



LCIT PUBLIC SCHOOL

(Affiliated to the Central Board of Secondary Education, New Delhi, CBSE Affiliation No.-3330224)

Near High Court, Raipur Road, Bodri, Bilaspur, Chhattisgarh - 495220



APPLICATION FORM

LCIT PUBLIC SCHOOL

Procedures, Terms & Conditions

A) ELIGIBILITY :

Age eligibility (As on 1st April of the academic session for which admission is sought)

Nursery – 3 years

KG I – 4 years

KG II – 4.5 years

Class I – 5.5 years

Class II onwards – on the basis of previous class.

B) PROCEDURE :

Registration – A duly filled form available from the school/website is to be submitted with the non-refundable, non-transferable Registration Fee within 7 days from the date of issue of form or the last date given.

A copy of birth certificate must be attached with the registration form.

Students who have attended other schools need to submit a photocopy of the report card of the previous class from the previous school along with Transfer Certificate.

PLEASE NOTE THAT THE REGISTRATION **DOES NOT IN ANY WAY** GUARANTEE THE ADMISSION.

Child Analysis- The child who is registered will have to appear for an Analysis test (for KG to Senior Secondary Level) which may be written or oral as laid down by the School for different levels. The test will be held for English, Hindi, Mathematics and/or any other subject which may be considered necessary and Test date will be intimated.

The selection of the candidates depends upon their performance and availability of seats in the concerned class.

Assessment of the child for admission is also based on the following factors:

- I) Academic readiness and motivation.
- II) Social and emotional development.
- III) Family co-operation in working with the school and meeting the needs of the students.
- IV) Ability of the school to serve the needs of the child.

The date of the result and the last date for the submission of fee will be specified at the time of the test.

Based on the child's analysis and other criteria, the School reserves the right to admit any student who is found fit for admission or refuse admission without assigning any reason. For all matters related to admission, the decision the Principal/Management will be final.

C) PROCEDURE FOR FEE PAYMENTS :

- Total Fee to be paid on a Quarterly basis
- Sibling concession - Rs 1000 per Annum limited to only one child.
- A one time refundable caution money of Rs. 2000 will be charged.
- Late Fee of Rs.300 per month will be charged for Academic fee paid after the due dates.
- Late Fee of Rs.300 per month will be charged for Transport fee paid after the due dates.

D) SCHOOL TRANSPORT :

The school is committed to reduce its carbon footprint and to encourage its students to use the school transport. The school has forty six buses currently and runs bus service to most of the area's of Bilaspur. The route of the buses/vans depends upon demand in certain areas and is run on a no-profit-no-loss basis. The parents should consult the school transport In-charge for necessary details. Bus services are available to all students from 4 Years onwards and wingers for 3 - 4 years. Bus facility is not mandatory.



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REGISTRATION-CUM-ADMISSION FORM

School Code - 15140
U-DISE Code - 22070314305

Form No

ERP No

FOR OFFICE USE ONLY

Fee Receipt No Date

Admn. No. Date -

STUDENT'S PROFILE

ALL INFORMATION SHOULD BE FILLED IN CAPITAL LETTERS

Name of the student : Master/Ms.

Admission for Class Academic Session: 20..... 20.....

Gender Nationality

Date of Birth
(In figures)

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(In Words) :

Age as on **1st April** of the current year. Years Month Days

Mother Tongue: Religion:

Category :- GEN OBC SC ST

Minority Community (If applicable)

Student's Aadhar Card No. :

Student's Bank Account No. :

Hobby & Special interest, if any:

Affix

Recently Taken

Passport Size Photo

4.5 × 5.5 cm.

RESIDENTIAL ADDRESS :

Post Office Dist./Village

State Pin Distance From LCIT Public School, kms.

Note : No alteration in spellings is allowed in the name of the student, Father, Mother, Date of Birth, Category and Aadhar card Number.

