

**SECTION – I**  
**DOCUMENTATION AND ACTION**

1. Please ensure that before you report to the School for admission, the under mentioned documents are duly completed. The formats where applicable, are given in the appendices at the end of Section - IV. These important documents are to be executed by you and must be presented in original at the time of admission, failing which admission will not be possible.

(a) Two Agreement bonds to be executed on Non-Judicial Stamp papers of value ₹100/- (Rupees one hundred only) each, proforma at **Appendices-‘B’ & ‘C’**.

(b) Risk/Indemnity Certificates as per proforma at **Appendices-‘D’ & ‘E’**.

(c) Medical Certificate for Free from Infectious Diseases as per proforma at **Appendix-‘F’**.

(d) Certificate of Nativity issued by the Tahsildar (Mee Seva).

(e) State Bank of India Draft favouring Principal, Sainik School, Korukonda, Code No.02791 valued at ₹ 1,33,800/- (**Rupees one lakh thirty three thousand eight hundred only**) for Gen/Def Category and ₹ 1,32,300/- (**Rupees one lakh thirty two thousand three hundred only**) for SC/ST Category.

(f) As proof of date of birth, the parents shall produce one of the following documents in original as applicable to them.

(i) Boys who have previously at any time attended a recognised School: Transfer Certificate duly countersigned by the District Educational Officer of the district concerned.

(ii) Boys who have not attended a recognised School: Extract from the register of births issued by the Registrar of Births and Deaths (Applicable only in case of admission to Class VI).

(iii) Boys whose parents are serving in Armed Forces or Ex-service personnel: Certificate from the Commanding Officer/ Records/ Service Headquarters furnishing the date of birth of the boy as entered in the service records, of the parent. If the date is not recorded in the Service Record a certificate from the Record Office/Service Records that the birth is not recorded, will also be submitted. The above certificate is required in addition to the certificate mentioned at (i) or (ii) above.

2. Ex-servicemen are to produce an attested copy of their discharge certificate.

3. Certificate of income from Tahsildar issued by Mee Seva and also from employer, in case of employees.

4. Affidavit of Income duly signed by the parent at **Appendix - ‘G’**.

5. Documents to be produced by Service personnel for claiming Defence Scholarship. Serving personnel/Ex-servicemen will produce documentary evidence of their bonafides before their children are admitted. A certificate from Commanding Officer stating service details is required to be submitted by the serving personnel. Ex-servicemen will produce discharge certificate in original with photostat copy duly attested thereof. The original discharge certificate will be returned after perusal. In addition, following documents are also required to be submitted.

(a) In respect of Serving Personnel of Defence Services

- (i) Latest Quarterly report issued to you by your controlling or Administrative units regarding your service particulars.
- (ii) A photo copy of your latest pay slip.
- (iii) A Certificate showing name of post presently held, scale of pay, Basic Pay, DA and other allowances issued by the Controlling / Administrative unit.
- (iv) Certificate to the effect that you are not in receipt of any other financial assistance other than Defence Scholarship (as per proforma given at **Appendix - 'H'**)

(b) In respect of Ex-servicemen

- (i) A Certificate from District Sainik Welfare Officer regarding your eligibility as Ex-serviceman.
- (ii) Name of the Unit or Authority from where the pensioners are getting pension.
- (iii) Certificate to the effect that you are not in receipt of any other financial assistance other than Defence Scholarship (as per the proforma given at **Appendix - 'H'**).

6. Adoption Deed. In case of adopted children, the original adoption deed along with an attested copy should be submitted to the school along with other documents for record. The original adoption deed will be returned after verification. Please note that acceptance or otherwise of the adoption rests with the school authorities as already mentioned in the School Prospectus.

7. SC/ST Certificate. Latest Certificate, duly verified and certified by the Tahsildar issued by Mee Seva on or after 01 Jan 2020 is to be produced without fail. If father/guardian is an employee, a certificate from his employer to the effect that he belongs to SC/ST as per the records maintained by the employer is to be submitted in addition to the certificate issued by the Tahsildar.

8. Six latest passport size photos of the boy. The parents/guardians are to submit six latest passport size colour photos of their son/ward at the time of admission. In addition to it, the Parents/Guardians are to submit one group/family photo (i.e parents and all brothers / sisters of the boy in one Photograph) with the boy and **also submit 01 stamp Size photo each of Boy, Father, Mother & Guardian for Visitor' s Pass.**
9. Latest Caste Certificate issued by the Tahsildar is to be submitted for BC or OBC Candidates for school records only.
10. A certificate from any recognised Diagnostics Lab indicating the blood group of the boy is also to be submitted at the time of admission.
11. Signatures on the Documents. All the documents submitted to the school must be signed by the father of the boy. If father of the boy is not alive, documents shall be signed by the boy's mother and if both the parents are not alive, the same will be signed by the legal guardian. In case of adoption, the documents must be signed by the adopted father/mother whichever is applicable. Every parent/guardian will sign the declaration(s) and Certificate of Undertaking at **Appendices - 'J', 'K' & 'L'** and submit to the school alongwith other documents.
12. Savings Bank Account. The parent is advised to open a savings bank account for his son/ward in SBI Sainik School Korukonda Branch (code 2791) with a minimum deposit of Rs 1000/-. The account number is to be quoted in the space provided in **Appendix 'R'** (as specified). A photocopy of admission letter and Aadhar Card may be submitted for the sake of address and Identity proof. SBI branch staff will be available in the school premises during the time of admission for completion of the required formalities.
13. Medical. Your son/ward will be examined by the School Medical Officer/any other Medical Officer deputed by the school for this purpose at the time of admission. Admission to the school will be denied to the boy, if he is not found medically fit in the above medical examination.
14. Anti-Ragging. Keeping in view the strictures/directives/guidelines passed by the Honourable Supreme Court in the matter and to make the existing system more effective, an affidavit from the parent/guardian and from the cadets are obtained. Every student and parent/guardian will sign the declaration(s) at **Appendices-'M' & 'N'** respectively and get it sworn before the Oath Commissioner / Notary at the place of your residence.
15. Admission to the School implies that the Students and their parents are will to comply with the requirements, rules and regulations of the school, as promulgated from time to time.

**SECTION - II****ARTICLES OF CLOTHING AND OTHER NECESSITIES**

1. When Cadets arrive to join the school, they should be neatly and smartly dressed.
2. The Cadet must be in possession of the following clothing and other items as listed below at the time of admission.

SI No	Article	Qty
<u>Clothing</u>		
(a)	Underwear	06 Nos or more
(b)	Dark trousers (Black)	01 No
(c)	Normal civil pairs (No jeans, baggy pants etc)	02 Nos

Stationery

(a)	Ball Point Pen with spare refills	2 Nos
(b)	Geometry Box	1 No
(c)	Colour Pencils	2 sets
(d)	Sketch pen set	1 No
(e)	Oxford Dictionary (Advanced Learner's)	1 No
(f)	Clip Board/Pad	1 No
(g)	Gum Bottle/Tube	2 Nos
(h)	Eraser	1 No
(j)	Pencil Sharpener	2 Nos
(k)	Scale 12"	1 No
(l)	Water Colour box with brush	1 No
(m)	Brown Paper Laminated	2 Rolls
(n)	Marker Pen	2 Nos

Sl. No	Article	Qty
<u>Toiletries</u>		
(a)	Comb	2 Nos
(b)	Hair Oil	1 bottle
(c)	Shampoo	1 bottle
(d)	Tooth Brush	2 Nos
(f)	Tooth Paste Large	1 Tube
(g)	Soap Toilet	3 Nos
(h)	Washing Soap	2 Nos
(j)	Soap Case	3 Nos
(k)	Vicks Vaporub	1 bottle

(l)	Powder Talcum (large)	1 bottle
(m)	Foot powder (small)	1 bottle
(n)	Dettol (small)	1 No
(o)	Band Aid	1 Pkt
(p)	Scissors (Small)	1 pr
(q)	Nail clipper	1 No

Miscellaneous Items

(a)	Box Steel large Black (Size 36"x15"x12") (Name of cadet painted in block letters)	1 No
(b)	Suitcase of moulded plastic	1 No
(c)	Stainless Steel Glass	1 No
(d)	Black shoe polish	1 No
(e)	Shoe Brush	1 No
(f)	Slippers	1 pair
(g)	Mug (plastic)	1 No
(h)	Bucket (plastic)	1 No
(j)	Torch small	1 No
(k)	Padlock (good quality)	4 Nos
(l)	Clothes Hanger	6 Nos
(m)	Napthalene Balls	2 pkts
(n)	Needles	6 Nos
(o)	Thread	
(p)	Buttons of different colours	
(q)	Clips (drying clothes)	12 Nos
(r)	Washing brush	01 Nos

3. A cadet is welcome to bring any musical instrument, the item will be cared for and he will have ample opportunity to use it.

4. **Sports items like hockey stick, racquet, cricket bat etc are banned inside the hostel.**

5. It is our experience that cadets lose their keys. Buying good quality combination locks which need no keys is a good idea. Therefore, please give him combination locks (number locks).

6. The following uniform items will be issued to the cadets on arrival and subsequently:-

Sl. No.	Item Name	Qty	Rate (apprx)	Amount
1.	Leather Shoe Black	01 pair	777/-	777/-
2.	Sports Shoe White	01 pair	908/-	908/-
3.	Socks Black	04 pairs	50/-	200/-
4.	Socks White	04 pairs	62/-	248/-
5.	Blue Stockings	02 pairs	48/-	96/-
6.	Beret	01No	58/-	58/-
7.	Badge	01No	15/-	15/-
8.	Heckle	01No	9/-	9/-
9.	Lanyard	01No	17/-	17/-
10.	School Belt	01No	89/-	89/-
11.	Dinner Belt	01No	40/-	40/-
12.	Tie	01No	99/-	99/-
13.	Shoulder Flaps	01 pair	36/-	36/-
14.	School Bag	01No	483/-	483/-
15.	Swimming Trunk	01No	77/-	77/-
16.	Towels	04Nos	76/-	304/-
17.	Vest Cotton	03Nos	41/-	123/-
18.	Rain Coat with Cap	01No	362/-	362/-
19.	Sweater	01No	205/-	205/-
20.	Name Tabs	6Nos	56/-	336/-
21.	Kamarbandh, Scarf & Jallar	01No	153/-	153/-
22.	Maroon Flaps	01pair	36/-	36/-
23.	TC Shirt Kakhi	03Nos	303/-	909/-
24.	TC Short Kakhi	03Nos	198/-	394/-
25.	Shorts White	03Nos	182/-	546/-
26.	TC Shirt White F/S	04Nos	231/-	924/-
27.	TC Trouser Grey	03Nos	331/-	993/-
28.	T-Shirt (Coloured)	03Nos	173/-	519/-
29.	Shorts Black	03Nos	182/-	546/-
30.	Mattress & Pillow	01No	4500/-	4500/-
31.	T- Shirt (White)	03Nos	173/-	519/-
32.	Track suit	01No	777/-	777/-
33.	Hand Kerchief	05Nos	21/-	105/-
34.	Cap	01No	144/-	144/-
35.	Bed Sheet White	02Nos	227/-	454/-
36.	Bed Sheet Coloured	02Sets	236/-	472/-
37.	Pillow Covers	02Sets	47/-	94/-
38.	Mosquito Net	01No	180/-	180/-
39.	Blanket	01No	184/-	184/-
40.	Garter	01Pr	32/-	32/-
Total :				16,963/-
Less Clothing Fee : (-)				1,500/-
				15,463/-
				15,500/-
Washing Charges : (+)				3,300/-
Total :				18,800/-

