



M.E.S International School

Pattambi - 679303, Palakkad (Dist), Kerala
 Affiliated with Central Board of Secondary Education, Delhi. code No. 930072
 CBSE School No. : 06584
 email : messchool@mespattambi.org, pgt.mespts@gmail.com. website : www.mespattambi.org
 Phone : 0466 - 2212673 (3 Lines), 2209136, 8589999979 Fax : 2211542



ISO 9001: 2008 CERTIFIED INSTITUTION

APPLICATION FORM –HOSTEL ADMISSION

PERSONAL INFORMATION

(To be filled in Capital Letters Only)

STUDENT'S PHOTO

1. NAME OF THE STUDENT (in block letters) :

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2. Boy/Girl :

3. AGE & DATE OF BIRTH :

4. CLASS TO WHICH ADMISSION IS SOUGHT :

5. RELIGION :

6. CASTE :

7. CIVIL STATUS :

8. MOTHER TOUNGUE OF THE STUDENT :

9. PERMANENT ADDRESS:

10. CURRENT ADDRESS:

11. SCHOOL PREVIOUSLY ATTENDED

Name of the School	Board & Medium	Day Scholar / Boarding

12. EDUCATIONAL STATUS OF THE CHILD (*Marks/Grades scored for the last three exams attended*)

Sl.No.	SUBJECTS	EXAM I	EXAM II	EXAM III
1	ENGLISH			
2	MAL/HIN/ARABIC			
3	MATHEMATICS			
4	GENERAL SCIENCE			
5	SOCIAL SCIENCE			

13. DETAILS OF SIBLINGS STUDYING IN THE SCHOOL:

Sl.No.	NAME	CLASS

14. HEALTH / MEDICAL INFORMATION

BLOOD GROUP						
IMMUNIZATION STATUS	BCG	OPV	DPT	MEASLES	TYPHOID	ANY OTHER
ALLERGIES IF ANY, TO MEDICINE/FOOD/SUBSTANCE						
BRONCHIAL ASTHMA / BRONCHOSPA						
EPILEPSY						
SKIN DISEASES						
EYE/ ENT PROBLEM						
ANY SURGERY UNDERGONE						
ANY OTHER HEALTH ISSUES						
VEG / NON VEG						

MEDICAL CERTIFICATE

Certified that I have examined Master/Miss _____ of
Class _____ and he/she is fit/unfit for hostel admission

Date :

Medical Officer:

Place :

Name & Seal :

INFORMATION OF LOCAL GUARDIAN (if any)

GUARDIAN'S
PHOTO

27. NAME OF THE LOCAL GUARDIAN :

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28. RELATIONSHIP WITH THE STUDENT :

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29. ADDRESS :

30. EDUCATIONAL QUALIFICATION :

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30. OCCUPATION :

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31. OFFICIAL ADDRESS :

32. PHONE NO. :

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33. Email :

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DECLARATION

I hereby declare that all information stated above is true to the best of my knowledge and belief.

Name & Signature of Parent

Name & Signature of Student

Name & Signature of Local Guardian

(FOR OFFICE USE ONLY)

Date of Admission :

Date of Joining :

Class to which admitted:

Room No :

Remarks :

Signature of Principal

Signature of Administrator



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HOSTEL ADMISSION

RULES AND REGULATIONS

Children from class VIII to XII are eligible for admission. The right of admission to hostel and allotment of rooms is reserved to the school management. Students are not permitted to change the allotted room.

RULES TO BE OBSERVED

1. Obey the instructions given by the authority.
2. Behave politely to elders, teachers and wardens as well as cultivate the habit of wishing people.
3. Boarders must immediately respond to every call by the authority.
4. The students taking admission in hostel should register the details of a local guardian authenticated by parents. Each student should provide two emergency mobile numbers and email address for hostel and school communication. SMS and Emails will be sent only to the given contact details.
5. Parent/ Guardian can contact their wards from the provided mobile numbers between 7 pm. To 8 pm.
6. Guardians will be allowed to visit their wards only during Sundays (2pm to 6pm).
7. Boarders must not go out of the campus without the escort of the school staff/authorized guardian. The inmates of the hostel will not be allowed to go for picnic, outing and excursions on Sundays and other holidays.
8. After vacation (either long or short) boarders must come back to the hostel on the prescribed date and time along with their parents/ guardian.
9. Boarders must wake up by 5.00 am and after fresh up they should reach the study hall by 5.30 am. Morning study time will be till 7. 30 am.
10. Breakfast will be provided to the inmates by 8 am
11. At 8.45 am, after breakfast, boarders should line up in front of their respective hostel and start to school, as per warden's instruction.
12. Boarders must wear school uniform neatly and properly during class hours, visiting school authorities at office, going outside the campus with school staff and at the time of reception of dignitaries.
13. Boys should trim their hair neatly to make the appearances smart and the nails should be cut properly.

