



NAVCHETNA

Regd

A CHARITABLE INSTITUTE FOR THE BLIND

59, Ghuman Nagar, Opposite Geeta Petrol Pump, Sirhind Road, Patiala – 147004

Ph: 0175 2353530

Photo

Admission Form

Sl. No. _____ Year _____

1. Name in block letters: _____

2. Date of Birth: _____ Nationality _____ Religion _____

3. Place of Birth (Village/City, Dist. State): _____

4. Sex: _____ Height (in cms) _____ Weight (in kgs) _____

5. Degree of Blindness: _____ Cause of Blindness _____

6. Extra Curricular Activities: _____

7. Educational Qualifications:

Sl. No.	Class	Board/University	Year	Result

8. Father's Name: _____

9. Father's Qualification: _____

10. Occupation _____ Annual Income (Rs) _____

11. Mother's Name: _____

12. Mother's Qualification: _____

13. Occupation _____ Annual Income (Rs) _____

14. Other Family Members:

Sl. No.	Name	Occupation	Age	Relation	Qualification

15. Case history of any other visually impaired in the family: _____

16. Hostel Required: Yes/No

17. Permanent Address: _____

18. Address for correspondence: _____

19. Contact Number:

Name	Relation	Mobile/Landline Number

20. Local Guardian (if any):

Name: _____ Relation: _____

Address: _____

Contact Number: _____

21. Any other particulars: _____

22. Declarations by the applicant:

- a) I do hereby declare that the above information is correct to the best of my knowledge and belief and nothing has been concealed by me.
- b) I do hereby declare to abide by the rules and regulations of the Institute. I shall be responsible for lapses on my part.

Date:

Signature/L.T.I. of the applicant

23. A Declaration by the Parent/Guardian

- a) I do hereby declare that the above information is correct to the best of my knowledge and belief and nothing has been concealed by me.
- b) I have gone through the rules and regulations of the Institute and understood well.

Date:

(Signature of the Guardian)

Date:

(Signature of the Local Guardian)

For Office only:

All particulars verified, as per documents submitted alongwith the application.

Office Incharge

Remarks regarding admission:

Office Incharge

Admission may be allowed

President

Vice President

Secretary

Joint Secretary

Documents required with the form:

1. Three recent passport size photographs
2. Certificate regarding date of birth
3. Proof of Educational Qualifications
4. Character Certificate of the last Institute
5. Residential Proof
6. Medical Certificate
7. Railway/Bus Concession



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Rules & Regulations

1. Admission in the hostel is at the discretion of the Management.
2. Admission is strictly restricted to the student / staff of the institute.
3. Admission to the hostel is strictly restricted to male students/staff.
4. Admission to the student will be given proformance over the staff.
5. Admission will only be granted on request in the proper form, available in the office.
6. Admission will be subject to approval of the committee comprising president, secretary, manager and principal or as ammended from time to time.
7. Admission in the hostel may be revoked at any time, during the session, if the hosteler is found guilty of repeated violations/any serious violation.
8. Hostelers are not allowed to leave the hostel without prior permission of the manager / authorized person.
9. Hostelers are not allowed to stay out beyond the scheduled hours, as notified.
10. The visitors are allowed to see the residents only in the visitor's room.
11. Local visitors are not allowed, except in emergent cases, to see the residents beyond scheduled hours.
12. Out station visitors may also see the residents during the normal visiting hours.
13. Out station visitors may be allowed to visit the close relations in the hostel, beyond visiting hours with prior permission of the manager / authorized person.
14. Out station visitors may be allowed to stay in the hostel for overnight with prior written permission of the manager. In no case visitors are allowed to stay for more than one night.
15. All movements of the residents as well as visitors are required to be recorded in concerned register. Resident will be solely responsible for his concerned visitors's entry in the register. Any violation in this regard will be viewed seriously.
16. Any resident leaving the hostel should inform in advance his likely duration of absence from the hostel along with purpose. He is also required to give the contact number for the duration of his absence from the hostel.
17. Any hostel resident leaving the hostel should make his own arrangements for to and fro.
18. A student found violating the above guidelines may be reprimaded at the first lap. His parents / guardian may be informed accordingly. Any subsequent laps will be viewed as a serious lap.



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NO DUE CERTIFICATE

Certified that as on _____ (dated) nothing is due / due as per follow from
Sh _____ S/o Sh _____
student of class/official.

Sr. No.	Deptt.	Due	Signature of the Concerned Head
1.	Store		
2.	School		
3.	Hostel		
4.	Accounts		

Certified that I have received all the dues etc. from Navchetna. Nothing is due from the Institute to me. All claims till today have been settled to the best of my satisfaction and no claim is pending with the Navchetna so far I am concerned.

Dated:

Signature / L.T.I.
