



Don Bosco School, Liluah - Howrah

Admission Notice: 2020 - 2021 Session

General Policy

1. Don Bosco School, Liluah, is an unaided, private, Catholic, Anglo-Indian and Minority School established in 1937 and as such the norms of Minority Institutions are applicable in the admission procedure. Catholic applicants are given preference for admission. However, Applications from all communities and from people of all walks of life also are accepted.
2. The school reserves the right to increase the fees at any time of the year if an increment is considered necessary. Ten percent annual increase in the tuition fee or any other fees is normal.
3. Admission procedure is conducted by the Principal with the help of the Salesians of the School. No other person in the School or outside has any hand in the selection of candidates for Admission to the School.
4. The School does not accept donations for Admissions. Be careful of those known and unknown people who pose to be intermediaries in the Admission process. Do not pay any money to them. Please avoid any third party that may approach you in connection with the admission nor should you approach any third party for admission.
5. The final selection is based on an interaction, verification and lottery conducted by the Principal in the presence of the members of the Managing Committee of the School and other invitees. The interaction will take place in the month of October/November and the final results will be declared towards the end of December.
6. Neither the child nor the parents need any special training for the interaction of Admission process. **No other persons other than the Salesians, in the School or outside have any hand in the selection of candidates for Admission to the School. Parents are warned not to approach persons who promise to get admission for your son in return for money or favour. Any attempt at seeking Admission through dubious means, even if discovered subsequently, will result in the cancellation of the Admission.**
7. Those interested in seeking admission are requested to go through the prospectus in the school website and apply only if you are satisfied with the system of education imparted at DBL.

Admission to the Kinder Garten (K.G.)

1. **APPLICATION FORM:** The Application form is available at the School website from **16th September 2019 to 30th September 2019**. Kindly log on to www.donboscoliluah.org. The process is simple and self explanatory.
 - a. Scroll down to the bottom of the notice and on having agreed to the clauses you are asked to fill up the Application Form online. **Second language once selected, can't be changed later.**
 - b. On completion please check again and verify the entry. There is no possibility of any correction after you submit the Form.
 - c. Having verified, please submit the Form.
 - d. On submission, a PDF format of the completed application will be generated along with the Fee Slip and you will receive an email at the email address you gave, giving you **a username and a password**. These are needed for any subsequent communication. **Hence, it is important to preserve and maintain secrecy of your username and password.**
 - e. Get a print-out of the Form, together with the payment slip **on white A4 size paper**. (Print Orientation: Portrait)
 - f. **Pay ₹ 500/- for the Application Form, using the Fee slip generated, at the South Indian Bank, Don Bosco Liluah, on any day on or before 30th September 2019 during banking hours. (Mon-Sat 8:30am – 2:00pm).**
 - g. Having paid the amount the applicant will receive an email on **21 October 2019** informing the Date, Time and Centre for the Interaction. Alternatively, one could also log on to the School website to know these details (use your username and password).
2. **AGE GROUP:** Application may be made only for **children born in the year 2015, between 01.01.2015 and 31.12.2015**.
3. We are pleased to hold an interaction with all the valid applicants (**child with his father and mother**). This will be on any date from **30/10/2019 to 14/11/2019**. Both parents only, no other persons, shall accompany the child. **The interaction will begin with a common meeting**. Therefore, it is important to be on time. Parents are requested not to pressurize the child with special coaching for this interaction.
4. **Requirements at the time of the Interaction:**
 - a) Application Form duly filled in with a recent **passport-size photograph affixed on the Form**.
 - b) A recent photograph of the Family (Father, Mother and all children) (**postcard size**) is to be pasted on the Application Form.
 - c) Originals of the **Birth Certificate** (Hospital Discharge Certificate/Nursing Home Card) and **Birth Registration Certificate** with the Municipality / Panchayat.
 - d) Proof of names of both parents (attach photocopy of: Pan card / passport / birth certificate / matriculation certificate)
 - e) Child's Immunization record.
 - f) Proof of Residential Address. (Self-attested)

- g) Applicant's copy of the fee slip. (Photo copy)
- h) Proof of Income. (Self attested)
- i) Blood Group certificate original to be submitted.
- j) Aadhar Card child and parent (Compulsory & Self attested)
- k) For Christians: Baptism Certificate and a letter of Introduction from the Parish Priest.
(SELF ATTESTED PHOTOCOPIES OF THE ABOVE DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM).

- 5. The selection is based on the interaction, verification and a lottery conducted by the Principal in the presence of the members of the Managing Committee of the School and other invitees.
- 6. The result of the selection process will be intimated to you by the end of **December 2019** through your email address or you may log on to the School website through the username and the password given to you earlier.
- 7. Please note: (a) Going through the above formalities does not ensure automatic Admission.
(b) Apply only if you have read the School Prospectus, are satisfied with the system of education imparted here and the admission procedure mentioned above.
