

## Guidelines for Online Registration 2021-22

Kindly read all the instructions carefully before you click on PROCEED at the bottom of this page

### **Admission Criteria:**

#### **[A] Registration:**

The registration will be done through the ONLINE Form as per the details mentioned below. The form may be obtained from the School office as well.

There is a **800 INR FEE** for Online Registration

#### **[B] EligibilityCriteria**

No pupil of less than 4 years will be admitted to nursery. For higher classes add one year for each class.

#### **[C] Registration procedure**

- All the fields must be filled in by the applicant. Incomplete registration forms will not be accepted/processed.
- Use a Credit Card/Debit Card/Net Banking to make the payment of Rs. 800/-
- The applicant will receive an auto generated Acknowledgment Receipt with a reference number which must be used for further correspondence with the school office.
- The acknowledgment receipt will also generate a USER ID and PASSWORD (To get the Acknowledgment Receipt please make sure pop up blocker is turned off.
- It is mandatory to present a hard copy of the acknowledgment receipt to the school authorities during the admission process.
- The applicant must upload the photograph of the child Format : jpeg or .jpg format Size 20kb

- The registration fee is non refundable
- Registration does not guarantee admission

### **[D] Verification of Documents**

Dear Parents (of selected applicants), Kindly get the following documents with you for completing admission formalities.

- Passport size photographs(3 Nos.) of the child
- Self attested photocopy of birth certificate issued by the municipal corporation for classes 2 and 3
- Proof of residence ( a copy of the passport/electricity bill/ bsnl telephone bill/ water bill/ unique identification card / electoral card/ ration card issued in the name of parents (mother/father having the name of the child). Originals to be produced for verification
- In case a Single Parent, A relevant legal document certifying the same, is required.
- Self Attested Photocopy of Report Card of Previous Class (Original Report Card required for verification)
- Transfer Certificate in original to be submitted by First Week of April
- Copy of Samagra ID
- Copy of Aadhar Card

### **IMPORTANT NOTE FOR ALL CATEGORIES**

- ADMISSION IS SUBJECT TO VERIFICATION OF THE DOCUMENTS LISTED ABOVE
- PARENTS WILL SUBMIT A LETTER OF UNDERTAKING, WHICH WILL CLEARLY CERTIFY THAT THE INFORMATION GIVEN IS CORRECT & THE DOCUMENTS SUBMITTED ARE TRUE COPIES OF THE ORIGINAL. THIS WILL BE SELF ATTESTED BY BOTH PARENTS IN FRONT OF THE VERIFICATION TEAM
- THE PARENTS OF THE APPLICANT WILL ALSO GIVE AN UNDERTAKING OF ACCEPTANCE THAT THEY WILL CONSIDER THE DECISION OF THE SCHOOL FOR CANCELLATION OF ADMISSION AS FINAL & BINDING IF AT ANY GIVEN TIME & POINT, THE INFORMATION OR DOCUMENTS SUBMITTED ARE FOUND TO BE WRONG/ FAKE/ UNTRUE.