

**PAWAR PUBLIC SCHOOL, DOMBIVALI**  
**(Affiliated to the Council for the Indian School Certificate Examinations (CISCE)**  
**that conducts the Indian Certificate of Secondary Education Examination (ICSE)**  
**and the Indian School Certificate Examination (ISC), New Delhi vide Affiliation No – MA208)**

**Admission Notice for Grade 11 for the Academic Year 2024-2025**

**1. Eligibility Criteria for Admission:**

Grade	Eligibility Criteria
<b>11 (ISC)</b>	Passed in the Grade 10 School Preliminary Examination / Board Examination of Year 2024 and an informal interaction with the Principal and the Headmaster.

- 2. Preference for Admission:**
- (i) Students of Pawar Public School, Dombivali
  - (ii) Students from other ICSE Schools
  - (iii) Students of CBSE / IGCSE / IB / SSC Boards

**3. Admission Schedule:**

Rounds	Filling of Online Admission Form	Informal Interaction	Admission Confirmation and Payment of Fees
Round 1: In-house Pupils	From 10:00 a.m. on Monday, 8 <sup>th</sup> January, 2024 to 10:00 p.m. on Wednesday, 31 <sup>st</sup> January, 2024	Between Monday, 22 <sup>nd</sup> January, 2024 and Friday, 2 <sup>nd</sup> February, 2024	Will be intimated through an email after the interaction
Round 2: Other Pupils	From 10:00 a.m. on Sunday, 4 <sup>th</sup> February, 2024	From Thursday, 8 <sup>th</sup> February, 2024	Will be intimated through an email after the interaction to pay the fees, subject to availability of seats. If seats are not available, the pupil's name will be kept on the waitlist.

# **The exact date and time will be intimated through an email to the candidates.**

**4A. Admission Process for In-House Pupils:**

- The Online Admission Forms for Grade 11 will be available to *ALL ELIGIBLE* candidates on **www.ppsdombivali.com** under the **Online Admissions Menu**.
- The online Admission Form Fee is ₹ 1000/- (**Non – refundable**).
- After filling up the online admission form and making the payment for the form, the Administration Copy and the Teacher's Copy of the filled form and the Payment Receipt will be available in parent's enquiry login in Edusprint. **Kindly save and print them subsequently.**
- The Parental Consent Form and the Cancellation of Admission and Refund Policy needs to be downloaded from the school website under "Online Admissions".
- Shortlisted candidates will then be called for an informal interaction with the Principal and the HM. The date and time for this will be informed to the parents through an email from the school.
- The selected candidates will be intimated through an email to complete the admission process and payment of fees. **The candidate's choice of subjects will be finalised based on the available vacancies as the admission confirmation will be given on a first come first serve basis.**
- Parents of selected candidates will have to visit the school administration office with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Parental Consent Form, the Cancellation of Admission and Refund Policy, Subject Selection Form and all the required documents for the payment of fees.
- Admission will not be given / will be cancelled if the documents are not valid and do not fulfill the eligibility criteria.
- Admission to Grade 11 will be treated as provisional till the receipt of a self-attested copy each of the Statement of Marks and the Pass Certificate of the Grade 10 Board Examination. The last date for the submission of the same will be one month after the declaration of the result.

#### **4B. Admission Process for Pupils from Other Schools :**

- The Online Admission Forms for Grade 11 will be available to *ALL ELIGIBLE* candidates on **www.ppsdombivali.com** under the **Online Admissions Menu**.
- The online Admission Form Fee is **₹ 1000/- (Non - refundable)**.
- **To know the steps to fill the Online Admission Form kindly refer to the document regarding the same uploaded on the school website under "Online Admissions"**.
- After filling up the online admission form and making the payment for the form, the Administration Copy and the Teacher's Copy of the filled form and the Payment Receipt will be available in parent's enquiry login in Edusprint. **Kindly save and print them subsequently**.
- The Parental Consent Form and the Cancellation of Admission and Refund Policy needs to be downloaded from the school website under "Online Admissions".
- Shortlisted candidates will then be called for an informal interaction with the Principal and the HM. The date and time for this will be informed to the parents through an email from the school.
- Parents are requested to carry hard copies of their ward's report card of the previous three years including the Prelim Report Card for the interaction.
- The selected candidates will be intimated through an email to complete the admission process and payment of fees. **The candidate's choice of subjects will be finalised based on the available vacancies as the admission confirmation will be given on a first come first serve basis.**
- Parents of selected candidates will have to visit the school administration office with the hard copies of the completely filled Admission Form (Administration Copy and Teacher's Copy), the Medical History Sheet with Stamp and Signature of the Medical Practitioner, the Parental Consent Form, the Cancellation of Admission and Refund Policy, Subject Selection Form and all the required documents mentioned below in point no. 5A or 5B for the payment of fees.
- Admission will not be given / will be cancelled if the documents are not valid and do not fulfill the eligibility criteria.
- Admission to Grade 11 will be treated as provisional till the receipt of the original School Leaving Certificate, the original Migration Certificate, a self-attested copy of the final report card from the previous school, a copy attested by the Principal of the previous school or a self-attested copy each of the Statement of Marks and the Pass Certificate of the Grade 10 Board Examination. The last date for the submission of the same will be one month after the declaration of the result.

