



# VIDYA BHARATI SCHOOL

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Kindly read all instructions carefully before you click on **PROCEED** at the bottom of this page

## **GUIDELINES FOR ONLINE ADMISSION/ REGISTRATION FOR ACADEMIC SESSION 2023-24**

Guidelines and procedure to fill online Admission/Registration form

### • **General Instructions :**

1. Kindly read all instructions carefully before you click on **PROCEED** button at the bottom of this page.
2. The name of the applicant, parent should be as per Aadhar Card /DOB should be as per Birth Certificate.
3. It is mandatory to fill all fields which are marked in red. If any field is not applicable to you, please write NA (Not Applicable).
4. An incomplete admission/registration form will automatically get rejected.
5. After completing the form, click on the **Submit** button at the bottom of the page. You will receive an auto-generated **Acknowledgement Receipt** with a reference number, **USER ID & PASSWORD** for further correspondence.
6. You will receive **SMS** also as an acknowledgement with reference number, **USER ID** and **PASSWORD** for further correspondence.
7. The **USER ID & PASSWORD** should be preserved to check the online admission status of the applicant.
8. Take a print out of the form through **Print Form** option and **Registration Receipt** and submit at the school's reception along with registration fee (25/-) .
9. NOTE: Applicants must retain a copy of the printout of admission/registration form and registration receipt for record purpose.

### 10. **Admission Schedule**

Sr. No.	Particulars	Time Schedule
1	Uploading the criteria and their points in the module of the Department at the link mentioned at points No. 7	28/11/2022
2	Commencement of admission process and availability of forms	01/12/2022
3	Last date of submission of application forms in schools	23/12/2022
4	Uploading details of children who applied to the school for admission under Open seats	06/01/2023
5	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	13/01/2023

6	The date for displaying the <b>First List of selected children</b> (including Waiting List)(along with marks allotted under point system)	20/01/2023
7	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the first list.	21 <sup>st</sup> – 30 <sup>th</sup> Jan, 2023
8	The date for displaying the <b>Second List of children</b> (If any) (including Waiting List) (along with marks allotted under point system)	06/02/2023
9	Resolution of queries of parents, if any (by written/email/ verbal interaction) regarding allotment of points to their wards in the second list.	08 <sup>th</sup> – 14 <sup>th</sup> Feb, 2023
10	Subsequent list of admission, if any	01/03/2023
11	Closure of admission process	17/03/2023

#### 11. Admission criteria for entry level classes:

S. no.	Criteria	Marks / Points
1	Neighbourhood Distance 0 – 1 km	25
2	Neighbourhood Distance 1 – 5 km	20
3	Neighbourhood Distance 5 – 14 km	15
4	Siblings (for real brother's/sister's studying in this institution only.)	15
5	School Alumni	15
6	Girl Child	10

#### **Documents required for admission:**

**Note:** Shortlisted candidates will be called for verification of documents.

- Recent passport sized photographs of the child parents, 2 each (JPG format size 20 KB).
- Birth certificate
- Address proof (Voter Card/ Aadhaar Card/ Passport/ Ration Card/Latest Electricity Bill or MTNL Bill or Water Bill or Rent Agreement).
- Medical fitness history of the child as per the format in the admission/registration form.
- School Leaving Certificate (for classes Pre-Primary onwards)

#### **Note for shortlisted candidates:**

- ⇒ **Self-attested photocopy of the above stated documents are to be submitted along with the Registration form at the time of admission. (Originals will be checked at the time of admission).**
- ⇒ **In case the parent fails to show the required documents corresponding to the points in admission criteria, the respective point will be nullified.**