each examination. ( )

These must be signed and returned to the College on the designated date. ( )

Report cards will not be handed out to anyone but the parents. ( )

The parents must cooperate unconditionally with the College in the education of their child. This may mean changes in rules and regulations from time to time which the Parents and Scholars are bound to follow. ( )

Updated address and telephone numbers in the College records is the responsibility of the parents. Regular Short Service Messages (SMS) are sent to parents regarding the attendance of the Scholars and other important information. The College cannot be held responsible for such important messages not reaching the parents in case they have not reported the correct number or not updated their contact information with the College. ( )

#### LEAVE OF ABSENCE:

A Scholar must obtain prior permission for a leave of absence from the College. ( )

The Class Teacher must be informed in writing about such a leave of absence. ( )

If the leave desired is greater than for a period of 4 days the parents must meet the Headmistress or the Principal with a written application. ( )

Name of the Father/Mother/Guardian: ..... Signature: .....

In case of absence due to illness a medical certificate from a registered doctor must be submitted to the College within 2 days of absence. Attendance will be marked only from the day the certificate is received and not with a retrospective effect. The parents must meet the Principal or the Headmistress with such a certificate, personally. Copies of all medical examinations reports, bills of medicines and treatment must be attached. ( )

A Scholar who is absent for a period of 10 days without informing the College will have his/her name struck off the College rolls. ( )

The Principal may readmit such a Scholar, if the reasons are genuine, with a readmission fee of Rs. 2500. ( )

### FEE DEPOSIT GUIDELINES

The College Fee must be deposited by the day scheduled for it. A fine of Rs. 50 per day will be levied in case the fee is not deposited by the due date. This will include all holidays that may fall in this period. ( )

### UNDERTAKING:

I ..... Father/Mother/Guardian of .....  
..... who is seeking admission to your College hereby declare that I/we have read and understood this undertaking, point by point and agree to abide by them.

I understand that upon violation of any rule, the College may remove my son/daughter from Colvin Taluqdars' College, Lucknow.

In such a case my child shall be provided with:

\* A Transfer Certificate indicating that he/she was withdrawn during the session.

A certificate stating the accurate record of his/her attendance until the date of his/her withdrawal.

A commitment from Colvin Taluqdars' College, Lucknow to co-operate in the transfer of registration for ISC (Year 12) or ICSE (Year 10) Examination to another school affiliated to the Council for the Indian School Certificate Examinations. (For admission to Class IX and XI only)

I understand that it is on the basis of this undertaking alone that my child's candidature for admission may be considered.

Date: .....

Place: .....

Name of the Father: .....

Signature: .....

Name of the Mother: .....

Signature: .....

Name of the Guardian: .....

Signature: .....

Name of the Scholar: .....

Class: .....