### SECTION – III

#### Rules and Regulations of Sainik School Korukonda

1. The following instructions are issued for information to parents/ guardians.
  - (a) The cadets are not permitted to wear sacred threads, talisman, amulet, rings, ornaments, religious symbols etc.
  - (b) All boys in the school are required to wear school Uniform on all days except on Sundays & Holidays.
  - (c) Parents should advise their son/ward to abide by the rules and regulations of the school and should not leave the school premises without the prior permission of the Principal. They should also refrain from going to ‘Out of Bounds’ areas.
  - (d) All the students are required to open a Bank Account in the State Bank of India, Sainik School Korukonda Branch on the day of admission and mention savings bank account number at Appendix „R“ without fail. The monthly pocket money will be remitted to their bank accounts only. All the remittances to the boys should be made through the Principal. Parents must not send cash/money orders to the students.
  - (e) All communications are to be addressed to the Principal, Sainik School Korukonda (PO), Vizianagaram Dist, Andhra Pradesh, Pin: 535214, Telephone Nos.08922-246119, 246168, Fax No.08922-246150.
  - (f) **Merit Scholarship holders are to obtain 70% marks in aggregate in the annual examinations for the renewal of the same as per promotion rules, failing which, the Merit Scholarship will be withdrawn. However, income based scholarship will continue to be granted as applicable.**
  - (g) Other Scholarship holders other than SC/ST candidates are to obtain 45% marks in each subject and 55% marks in aggregate in the examinations as per promotion rules for retention of scholarship.
  - (h) Progress reports for the periodical examinations including the Annual Examination will be forwarded to the Parents. Parents of the boys whose performance is not satisfactory should exhort their children to study well. While observing the procedure, the Principal will have full powers to carryout withdrawal of the boys on poor academic performance.
  - (j) If a student is withdrawn at the instance of the parent during the term, or otherwise, apart from being liable to refund the amount of scholarship till then enjoyed by the boy, he will also be liable to pay school fees for the full academic year. He would further forfeit the security deposit if clear TWO months notice for withdrawal before the commencement of the following Term is not given by the Parents/Guardians.
  - (k) Parents are allowed to visit the school on **SECOND SUNDAY OF THE MONTH, ONLY when informed with prior notice by the school authorities.** Due to various reasons, visitors day of the month may be changed / postponed or clubbed with any other occasion. During the month of reopening / closing of school or for the sake of examinations, visitors day may not be observed at all. Your co-operation in this regard will be highly appreciated. **Parents will not be permitted to visit on any other day, unless specifically informed / permitted.**

(l) Change of address or / and contact numbers whenever it occurs, should be communicated to the Principal by the parents immediately.

(m) Boys are not allowed to keep cash exceeding Rs.200/- and also valuable articles such as **GOLD RINGS, GOLD CHAINS, etc.** Parents are advised not to provide any type of electronic items like i-Pods, Cameras, Mobile Phones, DVD Players etc, to their wards and advise them to strictly adhere to the Rules & Regulations. **Parents are requested not to hand over electronic items like mobile, phone, camera, i-pad etc to the House Master, warden or any staff for use by the cadets.** If any such item is found it will be confiscated and will be destroyed by the school and necessary disciplinary action as deemed fit will be initiated against the cadet. An undertaking to this effect (as given at **Appendix-'O'**) is to be signed and submitted by you at the time of admission.

(n) Self medication is strictly prohibited, whatever medicine to be used should be with the approval of the SMO/School authorities.

(o) Annual Athletics & Parents day will be celebrated in December every year tentatively. Exact date will be intimated to the parents. Parents of all boys on the rolls of the school elect their representative to be a Member of LBA (Local Board of Administration) on that day.

(p) The School has a CSD Canteen where all types of items of Cadet's need will be available at subsidized rates. Parents may advise their ward to purchase items from CSD only.

(q) Cadets of XI & XII Std are being permitted to go on liberty/outpass to Vizianagaram for recreation (watching movie, eating at a restaurant etc) or on study related work (projects, photocopies etc) or personal work (booking tickets etc) by the school authorities on an occasional Sunday/ holiday depending on the training schedule. The parents need to understand that the practice, apart from allowing him the essential freedom, will provide him the necessary exposure to the world outside the school and the interaction/ transaction with other people will build his confidence. An undertaking to this effect (as given at **Appendix-'P'**) is to be signed and submitted by you at the time of admission.

### **Orientation Programme**

2. Parents are requested to open a (SB) Saving Bank Account in favour of student in State Bank of India at your place and submit the Original Bank Pass Book of the same to Accounts Section of the School.

**SECTION – IV**  
**(SCHOLARSHIPS & FEES)**  
**SCHOOL FEES AT FULL FEE RATES FOR THE YEAR 2020-21**

1. As per the Sainik Schools Society's instructions, the school is directed to collect/charge the school fees at FULL FEE RATES to ALL THE SCHOLARSHIP HOLDERS along with the Full Fee paying students.
2. In respect of SCHOLARSHIP HOLDERS, fees charged from the parents will be reimbursed to them on receipt of the scholarship amount from the concerned agencies i.e., Ministry of Defence and Govt. of Andhra Pradesh or Telangana by adjusting in the student a/c at the year end and the same will be indicated in the Statement of A/c. In case of Andhra Pradesh / Telangana domicile cadets, whenever the dietary subsidy amount is received, it would be credited to cadets' a/c i.e., at the year end.
3. In view of the above, all the students of this school including both A.P./Telangana State and Defence Scholarship holders are to pay the school fees at FULL FEE RATES in lumpsum as mentioned below.

**TABLE-I**

**A. School Fees for GEN/DEF/SC/ ST Categories**

S No	Fee Particulars	GEN/DEF ₹	SC/ST ₹
1	Tuition Fees *	79,860/-	79,860/-
2	Clothing Fees	1,500/-	750/-
3	Diet Charges (@Rs.85/- X 250 days)	21,250/-	21,250/-
4	Pocket Money	1,500/-	1,500/-
5	Incidental Charges (approx) - actual will be charged	1,500/-	1,500/-
6	Security Deposit	3,000/-	1,500/-
<b>A</b>	<b>Total Fees</b>	<b>1,08,610/-</b>	<b>1,07,110/-</b>

**Note:-**

- (i) \*Due to Covid-19 situation, there will be **no** 10% hike on Tuition Fee for the year 2020-21. Accordingly, this is the revised fee structure.
  - (ii) The parents who have already paid excess 10% amount under Lumpsum option, the excess fee amount will be reimbursed for which Parent Pass Book 1<sup>st</sup> Page, for the details of Name, account no. & IFSC code, may be forward to the school.
  - (iii) The parents who have already paid excess 10% under installments option, the excess fee amount may be reduced in the next installment while paying.
- B.** In addition to the above, the following advance payments are required to pay initially at the time of reopening. However, actual expenditure against these will only be charged to the cadets based on the demand/issue/ requirement.

S No.	Fee Particulars	GEN/DEF/ SC/ST	
1	Text & Note Books (Approx) - actual will be charged	1,579/-	
2	Private Clothing (Approx) - actual will be charged	18,800/-	
3	Horsing Riding Training Subscription	4,800/-	
<b>B</b>	<b>Total (approx)</b>	<b>25,179/-</b>	
S No.	Fee Particulars	GEN/DEF ₹	SC/ST ₹
<b>A+B</b>	<b>Total to be paid (approx)</b>	<b>1,33,789/-</b>	<b>1,32,289/-</b>

**TABLE-II****PAYMENT OF TUITION FEE BY INSTALMENTS :: INSTALMENT DUE DATES**

Sl No	Mode of Payment	Instalment	Instalment Amount (in Rs.)		Date of Payment
			GEN/DEF	SC/ST	
1.	Lumpsum	1 <sup>st</sup> & Final Instalment	1,33,800/-	1,32,300/-	<b>On Admission</b>
2.	Half Yearly	1 <sup>st</sup> Instalment	94,000/-	92,500/-	<b>On Admission</b>
		2 <sup>nd</sup> & Final Instalment	40,000/-		By 10 <sup>th</sup> Oct 2020
3.	Quarterly	1 <sup>st</sup> Instalment	74,000/-	72,500/-	<b>On Admission</b>
		2 <sup>nd</sup> Instalment	20,000/-		By 10 <sup>th</sup> Aug 2020
		3 <sup>rd</sup> Instalment	20,000/-		By 10 <sup>th</sup> Nov 2020
		4 <sup>th</sup> & Final Instalment	20,000/-		By 10 <sup>th</sup> Jan 2021

**PAYMENT OF FEE**

On intimation of provisional admission of your ward by School, Fee for 2020-21 of your cadet will be placed in online (SB Collect), Pay online by login into school web site [www.sainikschoolkorukonda.org](http://www.sainikschoolkorukonda.org) -> Pay Online Fee ->Click here to pay online -> New Url

**(OR)** also

- Step 1. : Login [www.onlinesbi.com](http://www.onlinesbi.com)  
Step 2 : Select – **State Bank Collect** option  
Step 3 : Select State of Corporation/ Institution  
Step 4 : Select State of Corporation/ Institution – **Educational Institutions**  
Step 5 : Select Educational Institutions Name – **SAINIK SCHOOL KORUKONDA**  
Step 6 : Select Payment Category – **FEE**  
Step 7 : Enter Roll No. – \_\_\_\_\_ (Your ward's school Roll No.) and ascertain his details that appear on the screen.  
Step 8 : Enter the Fees amount

4. The following scholarships will be adjusted at year end of 2020-21 on receipt from the respective Governments ie., Govt of Andhra Pradesh & Telangana.

## SCHOLARSHIP SCHEME

### **(A) FREE EDUCATION SCHOLARSHIP ON MERIT-CUM-MEANS BASIS**

#### Highlights of the Scheme

- (i) Awarded approximately to 07 cadets per class on yearly basis. The number may vary depending upon the grant received from Government.
- (ii) Awarded to those cadets whose parental income is less than ₹ 2000/- per month based on their academic performance (order of merit/rank).
- (iii) Scheme will continue till such time the grants are provided by Government of Andhra Pradesh/ Telangana.

