



**CBSE NEW GENERATION SCHOOL
KUNDAN VIDYA MANDIR SCHOOL**

Ludhiana (City Campus) | Affiliation No. 1630002

INSTRUCTION FORM-1

Age Criteria:

For Nursery 3 years to 4 years	Born between 1st April, 2019 and 31 st March, 2020
For LKG 4 years to 5 years	Born between 1 st April, 2018 and 31 st March, 2019

ADMISSION SCHEDULE

Online Registration for Nursery and LKG	Monday, 19 th September 2022 to Monday, 26 th September 2022 (11:59 PM)
Dates of submission of hard copy of registration form and prescribed uploaded documents (along with original) in the school for verification. *Entry from Gate No. 5 for Civil Lines and Gate No. 2 for City Campus	Monday, 26 th September, 2022 to Wednesday, 28 th September, 2022 from 9 am to 1:00 pm.
Date of display of Admission List for Nursery for following categories: a) Sibling b) Alumni c) Staff ward	Tuesday, 4 th October, 2022
Date of display of Admission List for LKG *NO DRAW FOR LKG CLASS	Thursday, 6 th October, 2022

Date of fee deposition of the above categories (for Nursery)	Thursday,6 th October,2022 to Saturday,8 th October,2022
Date of fee deposition (for LKG)	Friday,7 th October and Saturday, 8 th October
Date of Draw of Lots only for Nursery	Monday,10 th October,2022 at 10:00 am
Dates of Admission List display for Nursery	Tuesday,11 th October,2022
Dates of Fees Deposition for Nursery	Wednesday,12 th October to Saturday,15 th October,2022 between 9:00 am to 1:00 pm.
Date of First waiting List	Monday,17 th October,2022
Date of Fees Deposition for the candidates on waiting list	Tuesday,18 th October,2022

- The management reserves the right to check the authenticity of all documents from the issuing authorities. If at any stage (even after admission) any document is found to be false/fake etc., the application/admission would stand cancelled and the matter would be reported to relevant/legal authorities for further action.
- The Lottery for Nursery will be organised in the presence of the Parents on October 10, 2022 at 10:00 am. The entire process will be videographed.
- The decision of the school will be final and binding.

Documents to be Submitted

1. A hard copy of the REGISTRATION FORM with the latest passport size photographs of the parents and the child with name written at the back of photograph.
2. A self-attested photocopy of the Birth certificate along with the original for verification.

Kindly Note : Original date of birth certificate of the selected candidates will be retained by the school at the time of depositing fees. In case of failure to

deposit original birth certificate at the time of depositing the fees the seat will be cancelled/forfeited.

3. Alumni Proof with admission no. (if applicable)
Alumni must fulfil the following conditions:
 - The alumni should have cleared Grade 10 or Grade 12 from Kundan Vidya Mandir School.
 - The alumni should have studied in the school for a minimum of 4 consecutive years.
4. Sibling Proof (if applicable)
5. Aadhar card of child (if available)
6. Aadhar card of mother and father
7. In case of an adopted child, a copy of the adoption deed will have to be furnished.
8. In case of a single parent, the following documents will have to be furnished.

1. Divorcee	Divorce decree
2. Separated	Legal separation document
3. Widow/Widower	Death certificate of the spouse

➤ The above legal documents must clearly mention the name of the custodian of the child.

- **INCORRECT AND INCOMPLETE FORMS WILL BE REJECTED.**
- **ALL THE CERTIFICATES TO BE SUBMITTED SHOULD BE SELF-ATTESTED AND THE ORIGINAL CERTIFICATES AND DOCUMENTS UPLOADED ARE TO BE BROUGHT ALONG FOR VERIFICATION.**

PLEASE DO NOT WAIT FOR THE LAST DATES. YOU ARE ADVISED TO COMPLETE EVERYTHING ONE DAY EARLIER.



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INSTRUCTION FORM-2

Instructions for Registration of Students to Nursery and LKG (2023-2024)

- Please read the instructions carefully and click on the PROCEED WITH ONLINE REGISTRATION BUTTON to open registration form.
- Please fill the form carefully and submit online. Last date of submission is 26.09.2022
- Please do specify if admission is sought for Nursery or LKG in the Civil Lines Campus or City Campus of the school.
- The child born between April 1, 2019 to March 31, 2020 is eligible for seeking admission to Nursery and April, 2018 to March 31, 2019 is eligible for seeking admission in LKG. Date of Birth once specified will not be changed under any circumstances.
- After filling the relevant details, upload a recent family photograph, child's photograph, scanned copy of date of birth certificate, alumni proof (10th or 12th certificate, if applicable), signatures of both the Parents or the guardian, Aadhaar card of child, mother and father.
- In case of a single parent, relevant documents like legal guardianship, adoption deed etc. will also be uploaded.

- After successfully uploading the documents, submitting the form and paying the online registration fee of Rs. 1000/-, kindly take the printout of registration form.
- Hard copy of the registration form with the requisite documents mentioned will have to be submitted in the school. The dates for submission are 26th September to 28th September, 2022. Bring original certificates and other documents (e.g. Date of Birth, Alumni certificate, sibling proof) for verification.
- **Entry from gate no. 5 (Civil Lines) and gate no. 2 (City Campus) for the submission of documents in the school between 9:00 am to 1:00 pm. (Only one parent either mother or father or guardian will come).**
- **Kindly park your vehicle outside the school gate no. 5 (Civil Lines) and gate no.2 (City Campus).**
- Original date of birth certificate of the selected candidates will be retained by the school at the time of depositing fees. In case of failure to deposit original birth certificate at the time of depositing the fees the seat will be cancelled/forfeited.
- If you face any problem in filling up the application form online, please visit the school office from 9:00am to 11:00 am on working days or contact the school reception at the following numbers:
Civil Lines : 0161-2301024, 2301023
City Campus : 0161-2721083, 5291083
- **NOTE: All information fields in registration form are MANDATORY.**