

## Procedure

### Admission schedule for Montessori Admission (2018-19)

#### Following is the schedule for Montessori Admission (2018-19)

- A. Eligibility Criteria** : Age between 3.5 years and 4 years as on 31 Mar 2018.
- B. Admission Schedule**
1. Advertisement in Newspaper : 1 January 2018 (Monday)  
- DainikBhaskar
  2. Commencement of Availability of Admission Forms : 02 January to 12 January 2018  
Timings : 08.00 a.m. – 12.00 Noon only
  3. Submission of duly filled in admission form : Between 17 January 2018  
Timings : 08.00 a.m. – 12.00 Noon only  
: 27 January 2018  
(On completion of the registration process, Parents from Non-Railway category will be called for draw of lottery and then verification of documents within 7 to 8 working days)
  5. Display of List of Selected Candidates : 30 January 2018 onwards  
**Admission lists will be displayed on the School Website as well as on the School Notice Board**
  6. Admission formalities : The formalities are to be completed within 03 days of the display of the final list, failing which the seats will be passed on to the candidate in the waiting list.
  7. The date for displaying final list of Admission for the session 2018-19 (including Railway and Non- Railway category) : 9 February 2018 (Friday)
  8. Closure of Admission (Session 2018-19) : 15 February 2018 (Thursday)

**C. For Children belonging to Disadvantaged Group, SC/ST/OBC.**

**The admission process for admission under the RTE Act is done online after the orders are passed by the DEO, Bhopal.**

The number of seats reserved for the EWS / DG\*/DC will be 25% of the total number of seats available. Children belonging to Disadvantaged Group, SC/ST/OBC (Non creamy layer) / orphan / Disabled\* Children are to apply under this category.

\*DG : Disadvantaged Group

\*DC : Disabled Children are children with special needs, i.e. Autism, ADHD, Physically Challenged, Learning Disability and Speech Defect.

**D. Distribution of Seats (in terms of percentage)**

**TOTAL NO. OF SEATS: 90**

S. NO.	CATEGORY	NO OF SEATS
1.	Number of seats allotted for railway wards	54
2.	Number of seats allotted for non-railway wards	27
3.	Number of seats allotted for EWS wards	09 (25%)
	TOTAL	90

**E. Essential Documents**

FOLLOWING SUPPORTING DOCUMENTS DULY ATTESTED ARE TO BE SUBMITTED AT THE TIME OF SUBMISSION OF FORM:

- Attested photocopy of the Municipal Birth Certificate.
- Latest passport size colour photograph (2 Nos.).
- Aadhar Card
- Samagra ID Card

- Self-address Rs. 20/- postage stamped envelopes (3 Nos.).
- School leaving certificate for classes II Onwards.

#### **F. Withdrawals after Admission**

If any parent or guardian, after depositing the full fee for admission of a child, chooses to withdraw the child from the school within one month from the date of admission, then the school shall retain Registration Charges, Admission Fee and Tuition Tee for one month only and shall refund the rest. In case any fee collected from the parent(s) or guardian of a child, whose admission is cancelled subsequently due to non- submission of original documents for verification by the due date, or if any, information or document submitted prove to be false or wrong, the entire fee except registration amount will be refunded.