### **(B) EXISTING SCHOLARSHIP SCHEME OF ANDHRA PRADESH & TELANGANA STATE GOVERNMENT FOR ANDHRA AND TELANGANA DOMICILED BOYS**

#### MERIT SCHOLARSHIPS

#### RATES OF SCHOLARSHIP TO GEN/SC/ST CATEGORY STUDENTS

Monthly Income (Basic Pay only)	Scholarship Grade	From Govt of A.P	From Ministry of Defence	Total Scholarship including Incentive
Irrespective of Income	Merit	₹49,000/-	₹ 15,916/-*	₹64,916/-

#### **Note:-**

- (i) Irrespective of the Income of the parent, 50% of the AP & Telangana domicile students who join the school are awarded Merit Scholarship by respective Governments.
- (ii) For continuation of Merit Scholarship, the students should get 70% marks in aggregate in Annual Exams.
- (iii) \* As per Previous year's rate of MoD Incentive.

**(C) INCOME BASED SCHOLARSHIP AND INCENTIVE**

Monthly Income (Basic Pay only)	Sch. Grade	From Govt. of A.P	From MOD*	Total Scholarship
₹ 0 - 21,000	Full - A	₹ 49,000	₹ 15,916	₹ 64,916
₹ 21,001 - 26,000	3/4 <sup>th</sup> - B	₹ 37,000	₹ 14,978	₹ 51,978
₹ 26,001 - 31,000	1/2 <sup>nd</sup> - C	₹ 25,000	₹ 14,041	₹ 39,041
₹ 31,001 - 39,000	1/4 <sup>th</sup> - D	₹ 12,000	₹ 13,916	₹ 25,916
₹ 39,001 & Above	Full Fee	Nil	₹ 13,916	₹ 13,916

**Note:-**

- (i) These Income Based Scholarships are awarded only to Andhra Pradesh domiciled boys.
- (ii) The Scholarship would be granted at the end of the year. If the quantum of Scholarship is reduced by the Government, the amount paid to the boys will also be reduced proportionately.
- (iii) \* As per Previous year's rate of MoD Incentive.
- (iv) Govt of AP & Telangana release Diet subsidy @ Rs.50/- per day for 295 days are Rs.14,750/- per annum per cadet respectively. (for all the AP & Telangana Domiciled cadets except for full fee paying cadets).
- (v) The following are the academic criteria for continuation of Scholarship:

		<b><u>Gen/Def</u></b>	<b><u>SC/ST</u></b>
Subject minimum	-	45%	40%
Aggregate	-	55%	50%

**(D) DEFENCE SCHOLARSHIP AND INCENTIVE****DEFENCE SCHOLARSHIP AND INCENTIVE FOR EX/DEFENCE PERSONALS FROM MINISTRY OF DEFENCE**

Type of Scholarship	Serving Defence Personnel	For Ex-Servicemen	Scholarship and incentive amount*
Full	NCO's and OR's	NCO's and OR's	₹ 45,916/-
Half	JCO's	JCO's	₹ 29,916/-
Nil	Officers	Officers	₹ 13,916/-

**Note:-**

- (i) \* As per Previous year's rate of MoD Incentive.
- (ii) The following are the academic criteria for continuation of Scholarship:

Subject minimum	-	45%
Aggregate	-	55%

**Eligible cadets will be awarded only one scholarship at a time (any one of the above scholarship) i.e. merit/income based/defence/ex-service scholarship**

**(E) In addition to the above scholarship, SC and ST students whose Parents Income is below ₹ 65,000/- per annum are being granted the following additional scholarship for the year 2017-18 (for Andhra Pradesh Domicile Boys)**

Category	Scholarship Granting Agency	For Classes	Scholarship
SC Boys	Social Welfare Officer, Vizianagaram	6 <sup>th</sup> to 10 <sup>th</sup>	₹ 30,000/-
ST Boys	Tribal Welfare Officer, ITDA, Parvathipuram, Vizianagaram (Dist)	6 <sup>th</sup> to 10 <sup>th</sup>	₹ 30,000/-

- For continuation of SC Scholarship, the Boy should get 40% in each subject and 50% aggregate in annual examinations.
- For continuation of ST Scholarship the boy should get 60% aggregate in annual examination.

**(F) INCENTIVE FROM MINISTRY OF DEFENCE FOR NDA / TECHNICAL ENTRY SCHEME OF DEFENCE SERVICES** All the cadets who join NDA as well as technical entry scheme of defence service shall be reimbursed the tuition fee paid for classes XI and XII, deducting the amount already disbursed as scholarship to the selected Cadet.

5. The amount of school fees may be revised at any time by the Board of Governors and the parents will have to abide by their decision. An undertaking to this effect (as given at **Appendix-‘Q’**) is to be signed and submitted by you at the time of admission.

6. Parents/guardians are expected to furnish correct details with regard to date of birth, income and any scholarship availed from any other agencies. In case it is found false during verification by the school through vigilance/police, their son/ward will be withdrawn from the school. Additionally, parents/guardians will be liable to refund all financial benefits enjoyed by their son/ward during their term in the school.

7. In subsequent years, parents/guardians are requested to pay fees as and when it falls due failing which the name of your son/ward will be struck off from the school's roll and the boy will be sent home at the parent's / guardian's risk and expanse. The schedule of fee payment is as follows:-

- (a) On re-opening of the school
- (b) 10<sup>th</sup> of Aug, Nov & Jan for quarterly payments.
- (c) 10<sup>th</sup> of Oct for Half-Yearly payment

8. Merit-cum-Means State scholarships for Telangana State Domicile boys will be claimed from Telangana State Government. The scholarships will be disbursed subject to release by Government of Telangana State only.

Appendix-'A'  
(Ref page-2, para 7  
of covering letter)

From

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_.

To

The Principal,  
Sainik School  
**KORUKONDA-535 214**  
Vizianagaram Dist (A.P)

**JOINING INSTRUCTIONS: 2020-2021: NEW ADMISSIONS**

Dear Sir,

1. Reference is made to your letter No.SSK/1251/MO/EE/2020-2021, dated \_\_\_\_\_ 2020.
2. This is to confirm that I the father / guardian of Exam Roll No. \_\_\_\_\_ Master \_\_\_\_\_ 2020 for admission after fulfilling all requirements as stipulated in the above mentioned joining instructions.

Yours faithfully,

Signature of the Parent/Guardian

Name in full \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT FORM TO BE EXECUTED BY THE PARENT/GUARDIANS OF STUDENTS, OTHER THAN FULL FEE PAYING, AT SAINIK SCHOOL KORUKONDA**

This AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 2020 between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the Guarantor, which expression shall unless excluded by the context of the meaning thereof be deemed to include his heirs, executors, administrators, and legal representatives) of the one part and the board of Governors, Sainik Schools Society (hereinafter) called the `Governors` Which expression shall unless excluded by the context or the meaning thereof be deemed to include the Principal of the Sainik School, Korukonda of the other part.

Whereas \_\_\_\_\_, son of \_\_\_\_\_ (hereinafter called the student) is the son/ward of the guarantor and has at the request of the guarantor been selected for admission to the Sainik School, Korukonda inter alia, on the terms and conditions hereinafter appearing for the purpose of receiving education with a view to making the Regular Armed Forces, his profession in life, if considered by the appropriate authority to be suitable and if there is any vacancy and if he be selected.

NOW IT IS HEREBY AGREED BY and between the parties hereto as follows:-

That in consideration of the student being admitted by the Governors to the Sainik School for the purpose of the aforesaid education at the request of the Guarantor, covenants with Governors that the student will attend the Sainik School regularly and will observe and comply with all the rules and regulations thereof for the prescribed period or until he is declared fit for admission to any institution as may from time to time prescribed by the Governors, for training for entry to the Regular Armed Forces and that he the Guarantor shall pay to the Governors regularly and promptly and whenever called upon to do so all the fee as prescribed, if he is not in receipt of any scholarship.

That if for any reasons not beyond the control of either the student or the Guarantor the student fails to pursue his studies at the said school before appearing for selection for entry to any institution as may from time to time be prescribed by the Governors for training for entry to the Regular Armed Forces or fails to appear for the said selection or in the event of his not succeeding in the said selection, fails to reappear for Selection, till such time as his age permits him to do so, according to the rules and regulations.

For the time being in force or having been declared successful at the said selection does not proceed to one of the said institutions to which he may be directed to proceed for being trained for entry into the Regular Armed Forces or having joined the said institutions fails to complete the training there at for the entry into the Regular Armed Forces or fails to join the Regular Armed Forces after completing the training at the said Institution, then and if any such case the Guarantor shall forthwith pay to the Governors in cash the sum the student has received from the School and/or the State Government/Central Government the value of the Scholarships he has received for the period the student was at the said school.

That if after admission any of the following viz., proof of Domicile, Certificate of Age and Statement of Income supplied by the guarantor, is found to be false in any way or not in order the Guarantor shall forthwith pay to the Governors in cash the sum the student has received from the School and/or the State Government/Central Government (the value of the scholarships he has received) for the period the student was at the said School.

That if after admission, the student is found to be medically unfit in any way at the time which might, according to the opinion of the appropriate medical authority, render him unfit for his future entry to the Regular Armed Forces, the student will be withdrawn at once, but it would be open to the guarantor to retain him at the School on payment of the full fee prescribed by the Governors from the date student is found medically unfit.

That the Governors will not be liable for any damages/charges on account of injuries/loss of life which may be sustained by the student at any time during his stay in the School while taking part in sports other extra – curricular activities of the School. All expenses that may be incurred in treatment of such injuries will be borne by the parent/guardian as provided in the rules of the said school. And that if there is any dispute as to the effect or meaning of these presents or in any way touching or arising out these presents, the same shall be referred to the sole arbitration of the Board of Governors, Sainik Schools whose decision shall be final.

IN WITNESS WHERE OF \_\_\_\_\_ has set his hand and \_\_\_\_\_ by order and direction of the Board of Governors has set his hand the day and the year first above written.

Signed by in the presence of  
(See note (b) below:

Signed by for and on behalf of the Board of  
Governors, Sainik Schools in the presence of

**Note:**

(a) The agreement form is to be duly stamped. The necessary stamped paper for Rs.100/- or such values as prescribed for this purpose is to be purchased by the guarantor from the Local Revenue officer.

(b) The Agreement Bond should be signed by a government servant of Gazetted status together with his seal of Office in token of having witnessed the signature of the Guarantor.

(c) The space provided for the date in the 1<sup>st</sup> para of the Agreement form should not be filled in by the guarantor. This will be filled in on the date on which the agreement will be signed by the Principal, Sainik School Korukonda.

