

## GENERAL INSTRUCTIONS

Thank you for your interest in Delhi Public School Howrah. Please read the following Rules & Regulations properly before applying for admission:

Filling up the Registration Form:

- i. The registration form is to be filled in BLOCK LETTERS and submitted in person, to the School Office (between 10 am – 4 pm) within 3 days from the date of issue of the form. The parent/guardian is requested to bring the Original Money Receipt (issued at the time of purchase of Prospectus) at the time of submission of Registration Form.
- ii. It is mandatory for the parents to fill-up the Registration form themselves.
- iii. Age criteria should be strictly followed. In any case if the child's age does not match with the class he/she is seeking admission, the management holds the right to cancel the registration. (Refer Age Criteria)
- iv. Registration does not imply admission, which is subject to admission tests/observation/interaction and availability of seats.
- v. Date for admission process / observation / interaction will be intimated during registration. However, these may be changed, without prior notice, by the School Management without citing any cause.
- vi. At the time of registration, a registration processing fee of Rs.750 (cash) is to be submitted at the School Office along with the following documents:
  - a. Duly filled up and signed registration form.
  - b. One photocopy of the child's Birth Certificate given by Municipal Corporation / any other competent Authority / Passport self attested. (Do not enclose Birth Certificate issued by Nursing Home/Hospital. Care must be taken to ensure that the date of birth on the Registration form matches with that on the original Birth Certificate.)
  - c. Three latest identical stamp size colour photographs of the Child to be pasted on Registration Form, Student Admit Card & Parent Card respectively. Paste stamp size colour photographs of each Parent also to be pasted on Registration Form.
  - d. Photocopy of the mark sheet / Report Card of the last annual examination appeared in the previous school.
  - e. Photocopies of Aadhaar Cards of both parents and child.

Note : Registration will not be carried out if any of the above papers are missing.
- vii. Incomplete or illegible Registration Forms will not be accepted.
- viii. The Registration Form should be complete in all respect and the information provided should be true. In case of any discrepancy with the facts, the school authority reserves the right to cancel the Registration form as well as the admission of the Child.
- ix. No Application of a rejected candidate will be re-accepted. If a rejected applicant applies and his/her application passes the initial screening, the application will be rejected as soon as the re-application is identified by the school authority.

Admission Process:

1. Both copies of the Admit Card is to be brought at the time of admission / Interaction. The Parent's Card is to be retained by Parent / Guardian and is required to be produced to collect the child after the admission process / Interaction is over.
2. No request for change of dates for Admission Process / Interview/ Interaction will be entertained.

Admission Procedure:

1. The final list of selected students will be put up in the School Premises. Parents have to collect the selection letter from School Office on the same day of declaration of result.
2. The requisite documents mentioned in the selection letter to be submitted within the specified date for securing admission.
3. It is mandatory for all students (Class II onwards) to submit the Transfer Certificate and Report Card / Mark Sheet from the last School attended. No student will be admitted to the school without the submission of an official Transfer Certificate from the institution last attended, nor will the student be placed in a class higher than that for which the Transfer Certificate shows him/ her to be qualified. Previous School student code (Banglar Siksha Portal) required along with T.C.
4. Fees once paid at the time of admission are not refundable in any case except the Security Deposit, in case of withdrawal. Security deposit (Refundable) will be refunded only when all dues to the school are cleared.
5. The School Management, acting through the managing council, reserves the right to have the final word in all matters relating to the admission procedure.

NOTE:

1. The school reserves the right to admit the students to only those classes for which they have been found fit.
2. Fee once paid cannot be transferred or refunded. Only security deposit amount is refundable, if all dues till the current quarter is cleared. Please refer to the Fees Structure section overleaf.
3. Security deposit will only be refunded once the Parent / Guardian intimates the School in writing and applies for the Transfer Certificate / cancellation of admission for his/her ward and all dues till the current quarter is paid. The school is not liable to return the amount paid at the time of admission in any circumstances, whether the student has attended the classes or not from the beginning of the session.
4. Once the new session commences, security deposit will only be refunded if tuition fee (and transport fee if applied for transport) upto the relevant quarter is paid, otherwise, it will be considered as forfeited. Transfer Certificate will only be issued against application for the same in requisite format, if all dues are clear. For further details please refer to the Withdrawal section in the school almanac.
5. Admission does not guarantee transport facility. The School reserves the right to extend transport facility to the students on availability of seats and the stoppage requested. School's decision will be considered final.

