



ADMISSION PROCEDURE

* **REGISTRATION**

- * Name of the candidate seeking in the school is registered in the school office.
- * For classes Nursery to I, admissions are done on the basis of First come first serve.
- * The form duly filled in, should be returned to the school - office along with one stamp - size photograph & other documents before the last date, as decided by the Management.
- * The intimation of the date and timings for the admission formalities of candidates will be given to the applicants, from the school - office desk.
- * Applicants found suitable for admission, will be intimated for the completion of admission formalities after depositing the required fees, along with the necessary and relevant documents.
- * The form issued by the school is non - transferable & should be used in its original form.

Classes	Minimum Age (On 1st April)	Maximum Age (On 1st April)
Nursery	2½ Yrs. Plus	3½ Yrs. Plus
K.G. I	3½ Yrs. Plus	4½ Yrs. Plus
K.G.II	4½ Yrs. Plus	5½ Yrs. Plus
Class - I	5½ Yrs. Plus

Combination of the subjects (Class - XI)

For Maths Group (Min 75% in aggregate and 75% in Maths)

1. English
2. Physics
3. Chemistry
4. Mathematics
5. Any one of the following subject.
 - i. Physical Education. (Who possess sound health)
 - ii. Computer Science



For Biology Group (Min 75% in aggregate and 75% in Science)

1. English
2. Physics
3. Chemistry
4. Biology
5. Any one of the following subject.
 - i. Maths
 - ii. Physical Education (Who possess sound health)
 - iii. Computer Science

For Commerce Group (Min 70% in aggregate)

1. English
2. Economics
3. Business Studies
4. Accounts
5. Any one of the following subjects
 - i. Maths
 - ii. Physical Education (Who possess sound health)
 - ii. Computer Science

For Humanities Group (Min 70% in aggregate)

1. English
2. Economics
3. History
4. Political Science

Note : Maximum Subject Options Available

1. Physical Education
2. Computer Science
3. Applied Mathematics
4. Kathak
5. Bharatnatyam

INTERVIEW / TEST

- * The school does not have any management quota.
- * From classes I to VIII, candidate's admission will be granted on the basis of availability of seats in the respective classes.
- * Verification of details filled in the forms will be done by the school authorities and admissions will be given after the verification procedure.
- * In classes IX & XI admission is granted on the basis of the performance in the previous class and the written test, conducted in the school.
- * The school authority reserves the right to short - list the candidates, after written tests and interviews.
- * The result will be available from the school office only.
- * Incomplete form will be rejected during the short - listing of the candidates.
- * 25% of seats are reserved for RTE students, which will be filled in, after the due permission of DEO.
- * In classes X and XII, admission are not granted for local students as a matter of policy. However it can be granted only in the cases of parents transfer from one place to another place.



DIRECT ADMISSION IN CLASSES X & XII

1. The under stated documents are required in direct admission cases and these must be duly attested by the Principal of the school.
 1. School leaving Certificate / Transfer Certificate signed by the Head of the Institution last attended and duly counter - signed by the concerned Board.
 2. Report Card / Progress Report issued by the Institution last attended.
 3. Document (s) in support of passing the qualifying examination or equivalent qualifying examination.
 4. CBSE Registration Card, duly certified by principal if already registered.
 5. Documentary evidence in support of ground which compels the student to change the school e.g. Transfer Order of Parent (s) Affidavit for shifting of family from one place to another etc.
 6. Admission form filled by the Student /Parents in the school where direct admission is being sought.
 7. Residential proof : Voter ID/ Telephone Bill / Electricity Bill / Rent Agreement / etc.
 8. Application request of the student / parent seeking direct admission.
 9. Recommendation of the Head of the Institution.
 10. Duly filled in format (copy enclosed)
2. Entrance Test will be conducted on the syllabus of previous classes in the subjects Maths, English & Hindi.
3. The T.C. will be forwarded to the Board, after the countersignature of the Manager/ Secretary /Member of the School Management Committee/ Principal of this school.
4. After signature, the school will mention that “verified from **cbse.nic.in/source**.” The source of verification can be the previous school's website & cbse website. The name of previous school where the child was studying must be in the list of affiliated schools of CBSE and not in the list of disaffiliated schools. The date of verification will also be mentioned by the checker of the school where admission is being sought.
5. Direct Admission in classes X & XII will not be given to the students seeking admission from within/ same city & can be given only to students, coming from another city, on the basis of shifting / transfer of parents.
6. After clearing the entrance test of school the child needs to submit the above written documents.



ENCLOSURES REQUIRED FOR ADMISSION (ALL THE CLASSES)

Copies of the under - written Certificates are required for the final admission.

- | | |
|--|---|
| 1. Birth Certificate (Photostat) | - Nursery. to Class I |
| 2. Marksheet (Photostat) | - Class II Onwards. |
| 3. Transfer Certificate (Original)
Counter signed by an Officer | - Class II Onwards. |
| 4. Migration Certificate (Original) | - Class XI (Student coming from other Boards) |
| 5. Two recent attested photographs | - For all the classes of the applicant |
| 6. Aadhar Card | - For all the classes. |

Note:

- A. (i) Details of students given in T.C. / Birth Certificate will be considered final, which will be used by the school in filling of CBSE Registration form (IX & XI) & Board Exam forms (X & XII). There will be no changes made by the school in these records.
- (ii) Changes / correction in students details can be done by CBSE Board as per CBSE Exam Bye Laws No. 62 (i) (ii) (iii) & (iv).
- (iii) Details of these CBSE Bye Laws No. 61 (i) (ii) (iii) & (iv) are printed on page no. 23 of Almanac.
- B. **Confirmation of admission of the child, taking admission from CBSE affiliated school, will be done on the following grounds:-**
- (i) Scanned copy of T.C. of previous (affiliated to CBSE) is uploaded on the website of previous school and is verified by this institution.
- (ii) **AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION** must be clearly written on the T.C. produced to the school, below the name and address of the school, along with Affiliation code no.
- (iii) If the previous school is affiliated with CBSE, Affiliation status of the previous school will be verified by this institution, from Board's website, as well as from the previous school's website, by the steps which are - cbse.nic.in > affiliation > list of affiliated schools website.
- C. In case of transfer from a school recognized by other than CBSE board (for e.g. CG Board/ ICSE Board / any other State Board) the genuineness of the T.C. will be ascertained & countersigned from the authority controlling the school ie. from DEO.