**AGREEMENT FORM TO BE EXECUTED BY THE PARENT/GUARDIANS OF FULL FEE  
PAYING STUDENTS AT SAINIK SCHOOL KORUKONDA**

This AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_ 2020 between \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called the Guarantor, which expression shall unless excluded by the context of the meaning thereof be deemed to include his heirs, executors, administrators, and legal representatives) of the one part and the board of Governors, Sainik Schools Society (hereinafter) called the `Governors` Which expression shall unless excluded by the context or the meaning thereof be deemed to include the Principal of the Sainik School, Korukonda of the other part.

Whereas \_\_\_\_\_, son of \_\_\_\_\_ (hereinafter called the student) is the son/ward of the guarantor and has at the request of the guarantor been selected for admission to the Sainik School, Korukonda inter alia, on the terms and conditions hereinafter appearing for the purpose of receiving education in a Sainik School.

NOW IT IS HEREBY AGREED BY and between the parties hereto as follows:-

That in consideration of the student being admitted by the Governors to the Sainik School for the purpose of the aforesaid education at the request of the Guarantor, he the Guarantor covenants with Governors that the student will attend the Sainik School regularly and will observe and comply with all the rules and regulations thereof for the prescribed period and that he, the guarantor, shall pay to the Governors regularly and promptly and whenever called upon to do so all the fees prescribed for education in the Sainik School.

That the Governors will not be liable for any damages/charges on account of injuries/loss of life which may be sustained by the student at any time during his stay in the School while taking part in sports other extra-curricular activities of the School or on account of any other reason directly or indirectly related to his stay as a student in the School. All expenses that may be incurred in the treatment of such injuries will be borne by the parent/guardian as provided in the rules of the said School.

And that if there is any dispute as to the effect or meaning of these presents or in any way touching or arising out of these presents, the same shall be referred to the sole arbitration of the Board of Governors, Sainik Schools, whose decision shall be final.

IN WITNESS WHERE OF \_\_\_\_\_ has set his hand and  
 \_\_\_\_\_ by order and direction of  
 the Board of Governors has set his hand the day and the year first above written.

Signed by  
 In the presence of  
 (See Note (b) below:

Signed by  
 for and on behalf of the  
 Board of Governors,  
 Sainik Schools in the  
 Presence of

**Note:**

- (a) The agreement form is to be duly stamped. The necessary stamped paper for Rs.100/- or such values as prescribed for this purpose is to be purchased by the guarantor from the Local Revenue officer.
- (b) The Agreement Bond should be signed by a government servant of Gazetted status together with his seal of Office in token of having witnessed the signature of the Guarantor.
- (c) The space provided for the date in the 1<sup>st</sup> para of the Agreement form should not be filled in by the guarantor. This will be filled in on the date on which the agreement will be signed by the Principal, Sainik School Korukonda.

**INDEMNITY CERTIFICATE**

In consideration of my son/ward Roll No.\_\_\_\_\_ Name \_\_\_\_\_ being allowed at his/my request for the travel during winter/midterm & summer vacation/leave or during organised Educational Tours or on liberty (out pass) and when called at my request on emergency with or without escort, I undertake and agree that neither I nor my executor nor administrator will make any claim against the Government of India or against any Officer, Instructor or any person in the service of Sainik School Korukonda or the Sainik Schools Society in respect of any loss or injury including the death which he may suffer during the travel during winter/midterm & summer vacations/leave or during any organised trips like educational tours or on liberty (out pass) and when called at my request on emergency with or without escort, I understand that no compensation will be paid by the Government of India for any loss or injury including death and I agree so as to bind himself, executors and administrators to indemnify the Government of India or any Officer/Instructor of Sainik School, Korukonda against any claim.

Signature of Parent/Guardian  
Address:

Signed by Parent/Guardian in my presence:

**WITNESS :**

(1)\_\_\_\_\_ Date:\_\_\_\_\_

Name: \_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

(2)\_\_\_\_\_ Date : \_\_\_\_\_

Name: \_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

**INDEMNITY CERTIFICATE**

In consideration of my son/ward Roll No. \_\_\_\_\_/KK Name \_\_\_\_\_ being allowed at his/my request to swim in the Saikor Swimming Pool, to participate in shooting, horse riding, games, athletics and other physical activities, I undertake and agree that neither I nor my executor nor administrator will make any claim against the Government of India or against any officer, Instructor or any person in the service of Sainik School Korukonda or the Sainik Schools Society in respect of any loss or injury including death which he may suffer during the above training/horse riding and I understand that no compensation will be paid by the Government of India for any loss or injury including death and I agree so as to bind myself, executors and administrators to indemnify the Government of India or any officer/Instructor of Sainik School, Korukonda against any claim.

Signature of the Parent/Guardian  
Address:

Signed by Parent/Guardian in my presence

**WITNESS:**

(1) \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_ Date : \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Appendix-`F`  
(Ref page-1, para 1(c))

**TO WHOMSOEVER IT MAY CONCERN**  
**MEDICAL CERTIFICATE: ISSUED BY A GOVERNMENT MEDICAL OFFICER**

1. It is hereby certified that \_\_\_\_\_ son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ who has been selected by the Sainik School Korukonda to the best of my knowledge and belief has not suffered from any infectious diseases during the preceding month, nor is suffering from any infectious disease as on date.

2. It is also hereby certified that the child is vaccinated against Hepatitis „A“ & „B“, Typhoid, Measles-Rubella (MR) and Chicken-pox.

Office Seal

Signature  
Name, Designation/Rubber Stamp

**AFFIDAVIT AND CERTIFICATE OF INCOME**

(Incomplete/illegible/over written affidavits and certificates will not be accepted)

**I – AFFIDAVIT**

1. I, \_\_\_\_\_ (Name of Parent/ guardian in Capitals) son of Shri \_\_\_\_\_ resident of \_\_\_\_\_ Mandal \_\_\_\_\_ District \_\_\_\_\_ hereby solemnly declare on oath that the particulars of income in respect of self furnished below for the year 2020-2021 (from 01<sup>st</sup> Apr 2020 to 31<sup>st</sup> Mar 2021) are true to the best of my knowledge and belief and no income has been omitted/concealed).

2. Further, I agree that in case the income is found to be more than that furnished below, I shall be liable to refund the entire amount of Scholarship availed/enjoyed by my son/ward and or any other penalty as may be imposed by the Scholarship granting authority.

**Annual Income (Self)**

- |                                      |                  |
|--------------------------------------|------------------|
| (a) From Salary/Pension (only Basic) | ₹ _____          |
| (b) Other Sources                    | ₹ _____          |
| (i) Business                         | (ii) Property    |
| (iii) Agriculture                    | (iv) Investments |
| (v) Miscellaneous                    |                  |

NB: If there is no income from any other source, write NIL against the heading instead of drawing a line or dash.

Total Income: ₹ \_\_\_\_\_ (in words) \_\_\_\_\_

(3) Average Monthly Income (in figures) ₹ \_\_\_\_\_  
(In words) ₹ \_\_\_\_\_

(Please divide the Annual Income by 12)

Place : \_\_\_\_\_

Signature of the Parent/Guardian

Date : \_\_\_\_\_

Appendix-`H`  
(Ref page-2, para 5(a)(iv) and (b)(iii))

**CERTIFICATE**

I hereby certify that I am not in receipt of any scholarship or financial assistance from any source other than Ministry of Defence scholarship towards the education of my son studying in Sainik School Korukonda (Andhra Pradesh).

Date: \_\_\_\_\_

Signature of the Parent

**DECLARATION**

1. I, \_\_\_\_\_ of \_\_\_\_\_ Village/Town/City  
\_\_\_\_\_ Taluk \_\_\_\_\_ District \_\_\_\_\_  
Father/Guardian of Roll No. \_\_\_\_\_/KK Master \_\_\_\_\_ do  
hereby solemnly declare that:

(a) My above named son/ward has applied and appeared in the examination for admission to Sainik School Korukonda for the first time in the month of January 2020. Also he has not appeared at any time for admission to any other Sainik School.

(b) The particulars given by me in the application form submitted for the above examination in respect of the said boy are true and no information asked to be given has been concealed.

2. In the event of the above information having been found incorrect at any time, I undertake to refund the full amount of the Scholarship enjoyed by my son/ward immediately, on demand and without demur and will have no objection to my above named son/ward being immediately removed/withdrawn from the School.

Signature of the Parent/Guardian

Name in full : \_\_\_\_\_  
(in Capitals )

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**DECLARATION BY THE PARENT**

1. I, \_\_\_\_\_ father/guardian of Roll No. \_\_\_\_\_ Name \_\_\_\_\_ hereunder furnish possession of the Land and other immovable properties possessed during the year 2020 - 2021.

(a) Land                                      Survey No.                                      Dry/Wet                                      Extent

(b) Other Properties :

2. I further furnish the following information pertaining to my employment during the year 2020 - 2021.

(a) Nature of Employment & Designation : \_\_\_\_\_

(b) Basic Pay drawing : ₹ \_\_\_\_\_

(c) Place of employment : \_\_\_\_\_

(d) Full address of the employer : \_\_\_\_\_

\_\_\_\_\_

3. **DETAILS OF FAMILY**

S.No.	Name	Son/Daughter/ Parents (Both father and mother)	Date of Birth
-----			

4. I hereby solemnly declare that the information furnished above is true to the best of my knowledge and belief and that nothing is kept concealed.

Date : \_\_\_\_\_

(Signature of the Parent/Guardian)

### **CERTIFICATE OF UNDERTAKING**

**(To be given at admission to VI/ IX Std and again before promotion to XI Std)**

1. The primary objective of the school and of the students is to continuously strive for all round excellence (including academics) by making the best use of available time and resources and become eligible to join the armed forces. Achievements of two students studying in the same school and under exactly the same set of conditions may greatly differ due to difference in attitude and commitment and not so much due to their individual capabilities/ intelligence.

2. I understand that this undertaking is intended to constantly remind me to remain committed and excel rather than do poorly and give excuses for poor performance.

3. Sainik School is known for its special character and is very different from any other boarding school. I am well aware of the physically demanding nature of academic and training activities and strict daily routine. It will be easier for me to score good marks in some other school where I can dedicate more time to studies. Despite knowing this, I wish to continue in the school and, I shall study with utmost sincerity and always try to improve my academic performance. I will not take recourse to the following excuses for performing poorly or failing in any examination.

(a) **No time for studies.** I am aware that, I will have to follow the laid down time table of the school between 0500 to 2200 hrs every day. There is sufficient time in between classes, free periods, daily evening prep, holidays etc for studies and homework. School does not engage XII Std for any extra curricular activity except for a few CCA events and an occasional Guard of Honour. I will be able to manage time for self studies and all other activities within the existing routine of the school.

