

Admission procedure

Admission Rules and Regulations:

1. Applications for admission are to be made on prescribed form only which is with this prospectus.
2. Students seeking admission in Std I will have to produce a birth certificate issued by competent municipal authority, others to produce school leaving certificate issued by the Head of the Institution last attended.
3. In case of schools from the other states the District Officer/Regional Officer concerned should have counter signed the same.

Entrance Test:

After scrutiny of forms, the selected candidates will be called for entrance test comprising written, interview.

Withdrawals:

Terms & Conditions regarding cancellation of Admission:

After the confirmation of the admission, if the parent desires to cancel the admission of his ward, he must do so in the stipulated time. The criteria for the refund of the total fees paid are as follows-

1. Within 10 days of admission -75% of the total fees will be refunded.
2. Within 15 days of admission - 50% of the total fees will be refunded.
3. Within 21 days of admission -25% of the total fees will be refunded.
4. After 30 days fees paid will be not refunded.

Documents required at the time of Registration:

Photocopies of the following documents should be attached with the admission form:

1. Birth certificate (Issued by Municipal Corporation or any competent authority. A certificate issued by doctors, nursing homes, hospitals etc will not be accepted)
2. The Last report card, for Class II onwards.
3. Transfer certificate, for class II onwards.
4. Originals of the above will be required for verification at the time of admission only. The registration form will be summarily rejected, if there is any discrepancy found between the particulars filled in the form and the supporting documents.
5. Paste three recent passport size colour photographs of the candidate (one of which should be pasted on the registration form, and the other two on the admit and identity cards.)
6. Enclose a coloured (Pair) postcard size photograph of the parents along with the form.
7. At the time of admission, a medical certificate from a registered medical practitioner and Indemnity bond supplied by the school will have to be furnished along with the other forms.

Class I To Class VIII - Written test and interaction:

Class I onwards, a formal written test will be conducted in languages (English & Hindi) and Math to check the linguistic proficiency and mathematical ability of the child for assessing whether the child is suitable for admission to the next class. (Syllabus is available at the admin office/download online.)