• **Permanent Address:**

_____ Post Office _____
Dist./ Village _____ State _____ Pin _____
Distance From LCIT Public School, _____ kms.

• **Detailed Information of Parents**

Mother

Name: _____
Qualification: _____ Occupation : _____
Designation: _____ Annual Income : _____
Office Address _____
_____ Aadhar card No.: _____
Mobile: _____ E-Mail: _____

Affix
Recently Taken
Passport Size
Photo

Father

Name: _____
Qualification: _____ Occupation : _____
Designation: _____ Annual Income : _____
Office Address _____
_____ Aadhar card No.: _____
Mobile: _____ E-Mail: _____

Affix
Recently Taken
Passport Size
Photo

Local Guardian

Name: _____
Address: _____
_____ Relation: _____
Mobile: _____ E-Mail: _____

Affix
Recently Taken
Passport Size
Photo

• **If Special Category** : Yes ☐ No ☐ (Disable Group/Weaker Section)

Details to be given : 1) Single Girl Child. Yes ☐ No ☐
2) Specially abled DIVYANGJAN. Yes ☐ No ☐
3) Belonging to EWS. Yes ☐ No ☐

List of supporting documents attached.

(1) _____ (2) _____ (3) _____

• **Staff Children**

Organization Name: _____

Designation of Regular post held by parent: _____

- **Sibling (If studying in LCIT Public School):**

Name _____, Class _____, Sec _____, Admission No. _____

Name _____, Class _____, Sec _____, Admission. No. _____

- **Particulars of previous studies:**

Name and address of the School: _____

Class last attended: _____

Result in the last class: _____

Medium of instruction: _____

Syllabus followed: _____

Reason for leaving: _____

In case the student is from other Board, Transfer Certificate should be countersigned by the competent authority.

Transfer certificate details:

1) TC. No. _____

2) Date of issue _____

- **Area in which you can contribute towards the enrichment of the school:**

- **Mode of transport (Self or School) _____**

Location : _____ **Distance from the School** _____ **kms**

- **Are you willing to be the part of Parent Teacher Association :** Yes ☐ No ☐

DECLARATION

We, hereby certify that the above information is correct to the best of our knowledge and belief. Further, we fully understand that the school, on accepting the registration form of our ward, is not bound to grant admission. Further, we have gone through the **Terms and Conditions** provided with this application form and willing to abide by the contents.

Date:

Signature of the Mother

Signature of the Father

Official Signature & Date

Principal



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Medical Form

Name of the student: _____ Class: _____

Blood Group: _____

VISION (EYE):

Do you have concerns about your child's vision? Yes ☐ No ☐

Does your child wear glasses or contact Lens? Yes ☐ No ☐

HEARING (EAR):

Do you have concerns about your child's hearing? Yes ☐ No ☐

Does your child wear hearing aides? Yes ☐ No ☐

LIFE-THREATENING CONDITIONS

Does your child have a life-threatening health condition? Yes ☐ No ☐

If yes, please describe: _____

ALLERGIES

Does your child have any allergy ? Yes ☐ No ☐

If yes, please describe the allergic reaction and the treatment for allergy :

* Please submit the medical certificate on the basis of last 3 years, if applicable.

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

We understand the information given above will be shared with appropriate school staff to provide for the health and safety of our child. If either we or any authorized person cannot be reached at the time of any medical emergency we authorize and direct the school staff to send our child to the most easily accessible hospital or physician. We will take full responsibility for payment of any transport or emergency medical services rendered.

Date: _____

Mobile No. _____ Mother / Guardian Signature

Father / Guardian Signature



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Enclosures

Please put a (✓) mark in the appropriate box

- ☐ Self attested Photocopy of Birth Certificate (Issued from Govt. Authority).
- ☐ Recently taken passport size photographs of Student (2).
- ☐ Copy of student's Medical Certificate on the basis of last 3 years medical history(if applicable).
- ☐ Passport size photographs of parents (2 Each).
- ☐ Passport size photograph of local Guardian, if any (2).
- ☐ Photocopy of Mark sheet of last class.
- ☐ Original Transfer Certificate.
- ☐ Attested Photocopy of Caste Certificate.
- ☐ Attested Photocopy of BPL Card with complete details, if applicable.
- ☐ Attested Photocopy of Aadhar card (Father).
- ☐ Attested Photocopy of Aadhar card (Mother).
- ☐ Attested Photocopy of Aadhar card (Student).
- ☐ Attested Photocopy of Bank Pass Book(Student).

