

*Registration Forms for Classes  
KidsKlub to VIII for the New Academic  
Session 2015 - 2016 is available.  
The New Session will commence  
from April 2016.*

To Buy Admission Application Form, Please show

- i) Original Birth Certificate
- ii) And Last Report Card, if Admission is sought for Class I Onwards.

**Admission Age Criteria**

Class	Age Group
Kids Klub	below 3 Years
Lower Infant	3+
Upper Infant	4+
Class I	5+
Class II	6+
Class III	7+
Class IV	8+
Class V	9+
Class VI	10+
Class VII	11+
Class VIII	12+

**School Timing**

Class	Time
Kids Klub	9A.M. To 11 A.M.
L.Infant	8A.M. To 10.50 A.M.
U.Infant	8A.M. to 11.50 A.M.
Class I	8A.M. To 12.30 P.M.
Class II To V	8 A.M. To 1.15 P.M.
Class VI To VIII	8.A.M. to 1.55 P.M.

**Admission Application Forms Available from School Office:-**

- Monday to Friday- Time: - 11A.M. To 1 P.M.
- Saturday – Time:-9 A.M. to 11A.M.
- Except on Public Holidays
- Address-1582/7 Rajdanga Main Road, Kolkata-700107  
Landmark- Opposite to Siemens
- Phone No:-033-2442 6439

**Admission Procedure**

1. The list of selected candidates will be put up on the Notice Board at the Administrative Office.
2. Fee slip will be issued to parents or local / legal guardian of selected candidates against Parent Card I.
3. The admission procedure will be intimated to the parents of the selected candidates along with fee slip. It is mandatory for both the parents and local / legal guardian to be present to complete various admission formalities.
4. For students seeking admission in Class I onwards, it is mandatory to submit Transfer Certificate (Original) from the last school attended.
5. Fees, once paid at the time of admission, are not refundable in any case except the caution money (refundable) in case of withdrawal.
6. The management reserves the right to have the last word in all matters relating to admission.

**Assessment / Observation / Interaction / Interview**

1. During assessment / observation / interaction / interview, Student Admit Card I, Student Admit Card II and Call Letter have to be produced.
2. There will be assessment on intimated date for students seeking admission to Class I onwards and during the assessment, presence of both the parents will be mandatory.
3. For admission to Nursery & LKG, there are no tests or interviews. The teacher observes / interacts with the child along with the parents. For admission to UKG, an observation / interaction will be held on the same day. Both parents should be present.
4. No request for the change of dates for assessment / observation / interaction / interview will be entertained.
5. Student Admit Card II has to be submitted at School, once the assessment / observation / interaction / interview is done.

## Rules and Regulations

### Filling up the Registration Form:

Thank you for your interest in Sri Ram Narayan Singh Memorial High School, Kolkata

Please read the following Rules and Regulations properly before filling up the Registration Form.

1. Please fill up the Registration Form in Capital Letters.
2. It is mandatory that Parents should fill the Registration Form themselves.
3. Age criteria should be strictly maintained. In any case, if the child's age does not match with the admission criteria of the class, the management holds the right to cancel the Registration Form (Refer Age Criteria).
4. At the time of submission of Registration Form the parents or local/legal guardian are requested to bring the Original Money Receipt (issued at the time of purchase of Registration Form).
5. Attach one photocopy (self attested by parents) of the child's Birth Certificate issued by Municipal Corporation or proof of birth shown in the Passport. Do not enclose Birth Certificate issued by Nursing Home / Hospital.
6. Paste one latest identical passport size coloured photographs of the child on Registration Form, Student Admit Card. Also paste latest passport size coloured photograph of parents and local / guardian, if applicable, on the Registration Form.
7. At the time of submission of Registration Form the parents or local/legal guardian are requested to bring the Original Money Receipt (issued at the time of purchase of Registration Form).

- 8. Date of assessment / observation / interaction / interview will be given at the time of registration or intimated to the parents later on. The same may be changed, without prior notice, by the School.**
- 9. Registration does not imply admission, which is subject to assessment procedure and availability of seats.**
- 10. Applications must be complete and information mentioned in the Registration Form should be true. In case of any discrepancy with the facts, management holds the right to cancel the Registration Form as well as the admission of the child.**

**x-----x**