



APPLICATION NO.

# Greenfield Convent School

DEVOTED TO ACHIEVEMENTS

AFFILIATED TO CBSE, 10+2 (Code - 2430400)

(A Unit of IK Educational Trust)



"Education Is The  
**MANIFESTATION**  
Of The Perfection Already In Man"

- Swami Vivekananda

IT IS A NEWLY INITIATED INSTITUTION WITH ACADEMIC EXCELLENCE  
AFFILIATED TO CBSE, NEW DELHI.



## **GENERAL INSTRUCTION**

Thank you for showing interest in Greenfield Convent School, Janapul, Shanpukur, Habra, North 24 Pgs, Pin- 743263. Please read the following Rules & Regulations carefully before seeking admission.

## **FILLING UP THE REGISTRATION**

1. The Registration Form Is To Be Filled In Block Letters And Submitted In Person To The School Between 9 Am To 4 Pm Within. The Dates Specified. The Parent / Guardian In Request Ring The Bank Slip/money Receipt Issued With The Purchase Of The Prospectus At The Time Of Submission Of The Registration Form.
2. It Is Mandatory For The Parent To Fill The Registration Form Themselves.
3. The Age Criteria Is to be Strictly Followed. If The Child's Age Does Not Match With The Class To Which He/she Is Seeking Admission, The Management Holds The Right To Cancel The Registration. (refer to the Age Criteria Column).
4. Registration Does Not Imply Admission. It Is Subjected To Assessment / Interaction And The Availability Of Seats.
5. At The Time Of Registration, A Registration Processing Fee Of 11,000 Payable In Cash / Cheque Must Resubmitted At The School Along With The Following Documents.
  - A. Duly Filled Up And Signed Registration Form.
  - B. One Photocopy Of The Child's Birth Certificate Issued By The Municipality Corporation Or And Other. Do Not Enclose Birth Certificate Issued By A Nursing Home Or Hospital. Care Must Be Taken To Ensure That The Date Of Birth On The Registration Form Tallies With That On The Original Birth Certificate.
  - C. Four Recent Identical Stamp-sized Colour Photographs Of The Child In Addition To The One, Already Pasted On The Registration Form.
  - D. Aadhaar Card For I.D. Proof.

**Note : Registration Will Not Be Carried Out If Any Of The Above Documents Are Missing.**

6. Incomplete Or Illegible Registration Form Will Not Be Accepted.
7. The Registration Form Should Be Complete In All Respect And The Information Provided Should Be True. In Case Of A Discrepancy The School Authority Reserves The Right To Cancel The Registration Form And The Admission Of The Child.
8. Admission Test Date Will Be Announced in Due Course.
9. At This Passed Out From Admission Test Call for Parents Interview.

## **ASSESSMENT**

1. Both Copies Of The Admit / Registration Card Has To Be Brought At The Time Of Interview / Interaction Assessment.
2. For Admission Interaction, Candidates Are Encouraged To Interact With The Teachers. This Test Judges The Mental Development, Physical Ability, Basic Communication And Comprehensive Skills. Parent's Interview Will Be Held
3. No Request For Change Of Date For Interview / Written Test / Parents Interaction Written test Will Be Entertained.



## ADMISSION FORM

### To Be Filled by the Office

Session : \_\_\_\_\_

Registration No. : \_\_\_\_\_

Admission No. \_\_\_\_\_

### STUDENT'S PROFILE (TO BE FILLED IN CAPITAL LETTERS)

First name : \_\_\_\_\_ Middle Name : \_\_\_\_\_ Last Name: \_\_\_\_\_

Admission sought in class : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Blood group : \_\_\_\_\_

Gender : Male / Female Nationality : \_\_\_\_\_

Religion : \_\_\_\_\_

Caste : General ☐ SC ☐ ST ☐ OBC ☐ (Put tick Mark)

Aadhar No : \_\_\_\_\_ Mother Tongue : \_\_\_\_\_

Residential Address : \_\_\_\_\_

Permanent address : \_\_\_\_\_

Phone No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

2nd Language : **Bengali/Hindi** 3rd Language : **Hindi/Bengali**

**\*\* Only applicable for classes Balvatika I - STD IX \*\***

**\*\* Single Parents : Yes ☐ No ☐**

**\*\* Legal Guardian if Single Parent Father ☐ Mother ☐ (Legal Document Required)**

### PREVIOUS SCHOOL DETAILS (IF APPLICABLE)

Name of School : \_\_\_\_\_

Address : \_\_\_\_\_

Session : \_\_\_\_\_ Board : \_\_\_\_\_ Medium of instruction \_\_\_\_\_ required documents to be submitted.

