



BHAVAN VIDYALAYA, PANCHKULA
Sector 15, Panchkula- 134113, Haryana, INDIA
Affiliated To CBSE, New Delhi
Website: <https://www.bhavanpanchkula.in/>
Email Id: admission.bhavan2021@gmail.com

ADMISSION POLICY

1. GENERAL INFORMATION

A. Entry Points

- (i) The entry points into the School are Classes Nursery, LKG, IX and XI respectively. Announcements for admission to these classes are notified through the School Website, School Social Media Accounts (Facebook & Instagram) and Advertisements in Leading English & Hindi Dailies. Parents are advised to visit the School Website regularly for notifications and updates regarding admissions.
- (ii) Parents/ Guardians of the Candidates seeking admission to these classes must register with the school. The Online Registration Form link gets activated on school website along with the Prospectus after notifying the public through various mediums mentioned in point A(i).
- (iii) A duly filled in registration form is to be submitted online with the non-refundable and non-transferable Registration Fee before the given last date as notified in the admission notice.
- (iv) The Registration form may be filled by parent/single parent or the legal guardian having the sole custody of the child (should be supported by valid legal documents).

B. Admissions to Other Classes

Admissions to classes other than the entry points are subjected to the availability of seat(s) depending on the vacancies arising in a given class. Admission is strictly on merit, preference may be given to sibling cases and transfer cases (on merit basis only). Applications for the same can be addressed to the Principal at the school email id- admission.bhavan2021@gmail.com

C. Admissions for Transfer Cases/ Mid- Session Admissions

Admission for Transfer cases depend upon the availability of the seat(s) in the given class. Parent/ Legal Guardian of transfer cases may write an application of request to the Principal at

admission.bhavan2021@gmail.com . The School reserves the right to admit any student who is found fit for admission or refuse admission without assigning any reason. For all matters related to admissions, the decision of the School Management / Principal will be final.

Note: Admission to Board Classes of X or XII depends strictly on the availability of seat(s) and parameters set by the CBSE in this regard. As per the CBSE Examination Bye- Laws the direct admission to Classes X or XII is an exception.

D. Admission under Alumni Category

This category is applicable to only those Ex –Students of Bhavan Vidyalaya, Panchkula who fulfil the following two conditions:

- a. The Ex –Student should be registered under BOSA (Bhavan Old Students Association) and,
- b. He / She should have either passed out from Class XII from the school or
He / She should have completed minimum 10 Years of study in continuation and passed Class X from the school.

Selection Criteria for Alumni Cases:

- The School reserves the right to admit any student under this category who is found fit for admission or refuse admission without assigning any reason. For all matters related to admissions, the decision of the School Management & Principal will be final.

E. Admission under Sibling Case Category

- a) This category is applicable only on the real sibling cases who will continue in the school for the session the child is applying for the admission in.
- b) The selection of the candidates under sibling category depends on the following criteria, in addition to the availability of seat(s) in the respective class.

Selection Criteria for Sibling Cases:

- The admission of the candidate is subjected to his / her ability to meet the learning outcomes as assessed by the school, his/ her achievements in curricular & co- curricular activities. (Not applicable for admission to Class Nursery)
- Positive general conduct and favourable holistic record of the sibling already enrolled in the school.
- Family co-operation in working with the school.
- For admission, Parent / Legal Guardian of sibling cases may write an application of request to the Principal at admission.bhavan2021@gmail.com .

c. The School reserves the right to admit any student under this category who is found fit for admission or refuse admission without assigning any reason. For all matters related to admissions, the decision of the School Management & Principal will be final.

**Note :- Children who are differently abled and can be mainstreamed –
Medical Certificate & Detailed Assessment Report from the Psychiatric Department of a
Govt. Hospital shall be submitted at the time of Admission.**

2. ADMISSION PROCEDURES:

A. For Admission to Class Nursery & L.K.G.

- a. Admission to Class Nursery & LKG is done by “Draw of Lots” system. The school does not conduct any screening process for the children or their parents for Admission purpose.
- b. The child should be 3+ year old for Nursery and 4+ year old for LKG by 1st April of the Academic Year he/ she is seeking admission in.

Note: Age Criteria is not flexible. Any applicant whose age does not fall in the age bracket desired at the time of admission shall not be considered for the Draw of Lots. In case of twins, selection of one child through draw of lots shall automatically ensure the selection of the other child.