6. Parents are requested to follow the guidelines and School's rules mentioned in the Almanac, and should periodically check the same for information & instructions provided by the school from time to time.
7. Admission will be considered complete once all formalities are completed and Transfer Certificate, previous class Marksheet, Character Certificate & previous School student code are submitted to the school office within the stipulated date.

#### FEES & BILLING

1. Payment of fees is to be made through the ECS Facility provide 'ONLY'.
2. Fees once paid at the time of admission are not refundable in any case except the Security Deposit amount in case of withdrawal. Security deposit (Refundable) will be refunded only when all dues to the school are cleared.
3. Fees can be deposited in advance.
4. Session, education and Transport fees may increase as determined by the School's Management.
5. Security deposit will only be refunded once Parent / Guardian intimate the School in writing and apply for the Transfer Certificate / cancellation of admission for his/her ward and all dues till the current quarter is paid. The school is not liable to return the amount paid at the time of admission in any circumstances, whether the student has attended the classes or not from the beginning of the session.
6. Once the new session commences, security deposit will only be refunded if tuition fee (and transport fee, if applied for transport) upto the relevant quarter is paid, otherwise, it will be considered as forfeited. For further details please refer to the Withdrawal section in the school almanac.
7. Annual Fees are charged for the financial year – April to March thereafter. Fees is however subject to increment periodically.
8. Any "extra" fee paid, queried and found admissible, will be refunded after receipt of the refund of the same from the parent.
9. No student will be allowed to Join/ remain in school unless all outstanding dues of the previous term and the current year's annual fees is paid in full.

#### GENERAL INFORMATION

School Timings for	Classes Nursery – Class - II	7:50 a.m. - 12:15 p.m.
	Class - III Onwards	Monday - Friday 7:50 a.m. - 2:15 p.m.

*Timing is subject to change*

#### VISITING HOURS

Visiting hours for the Principal/Administration should be followed strictly. There may be cases where an emergency demands a matter to be looked into without a prior appointment, but the time mentioned below will be followed on a regular basis, six days a week.

Visiting hours to meet The Principal - by appointment via reception

Visiting hours to meet Teachers - by appointment via reception

Visiting hours to meet Accounts / Administrative Office

Monday to Friday	10.00 a.m. to 4.00 p.m.
Saturday	10.00 a.m. to 2.15 p.m.

In emergency cases an appointment may be made over the phone.

Parent Teacher meetings will take place at regular intervals. Parents will be notified through school notices.



## Fee Structure

(Admissions 2025-26)

Fee break-up	Type	Frequency	Applicable for	Amount (Rs.)	Payable		
Prospectus Fee	Non-refundable	One time	Nursery Onwards	600/-	At the time of purchase		
Registration Fee	Non-refundable	One time	Nursery Onwards	750/-	At the time of registration		
Fee break-up	Type	Frequency	Applicable for	Total	1st Installment	2nd Installment	Payable
Admission Fee	Non-refundable	One time	Nursery - Class X	70,000/-	40,000/-	30,000/-	-
Caution Money Deposit	Refundable (on application)	One time	Nursery - Class X	5,000/-	-	5,000/-	-
Annual Misc. Charges	Non-refundable	Annually	Nursery - Class X	17,250/-	10,000/-	7,250/-	At the start of each academic year
				<b>92,250/-</b>	<b>50,000/-</b>	<b>42,250/-</b>	
<b>ADMISSION FEES PAYABLE</b>					At the time of admission	Payable by 16 <sup>th</sup> Aug, 2025	

Fee break-up	Type	Frequency	Applicable for	Amount	Payable
Education fee (63,000 annually)	Non-refundable	Quarterly	Nursery - Class X	Rs. 15,750	By 10th of each quarter
Transport fee (subject to hike in fuel price)	Non-refundable	Quarterly	Nursery - Class X	Rs. 9,900 to 10,600 (Subject to change)	By 10th of each quarter

## Age Criteria

(Admissions 2025-26)

Age criteria

Age of the candidate (as on 31.03.2025) based on the birth certificate, which will determine the eligibility of admission to a particular class.

Class	Age	Class	Age
Nursery	3+	CLASS V	10+
KG I	4+	CLASS VI	11+
KG II	5+	CLASS VII	12+
CLASS I	6+	CLASS VIII	13+
CLASS II	7+	CLASS IX	14+
CLASS III	8+		
CLASS IV	9+		

School timings

Class	Timing
NURSERY to CLASS II	7:50 a.m. - 12:15 p.m.
CLASS III Onwards	7:50 a.m. - 2:15 p.m.

Timing is subject to change