Student's Color Photo



## PARENT'S PROFILE

1. Father's name : \_\_\_\_\_  
Education qualification : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Office address (if applicable) : \_\_\_\_\_  
Aadhar No : \_\_\_\_\_ Mobile : \_\_\_\_\_  
E-mail : \_\_\_\_\_ Specimen signature : \_\_\_\_\_

Father's Color Photo

2. Mother's name : \_\_\_\_\_  
Education qualification : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Office address (if applicable) : \_\_\_\_\_  
Aadhar No : \_\_\_\_\_ Mobile : \_\_\_\_\_  
E-mail : \_\_\_\_\_ Specimen signature : \_\_\_\_\_

Mother's Color Photo

### 3. Authorized local guardian details (if applicable)

Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Aadhar No. : \_\_\_\_\_  
Relation with the student : \_\_\_\_\_ Mobile No : \_\_\_\_\_  
Specimen Signature : \_\_\_\_\_

Applicable's Color Photo

I/We \_\_\_\_\_ (father's name) & \_\_\_\_\_ (Mother's name)  
\_\_\_\_\_ (Student's name) have read the school's rules & regulation mentioned in  
the guide book and hereby agree to abide by the same. All the above mentioned details provided by  
me/us are true in all respects. In case of any discrepancy, the school authority reserves the right to  
cancel the admission form as well as the admission of the child. I/We also hereby agree to abide by  
the school rules that the school reserves the right to issue a compulsory transfer certificate to the  
child for any act of indiscipline. I have read and fully understood these conditions and declarations.

## DOCUMENTS TO BE AFFIXED

- ➔ Student's birth certificate (photocopy)
- ➔ Pre-school's transfer certificate in original.
- ➔ Student's & parents' aadhar cards (Photocopy)
- ➔ Caste Certificate in case of SC/ST/OBC (Photocopy)
- ➔ 3 Copies passport color photos.
- ➔ Blood group report.



## AGE CRITERIA

1. A child has to under go three years of Balbhatika education prior to admission in Class-I.
2. Minimum Admission Age in Class-I will be six years and above as on 31st March.
3. Level-wise, class-wise age of admission are as under.

| Level         | Class                  | Age in between |
|---------------|------------------------|----------------|
| Pre-Primary   | Pre-School I / Nursery | 3-4 yrs        |
|               | Pre-School II / KG I   | 4-5 yrs        |
|               | Pre-School III / KG II | 5-6 yrs        |
| Primary       | Class I                | 6-7 yrs        |
|               | Class II               | 7-8 yrs        |
|               | Class III              | 8-9 yrs        |
|               | Class IV               | 9-10 yrs       |
|               | Class V                | 10-11 yrs      |
| Upper Primary | Class VI               | 11-12 yrs      |
|               | Class VII              | 12-13 yrs      |
|               | Class VIII             | 13-14 yrs      |
| Secondary     | Class IX               | 14-15 yrs      |
|               | Class X                | 15-16 yrs      |
| Sr. Secondary | Class XI               | 16-17 yrs      |
|               | Class XII              | 17-18 yrs      |

- Transport maintenance charge is applicable as per the location and distance.
- Service tax is applicable as per government norms.
- Registration and Admission fees are non refundable.
- Books and uniform charges are not includ in the school fees.
- All quarterly fees must be paid on or before the 5th of the first month of the relevant quarter

COUNSELLOR'S SIGNATURE

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENT / GUARDIAN SIGNATURE

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_





## ADMISSION PROCEDURE

1. The final list of selected students will be displayed on the notice board of the school office. parents have to collect the selection letter from the school office on the same day after declaration of result.
2. The admission formalities will be intimated to the parents/guardian of the selected candidate along with the payment slip. the admission fees is to be deposited by the date mentioned in the selection letter and fee slip.
3. The requisite documents mentioned in the selection letter along with a photocopy of the fee slip must be submitted within the specified date for securing admission.
4. It is mandatory for all students from class I onwards to submit the transfer certificate and report card / mark sheet from the last school attended by them. No student will be admitted to the school without the submission of an official transfer certificate from the institute last attended. The student will not be placed in a class higher than that for which the transfer certificate qualifies him/her.
5. The management, acting as the managing council, reserves the right to have final word in all matters related to the admission procedure.

