

UNDERTAKING BY PARENTS

1. I/We have read the Hostel Rules & Regulations laid down by the school and agree to abide by them.
2. I/We hereby authorize the persons as stated on page 1 of this form to act as local guardians for my/our son/daughter. I/We also delegate my / our responsibility to him/her and authorize him/her to take necessary decision and action in my/our absence.
3. I/We certify that my / our residential address and the local guardians address and contact details as mentioned on page 1 of this form are correct. In case of any change, I / we will intimate the same to the school management within 3 days.
4. My/Our ward will not indulge in any act of RAGGING. If he / she is found indulging in any such act or misbehavior, disciplinary action may be initiated against him / her and he / she may be expelled from the school if found guilty.
5. I/We have gone through the hostel guidelines and read the fee structure & payment schedules. We agree to abide by them and strictly adhere to the payment schedules given. I / We will deposit the fees in full before the beginning of each term. The school fees and penalty, which is due towards payment by me, will be paid within 30 days. If I / we default in making the payment, I / we are aware that, I / we will be asked to withdraw my / our ward. I / we will accept such a decision of the school authorities.
6. I/We have carefully read the 'LEAVE RULES' of the institution for KCHS. I / we understand that no leave is granted to the students unless approved by the Principal. Leave application will be entertained only in such conditions as mentioned below:
 - a. Leave for attending marriage;
 - I. I/We understand that the application for leave to attend marriage will be supported by a marriage invitation card.
 - II. I/We understand that marriage leave will be granted only during marriages of immediate relatives.
 - b. Leave on account of death in the family;
 - I. I/We understand that such leave is permissible to offer condolence only in the event of death of an immediate relation in the family.
7. I/We shall ensure that my / our ward will report back to the school on the assigned date as mentioned in the leave application. He / she will join back on the day the school reopens after vacations as per the dates specified in the school calendar. I / we understand that if my / our ward fails to join back on the assigned date, necessary disciplinary action may be taken against him / her as per the school rules and regulations.
8. I /We understand that my / our ward will be expelled from the school for any of the following act:
 - a. Using unfair means in any examination.
 - b. Consistent unsatisfactory progress.
 - c. Any act of immorality as per social norms.
 - d. Grave subordination
 - e. Stealing or extortion of money or any item from other students.
 - f. Contempt of authority.
 - g. Leaving the hostel or school premises without prior permission.
 - h. Damaging school property.
 - i. Any word, statement or action likely to undermine the reputation of the institution.
 - j. Bullying, assaulting and any act of ragging.
 - k. Smoking, drinking alcohol and use of other psychotropic drugs & substances.

9. I/We certify that all information related to the medical history of my / ward is correct & complete. I / we understand that the school will do its best to provide routine medical aid, but will not be held responsible for any sickness/ undisclosed disease. I / we understand that in case of communicable / infectious diseases, my / our ward will be sent back home. I / we / local guardian will pick him / her up from the hostel.
10. I/We understand that in case of planned surgical procedures, we will duly inform the school authorities and formally apply for leave for my/our ward supported by all medical details & papers. I/We/Local guardians will personally pick up our ward. My/our ward will join back after complete recovery and medical fitness certificate from the concerned medical practitioner.
11. I/We agree to accept the medical policy that in the event of an emergent requirement of surgery / treatment, I/We permit the school authorities to take appropriate action. I/We assure that the local guardian will immediately rush on information and duly sign all the required medical papers on my / our behalf. I/We agree to reimburse for all the medical expenses incurred by the school authorities during the course of treatment.
12. If my/our ward leaves the school campus without permission, the school authorities may lodge an FIR with the local police station. I/We will have no right to question and raise objections to this action. The school will not be held responsible in the event of any accidental mishap or untoward incident in such circumstances.
13. I/We will try to attend the PTM (Parents Teachers Meeting) as per the schedule given in the school Almanac. In case of my/our inability to do so, I/we will ensure that the local guardians attend the PTM on our behalf.
14. I/We shall ensure that my / our ward will not carry any eatables, electronic gadgets, mobile phones or any other costly items to the hostel & school. My/Our ward will not keep more than Rs. 200 with him/her.
15. I/We & my / our family shall visit my / our ward only on the specified days stated in the visiting schedule for the parents / local guardians.
16. I/We will not visit the rooms of the students without proper permission from the principal / warden.
17. I/We assure that I / we will extend full cooperation to the school authorities in the interest of my / our ward.

I/We have read the rules & regulations of the Greenhill Hall, KCHS, Chingmeirong (Hostel & school) and agree to abide by them. If, in spite of precautions taken by the school, any mishap, accident, injury or death takes place during the period of my / our ward's stay in the school & hostel or if and when he/she joins a tour, excursion, sports activities or camp, I / we will not hold the school or any member of its staff wholly or partially responsible for it.

(Father's Signature)

(Mother's Signature)

UNDERTAKING BY LOCAL GUARDIANS

1. I / We hereby agree to be the local guardian (s) for Master / Miss _____
_____ son / daughter of Mr. / Mrs. _____
and agree to take his / her responsibility in the absence of the parents.
2. I / we hereby undertake that I / we have read the Hostel Rules & Regulations of the school and agree to abide by them.
3. I / we confirm that my / our address and contact details are as mentioned in page 1 of this form and in case they are changed I / we will intimate the same to the school management within 3 days.
4. I / we hereby undertake that in case of any sickness, particularly in case of any infectious / communicable disease or any emergency, it will be my / our responsibility to keep the ward with me / us during the directed period by the school authorities.,
5. I / we have studied the leave rules of the institution. I / we assure that, I / we will follow the stipulated timings. I / we & my / our family shall visit my / our ward only on the days specified in the visiting schedule for the parents / local guardians.
6. I / we will personally pick up & drop him / her back as per the schedule time of return for weekend outings / leave etc. I / we assure that I / we will always adhere to all rules related.
7. I / we shall ensure that my ward will report punctually to the school on the school opening days specified in the school calendar failing which, disciplinary action may be taken against him or her. I / we are aware that such action may even be withdrawal from school.
8. I / we shall ensure that my ward does not carry any eatables, electronic gadgets, mobile phones or any other costly items to the hostel & school. He / she will also not carry more than Rs. 200 /- cash with him / her at any given time.
9. I / we will not visit the rooms of the students without proper permission from the Principal / Warden.

(First Local Guardian's Signature)

(Second Local Guardian's Signature)