

Admission: Application for the admission should be made in the prescribed format available in the school office. All conditions laid down in the Application form and Prospectus are to be strictly followed. Application in the prescribed form must reach in the school office as per notification. Guidelines for the admission are furnished below:

1. Deposit the Session Charges for respective classes through banks (Axis Bank Ltd. And SBI). Pay Slip is available at school office.
2. Clearly mention the student's name, class, and roll no. as per display list on the deposit counterfoil with Bank's seal and signature.
3. Need to produce School Selection Letter, Bank Deposit Counterfoil and required documents.
4. Parent and student should sign the School Undertaking in front of the school authority only.
5. Fill out the Admission Form and submit all the required documents to the school office.
6. Need to collect the Clearance Slip from the school office.
7. Must submit Bank Counterfoil and Clearance Slip at school office to obtain the Admission Fee Receipt.
8. Produce the Admission Fee Receipt at the book store to obtain books and other stationary.

Documents Required for Admission:

1. Three copies of recent passport size photographs.
2. Dually signed Undertaking Form by Student and Parent.
3. Original Transfer Certificate.
4. Marks Sheet of final exam.
5. Birth Certificate.
6. Aadhaar card.
7. ST Certificate.
8. Income Certificate of father.

Original documents need to be produced for verification.

Admission Regulation:

1. Incomplete forms will not be considered.
2. Filling up of admission form, submitting fees, taking the admission test, and filling up of undertaking form do not guarantee admission in the school.
3. Selection will be automatically cancelled if fee is not paid on the last date stipulated by the school and no reminders will be sent to parents in this regard.
4. Request for transfer of section and choice of class teacher by parents will not be entertained.
5. Parents are requested to adhere to the following age requirements as per the CBSE rules.

Class	Age in Years	Class	Age in Years
I	5-6	VIII	12-13
II	6-7	IX	13-14
III	7-8	X	14+
IV	8-9	XI	15+
V	9-10	XII	16+
VI	10-11		
VII	11-12		

Provisional Admission: Provisional admission made on certain conditions will be cancelled if they are not fulfilled within one month. Fee paid for admission will not be refunded or adjusted in such cases.

Withdrawal and removal: If a guardian want to withdraw his/her ward from the Institution he/she may apply for Transfer Certificate stating the cause for withdrawal. Student must clear all the dues before leaving the school. If the authorities of the Institution request a guardian to withdraw his/her ward for any reason (which may or may not be disclosed) he will have to comply with. Besides, in the case of failure in the Annual Examination in a class for two consecutive years, a student will not be allowed to continue in the Institution. In all the cases, wherever it may be, fees remitted by the student is non-refundable.