Note :- # Your admission will be considered as "provisional admission" in case of non-submission of above documents
Last date to submit the above mentioned documents is 15th Sept.
No document will be accepted after 15 September.

IDENTITY CARD 20 -

Name : _____ Admission No. _____

Class : _____ Section _____

House : _____ Blood Group _____

Father's Name : _____ Contact No. _____

Mother's Name : _____ Contact No. _____

Address : _____

Local Guardian's Name : _____

Contact No. : _____

Parent's Signature

Affix

Recently Taken

Student's Passport Size

Photo

Affix

Recently Taken

Father's Passport Size

Photo

Affix

Recently Taken

Mothers's Passport Size

Photo

Affix

Recently Taken

Local Guardian's

Passport Size Photo

E) BUS-RULES :

All students availing the school bus facility are expected to be at the bus stop at least five minutes before the arrival of the bus.

- Buses normally depart ten minutes after school gets over.
- The buses will not wait for the late comers.
- The children should stay away from the main road until the bus arrives.
- No student should come near the entry door of the bus unless it has made a complete stop.
- All students must occupy vacant seats immediately after boarding their buses.
- All the students & staff must converse in English.
- The front door of the bus is the only authorized entrance and exit.
- The drivers are authorised to stop buses at the designated stops only unless directed otherwise by the Bus Incharge. The list of stops is prepared keeping in view the convenience and safety of all bus commuters and always subject to change.
- When the bus is in motion students must not move around in the bus and no part of their body should be outside the bus.
- Objects of any kind must not be thrown inside or out side of the bus.
- Students will be held responsible for any damage to bus caused by negligence or vandalism.
- Unruly behavior like shrieking and shouting is strictly prohibited. Courteous behavior is expected at all times
- The driver's attention must not be distracted for any reason.
- The Bus Incharge and student bus monitors are responsible for maintaining discipline in the buses. Any serious offence must be reported to the Transport Incharge.
- The bus conductors and drivers must not allow entry to any Parent or outsiders into the bus, in any case.
- The Parents of the student should write the route number and full address on the request slip, while taking the child during school time.
- Transport charges are to be paid on quarterly basis.
- A written application is to be submitted to the transport department to discontinue the Transport facility, The student's name will be taken off from Transport, after the acceptance of application.

F) INFRASTRUCTURE :

Library

The Library is the nerve center of the school. Our School has a well furnished Library with a rich collection of various types of books under the charge of a well-qualified Librarian. Library periods are provided to all the classes in which they visit the Library to read the magazines, books and encyclopedias etc. Besides, they utilise these periods for getting the books issued too, to study them at home.

Following the wealth of wisdom the school has collected a substantial number of books on wide range of discipline to quench the children's quest for knowledge. A qualified dedicated librarian preserves to upkeep the library along the principles of library science. Library period introduced in the daily routine, will go a long way to inculcate reading habits, the real means of obtaining pleasure and knowledge

Sick Room

"Health is Wealth". Health of the students is the prime concern of our school. Everyone knows that a healthy mind lies in a healthy body. Therefore, the students need to be fit both in mind and body. To cater to the needs of the health of the students, we have a sick room that is well equipped itself to provide the needed first aid.

A vehicle is always available for emergencies, although the school has adequate resources to provide immediate medical help. The sick room has four beds, a wheel chair and drinking water facility.

HOSTEL (HOME, AWAY FROM HOME)

The school provides hostel facilities for both the Boys and Girls (from Class VI onwards).

LCIT GROUP OF INSTITUTIONS

- LAKHMI CHAND INSTITUTE OF TECHNOLOGY
- LCIT COLLEGE OF COMMERCE & SCIENCE
- LCIT SCHOOL OF PHARMACY
- LCIT FACULTY OF LAW

Greenest School In Bilaspur



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Admission Helpline : 09516606123 • Website : www.lcitps.edu.in • Email : info.lcitps@gmail.com