(b) **No rest in the afternoon.** Cadets are required to rest from 1410 hours till 1510 hours unless they are on corrective drill or detailed for weak cadets classes; yet cadets despite cautioning are found going to the playground by 1500 hours; the senior cadets have time only for a short nap because they have to attend laboratory and also if they sleep for a long time in the afternoon, they tend to keep awake in the night. I am aware that lab periods, extra classes, mock tests etc will mostly be organised during non regular hours eg. afternoon, after dinner or on holidays.

(c) **Called on Holidays to Instructional Block for Self Study.** Senior Cadets (X to XII Std) should remember that the students of their age outside devote a major portion of their holidays too on studies. Therefore cadets who aim to perform well in the UPSC NDA exam and CBSE exams, should be prepared to sacrifice at least two hours (0930 to 1130 hrs) on holidays to carry

Signature of Parent/Guardian

Signature of Cadet

carry out concentrated studies at the Instructional Block instead of in their own hostel where they would tend to relax in their cots or indulge in idle chitchat or simply loiter and fritter away precious time.

(d) **Not allowed to study in the night.** I shall be early to bed and early to rise which will not only help me be hale and healthy, but also enable me to wake up early for PT and keep me alert during classes.

(e) **Large Number of Mock Tests before UPSC.** I am aware that a majority of cadets never say that they are well prepared even the day before the exam. I also know that tests should be taken seriously and positively because practice will make cadets perfect. Mock tests will be conducted regularly every week. Frequency will be increased toward the end. I will therefore be prepared for any test as soon as the lesson is completed. I will not resort to the perennial excuse many cadets give that they are not prepared.

(f) **Monday Assembly is not required.** Other schools have daily assembly and participating in assemblies will build my confidence.

(g) **CCA/ Literary Activity is not useful for UPSC.** CCA/ Literary Activity is an essential part of curriculum of any school and it helps in SSB.

(h) **PT, Games and Roll Calls are a waste of time.** PT and Games are necessary to remain fit and ready for SSB; Roll Calls are necessary to check absentees, uniform etc; Roll Calls can get over quickly if the Houses assemble fast and therefore I shall not only be in time and conduct myself properly during the roll call but also impress upon my peers to do the same so that we all are not detained or punished for misconduct.

(j) **Too many corrective drill/ PT/ Imposition.** Only if I commit mistakes, will I be awarded corrective drill/PT/Imposition. It depends on the number of offences/ violations of orders by me.

(k) **Masters not serious with the classes.** I will not resort to attributing reasons for poor performance to masters. I will clarify my doubts about the topic as early as possible. In case I still need further guidance which is not forthcoming from masters due to any reason, I will discuss the matter with Headmaster/ Principal to find a solution rather than waiting till the last moment or after the damage has been done.

(l) **Study leave for UPSC not given.** In class XII I will have to study for NDA/UPSC as well as CBSE. School cannot give study holidays for UPSC exams since CBSE portions can't be neglected. However, they shall observe regular additional study hours as and when permitted.

(m) **Stress due to summoning parents/ guardian to school.** I know that it is customary for schools to call parents/ guardian to discuss poor academic

Signature of Parent/Guardian

Signature of Cadet

performance and indiscipline. The onus is on me to show good behaviour and better performance in academics so that there is no need for my parents/ guardian to be summoned to the school. If I don't meet the academic and discipline standards of the school which are clear to me and my parents/ guardian from the beginning, then I alone am responsible for any inconvenience/ distress which might be caused to my parents/ guardian or me on account of their being summoned to the school. Neither I nor they can blame the school. Also my parents/ guardian can't absolve themselves of the responsibility of participating in the Counselling Process whenever the school initiates. Parents/ guardian of XII Std cadets are also given the freedom to visit on non Visitors' Day and help relieve their wards of the pressure of studies/ exams.

(n) **CBSE tests before UPSC Exam.** Studying for CBSE Tests help in the UPSC preparation since the syllabus is not vastly different. Also if the CBSE studies (including tests) are stopped before the UPSC (NDA) Exam, it will be difficult to complete the portions by December and begin revisions thereafter. Therefore I shall pay equal attention to both CBSE and UPSC portions in the syllabi.

(o) **Duties & Responsibilities of an Appointment.** I know that being an appointment is part of the training given to a future leader. I shall not shirk from the responsibility bestowed on me as an appointment by giving excuses such as "I need more time for studies", "I am not fit for the job", "Someone else is more interested and he will be better", "Seniors will pressurize me as a Junior Appointment to be harsh with the juniors which may invite drastic disciplinary action" etc. On the other hand I shall seize the opportunity for my growth, honour the trust and confidence placed in me and wholeheartedly fulfil my duties and responsibilities as an Appointment/ Senior Cadet. A senior appointment has the support of his House Master, Tutors and subordinate appointments. His duty is to guide the School, House or Group by primarily being a role model and doing the right thing (mainly keeping punctuality and the dress code and never hurting the juniors physically or emotionally). The same routine is being followed at the school since its inception in 1962. Those who aspire for success, are committed and work extremely hard to attain glory for themselves, their parents/ guardian and the school. On the other hand, those who are lazy and forever give lame excuses, fail to achieve the desired goals and begin blaming the system, curriculum, authorities (for being rigid with the rules) et al instead of holding themselves responsible for the lack of ambition and dedicated effort. I am already aware of the regimen and the rigours of the school and yet I am passionate about studying at this school. I shall wholeheartedly accept any additional task related to academics and other activities since it will contribute to my success in the exams and tests (under CCE/ AISSE/ AISSEE/ UPSC/ SSB).

Signature of Parent/Guardian

Signature of Cadet

4. I hereby certify that I have read and understood the following guidelines/rules/ and norms of Sainik School Korukonda and I shall abide by them.

(a) **Homework.** Cadets will submit their homework/ records/ project work/ assignment/ in time. Not doing so will result in withdrawal of the cadets on grounds of „Poor Academic Performance“ (Rule 3.37 of SSS Rules & Regulations)

(b) **Exams Compulsory.** Cadets will not skip any test/ exam under any pretext. If they do so, they will be awarded zero in that particular test/ exam. No retest will be conducted except on medical grounds or absence with prior approval.

(c) **Promotion & Scholarship Criteria.** The criteria for promotion and retention of scholarship are as follows:-

Classes	Distribution of Marks in Assessments and Tests	Promotion Criteria	Scholarship Criteria
VI to X	(a) 20 Marks internal assessment (b) 80 Marks Annual / Board Examination	33% in each subject in Internal Assessment and Annual / Board Examination separately.	(i) Ref is made to CBSE circular Academic – 05 – 2017, dated 31/01/2017, para A, point 1 (Both marks and grades will be awarded for individual Subject) (ii) Scholarship criteria may be reverted to the system that existed in the school before the implementation of CCE by CBSE.
XI	As directed by SSS in the previous academic year		

In addition, performing poorly in any test of Std XI and XII will be treated as „Poor Academic Performance“.

(d) **Criteria for representing School in outdoor competitions/ events and going on liberty.** Any cadet who wishes to take part in competitions outside including South Zone or Inter Zone Games (even if they are happening inside the school) or go to Vizianagaram on liberty should meet the following criteria:-

- (i) Should be proficient in the game/ talent/ activity (for competitions).
- (ii) Minimum 50 % marks in each subject in every exam conducted from the start of the academic year.
- (iii) Should not have been suspended from the school for any major violation of order Eg. Ragging, Malpractice etc.

Signature of Parent/Guardian

Signature of Cadet

- (iv) Should not have any disciplinary enquiry against him.
- (v) Should have passed the PT/ Drill/ Swimming Tests.
- (vi) Should have completed all homework.
- (vii) Parent should have signed their consent.

(e) **Preparation for NDA.** Cadets will begin their preparation for NDA earnestly in terms of writing the UPSC exam, developing their communication skills through active participation in the class and assembly talks/ Group Discussions, SSB training, reading books, writing, travel etc. All cadets are to maintain a Vocabulary Notebook (a word a day from story books/ newspaper, with part of speech, meaning, sentences etc) and a Quiz Notebook (10 pieces of information gleaned from the newspaper everyday) and submit them one day in the week for the Principal's perusal.

(f) **Tips to Improve in Academics.** Cadets are to keep the following in mind to improve their academic performance:-

- (i) Don't prevaricate or postpone any task (not only homework, project etc but also personal chores like washing clothes etc).
- (ii) Keep a practice notebook during study period and write and learn. This will help cadets concentrate better and find out gaps in the knowledge.
- (iii) Keep a "Deeds Diary" wherein before going to bed, a cadet may pen down specific academic tasks (Subject-Chapter-Exercise) performed under the title "Today's Work" and also write "Tomorrow's Plan". This will enable the cadet to meet short-term goals and maintain the habit of studies.
- (iv) Borrow textbooks from seniors (since the issue of new textbooks may be delayed) as soon as the final exams are completed and begin studying them.
- (v) Read the lesson before attending the class.
- (vi) **Do/ Write and learn.** During Prep and Self Study, read the lesson first till it is understood and then write down the salient points/ work out the problems without referring to the text. Later rectify the mistakes.
- (vii) Form study groups with buddies in the hostel and quiz each other on the lessons covered.
- (viii) Write down doubts/ queries and ask the teachers without fail

Signature of Parent/Guardian

Signature of Cadet

- (ix) Ask teachers to conduct regular tests.
- (x) Never cheat in exams.
- (xi) Don't be impatient. Spend the full time in the exam hall pondering over the answers.
- (xii) Manage time in the exam. Attempt questions (in terms of matter to be written) as per the marks allotted. Avoid pondering over a single question for too long resulting in paucity of time toward the end.
- (xiii) Write down the correct answers to the questions which you could not answer at least 10 times each.

(g) **Tips to Improve Communication Skills (English)**. Cadets are to keep the following in mind to improve their academic performance:-

- (i) Read at least two books per month (try reading fictional novels, biographies, non fiction, essays, poetry, comics, magazines, newspapers etc regularly)
- (ii) Read/ reread slowly and deliberately observing the style and structure of sentences.
- (iii) Sometimes read aloud observing pauses (especially poetry).
- (iv) Improve your vocabulary by writing down difficult words and nice phrases in your vocabulary book. Find out their meanings from the dictionary. Copy down the original sentence and make own sentence.
- (v) Converse with friends and teachers in English as far as possible.
- (vi) Write down important tidbits from newspaper in the Quiz notebook.
- (vii) Listen to/ Watch the English news. Observe the diction and pronunciation.
- (viii) Don't leave any opportunity. Volunteer and participate in any public speaking/ acting/ recitation competitions. The aim is to gain practice and confidence, not to win prizes. Eventually you will start winning prizes and the hearts of the audience.
- (ix) Use simple and uncomplicated language. Speak or write from your heart and be sincere in your style.
- (x) Don't feel shy of making mistakes. Nobody is perfect.