- c. In case of twins, selection of one child through draw of lots shall automatically ensure the selection of the other child.
- d. No donation or recommendation is accepted for admission. The whole process is fair, non-discriminatory and transparent.
- e. There is no second draw under any circumstances.
- f. 50% seats are reserved for the Girl child.
- g. After draw, if any vacancy arises, then, the school management uses its own discretion to fill such vacant seat(s). Management’s decision is final.

B. For Admission to Class IX & Class XI

Class IX:

- The school makes a new section in Class IX for which the admissions are done strictly on merit basis. The admission of the candidate is subjected to his / her ability to meet the learning outcomes as assessed by the school, his/ her achievements in curricular & co- curricular activities and general conduct of the child.

Class XI:

- The school offers variety of subjects from the field of Science, Commerce and Humanities. The school provides a liberal curriculum structure in which students get the opportunity to select their subjects from across the domains of Science, Commerce and Humanities. They are not bounded by any rigid stream structure.
- All admissions to Class XI are also done on merit basis. The admission of the candidate is subjected to his / her ability to meet the learning outcomes as assessed by the school, achievements in curricular & co- curricular activities and general conduct of the child.
- Same norm is applicable to the students of Class X of Bhavan Vidyalaya, Panchkula seeking admission to Class XI due to availability of limited seats.

Note:- The Admission secured by following the online process is provisional. It will remain provisional till you produce the required mandatory documents to the admission office within 7 working days of release of the final exam result.

The mandatory documents required to be submitted in school office for converting the provisional admission to confirmed admission are:

1. Original Mark sheet of Class VIII/X along with one self-attested photocopy.
2. Original copy of Transfer Certificate / School Leaving Certificate.

The steps followed for Admission to these Classes are given below:

Step 1: Online submission of the completed registration form and the payment of the non-refundable and non-transferable registration fee by the last date as notified in the admission notice shared via different public means of communication mentioned in point 1A(i).

Step 2: Appear in the assessment process on the date specified in the admission notice.

Step 3: Check the Merit List released on the school website on the date notified in the admission notice or within 7 working days of the date of assessment.

- If candidate's name appears in the merit list then he/ she is contacted by the school office via email or direct calling or text message regarding the further course of action to be followed for the completion of admission procedure.

For the convenience of the candidates, the same instructions are published on the school website as well.

- Candidates who do not qualify in the merit list cannot proceed further. They need not contact the school office for the same. No donation or recommendation is accepted for admission. The whole process is fair, non-discriminatory and transparent.

Step 4: Completion of Admission Formalities & Payment of fees in the stipulated time period as intimated by the school through school website, e- mail or text message or direct calling.

C. For Admission to other Classes

As mentioned in Point 1.B., the admissions to classes other than the entry points are subjected to the availability of seat(s) depending on the vacancies created due to withdrawals from these classes. The steps of admission followed in these classes are as follow:

Step 1: Scrutiny of Applications of admission by the admission cell of the school.

Step 2: Intimation via email or direct calling about the date of assessment which includes interaction and aptitude test.

Step 3: Intimation of result of assessment via email or direct calling within a week of the date of assessment.

Step 4: Completion of Admission Formalities & Payment of fees (to be done within 3 working days from the confirmation date).

3. DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

(i) Students offered admission must submit the following self-attested document in the school office before joining, or the offer will stand cancelled and the seat will be passed on to the next student in the 'Waiting List':

- a. Original, Self-attested copy of Date of Birth Certificate with name of the child on it, issued from the Registrar of Birth & Death. (Nursery –IX)
- b. Bonafide certificate of school attended (for admission to LKG onwards).
- c. Recent passport size photograph of the student with date (Nursery- XII).
- d. Recent Photographs of both Parents. (Nursery - XII).
- e. A copy of the Aadhaar Card of Child & both parents (Nursery - XII).
- f. Original School Leaving Certificate from the Head of the Institution last attended. (U.K.G- XII).
- g. Original School Leaving Certificate from MIS Portal (if last school attended from Haryana) (UKG – XII).

- h. A copy of Result Card of the last class passed or attended (L.K.G- XII). Evidence of passing the last class or promotion to present class.
- i. A copy of Registration card of Class IX or Class XI for the admission to Class X or XII. (Refer to C.B.S.E. Admission Norms for Class X/ XII).
- j. In case of students migrating from other places, parents should produce a copy of his/her Transfer Order issued by the employer (Nursery - XII).
- k. Instruction for Single Parents & Legal Guardians Suitable supporting documentation indicating legal custody of the child by the applicant. e.g.: Divorce papers/court order of custody/death certificate etc. to be submitted at the time of Admission.
- l. Children who are differently abled and can be mainstreamed –
Medical Certificate & Detailed Assessment Report from the Psychiatric Department of a Govt. Hospital to be submitted at the time of Admission.

