

NOTE

Dated: 23.11.2017

**Subject: - Guideline for Admission Process: 2018-19 for Lower Nursery Class**

- 1 During the Session 2018-19 only 120 students will be admitted in the Lower Nursery class. A notice to this effect may be issued by the Principal.
2. The last date for receipt of filled up forms for **L.N. Class is 15<sup>th</sup> January 2018.** No form shall be received beyond this date.
- 3 The Registration forms shall be issued after collecting requisite fees by the receptionist and entry to this effect shall be made in a register clearly indicating the details and phone no. of the person to whom form has been issued. The cost of Registration form is Rs. 300/- for L.N.
- 4 Registration forms will be issued serially. The Registration Form is NON-TRANSFERABLE.
- 5 No complimentary form shall be issued without the written permission of Secretary/ Jt. Secretary.
- 6 Scrutiny of forms for L.N. shall be done by Mr. Shahid Husain, Office Superintendent and necessary information will be compiled by him. The compiled informations alongwith original application forms shall be handed over by Mr. Shahid Husain, Office Superintendent to the Principal in the afternoon of 1<sup>st</sup> February 2018 under intimation to the undersigned.
- 7 Interaction with applicants alongwith their parents shall be conducted by the Principal, Vice-Principal, Head Mistress, College Counsellor, and any other member nominated by the Secretary/ Jt. Secretary as per programmeas may be notified by the Principal.
- 8 The above interaction will be conducted w.e.f. **13<sup>th</sup> February 2018** to **15<sup>th</sup> February 2018.** The dates may be changed by the Principal with the approval of Secretary/ Joint Secretary. At the end of every day the results will be compiled by the aforesaid committee and handed over to the undersigned on the next morning.
- 9 The combined result of all the candidates shall be compiled by the said Committee on 16<sup>th</sup> February, 2018 and handed over to the undersigned on the same date.
- 10 On the basis of interaction a list of 120 candidates in order of preference shall be prepared by the committee which after perusal by the Secretary/Jt. Secretary will be notified on the main gate of the College on **25<sup>th</sup> February 2018.** Another list in order of merit shall be prepared for the remaining eligible candidates by the selection committee. This list shall be the waiting list and it will also be displayed at the main gate clearly

stating that the wait listed candidates shall get admission only if any candidate from the selected list does not join. For example if 3 candidates, out of 120 selected do not join, first three candidates of the waiting list shall be given the opportunity to take admission.

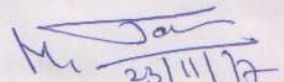
11 All the above notices shall be displayed under the signature of the Principal.

12 The last date of deposit of fees and taking admission by the selected candidates shall be 3<sup>rd</sup> March 2018. If any candidate fails to deposit the fees and complete the admission process on or before 3<sup>rd</sup> March 2018 shall forfeit his/her right for admission and the seat will be offered to the candidates from the waiting list.

13 The list of candidates, selected from the waiting list shall be displayed at the gate on 10<sup>th</sup> March, 2018.

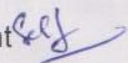
14 The wait listed candidates finally selected for admission should deposit the fees and complete the admission process before 15<sup>th</sup> March, 2018.

15 The admission process for Lower Nursery class will end on 15<sup>th</sup> of March 2018 and a notice to this effect shall be put up at the main gate by the Principal on 16<sup>th</sup> of March, 2018.


  
(Dr. M. Talha)


Jt. Secretary

CC:-

President 


Secretary

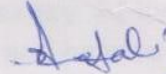
Principal 

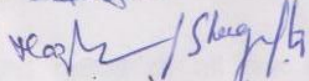
Vice Principal 

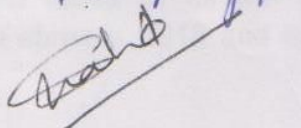
Headmistress 

Counsellor

~~Sr. A.O.~~ 

Officer Utility 

Receptionist 

Master File 

O.S.