Signature of Parent/Guardian

Signature of Cadet

(xi) Don't be discouraged by friends who tease or don't cooperate. You should know what is good for you.

(xii) Practice shall make you a perfect, knowledgeable (you will acquire more exposure, information and vocabulary) and confident person.

(h) **Participation in Co Scholastic Areas**. Cadets will take part in CCA/ Literary Activity, PT, Games, Hobby Club, NCC, sports, earnestly and other school activities whenever called upon to do so. They will also not refuse any appointment-ship granted to them or any task entrusted to them.

(j) **Guiding Juniors**. Cadets of XII Std will exhibit exemplary conduct and exercise proper control over their juniors including XI without resorting to manhandling or use of abusive language. In case a junior cadet does not follow the instruction of senior cadets, the matter will be reported first to the concerned appointments/House master. The junior cadets are not to be summoned to the Senior Hostels. Senior cadets are not to visit the Junior Hostels without obtaining permission of the House Master concerned.

(k) **Misdemeanors**. Cadets will not indulge in acts of indiscipline like ragging of juniors or peers, malpractice in exams, vandalism (destruction/damage of property), late coming, absenteeism/ missing roll call, improper turnout, improper marching, non submission of homework, neglecting and not caring about textbooks and notebooks, lying, cheating, forgery, theft, laziness, carelessness, sexual acts/ sodomy, ganging up, quarrelling, causing disturbance, chatting or sleeping or playing or reading non prescribed material in the class/ study room, sleeping in class, not speaking in English, improper table manners, skipping meals, wasting food, malingering, hiding illness or real cause of injury or distress, littering the area with paper or plastic, disrespect to elders/ seniors, disobedience of orders etc.

(l) **Dress and Deportment**. Cadets are to adhere to the dress code and wear only the prescribed pattern of dress. Only formal wear is to be worn on holidays and birthday (jeans, baggies, cargos, Bermudas, T- Shirt etc are not permitted). Cadets should be mindful of their uniform in the following respects:-

(i) Uniform Shirt and Pants (khakis, NCC, White dress, blue-grey, flaps, PT/ Games dress, night dress etc) not dirty or crumpled.

(ii) Shoes - polished shoes and shoes which are not torn or damaged.

(iii) Socks (including stockings) which don't sag or which are clean and not torn.

(iv) Nametab (not damaged, correct spellings indicating own name etc).

Signature of Parent/Guardian

Signature of Cadet

- (v) Lanyard.
- (vi) Beret (with blue patch and emblem)- to be worn even without shoes; to be carried in the hand only if there is a wound on the head.
- (vii) Belt.
- (viii) Epaulettes.
- (ix) Rank Badge & Insignia.
- (x) Tie & Tie Pin.
- (xi) Haircut (cadets are not to keep long locks, beard etc)
- (xii) Nailcut.
- (xi) Handkerchief (white, neatly folded in the right trouser pocket)
- (xiv) Vest
- (xv) No talisman, amulet, sacred thread, rings, ornaments or religious symbols are to be worn on the body.

(m) **Cleanliness and Kit Layout**. Cadets will maintain proper kit layout in the dorms (including beds, cupboards, study desks, hanging lines etc) and cleanliness in the classrooms, corridors, living area, playground, drill square and the rest of the campus. They will bathe and wash their undergarments daily.

(n) **Banned Items**. Cadets should not be in possession of electronic gadgets like mobile phone, i-pod, radio, camera and also will not keep valuables or money worth more than Rs 100/- (entirely at own risk of being confiscated or stolen). Camera may be used with written permission for a specific event and later is to be returned to the Housemaster for custody.

(o) **Offences and Penalty**. The following are the consequences of a few wrong doings (besides an adverse entry in the Cumulative Record and deduction of valuable Cock House points toward discipline, in extreme cases there will be a ban on participation/ representation in events, suspension from attending classes, withholding/ withdrawing scholarship etc):-

- (i) Ragging (including causing physical or mental harassment through violent acts including sexual acts and abusive and offensive words, insults, intimidation, extortion, wrongful restraint and confinement, running errands for seniors, offences against property,

Signature of Parent/Guardian

Signature of Cadet

abetment and instigation and even being a mute spectator or victim without reporting the matter to the House Master or the School Authorities). According to the Supreme Court of India, “ Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing , treating or handling with rudeness to any student , indulging in rowdy or undisciplined activities which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.”

(i) FIR with police and expulsion from school

(ii) Malpractice in Exams

(iii) Zero in the paper and dismissal from school

(iii) Wilful Damage or Destruction of School or Private Property (Causing mishaps (intentional or accidental) by playing unauthorized/ risky games/ sports, playing with fire (candles, matchsticks etc), attempting to experiment or innovate with electrical fittings and causing injury/ loss of life or property of self or others or sustaining injuries due to careless movements.

(iv) Cost of the item & Labour + 100 % fine (if cadet doesn't own up the mistake, then the entire group will be fined) and dismissal from school

(v) Possession / Use / Carrying of mobile phones and other electrical (eg heater etc) and electronic gadgets including external devices like pen drive, i-pod, radio, camera etc.

Confiscation of item and counselling to both parent and cadet

(v) Reporting Late after Vacation/ Leave/ Liberty/ Course  
Fine in the following manner

Delay in Reporting	Fine Amount
First Day (after 1800h to midnight)	Rs 500/-
2nd Day	Rs 1,500/-
3rd Day	Rs 2,500/-
4th Day	Rs 3,500/-
5th Day onward	Rs 5,000/-

(vi) Possession/ Use of alcoholic beverage or narcotic substance Expulsion from school

Signature of Parent/Guardian

Signature of Cadet

- (vii) Attempting to Escape/ Run Away/ Abscond from Campus

Dismissal from school

(It is always advisable to report to the Hostel Superintendent/ House Master/ Senior Master/ Registrar/ Headmaster/ Principal if a cadet is facing any problem like homesickness, teasing/ manhandling by seniors/ peers, inability to cope with training etc.)

- (viii) Visiting „Out of Bound“ Area (including other Hostels, Residences of Staff, Local Market etc) without prior permission

Punishment as recommended by Disciplinary Committee

- (ix) Preparing, buying or consuming any food other than authorized by the school (Eg making noodles in the hostel or buying parathas from the local shops etc is an offence)

Punishment as recommended by Disciplinary Committee

- (x) Rearing animals/ pets in their dorms or cabins, feeding/ cohabiting with stray dogs and other animals

Punishment as recommended by Disciplinary Committee

- (xi) Trading or selling any item (Gifting items is legitimate).

Punishment as recommended by Disciplinary Committee

- (xii) Other misdemeanours like late coming, absenteeism/ missing roll call, improper turnout, improper marching, non submission of homework, neglecting and not caring about textbooks and notebooks, lying, cheating, forgery, theft, laziness, carelessness, ganging up, quarrelling, causing disturbance, chatting or sleeping or playing or reading non prescribed material in the class/ study room, sleeping in class, not speaking in English, improper table manners, skipping meals, wasting food, malingering, hiding illness or real cause of injury or distress, littering the area with paper or plastic etc, disrespect to elders/ seniors, disobedience of orders etc. will invite corrective drill/ PT (in the case of homework and turnout, the cadet will stop attending the corrective drill/ PT only after he has completed the task or rectified the error), Kit issue and if the violations are repeated, the cadet will be dismissed from the school for indiscipline.

- (p) **Bad Traditions**. It is easy to follow incorrect, wrongful and meaningless ways in the name of „tradition“ and „seniority“. Eg. Using violence (including foul language) against juniors, making them slaves who are bound to do as they are bid, writing dirty graffiti on the walls and road, breaking and burning things, plunging into the

Signature of Parent/Guardian

Signature of Cadet

swimming pool or water tank to celebrate a victory, lying to show „team spirit“, listening to loud and crude songs, running away to town in the night, smuggling banned items into the school, spraying ink on each other, wearing sandals (to Tuck Shop, Games Roll Call and even Laboratory), wearing coloured/ civil clothes or being half naked in the dormitory, not tucking in T-Shirt/ Uniform, not standing in a squad, skipping PT and Drill, jumping walls and taking shortcuts, slumbering in the afternoon through the games period, keeping awake till late at night, challenging authority etc. These bad traditions are strengthened by the stories spun by a few alumni who share their „exploits“ and experiences as if they were heroic. Cadets should eschew all such atrocious behaviour. On the other hand they should build good traditions by excelling in academics, sports and extra-curricular activities, doing homework, speaking in English, marching in squads, maintaining standards in drill and turnout, punctuality, table manners, being kind to juniors, being respectful to all, planting trees, doing social service, joining the NDA in large numbers etc. though these are a tough act to follow.

(q) **‘Seniority’**. „Seniority“ should mean being a role model to the juniors, leading by example, giving knowledge and guidance, showing compassion, solving problems, willing to spare time, sacrificing own happiness, playing and having fun and „Seniority“ is certainly not the power to cause physical or mental hurt to the junior cadets.

(r) **Visitor’s Card**. Cadets will entertain only authorized visitors with Visitor’s Card (for parents and guardian) only on specified days (mostly on Second Sundays, PTA Meeting and on birthdays if permitted). However their presence in the school should not hamper any assembly/ activity the cadet is required to attend.

(s) **Vacation**. Cadets are allowed to go on vacation on the day after the last working day (after cleaning and organising their dorms/ cupboards and booking out in the House Register/ Gate Book out Register. If they are proceeding on personal leave, then a leave application from the parent is to be submitted. Only Cadets of IX Std and above are permitted to travel by themselves. Similarly the cadets are required to report back from vacation on the specified day before 2000 hours and book in at the Front Gate only (if they are late they will be fined). If they attempt to enter the campus through any other route and without following proper procedure, then it will be construed that they are trying to smuggle in a banned item and disciplinary action will be initiated. The dress code at the time of departure from and arrival back at the school will be formals. The dress for the roll call at 1800 hrs after arrival will be „Dinner Dress“.

Signature of Parent/Guardian

Signature of Cadet

(t) **Vacation Classes**. During vacation, it is mandatory for cadets, especially of XI and XII, to attend any class, camp, workshop or tour if or whenever organised by the school. They will not cite the excuse that they or their parents/ guardian have already made arrangements for tuition classes during vacation etc. The school also reserves the right to postpone or cancel any scheduled programme during vacation. All the cadets of a particular class will equally bear the cost of any training and the cost towards food and other charges during vacation.

