



INDIRA NATIONAL SCHOOL  
S.No.111/1/2 Opp. Indira Institute,  
Tathawade, Pune- 411 033  
Phone 020 66731626 / 707



## Online Admission Procedure

The school philosophy, program and facilities are available on the school website.

**Class Strength:** The Class strength is 50 students out of which 25% are R T E (Right to Education) admissions. There are 2 teachers in every class up to Std. III. In Std. IV, V & VI two sections share a co-teacher.

**Timing:** School Timings for Grade I will be 11:30am to 4:30pm. From Grade VI, the school timings will be 7.15 a.m. to 12.30 p.m. 2<sup>nd</sup> & 4<sup>th</sup> Saturday's will be working for students. Parents can meet respective teachers on the 1<sup>st</sup> Saturday of every month.

**Eligibility:** To be eligible for Std. I admission, the child should be born between 1<sup>st</sup> October, 2011 to 30<sup>th</sup> September, 2012.

**Online Admission:** The online admission procedure details are given below.

**Please DO NOT use Internet Explorer as a Browser for filling the Admission Form.**

### Step 1 – User Registration

- After opening the link you are required to click on “**Applicant Student Registration**”
- Parents will need to register using Student first name, last name. Parent Email-ID & mobile number.
- After registration the admission form opens and you will also receive an SMS & Email about Login Credentials.

### Step 2 – Admission form filling

- Parents are required to fill the student personal details, previous school details and medical history.
  - Submit all information correctly and upload a recent student passport size photo (in casual dress).
  - Once the form is filled and submitted, you will get a Payment Button for Registration Fees. You will be required to pay the Registration fees of Rs. 300/- online ONLY.
  - The Registration Fees can be through **Net Banking / Debit Card / Credit Card**.
    - Net Banking charges per transaction are
      - ₹17 + 18% (of ₹17) GST for HDFC Bank, SBI, AXIS Bank
      - ₹12 + 18% (of ₹12) GST for other Banks.
- \*\* Note: Citibank & ICICI Bank are not available under Net Banking.**

- After online payment, the Print Form button will be activated. When you click on it a PDF file of the form is generated. You are required to take a COLOUR print of the Form. The print can be taken at a later time too, but before the physical Form submission date.
- The printout will include the Admission form, Health History Form and Declaration by parents.
- Parents will need to get the Health History Form duly filled, signed and certified by a doctor beforehand.

**Open Admissions (other than IK & IGI siblings) will proceed to Step 2 only after draw of lots.**

### **Step 2 – Uploading of Documents**

- When parents receive an SMS for “Call for Admission”, you are required to login using the same credentials and upload the following: –
  - Father & Mother Photos (Mandatory)
  - Student Birth Certificate (Mandatory)
  - Student Aadhar Card, if available
  - Student / Father’s Caste Certificate, if applicable
  - Student Valid Visa document and Passport, if student is NRI.
  - **Learning or Physical disability certificate, if any**
  - **Bonafide Certificate for Jr. Kg and Sr. Kg**

### **Step 3 - Scrutiny of Documents**

- Parents will be required to come to INS with the following on the dates as per the SMS sent.
  - Colour Printed Admission Form
  - Health History Form, duly filled & certified by doctor
  - Original & Photocopy of Birth Certificate
  - Original & Photocopy of Aadhar card
  - Original & Photocopy of Student Passport & Visa, if NRI
  - Original & Photocopy of Caste Certificate
  - Learning disability/Physical disability certificate, if applicable
  - 2 Passport sized photographs
- The Admission Form details will be verified with the documents submitted.

### **Step 4 – Payment of Fees and Admission Confirmation**

- After the scrutiny of the form, parents will be required to pay an **ONETIME** amount of Rs. 1,00,000/- (Rupees One lakh only) as per the breakup below –

- Admissions fees (One time) - Rs. 45,000/- (Non-refundable)
- Caution deposit (One time) - Rs. 3,000/- (Refundable)
- Annual School fees -Rs. 52,000/-(subject to the decision of the appropriate authorities)
- The school fee does not include uniform, books, transportation and food.
- Food and Transport are optional services.
- Admission Fees and Caution Deposit is a onetime fee. While continuing the admission for A.Y. 2019-20 the annual fees will not include admission fee and caution deposit.
- The payment transaction needs to be made at school itself after the form scrutiny.
- The payment is required to be made ONLINE only using the login credentials as given in Step 1.
- The onetime online payment can be through **Net Banking / Debit Card / Credit Card.**
- The charges will be as follows –
  - Net Banking charges per transaction are
    - ₹17 + 18% (of ₹17) GST for HDFC Bank, SBI, AXIS Bank
    - ₹12 + 18% (of ₹12) GST for other Banks.
    - \*\* Note: Citibank & ICICI Bank are not available under Net Banking.**
  - Credit card- 1.00% Debit Card for amount below Rs 1000 – 0.25 %
  - Debit Card for amount between Rs 1000 to Rs 2000 – 0.50 %
  - Debit card for amount above Rs 2000 – 1.00 %
- Once the payment is made, the system generates the online receipt.
- As a confirmation of Admission, parents will be given the Class, Section & House of the child. The same details will be sent through SMS on a later date.
  - Class – Std. I
  - Sections - Divisions

There are 10 division of Std. I. The names are as follows - (Alpha, Beta, Delta, Gamma, Omega, Sigma, Theta, Zeta, Pi, Kappa). The students are shuffled every year into different divisions to encourage their social skills.
  - House – For Sports activity

The students are distributed into 4 houses for sports activities. The Sports T-shirts are to be bought as per the House name allocated. Once allocated the students remains in the same House till he/she graduates out of school. The house names and colours are as follows: –

▪ Ajanta	-	Green
▪ Charminar	-	Blue
▪ Konark	-	Yellow
▪ Taj	-	Red

**We promise you and your ward an enriching and empowering experience at INS.**

