

Entrance Examination / Interaction [Offline]

△ Both copies of the Admit Card are to be brought at the time of Admission Test / Interaction. The Parent's Card is to be retained by Parent / Guardian and is required to be produced to collect the child after the Admission Test / Interaction is over.

△ For admission to Nursery, KG-I and KG-II there are no written tests or interviews. Candidates are encouraged to interact freely with the teachers and are given various toys/ coloured pencils to play with. This test judges the mental development, physical ability and basic communication & comprehension skills. Parents' interaction will be held on the same day as of the child and both parents should be present.

△ There will be written tests for students seeking admission for Class – I onwards on the following subjects: English, Maths, G.K. and Vernacular language(Bengali/ Hindi). For class XI there will be a written exam on the following subjects: English, Maths, Commerce or Science (physics, chemistry, biology) or History and Geography for approximately 3 hrs for offline examination. For online exams time constraints will not be applicable. For Class – 9, the students have to appear in all subjects based on Class – 8 ICSE Syllabus.

No admission test is required for Class 11 internal students, Provisional admission will be granted to all registered students subject to submission of admission fee and required documents.

Entrance Examination / Interaction [Online]

Online entrance examinations for students living abroad may be arranged upon request from parents, subject to approval by the school management. The examination or interaction will take place on a scheduled date at a mutually convenient time via Zoom or Google Meet, with the link provided through WhatsApp before the exam or interaction date.

General information

△ The Result will be intimate to the parent through SMS. Parents will be requested visit the school Website (<https://www.dpsmegacity.in/index.php>) or the link provided in the SMS to view the result. Parents are requested to call school reception to know the result on result date if SMS not received. Parents have to collect the selection kit from School Office within 3 days of the declaration of result.

△ No request for change of dates for the Admission Test / Interview/ Interaction will be entertained.

△ The final list of selected students will be available in the School Office. Parents have to collect the selection letter from School Office on the same day of declaration of result. The selection kit will also be sent to the registered email ID.

△ The admission formalities will be intimated to the parents/guardians of the selected candidates along with the fee payment slip through the selection kit. The admission fees are to be deposited within the due date mentioned in the selection letter, and fee slips.

△ The requisite documents mentioned in the selection letter along with the photocopy of the fee payment acknowledgement receipt to be submitted within the specified date for securing admission. Parents can submit the documents through email to admission@dpsmegacity.in.

△ It is mandatory for all students (Class 2 onwards) to submit the Transfer Certificate and Report Card / Mark Sheet from the last School attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended, nor will the student be placed in a class higher than that for which the Transfer Certificate shows him/ her to be qualified. ***The admission will be treated as provisional till the Transfer Certificate is submitted.***

△ Fees once paid at the time of admission are not refundable even if the child does not attend school, in any case except the Security Deposit, in case of withdrawal. Security deposit (Refundable) will be refunded only when all dues to the school are cleared.

△ The School Management, acting through the managing council, reserves the right to have the final word in all matters relating to the admission procedure.

△ In case of change of board, student seeking admission in class XI, is required to submit migration certificate.

For the Challenged candidates

DPS encourages education for all children. But as we are not equipped with special methodology for the challenged children, we humbly request the parent not to apply for the admission till we are equipped with such facility. If, in spite of the limitations, such children are incorporated into our system, the school cannot be held responsible in cases of their lack of adaptability, deficiencies in the art of comprehension, failure to meet the required academic standards and inevitable constraints in the path of holistic development.

Admission Formalities

△ The Selection kit will be provided to the selected students only. The selection kit includes information related to admission formalities, fee payment slips, etc. The admission fee is to be deposited within the due date mentioned in the selection letter/fee slip.

△ The requisite documents mentioned in the selection letter along with the photocopy of the DD/ Payment Receipt/ fee slip is to be submitted within the specified date and time at the School Office for securing admission. The admission will be treated as provisional till the date of submission of the Final Term Mark sheet and Transfer Certificate from the present school. Please carry original documents for verification.

△ The requisite documents mentioned in the selection letter are to be submitted within the specified date to the School Office /City Office for securing admission after admission fee payment. Please refer to the list of documents mentioned below:

- a) Photocopy of the fee payment slip or the admission fee payment acknowledgement receipt. If the payment is made via demand draft (DD), kindly submit a photocopy of it as well.
- b) Undertaking form signed by both parents.
- c) Photocopy of the birth certificate signed by either of the parents.
- d) Photocopy of the Aadhar card of the student.
- e) Photocopy of ID proof of both parents (Aadhar Card / PAN Card / Driving license) signed by either of the parents.

- f) Original Transfer certificate – **to be submitted before the student joins regular classes**. Final Term Mark sheet and Transfer Certificate required (for Class 2 onwards) to be submitted before the beginning of the Academic Session Term TC will not qualify the child for the next higher class. The admission will be treated as provisional till the submission of the Final Term Mark sheet and Transfer Certificate from the present school.
- g) Photocopy of the Final Term Report card attested by the parent – to be submitted before the beginning of the academic session. Class 9 final term mark sheet required for admission in Class 11.
- h) ECS Mandate Form.
- i) Transport Registration form (Optional).
- j) Duly filled **Medical Certificate** (to be filled by a doctor, if any medical condition required to be disclosed).
- k) **For Single Parent** –
 - i) On the demise of the parent – Death Certificate.
 - ii) On separation / Divorce – Legal document from the court along with the details of the child custody.
- l) **For Name / DOB other than mentioned in the Birth Certificate / ID Proof:**
 - i) AFFIDAVIT if either of the parent or child have their name changed or different from that of the birth certificate or ID proof.
 - ii) Photocopy of the passport of the child
- m) **For Adoption**
 - i) Adoption deed.
- n) Passport & Visa detail form along with the Photocopy of Passport & Visa attested by parent (**for foreign / NRI Students**).
- o) Local Guardian Nomination Form if the parents live out of town or if the guardian is not the same as the parents.
- p) **For Class XI only:**
 - i) Original Transfer Certificate.
 - ii) Original Character Certificate.
 - iii) Board's Mark sheet (Photocopy).
 - iv) Original Migration Certificate (in case of change in Board).
 - v) Pass Certificate (Photocopy).

Please Note

△ Fees once paid at the time of admission are not refundable even if the child does not attend school, except refundable security deposit in case of withdrawal. Refundable security Deposit will be refunded if the admission fee paid in full and fees till the relevant quarter is paid.

△ Students will not be admitted to a particular class until they have been assessed. The School reserves the right to admit them, only to those classes for which they have been found fit. The TC and mark sheet from the previous school should prove that the child qualifies for the class applied for.

- △ Admission will only be granted based on assessment for the class in which admission is sought.
- △ Students seeking admission (Class 2 onwards) cannot be admitted until a Transfer Certificate and Report Card / Mark Sheet from the previous school is produced.
- △ Quarterly Education and Transport Fees are to be paid through ECS only.
- △ Admission does not guarantee transport facility. The School reserves the right to extend transport facilities to the students on availability of seats and the stoppage requested. The school's decision will be considered final.
- △ Parents are requested to follow the guidelines and School's rules mentioned in the Almanac and should periodically check the same for information & instructions provided by the school from time to time.
- △ Admission will be considered complete once all formalities are completed and the Transfer Certificate, Previous Class Mark sheet & Character Certificate are submitted to the school office within the stipulated date.