(u) **Leave**. Cadets may take leave for a period not exceeding 3 days (maximum) only in the event of death of own kin or wedding of own sibling. If however leave is unavoidable for any other reason, a minimum of 10 days leave may be applied for. The parents/ guardian would have to decide if the leave is worth missing 10 days of classes. However grant of leave even in extraordinary circumstances is purely under the discretion of the authority. Loss of academics in such cases will have to be made good by the Cadet on his own, the school cannot be held responsible for the same. The parent should specifically apply for such leave, well in advance, mentioning the above responsibility clause.

(v) **Medical Treatment**. Cadets are normally treated for all minor illnesses within the school. Counselling sessions are also arranged for cadets who feel stressed or unable to focus on studies or show tendencies toward indiscipline. Treatment for dental problem, fracture etc is also organised under the arrangement of the school. Medical leave will be granted after the required investigation and with the advice of the local specialist doctor in the following cases only:-

- (i) Communicable disease like chicken pox (conjunctivitis is treated within the school)
- (ii) Major ailments like typhoid, jaundice (viral hepatitis)
- (iii) If the movement is severely restricted due to fracture (needing surgery) or other forms of injury.
- (iv) Any other case which merits a long period of treatment/ surgery followed by/ or rest and recuperation/ convalescence.

Parents are to complete the treatment for any skin allergy/ ailment or surgical procedure for corn on the feet etc during the vacation itself. Commencing any other long drawn treatment (including dental) should be with the concurrence of the school.

Signature of Parent/Guardian

Signature of Cadet

5. I understand that there are rules and regulations which are to be followed by the parents/ guardians also. Parents are the primary role models for the children. Therefore they need to be law abiding in terms of being punctual, tidy, orderly, considerate, patient and peaceful. The following are some important guidelines that I shall urge my parents/ guardian to follow:-

- (a) **Visits.** Parents/ guardian are to attend all PTMs conducted at the school. Parents/ guardian are allowed to meet their wards in the School only on Visitor's Day preferable on Second Sunday of the month or on any other day decided as per convenience only within the specified duration.
- (b) **Parking.** Parents/ guardians are to park their vehicles (at own risk, the security of the vehicle being the owner's responsibility) in the specified place (near main gate). Vehicles are not to be parked on the main Road (in front of the school).
- (c) **Visitor's Card.** Parents/ Guardians are to be in possession of the Visitor's Card when they visit the school and should produce the same at the front gate. If there are other visitors they should be accompanied by anyone mentioned/ whose picture is affixed in the Visitor's Card. Please get a new card made if the old one is misplaced or lost.
- (d) **No Argument or Fight.** Parents/ guardians are not to get involved in any argument or quarrel with other parents/ guardians, cadets or staff of the Sainik School.
- (e) **Out of Bound.** Residences of Staff, Hostels and MI Room are strictly 'out of bound' for parents/ guardians. They are also not to take their wards outside the school limits.
- (f) **Permission to Stay.** There is no provision of staying in the school beyond 1700 hrs, whatsoever.
- (g) **Littering.** Parents/ guardians/ guests are not to litter the campus with plastic, paper and other trash.
- (h) **Taking Shortcuts or Jumping Wall.** Since vehicles are not permitted inside the Hostel area, parents/ guardians might resort to jumping the compound wall in order to get heavy articles inside. Parents/ guardians/ guests are not expected to jump walls or take shortcuts to enter the campus or while moving from one place to another. This is setting a wrong example to their own wards.
- (j) **Telephone Calls.** Parents/ guardians are allowed to make phone calls to their wards between 1400 h to 1530 h & 2045 h to 2145 h, on all working days and 0900 h to 1700 h on holidays (excluding meal time and any important event). Cadets may telephone their parents from the Coin Box at

Signature of Parent/Guardian

Signature of Cadet

the Tuck Shop between 1530 hrs to 1700 h on all working days and 0900h to 1700 on holidays (excluding meal time and any important event) and in the Hostels (for Juniors) between 1530 hrs to 1700 h on all working days and 0900h to 1700 on holidays (excluding meal time and any important event).

(k) **Performance Counselling.** Parents/ guardian are to meet the Class Teacher, see the answer sheets of their wards and sign the report card and Counselling Register during their visit. The parents/ guardians are to maintain discipline and decorum while meeting the teachers. They should patiently wait for their turn. They are also not to carry on conversation with a particular teacher for more than three minutes, especially when other parents/ guardians are waiting.

(l) **Monitoring Academic Progress.** It is the responsibility of the parents/ guardian to keep themselves abreast of the results and the performance of their ward. After every FA or Unit Test, the results will be posted on the website. After each Summative Test or Term Test, the school will send the results by normal post too.

(m) **Poor performance in academics/ discipline and counselling to parents/ guardian.** Parents/ guardian will meet the Class Teacher/ House Master/ Senior Master or the School Administration whenever asked to do so (mainly for academic, disciplinary or non payment of fee reasons). Parents/ guardian are fully involved and responsible for their ward's growth. They will not take cover under the excuse that they had handed over their ward to the school and therefore they have no more role to play or that they have to travel a long distance or that they don't have leave or that they/family members are ailing etc. The parents/ guardian will continue to be responsible for the actions/ misdemeanours of the ward and should actively participate in every opportunity of counselling that is given to them. Even a reason like the distance and time of travel involved, difficulty of obtaining permission for leave from the department concerned or ill health will not be entertained though it may be genuine (since it would be mandatory for either of the parents to come during counselling). If after all the efforts of the school and the parents/ guardian the cadet doesn't show improvement/ progress, then the cadet will have to be withdrawn from the school, in accordance with rule 3.30, 3.34 and 3.37. All schools call parents/ guardian to brief them on the poor academic performance or indiscipline of wards. The SSA works for the academic excellence of your ward. Sometimes parents/ guardian themselves do not keep the best interest of the child in mind. Parents/ guardian are requested to support the school in preparing your child. The parents/ guardian are to be involved for the following reasons also:-

(i) To inform them about the results and to enable them to advise their wards to sincerely work harder.

Signature of Parent/Guardian

Signature of Cadet

(ii) As a warning that if the performance continues to be poor in spite of the best efforts of teachers, their ward will have to be withdrawn from the School.

(iii) Calling the parents/ guardian often spurs the student to become more serious about studies.

(iv) The growth of a child is a social responsibility- we all have a stake. The parents/ guardian cannot wash off their responsibility though they may not be living with their children.

A forum like the Parents-Teachers Committee is therefore an excellent idea as long as parents/ guardian are willing to spare their valuable time, interact with other parents/ guardians and project points which are for the benefit of the school.

(n) **Counselling Wards on Ragging**. Parents/ guardian are expected to counsel their wards on better academic performance and the evils of ragging and their dire consequences. They should ask their wards not to hide any instance of ill treatment by senior cadets. If the ward has confided in the parents, then the parents are duty bound to inform the authorities about the incident or act. Parents/ guardian of senior cadets (ie IX and above) must warn their wards not to indulge in ragging.

(o) **Counselling Wards on Malpractice**. At the school, malpractice in exams is not tolerated. If caught cheating or indulging in UFM (or Unfair Means), the students will be given zero in that paper. Cadets will also face expulsion from the school. So it is better to get fail marks than to cheat and get dismissed from the school. Parents/ guardian will have to impress this on their ward.

(p) **Withdrawal of Ward**. The parent/ guardian should ideally take an early decision about withdrawing his/ her ward from the school after monitoring his progress in academics or on medical grounds etc instead of at a later stage when a bigger amount of scholarship may have to be returned to the school or before it is too late. In this regard the parents/ guardian should not be overcome by the emotions of the ward who will be keen on continuing in the school due to his attachment to friends and the campus. On the other hand, parents/ guardian of promising cadets who have a bright chance of joining NDA/ armed forces, should give their ward an opportunity to appear in the requisite exams before admitting him into other professional colleges. Neither the parents/ guardian nor the ward should not have a reason to regret at a later stage.

(q) **Escorting Wards after Suspension/ Dismissal**. If the parents/ guardian don't report to the school on the specified date to take their ward

Signature of Parent/Guardian

Signature of Cadet

home after suspension/ dismissal, the administration will have no choice but to send him with a school escort. The expenditure toward the travel, food and accommodation for two will be deducted from the ward's account.

(r) **Sending Items by Courier/ Online Shopping**. Parents/ guardians/ friends/ acquaintances are advised not to send items by courier or order items through internet, certainly not items like the following which either goes stale (in the case of food) or can be lost in transit :-

(i) **Food**. It will be distributed among the housemates if it is already not stale.

(ii) **Medicines**. They will be handed over to the MI Room. It can be given only after consulting doctors from the school's panel.

(iii) **Electronic Items**. (Parents/ guardian are not to provide mobile phones or other electronic gadgets to their wards. If the cadets are found to be in possession of these, the items will be confiscated (never to be returned).

(iv) **Sports Equipment**. It will have to be handed over to the Sports Section for issue during Games Period only.

(v) **Cash and Expensive Items**. Money or expensive items are not to be kept by any cadet. The school is not responsible for their safety. On the other hand the item/ cash is liable to be confiscated. A moderate sum of money (not exceeding Rs 100/-) may be entrusted to the House Master till the need arises.

(vi) **Clothes**. Only formal wear is to be worn on holidays and birthday (jeans, baggies, cargos, Bermudas, T-Shirt etc are not permitted)

Do not send these attractive items which can be a source of temptation for the others. Instead please send items like books, magazines, quiz and current affairs etc.

(s) **Payment of Fee**. Parents/ guardians will remit fee and dues within the stipulated time and in advance. Non payment of fee on the pretext that his ward will receive scholarship is not acceptable. The scholarship amount will be adjusted only after it has been received from the Government. The tuition fee can be paid by the parent either in lumpsum or installments (two/four). Therefore 1<sup>st</sup> Installment of fee is to be paid in full on the day the school reopens/ cadet reports back from vacation (15 Jun). The second installment fee incase of half yearly is to be paid in full on or before 10 October.

Signature of Parent/Guardian

Signature of Cadet

In case of quarterly payments (15 Jun, 10 Aug, 10 Nov & 10 Jan) to be paid. If the payment of fee is delayed by 15 days, the cadet's name will be struck off the rolls of the school/ will be sent back home in accordance with Rule 3.34 of SSS Rules & Regulations. Moreover the school will not be in a position to issue Tuition Fee Certificate for Income Tax exemption to the fee defaulters.

(t) **Updating Personal Information.** It is the responsibility of the parents/ guardians to notify the school about any change in telephone numbers or address etc to avoid complaints later that they have not received the communiqué/ SMS sent by the school. Similarly any application or request for name change etc should be accompanied by proper document (gazette notification, court order etc).