## FOR CHILD WITH SPECIAL NEED CANDIDATES

We have all the equipment and the facilities as directed by the CBSE BOARD

## GENERAL NOTES

1. 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 deem fit.
2. Parents are required to collect the admission form on the basis of application. the duly filled form must be submitted along with the requisite documents and registration fee. admission will only be granted on the basis of assessment for the class to which admission is sought.
3. Students seeking admission from class I onwards cannot be admitted until a transfer certificate and report card/mark sheet from the previous school is produced.
4. Admission does not guarantee transport facility. the school reserves the right to extend transport facilities to the students upon availability of seats and location. the school's decision will be considered final.
5. Parents are requested to follow the guidelines and school's rules mentioned in the almanac and the school's diary. they should periodically check the same for information and instructions provided by the school from time to time. Only School diary is the way to communicate with the parent's and teacher.
6. Admission will be considered complete once all formalities are completed and requisite documents are submitted to the school office within the stipulated time.



## FEE & BILLING

1. Fee once paid at the time of admission is not refundable in any case except the security deposit in case of withdrawal. the security deposit will be refunded only when all dues to the school are cleared and if at the time of admission no scholarship was offered.
2. Fee has to be deposited at the time of admission with PDC's (quarterly basis)
3. Session, Education and Transport fees will be subject to revision on an annual basis.

## REFUNDS

1. The security deposit will not be refunded if any scholarship is offered at the time of admission. once the parents/guardian intimate the school in writing and apply for the transfer certificate / cancellation of admission for his/her ward, parent/guardian should clear all dues up to the current quarter. The school is not liable to return the amount paid at the time of admission under any circumstances, whether the student has attended the classes or not from the beginning of the session. Once the new session commences.
2. Annual fees is charged for the financial year from April to march. (the annual fee is raised in advance in January and must be paid full in advance before the commencement of a session).
3. Please ensure full payment for the relevant. all quarterly fees must be paid the 10th of the first month of the relevant quarter.
4. Payments are to be made in either of the following methods :
  - a. Cash can be directly deposited at the schools account department.
  - b. Through a/c payee cheque drawn in favour of "**Greenfield Convent School**"
5. No student will be allowed to attend the school unless all outstanding dues are cleared.

COUNSELLOR'S SIGNATURE

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENT / GUARDIAN SIGNATURE

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_



Our world is built on biology and once we begin to understand it, it then becomes a technology. Everything is theoretically impossible, until it is done.



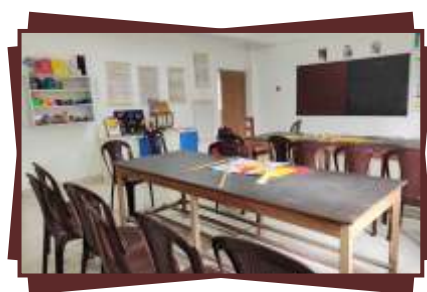
"People like us, who believe in Physics know that the distinction between past, present, and future is only a stubbornly persistent illusion."

- **Albert Einstein**  
physics lab



Chemistry is necessarily an experimental science: its conclusions are drawn from data, and its principles supported by evidence from facts.

- **Michael Faraday**  
(1791 to 1867)



Math is the problem thinking is the solution.  
**M** - Mistake, **A** - Allow, **T** - Thinkig, **H** - Happen

## FEE & BILLING

## FACILITIES TO BE PROVIDED

| A : Infrastructural facilities :  | B : Scholastic Facilities   | C : Co-Scholastic facilities   |
|---|---|--|
| <ul style="list-style-type: none"> <li>Digital class rooms</li> <li>Hi-tech auditorium &amp; sprawling stadium. (Proposed)</li> <li>High quality science &amp; computer laboratories well as language,</li> <li>GPS enable transportation under CCTV coverage.</li> <li>audio visual teaching</li> <li>CCTV monitoring in the campus.</li> <li>Hostel facilities</li> </ul> | <ul style="list-style-type: none"> <li>Spoken english</li> <li>Medical check up camp</li> <li>Activity based learning</li> <li>Well researched gk programmed</li> <li>Complete with self pedagogy</li> <li>Extra classes for effective learning.</li> </ul> <p><b>SCIENCE OLYMPIAD EXAMINATION<br/>ENGLISH, MATH ETC.</b></p> | <ul style="list-style-type: none"> <li>Dance, Music, Drawing &amp; Singing</li> <li>Field Activities</li> <li>Guitar / Drum</li> <li>Indoor &amp; Outdoor games : Chess, Carrom, Table tennis, volleyball, Cricket, Badminton Etc</li> <li>Taekwondo</li> <li>Yoga</li> <li>Global Update</li> </ul> |

It Is A Newly Initiated Institution With Academic Excellence  
Affiliated To CBSE, New Delhi

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