14. Students are allowed to wear only Hostel uniform in hostel and track suits in the play ground.
15. Inmates will be taken back to the hostel by 5.45 pm after evening PET.
16. During class hours hostel gate will remain closed & no one is allowed to visit the dormitory without the written permission of the Principal.
17. Students should report to the study hall by 6.45 pm. Dinner will be provided by 8 pm.
18. Inmates should stay back compulsorily in the study hall till 10.00 pm. Those students having extra works can remain in the study hall after taking permission from the warden.
19. During study hours, no one is allowed to play in-door or out-door games.
20. Boarder's progress card/mark sheet of exams /tests must be brought to the notice of the warden/ teacher / parent to evaluate their progress from time to time (Note: class teachers will not accept the progress card back without the signature of the warden/teacher/parent).
21. Boarders should not entertain day-scholar friends/outsideers in the hostel and its premises and Boarders should not visit day-scholar's house /lodge/residence.
22. Any student who damages or destroys the properties of the school/hostel or other inmates will be punished. Deliberately scribbling on walls, pasting stickers on doors & windows, stamping on walls with soiled shoes.etc. will lead to fine.
23. Breaking of window-panes, doors, smashing of urinals / toilet, damaging of water taps, lights, fans, switches and spoiling of public properties like tables, chairs, mattresses etc. are punishable offences. Any damage will have to be compensated by the students.
24. Moving the cot/furniture from the allotted area inside the room is strictly prohibited. Boarders are instructed to arrange their own bedding / other belongings in a neat and tidy manner before 6.00 am.
25. Boarders must put off AC, lights and fans before they proceed for classes. Carelessness in this regard will lead to fine.
26. Students are not allowed to take any common property (for eg. newspaper) to their room at any time.
27. T.V Room key, sports materials and other common items will be issued to the boarders only after entering into the lending – register and the same should be returned to the warden / person in-charge at the specified time.
28. Hostellers must keep punctuality in every activity and maintain perfect harmony.
29. Give active support for the decisions taken by the school authorities.
30. Harassing fellow- boarders or ragging is strictly banned. Any offence in this regard will lead to dismissal from the school.
31. Do not blame others unnecessarily and don't stand false witness against anyone to save yourself or your friends.
32. Do not take books or any article without prior permission of its owner, though the owner may be a close friend of you.
33. Formation of any association of students in the basis of religion, caste, creed or politics is not permitted during their stay in the hostel.

34. No boarder is permitted to enter others room / dormitory without the permission of the warden.
35. No student is permitted to lock the room from inside when they are in the hostel.
36. Students must not take law into their hands but must report the disputes to warden –in-charge. All kinds of shouting and abusing are strictly prohibited. Vandalism of any kind is punishable.
37. Consumption of liquors, smoking, drugs and use of intoxicants in any form are strictly prohibited in the campus as well as in the hostel. Students should not chew anything (Chewing gum, pan or pan masala etc.) in the school / hostel premises.
38. They should not bring any prohibited items such as mobile phones, cameras, gold ornaments/very costly things/money/food items etc. to the hostel.
39. Use of electronic items and musical instruments in hostels is strictly prohibited.
40. Boarder who is sick should register his/her name in the sick-register and get written permission from the warden /teacher in charge for absenting from the regular classes.
41. Sick students will be kept in the sick-bay and “Sick Diet” and treatment will be provided. In case of hospitalization local guardians should take charge the responsibility of their ward.
42. Waste papers and other wastes should be deposited into dust –bin kept in the corridor.
43. Boarders are not allowed to talk in any language other than English in the hostel and school premises.
44. The food served is not to be wasted. Wastage is considered as a crime. No outside eatables are permitted to the hostel. Parents are advised not to bring food items to the hostel premises during their visits.
45. Parents/guardians or authorized persons are only permitted to visit the students. Visitors are allowed to see their wards only if they possess the Parent ID card issued from the school. Parents/Guardians entry to the hostel rooms is strictly restricted. They can meet their children in the visitor’s room.
46. The School management has the right to make timely amendments in these rules and regulations.

I shall abide by the above rules and if found violating any of these repeatedly, the school authorities can take disciplinary action against me.

Name & Signature of the Student

Name & Signature of the Parent/Guardian

Admission No:

Grade :

STATEMENT OF LOCAL GUARDIANSHIP

Master / Miss.....

studying in Grade (Admn.No.....) will be visited / taken home by the following persons only.

Name of the Local Guardian

Signature

1.

2.

Signature of the parent