(u) **Leave.** Leave can be granted- not more than one day- for the wedding of own brother or sister (the names on the wedding card will be verified with the details in the official record) or the death of a near family member. For all other events permission is given only on the following conditions:-

- (i) It should be an important event (since the school authorities won't be in a position to judge its importance, a minimum 10 days leave will be granted if the period doesn't clash with any
- (ii) FA/SA/Term/Pre-Board exam. If that event is worth losing 10 days of classes, then there is no objection in sending the boy on leave.
- (iii) The cadet should have obtained 50 % marks in all the subjects in the last test/ exam.
- (iv) The cadet should have completed all homework.
- (v) The cadet should not have any disciplinary enquiry against him.
- (vi) For genuine medical reasons (as given at Para 4 (v))

6. If I break any of the aforementioned rules, I am prepared to accept any action the school administration deems fit to take against me including suspension and dismissal from the school. I also undertake to acquaint myself with the regulations and orders governing and changes if any incorporated from time-to-time.

Signature of Parent/Guardian  
Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Cadet  
Roll No. \_\_\_\_\_

Name \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**UNDERTAKING BY THE CADET**

1. I, \_\_\_\_\_ (full name of student with admission / registration / enrolment number), son / daughter of Shri / Smt \_\_\_\_\_ having been admitted to Sainik School Korukonda, am fully aware of what constitutes ragging.

2. I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of indulging in or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3. I hereby solemnly aver and undertake that

(a) I will not indulge in any behaviour or act that may be constituted as ragging.

(b) I will not participate in or abet or propagate through any act of commission or omission of any act that may be constituted as ragging.

4. I hereby affirm that if found guilty of ragging, I am liable for punishment without prejudice, to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5. Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name: \_\_\_\_\_  
Roll No: \_\_\_\_\_ Class: \_\_\_\_\_  
House: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of the undertaking are true to the best of my knowledge and no part of the same is false and nothing has been concealed or misstated therein.

Verified at (place) \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ month, \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

**AFFIDAVIT BY PARENT / GUARDIAN**

1. I, Mr./ Mrs./ Ms. \_\_\_\_\_ (full name of parent / guardian )  
father / mother / guardian of \_\_\_\_\_ (full name of student with  
admission / registration / enrolment number ), having been admitted to Sainik School  
Korukonda.
2. I am fully aware of what constitutes ragging.
3. I am also fully aware of the penal and administrative action that is liable to be taken  
against my ward in case he is found guilty of indulging in or abetting ragging, actively or  
passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - (a) My ward will not indulge in any behaviour or act that may be constituted as  
ragging.
  - (b) My ward will not participate in or abet or propagate through any act of  
commission or omission that may be constituted as ragging.
5. I hereby accept that if found guilty of ragging, my ward is liable for punishment  
without prejudice to any other criminal action that may be taken against me under any  
penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in  
any institution in the country on account of being found guilty of, abetting or being part of a  
conspiracy to promote, ragging, and further affirm that, in case the declaration is found to  
be untrue, the admission of ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name, Address & Telephone / Mobile No: \_\_\_\_\_

**VERIFICATION**

Verified that the contents of the affidavit are true to the best of my knowledge and no part of  
the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ month, \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this day \_\_\_\_ of \_\_\_\_\_ month, \_\_\_\_\_  
year after reading the contents of this affidavit.

OATH COMMISSIONER / NOTARY

**UNDERTAKING**

I, \_\_\_\_\_ Father/Guardian of Exam No.\_\_\_\_\_/KK  
Master\_\_\_\_\_, do hereby undertake that i will not give cash exceeding  
Rs.300/- and also valuable articles such as **GOLD RINGS, GOLD CHAINS, etc.** I will also  
not provide any type of **Electronic items like i-Pods, Cameras, Mobile Phones, DVD  
Players etc,** to my ward and advise him to strictly adhere to the Rules & Regulations. If any  
such items are found the school may confiscate and destroy them and necessary  
disciplinary action as deemed fit may be taken against the cadet.

Date: \_\_\_\_\_

Signature of the parent/Guardian

Name in full:

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUEST/ CONSENT FOR LIBERTY/ OUTPASS FOR WARD**

1. I am Mr/ Mrs \_\_\_\_\_ (Telephone No. \_\_\_\_\_) parent of Roll No \_\_\_\_\_ Cadet \_\_\_\_\_ of \_\_\_\_\_ House who is a student of Class \_\_\_\_\_.

2. I am aware that cadets of X, XI & XII std are being permitted to go on liberty/ outpass to Vizianagaram for recreation (watching movie, eating at a restaurant etc) or on study related work (projects, photocopies etc) or personal work (booking tickets, appointment with doctors etc) by the school authorities on an occasional Sunday/ holiday depending on the training schedule and his personal conduct including completion of assigned tasks. This, I understand, apart from allowing him the essential freedom, will provide him the necessary exposure to the world outside the school and the interaction/ transaction with other people will build his confidence.

3. I request that my ward be permitted to go on liberty/ outpass whenever eligible or required or whenever the authorities on the request of the cadets wish to allow them. I am aware of the risks and pitfalls of leaving the campus. I hereby undertake that I will not hold the school responsible for any mishap or problem which happens during my ward's liberty/ time of outpass. I also promise to advise my ward to follow the under mentioned conditions, rules and regulations failing which both he and I are prepared to accept any penalty which the school is bound to impose on him :-

- (a) My ward will adhere to proper dress code (Muftis)
- (b) My ward will report back from liberty/ outpass in time (if late he should be fined as per the system in vogue)
- (c) My ward will not visit out of bound areas of the town.
- (d) My ward will not purchase any unauthorized item (electronic gadgets including mobile phone, camera pen drive, CD or pornographic literature or unhygienic food or items which are hazardous to health etc)
- (f) My ward will follow all traffic rules and safety norms. He will not indulge in riding himself or driving any private vehicle since he doesn't have a driving license.
- (g) His conduct and behaviour while he is outside the school will be exemplary and praiseworthy. He will not do or speak such deeds or words which will invite complaints from any quarter and bring down the reputation of the school.

My ward will not go to any other place than Vizianagaram.

Signature of Parent/ Guardian

Signature of Cadet

Name: \_\_\_\_\_

Roll No. \_\_\_\_\_

Place: \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**UNDERTAKING**

**(UNDERTAKING BY PARENTS/GUARDIANS IN CONNECTION WITH REALISATION OF ENHANCED SCHOOL FEES IN RESPECT OF THEIR SONS/WARDS)**

I, \_\_\_\_\_ Father/Guardian of Exam No.\_\_\_\_\_/KK  
Master\_\_\_\_\_, do hereby undertake to pay the increase in School

Fees as revised by the Board of Governors, Sainik Schools Society, from time to time in respect of my son/ward till the completion of his studies in Sainik School, Korukonda (A.P).

Date:\_\_\_\_\_

Signature of the parent/Guardian

Name in full:

Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SAINIK SCHOOL KORUKONDA – ADDRESS PARTICULARS**

Name of the Student : \_\_\_\_\_  
(NAME IN CAPITALS)

Savings Bank Account Number  
at SBI, Sainik School,  
Korukonda Branch (code 2791) \_\_\_\_\_

Full Postal Address :      Name \_\_\_\_\_  
   House No \_\_\_\_\_  
   Street \_\_\_\_\_  
   Village \_\_\_\_\_  
   Taluk \_\_\_\_\_  
   District \_\_\_\_\_  
   State \_\_\_\_\_  
   Pin Code \_\_\_\_\_

Telephone No. where the Parent can be contacted: \_\_\_\_\_  
   Mobile No. \_\_\_\_\_

Email ID : \_\_\_\_\_

Nearest Railway Station \_\_\_\_\_ and distance from the Place of residence:  
\_\_\_\_\_ Kms

I request all telegrams and other communications pertaining to student  
\_\_\_\_\_ be sent to the above address. Change in address will be notified as  
and when necessary.

Place: \_\_\_\_\_

(Signature of the Parent/Guardian)

Date: \_\_\_\_\_

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Name in Block Letters

**DECLARATION**

I, \_\_\_\_\_ of \_\_\_\_\_ Village /  
 Town / City \_\_\_\_\_ Taluk \_\_\_\_\_ District \_\_\_\_\_  
 Father/Guardian of Roll No. \_\_\_\_\_/KK Master \_\_\_\_\_ do  
 hereby solemnly declare that:

(a) My Wife/Husband Smt/Sri \_\_\_\_\_ will visit the School  
 on Second Sunday's in my absence. I have no objection to sending my child with my  
 wife/husband/guardian in my absence.

(b) I also declare that Sri \_\_\_\_\_ whose photograph is  
 affixed on Visitor's Pass is the local guardian for my son Master  
 \_\_\_\_\_ in case of my absence.

Signature of the Parent/Guardian

Name in full: \_\_\_\_\_  
 (in Capitals )

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**SAINIK SCHOOL KORUKONDA**  
**NEW ADMISSIONS 2020-2021 SESSION**

**DOCUMENTS CHECK LIST**

1. TC/Proof of Date of Birth
2. SC/ST Caste Certificate from Tahsildar (Mee Seva)
3. Caste Certificate from employer for SC/ST
4. Caste Certificate in case of OBC students from Tahsildar (Mee Seva)
5. Nativity Certificate issued by the Tahsildar (Mee Seva) (in case of Telangana State boys, parents nativity also to be submitted)
6. Income certificate issued by the Tahsildar (Mee Seva)
7. Income Certificate issued by the Employer for salaried persons only
8. 06 Latest Passport Size Photos of the boy and one full family group Photograph (with all brothers and sisters) including the boy.
9. 01 Stamp Size Photo of Boy, Father, Mother & Guardian each
10. Adoption Deed (if applicable)
11. Certificate of Blood group of the boy
12. 02 Nos. of Combined family photo including the boy
13. SBI DD (Code No.02791 drawn in favour of the Principal, Sainik School Korukonda)
14. Agreement Bonds (Appendices - `B" & `C")
15. Indemnity Certificates (Appendices -`D" & `E" )
16. Medical Certificate from Govt. Medical Officer (Appendix-`F")
17. Affidavit and Certificate of Income duly signed by the parent (Appendix- `G")
18. Certificate by Defence personnel regarding non receipt of any Scholarship or financial assistance other than MOD (Appendix-`H")
19. Declarations by the Parent (Appendices-`J & `K" )
20. Certificate of Undertaking (Appendices-`L")
21. Anti-Ragging Affidavits (Appendices-`M" & `N")
22. Undertaking (Appendices -„O" & „Q")
23. Request / Consent for Liberty / Outpass for ward (Appendices -„P")
24. Address Particulars (Appendix-„R")
25. Declaration (Appendix-„S")
26. Copy of Aadhar Card of Cadet
27. Copy of Aadhar Card of Mother
28. Copy of First page of Bank Pass book of Mother
29. White Ration Card (if eligible).
30. Original Pass Book of Cadet duly opening of Saving Bank Account in State Bank of India only in the name of Cadet