

## Admission

- Admission form will be available from December.
- Availing of forms does not guarantee the admission.
- Admission is granted on the basis of age, interaction and as per the availability of vacancy.

**Pre-required documents at the time of interview for admissions are as below:**

1. Parents should be present along with the child for interview / interaction on the scheduled date and time with completely filled admission form, recent passport size photograph and health certificate of the child.
2. For admission in KG Section to Std.- I, Parents are required to give proof of Age by furnishing Birth Certificate at the time of Admission along with child on interview date. Photo copy of passport showing name and date of birth of the child shall also be accepted as proof of Age.
3. For admission in Std. II to XII; the child has to remain present for the interview along with result to Term / Semester Exam of the school she/he is presently studying in.
4. NRI students to submit the copy of passport.
5. Caste certificate for SC/ST/OBC category.
6. Father's school Leaving certificate.

### Documents to be submitted after Admission is Confirmed

- For **KG Section to Std.- I** student's attested copy of Birth Certificates should be submitted according to the rules.
- For **Std. II to XII**, it is compulsory to submit a photocopy of previous year's **Annual Result** at the time of joining the school in the month of June.
- Students of **Std. II to XII** taking admission before the beginning of the academic year should submit their **Original L.C.** of the last school attended within three days of reopening of the school without fail, or else the admission will stand cancelled.
- In any case of admission taken in between session, submit the original L.C. of the last school attended within three days from the Date of admission.

- It is compulsory to submit counter signed LC & migration certificate if the student is from other State/Board.
- It is compulsory to attach Aadhar Card copy of the child. • **Admission will be revoked at a later date in the event of incorrect information submitted to the school.**

**FOR WITHDRAWAL OF ADMISSION SPECIFIED FORM HAS TO BE FILLED IN AND SUBMITTED IN SCHOOL OFFICE. DEDUCTIONS ARE MADE AS PER THE NORMS SPECIFIED BELOW.**

### Please Note:

- (1) In case of withdrawal, after the commencement of the academic year. Admission / Tuition / Term / Other fees will be deducted from the fees paid & remaining fees will be reimbursed.
- (2) One month notice in writing has to be given for withdrawals else fees for the month will be deducted.
- (3) **School Leaving Certificate** will not be issued unless all dues are cleared.
- (4) Leaving certificate will be issued after 3 days of receiving application.
- (5) If withdrawal is after completion of academic year, fee for the month of May will be deducted and leaving certificate will be issued after declaration of the Annual Result.

## Timings

### Regular School Hours

| Std.        | Mon. to Fri.        | Saturday              |
|-------------|---------------------|-----------------------|
| KG Section  | 8:20 am to 12:30 pm | Holiday               |
| Std. I to X | 7:50 am to 1:00 pm  | 7:50 am to 12:00 noon |

### School Integrated Programme (Concept School Hours)

| Std.                | Mon. to Fri.       | Saturday              |
|---------------------|--------------------|-----------------------|
| Std. XI & XII Comm. | 7:50 am to 2:00 pm | 7:50 am to 12:00 noon |