



DON BOSCO SCHOOL

Bandel
HOOGHLY – 712 103

September 19, 2018

Dear Parents,

You are seeking admission for your son in Don Bosco School, Bandel. We wish to be of maximum service to you in this regard. You are very well aware that the number of seats are limited and the admission seekers are numerous. The admission is based on successfully completing certain admission formalities and procedures which includes a lottery. Therefore, after meeting the parents and the children and after scrutinizing the application forms and the documents asked for, the admission seekers will be short listed and subsequently the final selection will be made on the basis of a lottery.

Don Bosco School Bandel is a Christian Minority Institution and as such the norms of minority institutions are applicable in the admission procedure.

The selection is done by the Principal with the help of the Fathers of Don Bosco School, Bandel only. No one else in the school or outside the school has anything to do with the admission process. Hence, beware of touts or middlemen who claim otherwise.

Let me also caution you about certain things:

Please avoid any third party that approaches you in connection with the admission and neither should you approach any third party for admission. Beware of touts who try to cheat people during the admission-season. Recommendations for admission are also not entertained.

Do not offer any money to anyone who approaches you asking for money in the name of admission, posing to be well connected with the school, or pretending to have something to do with the admission procedure. We do not accept any money for admission. Therefore, do not spoil the name of this institution by offering money to anyone.

And if it is known to the school authorities, even subsequently, that money has been paid to anyone in connection with an admission, that admission will be cancelled and the student will have to be withdrawn.

Finally do not believe anyone who approaches you for money saying that the above mentioned facts are just pretensions.

I hope your child will be successful and we will have the opportunity of serving you.

God bless you.

FR. NOBY K. GEORGE, SDB.
PRINCIPAL

ADMISSION NOTICE FOR 2019– 2020(CLASS ONE)

This notice is for admission to Class One only.

Eligibility: Boys born between 01.01.2013 and 31.12.2013 are eligible for admission to Class I and only such candidates need to apply. Those who tried for admissions in the previous year/s should not apply for admission again this year. They will be automatically rejected. All the detailed information, as requested in the form, about the candidate and the parents must be submitted, to be eligible for the interaction. Incomplete application forms will be rejected.

The Institution: Don Bosco School Bandel is a Christian Minority Institution and as such the norms of minority institutions are applicable in the admission procedure.

Procedure: (Step by Step guide for Admission to Class 1)

Step-1: Application Form is made available only on our official website of the School from September 20 to October 5, 2018. Please visit us at www.dbbandel.org



Step-2 (Filling up of Form)

Forms are available ‘**online**’. Parents and Guardians are required to fill up the form available in the School website www.dbbandel.org (in ADMISSION section) fill-in the required details and submit the same online. Please note that any application form, not duly filled in or the forms that are incomplete will be automatically rejected by the system. You also must take two copies (Print out) of the entire document for future use and reference. Your form will have a unique number which will be used for all future correspondence and reference. A copy of the application form will be directed to your email automatically. One copy of this should be submitted (print copy) at the time of interaction.

Online Form Payment

A sum of Rs.500/- (*Rupees Five Hundred Only*) will have to be paid as the form fee through ‘**online**’ only [DEBIT CARD OR CREDIT CARD mode of payment only will be acceptable] **at the time of filling up the form**. This money will not be refunded for any reason whatsoever. In case of any serious problems that may arise, you may write to the School directly through its website, “Contact”, “Query (others)”.



Step-3 (Interaction date & time)

Interaction: Date and time of interaction with the parents will be informed through the email. It will also be made available on the School Website “Notice Board”. **You will receive this notice on October 8th, 2018.** *The date and the time for the interaction with the Principal communicated are unchangeable.* The Interaction dates will also be published on the School Notice Board near the Reception. Both parents must accompany the child for interaction. You are expected to give valid email IDs for correspondence.



Step-4 (Interaction day)

Interaction Day at Don Bosco School, Bandel

Both the parents should accompany the child for the interaction. Kindly reach 30 minutes before the scheduled interaction time given. Please report at the reception, Don Bosco School, Bandel. All original documents must be brought for verification at the time of submission and interaction.

Documents: *The following documents are to be presented for verification at the time of interaction:*

- 1) A copy of the print out of the application form along with stipulated size photograph pasted on it.
- 2) Child’s immunization record.
- 3) Salary certificate of parent(s).
- 4) A recent postcard size family photograph (only father, mother and the siblings of the candidate).
- 5) Hospital / Nursing Home Discharge Certificate (Xerox copy will be kept for office use)

- 6) Municipal Corporation / Panchayat Birth Certificate for verification. (Xerox copy)
 - 7) Catholic children will produce the Baptism certificate along with the letter of the Parish Priest, besides the above
 - 8) Residential Address proof (Voter ID or Aadhar of the parents, etc).
- All documents must be presented in original for verification, together with Xerox copies)***
- 9) **Transaction ID, Time and Date of Application Form Fees must be submitted to the school at the time of Interaction (Handwritten details will do).**



Step-5 (Result)

Result of Selected Candidates

The final result after Online submission of forms, Interaction, and selection in the School will be communicated to you by email during the second week of November 2018. If your child is selected please take a print out of the letter and present it at the time of admission. The Form Numbers of the selected candidates will also be put on the School Notice Board before 15th November 2018.

The candidates will be selected based on the interaction with the parents and the candidate by the Principal or one delegated by him. The final selection will be on the basis of a lottery from those who have completed the admission formalities and procedures correctly and have been short listed after the verification/interaction.

Approximately 180 candidates will be selected for admission to Class I. Receiving the Application Form or going through the admission procedure does not guarantee admission. Those who are not selected for admission are requested not to ask for reconsideration.



Step-6 (Final process for Selected Candidates only)

Those selected for admission to Class I in Don Bosco School, Bandel for the year 2019 – 20 will be asked register by 26th November 2018.

Board of Admission: Admission-procedures are conducted exclusively by the Principal and the Don Bosco Fathers and Brothers, authorized by the Principal. No other person in the school or outside has any hand in the selections. The Principal does not mediate through third parties with regard to admissions. No Nursery Schools, Schools or other such institutions, near or far, have any affinity to this school to win any special consideration. Parents are warned against such claims.

Recommendations are not welcome and can be detrimental to admission.

N. B:

- (a) Kindly note, that only if you have read the prospectus of the school, and you have not applied for admission in the previous year/s and only if you are satisfied with the admission procedure described above, you need to apply.
- (b) Inability to process the Online Application, Application Fee payment etc. must be informed to the School by visiting the School Website “Contact Page” and “Query (others)”.
- (c) Information provided in this notice may be subject to further change if authorities consider it necessary.

PRINCIPAL