

KUNDAN VIDYA MANDIR, CIVIL LINES, LUDHIANA

INSTRUCTIONS FOR CLASS NURSERY SESSION 2025-2026

GENERAL AND ALUMNI CATEGORY

Age Criteria:

For Nursery 3 years to 4 years	Born between 1 st April, 2021 and 31 st March, 2022
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ADMISSION SCHEDULE:

Online Registration for Alumni and General Category	Monday, 7 th October 2024 to Saturday, 12 th October 2024
<u>FOR ALUMNI CATEGORY ONLY</u> Verification and submission of hardcopy of the Registration form with all uploaded documents along with original documents. Bring class 10th or 12th passing certificate from Kundan Vidya Mandir School as alumni proof.	Monday, 14 th October 2024 Between 10:00 am to 12:00 noon in Mini Hall
Display List of ALUMNI CATEGORY	Monday 14 th October 2024 at 1:00 pm
Draw of Lots of Nursery for General Category	Tuesday 22 nd October 2024 at 10:00 am in School Auditorium, Entry from Gate no. 5.
Dates of fee deposition for Nursery for General and Alumni Category.	Wednesday 23 rd October 2024 and Thursday 24 th October 2024 Between 10:00 am to 1:00 pm in Mini Hall.
Date of first waiting list	Thursday 24 th October, 2024
Date of Fees deposition for waiting list	Friday 25 th October & 26 th October, 2024

The management reserves the right to check the authenticity of all documents from the issuing authorities. If at any stage even after admission any document is found to be fake/ false etc., the application / admission would stand cancelled and the matter would be reported to relevant /legal authorities for further action.

The Lottery for Nursery for General category will be organized in the presence of the Parent on October 22nd, 2024 at 10:00 am. The decision of the school will be final and binding. Dates for submission of fee for Selected candidates (General and Alumni category) are 23rd October and 24th October, 2024.

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Documents to be Submitted at the time of fee deposition for General Category (CANDIDATES SELECTED OUT OF DRAW OF LOTS ONLY) AND ALUMNI CATEGORY

Hard copy of the REGISTRATION FORM and uploaded documents (along with original documents) with the latest passport size photograph of the parent and the child pasted on registration form (For General Category).

1. Original Birth certificate

Kindy Note – Original date of birth certificate of the selected candidates will be retained by the school at the time of depositing fees. In case of failure to deposit original birth certificate at the time of depositing the fees the seat will be cancelled / forfeited.

2. Aadhaar card of child (if available)

3. Aadhaar card of mother and father

4. Demand Draft for Rs 62,620/- in favour of Kundan Vidya Mandir Senior Secondary School

5. Please download following documents from the website and bring these duly filled and certified by respective authorities.

- Affidavit
- Medical Declaration
- Certificate for the parents
- Medical Ailment/history records (if applicable)

6. In case of an adopted child, a copy of the adoption deed will have to be furnished.

7. In case of a single parent, the following documents will have to be furnished.

1.	Divorcee	Divorce decree
2.	Separated	Legal separation document
3.	Widow/Widower	Death certificate of the spouse

The above legal documents must clearly mention the name of the custodian of the child.

• INCORRECT AND INCOMPLETE FORMS WILL BE REJECTED.

• ALL THE CERTIFICATES TO BE SUBMITTED SHOULD BE SELF-ATTESTED AND THE ORIGINAL CERTIFICATES AND DOCUMENTS UPLOADED ARE TO BE BROUGHT ALONG FOR VERIFICATION. PLEASE DO NOT WAIT FOR THE LAST DATES. YOU ARE ADVISED TO COMPLETE EVERYTHING ONE DAY PRIOR.

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Please read the instructions carefully and click on proceed with online registration button to open the registration form.

- Please fill the form carefully and submit online. Last date of submission is 12.10.2024
- The child born between April 1,2021 to March 31, 2022 is eligible for seeking admission to Nursery. Date of Birth once specified will not be changed under any circumstances.
- After filling the relevant details, upload a recent family photograph, child's photograph, scanned copy of date of birth certificate, signatures of both the Parents or the guardian, Aadhaar card of child, mother and father.
- In case of a single parent, relevant documents like legal guardianship, adoption deed etc. will also be uploaded.
- After successfully uploading the documents, submitting the form and paying the online registration fee of Rs. 1000/-, kindly take the printout of registration form. You can download your registration form from your registered applicant's e-mail id. In case you are not able to register or the payment transaction gets failed, you can check the application no. from registered applicant's e-mail id and proceed with the payment by entering application number on the link provided on home page.
- Date of draw of lots is on 22.10.2024 at 10:00am in the auditorium. Please mark your attendance before 9:30am.
- Original date of birth certificate of the selected candidates will be retained by the school at the time of depositing fees. In case of failure to deposit original birth certificate at the time of depositing the fees the seat will be cancelled/forfeited.
- If you face any problem in filling up the application form online, please visit the school office from 9:00am to 11:00 am on working days or contact the school reception at the following numbers:

Civil Lines: 0161-2301024, 2301023

NOTE: All information fields in registration form are MANDATORY.