



BUNTS SANGHA'S

S M SHETTY HIGH SCHOOL & JUNIOR COLLEGE

ISO 21001:2018 CERTIFIED

ADMISSION (2023 – 24) FOR CLASSES NURSERY TO STD VIII

Bunts Sangha's S M Shetty High School & Junior College is glad to inform you that the information regarding admission for the year **(2023-2024)** is available on our school website www.smshettyinstitute.org

You are requested to note the instruction as follows:

- It is compulsory to register ONLINE through the school website www.smshettyinstitute.org from **27th February, 2023** against a payment of Rs. 500/- using the payment gateways provided on the school website. Payment can be made either using a credit card, debit card or through net banking option given on the payment page.
- The registration fee Rs. 500 is non-refundable.
- Parents are requested to submit the print copy of the registration form along with copies of all the requisite documents at the school office between 10:00 am and 12:30 pm from **10th March, 2023** (A Child is not required to come to the school on the date of submission of forms.)
- The online registration form must be filled completely as per instructions given on the website. After filling in the online registration form, you need to take a print copy of the same along with the payment acknowledgement receipt and **submit the form in the school office.**


Headmistress
Bunts Sangha's S. M. Shetty
High School & Junior College
Powai, Mumbai - 400 076



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Please read the application instructions and details about admission criteria carefully before proceeding with the admission process.

Age Criteria:

The Age criteria for the children to be admitted are:

Nursery: Children born between 31/12/2019 and 30/12/2020

Jr.Kg : Children born between 31/12/2018 and 30/12/2019

Sr.Kg : Children born between 31/12/2017 and 30/12/2018

Std I : Children born between 31/12/2016 and 30/12/2017

School Timings:

First Shift	: 8:00 am to 11:00 am	} Nursery, Jr.kg and Sr.kg
Second Shift	: 12:00 noon to 3:00 pm	

Note: Parents are requested to note that the Pre-Primary Section runs in two shifts and the decision on the allocation of the shifts by the Principal is final binding on all the parents.

Std I to V : 1:00 pm to 6:15 pm

Std VI to X : 7:00 am to 12:30 pm

Admission Information:

- Admission will be confirmed only after payment of School fees.
- In case fees are not paid as per the schedule, the admission may be cancelled and the seat may be allotted to next eligible child.
- Online registration for admission, submission of admission form or going through the admission procedure does not guarantee admission. The admission of the child depends on availability of seats and fulfillment of subsequent requirements.
- Any wrong information on the application form will amount to disqualification.
- Applications submitted before or after date and time schedule may not be accepted.
- The school reserves its rights on issues regarding admission.
- **SCHOOL DOES NOT TAKE ANY DONATION. DO NOT GET DECEIVED BY ANYBODY IN THIS REGARD.**



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• **DOCUMENTS TO BE ATTACHED ALONG WITH THE ADMISSION FORM**

(Nursery, Jr.kg, Sr.kg and Std I)

1. Admission forms (duly filled & signed by parents) along with recent coloured passport size photograph (to be affixed /Uploaded on the form) at the designated place.
2. Photocopy of birth certificate (In case of certificate in languages other than English, please bring a notarized copy of the certificate translated in English.)
3. Original fitness certificate from your family doctor stating that the child is medically fit to join school.
4. Photocopy of Aadhaar Card of a child. (Mandatory)
5. Photocopy of Address proof
6. Issue of this application form does not guarantee admission

- Incomplete forms will not be accepted.

• **DOCUMENTS TO BE SUBMITTED FOR CONFIRMED ADMISSION**

1. Original Birth Certificate. (Only the Birth Certificate obtained from the Municipal Corporation or competent authorities is valid and the Birth Certificate issued by Nursing Home/Hospitals will not be accepted).
2. Parents who want their caste to be entered in the school register should submit the attested true copy of Caste Certificate in the name of the student and issued by concerned Government Authorities of Maharashtra State only.

• **Note:**

Original birth certificates will remain in the school as a permanent record and may be returned only if the child leaves the School before taking admissions in Std I.

Seema Sabhlok
Principal



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INSTRUCTIONS: PRIMARY AND SECONDARY SECTION. (Std II to Std X)

A) Documents to be attached/Instructions to be followed with the admission form

1. Admission forms (duly filled & signed by parents) along with recent coloured passport size photograph (to be affixed /Uploaded on the form) at the designated place.
2. Photocopy of first terminal result and birth certificate for admissions to Std II to Std X
3. Original fitness certificate from your family doctor stating that the child is medically fit to join school.
4. Photocopy of Aadhaar Card of a child (Mandatory)
5. Photocopy of Address proof
6. Incomplete forms will not be accepted
7. Issue of this application form does not guarantee admission

B) Documents to be submitted/Instructions to be followed for confirmed admission.

1. **For admission to Std I Original Birth Certificate.** (Only the Birth Certificate obtained from Municipal Corporations or other competent authority is valid and the Birth Certificate issued by Nursing Home/Hospitals will not be valid)
2. Original Birth Certificate will remain with school as a permanent record. It will not be returned even if the ward leaves the school. School will issue a Leaving Certificate when the student leaves the school.
3. For all other classes excepting Std I, **Original Leaving Certificate /Transfer Certificate** from previous school indicating the recognition number, should be submitted.
4. In case of previous school being outside Maharashtra State, the Leaving Certificate/ Transfer Certificate should be countersigned by the Education Department of the concerned state.
5. In case of CBSE/ICSE Board schools, the Leaving Certificate/Transfer Certificate will be countersigned by Education Inspector for CBSE/ICSE Boards, even for schools within Maharashtra.
6. Admission is subject to the students getting promoted to the next class by the previous school.
7. Format & spelling of Surname, Name & Fathers name will be mentioned in all our school records as written in the Leaving Certificate / Transfer Certificate submitted by the Parent/Guardian. This cannot be changed unless a court order is obtained by the parent.
8. Parents who want their caste to be entered in the school register should submit the attested true copy of Caste Certificate in the name of the student and issued by concerned Government Authorities of Maharashtra State only.


Principal

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