Online Admission Process

- Once a parent has filled the Registration Form for admission (Available on the Website) and submitted the same, the admission in-charge will get in touch (through mail & telephone) and confirm receiving the form and send all the payment details.

The parents will be asked to make the payment (cost of form) online through NEFT/RTGS and send the following details through WhatsApp to the admission in-charge.

Student's Name	Class	Father's Name	UTR Number / Transaction ID	Amount	Transaction Date

- Once the transaction is confirmed by the Accounts Department, the admission in-charge will then allot date and time for the admission test and interface (one child at a time) and send the pdf of the pattern paper.
- Once the admission test and interface is over corrections will be done and result decided and if admission is granted then the same is to be informed and admission process initiated. The soft copy of the Google Form Version of the **Red and White** form will emailed / WhatsApp to the parent and the same has to be filled back & sent across and the fee counter has to file it for records.
- *The payment details will be sent across and online payment done to complete the admission process.
- Once the soft copy of the Google Form Version of Red and White Form is received, the Fee Counter will initiate the registration process and inform the respective co-ordinator.
- Registration number will be allotted and the child will be added to the next session's Google Classrooms (ERP is updated).
- The parent has to fill up the physical Red and White form on his first visit to the school and also has to complete all other admission formalities. The Admission kit will also be handed over at that point of time.