(ii) Admission will be based on the information provided at the time of registration and will have to be corroborated with documents attached with the form when submitted.

4. PAYMENT OF FEES

- a. The fee structure of the school is revised every year as and when necessary. The School Management reserves the right to revise the fee charges without prior notice.
- b. Fee to be paid on Monthly / Quarterly Basis
- c. For Monthly Payment – Due date will be 15th of every month
 - For quarterly Payment-
 - April, May, June – Fee to be paid on or before 15th April
 - July, August, September - Fee to be paid on or before 15th July
 - October, November, December - Fee to be paid on or before 15th October
 - January, February, March - Fee to be paid on or before 15th January

Note: - If fee not paid by due date – Fine will be charged Rs. 10/- per day. Request for waiver of fine will not be entertained.

ADMISSION CANCELLATION & REFUND POLICY

Requests for cancellation of admission shall be lodged by parents in writing addressed to Principal and should be submitted in school office for cancelation of Admission & seeking refund:

1. In case of cancellation of admission before the start of session:

Only the security amount will be refunded.

2. In case of cancellation of admission after the start of session:

a) In case the student has not attended the class even for a day:

Only the security amount will be refunded.

b) In case the student has attended even a single class:

Two months' fee will be charged (current month & next month) and only the security amount will be refunded.

WITHDRAWAL POLICY

PROCEDURE

- Parent/ Legal Guardian desirous of withdrawing his/ her ward must submit a duly filled Withdrawal Form in the School Office in person. **No other mode of intimation i.e. letter, email or verbal intimation or any other type of document, is considered as a valid withdrawal notice.**
- Notice period for withdrawal is one month, therefore, the Parent/ Legal Guardian should apply one calendar month prior to the withdrawal of his/ her ward failing which one month's Monthly Fee is charged in lieu thereof. Exception may be made in case of a sudden transfer. The Parent should attach the Transfer order along with duly filled Withdrawal Form in School Office in person.
- Any outstanding due, including unpaid fee should be cleared by the Parent/ Legal Guardian before submitting the withdrawal form.
- The withdrawal is processed within 10 working days from the date of withdrawal form submission.
- The withdrawal documents and student's testimonials i.e. Transfer Certificate, Progress report card, recommendation letter or any other withdrawal related document is issued only when the student

obtains clearance in writing on 'No Dues Form' from the class teacher, librarian, sports department, lab in- charges, canteen and accounts department on the last day of his/ her attendance in the school.

- The withdrawal documents can be collected with prior appointment from Monday to Friday between 1:00pm to 2:30pm.
- After withdrawal or completion of the course, only the security deposit is refunded without interest, after the full payment of all pending dues, if any, through a crossed cheque or A/c Payee cheque, which can be collected by the Parent/ Legal Guardian from the school office on the indicated date. The refund of security deposit should be claimed before the closure of the session.
- The school reserves the right to ask a Parent/ Legal Guardian to withdraw his/ her ward for unsatisfactory holistic record or repeated detention in a class.
- The school also reserves the right to dismiss a student with intimation to the Parent/ Legal Guardian on the following grounds:
 - a. **Disciplinary**- If the conduct of the student is harmful to others, engagement in any objectionable activity, contempt of authority inside or outside the school premises, bullying, indulging in any violence during school hours or wilful damage to school property, or repeated breaking of students' code of conduct is a sufficient reason for rustication with intimation to the Parent/ Legal Guardian.
 - b. **Prolonged Absence & Shortage of Attendance**- If a student remains absent from the school for more than six consecutive days without prior sanction of leave or any written information, it will be treated as voluntary withdrawal of the student by the parent and in such a case his / her name will be automatically struck off from the attendance register. In case the Parent/ Legal Guardian wants him/ her to re-join, it will be granted on written assurance that the same will not be repeated after submitting re- admission charges.
 - c. **Offensive & uncooperative behaviour of Parent**-The name of the student will be struck off from the rolls if his / her Parent or Legal Guardian is offensive to the schools staff (Teaching & Non-teaching), or does not comply with the school norms, regulation & school policies.

Principal