

INSTRUCTIONS – 1

Age Criteria for Session 2024-25

For Nursery 3 years to 4 Years	Born between 1st April , 2020 and 31st March, 2021
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ADMISSION SCHEDULE

1.	Online Registration for Alumni and General Category	Monday 16th October, 2023 to Thursday 19th October, 2023 (5:00 pm)
2.	<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 10 th or 12 th passing certificate from Kundan Vidya Mandir School as alumni proof.	Friday 20th October 2023 Between 9:00 am to 11:00 am in Mini Hall
3.	Display List of ALUMNI CATEGORY	Saturday 21st October 2023, after 1:00 pm
4.	Draw of Lots of Nursery for General Category	Saturday 21st October 2023 at 10:00 am in School Auditorium
5.	Dates of fee deposition for Nursery for General and Alumni Category.	Wednesday 25th October 2023 and Thursday 26th October 2023 Between 9:00 am to 12:30 pm in Mini Hall Entry from Gate No. 5
6.	Date of first waiting list	Thursday 26th Oct, 2023
7.	Date of Fees deposition for waiting list	Monday 30th October 2023

- 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 21st, 2023 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 25th October and 26th October,2023

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 with registration no. written at the back of photograph (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 56,640/- 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 document 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.

INSTRUCTIONS – 2

Instructions for Registration of Student to Nursery 2024 - 25

- 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 19.10.2023 (5:00pm)
- Please do specify if admission is sought for Civil Lines Campus or City Campus of the school.
- The child born between April 1,2020 to March 31, 2021 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 parent 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/- , registration number will be generated. Kindly take the printout of registration form. You can download your registration form from your registered applicant's email ID.
- Date of draw of lots is on 21.10.2023 at 10:00am in the auditorium. Please mark your attendance before 9:45am.
- Original date of birth certificate of the selected candidates will be retained by the school at the time of depositing fee. 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 11:00am on working days or contact the school reception at the following numbers :

CIVIL LINES – 0161- 2301024, 2301023

CITY CAMPUS – 0161 – 2721083, 5291083

- **NOTE - All information fields in registration form are MANDATORY.**