

ADMISSION for Classes I to IX and XI – DAY SCHOLARS
SESSION 2022-23

Admission Procedure-

ONLINE REGISTRATION - The applicant must be registered with MGD Girls' School to be considered for admission. (Registration open wef 25th November 2021)

a. Please visit the school website **www.mgdschooljaipur.com** and click on **online registration**. Choose **Day Scholar** category. Read online registration form carefully.

b. **Fill up** the form online in BLOCK letters only.

c. After filling the form online, click on **'Save' and download**. Please note no changes will be possible thereafter.

d. **Submit the downloaded form in the school office between 9.00 a.m. and 12 noon** on school working days (as per dates specified in the timeline) along with the registration and processing fee of Rs 2000/- (in cash only) and supporting documents as mentioned below. Registration number will be allotted after the **verification of the form**.

- Original Birth Certificate along with a self-attested photocopy. (The original will be returned after verification)
- Certificate of SC/ST/OBC/SBC/BPL (if applicable)
- Mark sheet of last assessment of the present class (copy)

e. **Date for entrance test /interview** will be intimated on the registered email id of the parent.

IMPORTANT INFORMATION RELATED TO ADMISSION –

- Registration will be done for all classes except X and XII.
- Admission to classes I to IX and XI will be according to the availability of seats and norms decided by the School Management keeping the following parameters in mind-
- Completion of registration form and verification of documents, preference to sibling/alumni/ school staff /central/state govt employee and achievers in any field.
- Any false declaration given in the form would entail cancellation of admission even during the mid-session or in the later years.

- All supporting documents should be self-attested by the parent.
- Registration and processing fee of Rs 2000/- is **NON -REFUNDABLE**.
- Filling of registration form does not guarantee admission.
- Copy of Birth certificate issued by the Municipal Corporation or competent authority is necessary. **DATE OF BIRTH WILL NOT BE CHANGED LATER UNDER ANY CIRCUMSTANCES.**
- A candidate will be considered in a single category only. e.g., if she is the daughter of ex-MGDian and also has a sister studying in the school, she can't come under both Alumni and Siblings. Supporting documents for the same is required as under-
 - For Sibling – MGD Student I-Card (copy)
 - For Alumni – Marksheet/Certificate issued by MGD school (copy)
 - For School Staff – Employee I-Card (copy)
 - For Central/State Govt- I Card (copy)

At the time of reporting to school (beginning of the session 2022-23), the following documents are to be submitted to the School Office-

- a. Original Transfer Certificate. (Where applicable)
- b. Report card of the previous class (copy)
- c. Parents should declare health insurance, physical, physiological, learning concerns of their child along with certificates, prescription, and instructions etc. at the time of admission.

WITHDRAWAL –

- Withdrawal of Day Scholar will be accepted on a written request by both the parents to the Principal. (parent registered with the school)
- Withdrawal procedure will be followed as under –
 - a. During the ongoing academic session with effect from the first day of the school to the last day of the session.
 - b. **One month notice period is mandatory**
 - c. **In the absence of one month notice, one month tuition fee will be charged.**
 - d. Transfer Certificate will be issued only after all clearance formalities are completed including clearance of dues.

THE PRINCIPAL RESERVES THE RIGHT TO ADMIT OR REJECT ANY STUDENT.

TIMELINE – DAY SCHOLARS

Class	Registration		DOB between	Admission Criteria
	Form issue through online	Form Submission		
I	25 th Nov 21 to 30 th Dec 2021	To the School Office between 26 th November to 7 th Jan 2022	01.04.2015 to 31.03.2017	Public Draw 25.01.2022
II	25 th Nov 21 to 30 th Dec 2021	To the School Office between 10 th Jan to 31 Jan 2022	As on or Before 31.03.2016 born	As per the norms of the School Management Committee
III-VIII and IX	25 th Nov to 25 th January 2022	To the School Office between 10 th Jan to 31 January 2022	--	Interview/Entrance Test dates will be updated on School Website
XI	25 th Nov to 25 th Jan 2022	To the School Office between 10 th Jan to 31 January 2022	--	Class X Pre board Result & Interview (April 1 st week)

- ***Dates are liable to change due to the prevailing pandemic situation.***
- ***Academic session 2022-23 will commence from April 2022 subject to the normalization of the prevailing pandemic and subsequent government orders.***
