



M.C.KEJRIWAL VIDYAPEETH

Affiliated to CISCE, New Delhi,
243, G.T.Road(N), Liluah, Howrah-711204

ADMISSIONS 2024-2025

(for Pre-Nursery, Nursery and Kindergarten)

The instructions and guidelines for completing the online Registration Form, given below, should be read carefully:

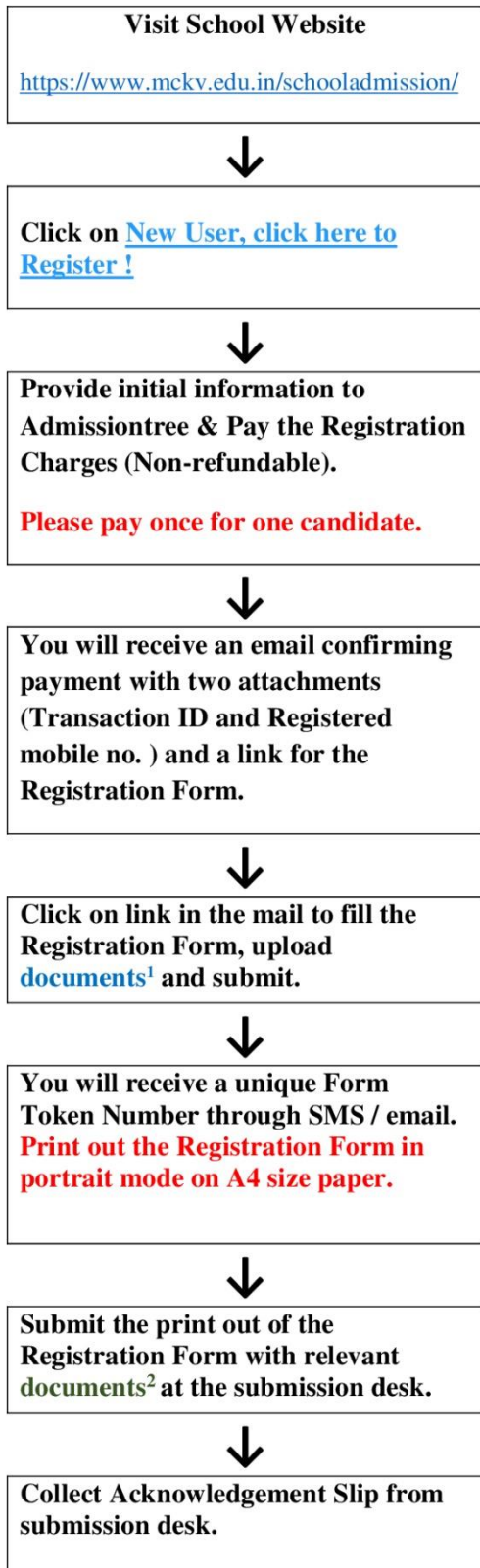
A. INSTRUCTIONS FOR COMPLETING THE ONLINE REGISTRATION FORM:

- Applicants are required to have a valid personal email ID. If an applicant does not have a valid personal email ID, he/she should create one before applying online.
- **Please ensure your email ID is valid and correct as all communication from the admission department will be sent to your email address.**
- **Please note down your email ID and password in order to access the Registration Form later.**
- Please make sure you know the correct date of birth and blood group of the child before applying online.
- **Please submit only one registration form per child. Duplicate registrations will be rejected.**
- It is compulsory to complete all fields. **If the information is not applicable, please write 'N.A.'**
- **The name of the child and those of the father and mother, date of birth of the child, and all other personal information should be spelled and recorded correctly in the form exactly in the same way as they appear in the original birth certificate. No corrections or alterations will be allowed later.**
- **Please note that your child must have successfully completed the class immediately preceding the one applied for. For example, if you wish to register your child for KG, the child should have completed Nursery in the last academic year.**

B. ELIGIBILITY:

Class	Age	Date of Birth
Pre-Nursery	3 years +	Children born between 01/04/2020 and 31/03/2021
Nursery	4 years +	Children born between 01/04/2019 and 31/03/2020
KG	5 years +	Children born between 01/04/2018 and 31/03/2019

C. STEPS FOR COMPLETING THE REGISTRATION FORM:



1. Documents to be uploaded after the submission of online registration form:

(file size of the image must be less than 100kb for each document)

- i. Birth Certificate of the child
- ii. Photographs (one each for the child, the child's mother and the child's father)
- iii. Proof of Residential Address. (Self-attested)
- iv. Proof of Income. (Self-attested)

2. Attested photocopies of all the documents mentioned below are to be submitted from 19 September 2023 onwards between 9:30 a.m. and 1:00 p.m. (Tuesday to Friday) except on holidays

Kindly bring the original documents for verification.

- i) Birth Certificate of the child issued by Municipal Council/Municipal Corporation/Panchayat
- ii) Immunization Card of the child
- iii) Medical Form with doctor's full name stamp and registration number
- iv) Laboratory blood group test report specifically indicating the name of the student
- v) Aadhar Card of the child (optional) and parents (compulsory)
- vi) Proof of residential address
- vii) Acknowledgement of the Income Tax return / Form 16/ recent salary slip

3 Documents to be submitted before the start of the session:

Final Report Card from the last school attended (applicable for Nursery and KG)

D. INTERACTION:

- a) The admission process involves an interaction with the child and the parents. A message confirming the interaction will be sent to your email ID and to your registered mobile number indicating the date and time of the interaction.

TENTATIVE DATES FOR INTERACTION

Pre-Nursery and Nursery	Tuesday	26/09/2023
KG	Monday	25/09/2023

- b) **Both the parents along with the child must be present for the interaction on the stipulated date and time. Both the parents and the child must be dressed formally.**
- c) You are requested to be punctual and maintain the time allotted to you.
- d) Please carry the **Acknowledgement Slip** received from the Registration Form submission desk.

E. INTIMATION FOR ADMISSION:

- a) On the basis of the interaction and the documents submitted, an intimation will be sent to the parents of candidates selected for admission on their email ID and registered mobile number indicating the date of the provisional admission.
- b) Once you receive **an intimation for admission on your email address and an SMS** on your registered mobile number, you will be required to pay the admission charges online by logging in to the School Admission Portal (with your registered mobile number and Transaction ID) and by clicking on the **'Pay Admission Fees'** button located on the top of the page.
- c) Admission Charges need to be paid online within the date mentioned in your email. **Admission charges are non-refundable.**

F. ADMISSION CHARGES:

- Admission charges inclusive of April fee: Rs51000/-- (approximately) to be paid online **(one time and non-refundable)**
- Subsequently average monthly fee of Rs.4100/- for Pre-Nursery to KG to be paid online.

G. IMPORTANT:

- a) Please note that the child's admission will be summarily cancelled if it is found out that the information provided by you at the time of admission was false or inaccurate after the admission.
- b) The Admissions Committee is solely responsible for processing applications and finalizing the selection of candidates. Decisions once taken by the Admissions Committee cannot be altered.
- d) **Any attempt at seeking admission through dubious means such as offering donations, trying to take recourse to recommendation and/or influence will automatically debar the candidate from**

admission to this school. Parents are cautioned against self-appointed agents claiming to act on behalf of the school. The school does not appoint any such agents.

- e) Any discrepancy/deficiency in the Registration Form will automatically disqualify the candidate.
- f) **Fees paid at the time of registration and admissions are non-refundable.**

Principal