#### **5A. Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form For In- House Pupils :**

- A copy of the residence proof attested by the parent. (Only if there is any change in the residence address recorded in the school records) Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission.  
Any **ONE** of the following documents can be produced as proof of residence:  
a. Passport (Recent)      b. Electricity Bill (Recent)      c. Unique I. D (Aadhaar) Card  
d. Registered Sale / Rent Agreement Copy      e. Bank statement for the current month.  
Please Note - Ration Card **will not** be accepted as a proof of residence.
- The Cancellation of Admission and Refund Policy signed by both the parents/whosoever has signed the admission form.
- Two latest colour photographs of the child properly affixed on the place provided on the printout of the Admission Form.
- Parents from the Reserved Caste Category, who want the caste to be entered in the school register should submit a copy of the Caste Certificate in the name of the pupil and issued by the concerned Municipal Authorities, self-attested by the parent.

**5B. Documents to be submitted along with the completely filled and signed printouts of the Online Admission Form For Pupils from Other Schools :**

- A copy of the Birth Certificate attested by the parent.
- A copy of the residence proof attested by the parent. Residence proof should be strictly in the name of the father, mother or grandparents of the child seeking admission.  
Any **ONE** of the following documents can be produced as proof of residence:  
a. Passport (Recent)    b. Electricity Bill (Recent)    c. Unique I. D (Aadhaar) Card  
d. Registered Sale / Rent Agreement Copy    e. Bank statement for the current month.  
Please Note - Ration Card **will not** be accepted as a proof of residence.
- **The Medical History Sheet** (provided on the school website under “Online Admissions) must be completely filled, signed and stamped by a registered medical practitioner.
- **The Parental Consent Form** and **the Cancellation of Admission and Refund Policy** (provided on the school website under “Online Admissions) must be signed by both the parents/whosoever has signed the admission form.
- Two latest colour photographs of the child properly affixed on the place provided on the printout of the Admission Form.
- A copy of the Aadhaar Card of the pupil attested by the parent.
- Parents from the Reserved Caste Category, who want the caste to be entered in the school register should submit a copy of the Caste Certificate in the name of the pupil and issued by the concerned Municipal Authorities, self-attested by the parent.
- A copy of the mark-sheet of the previous grade from the previous school, self-attested by the parent. (whichever latest mark-sheet of the previous grade is available).
- A copy of the final Board Pass Certificate and Statement of Marks attested by the previous School Principal/self-attested by the parent. The original will have to be shown at the time of admission.
- Original Migration Certificate from the previous school.
- Original School Leaving Certificate from the previous school.

**6. Subjects Offered in Grade 11 and 12:**

The following subjects are offered:

- (i) English-Compulsory
- (ii) Any one elective from Physics / Commerce / Geography
- (iii) Any one elective from Chemistry / Accounts / History
- (iv) Any one elective from Biology / Economics / Computer Science / Physical Education
- (v) Any one elective from Mathematics / Business Studies / Art / Psychology

Note: (a) Pupils will have to select 4 electives from the choices given above. The subjects selected in Grade 11 will also have to be studied in Grade 12. Pupils cannot change the subjects in Grade 12. No changes in any subject will be permitted after 27<sup>th</sup> April, 2024.

- (b) Pupils who opt for Computer Science and who did not have the subject in Grade 9 and 10 will have to appear for an entrance test of 25 marks based on the syllabus given below in point no. 7. They will be offered the subject only if they clear the entrance test, subject to available vacancies.

**7. Syllabus for the Entrance Test in Computer Science:**

- (a) Introduction to Java
- (b) Basic Operators
- (c) Input and Output in Java
- (d) Conditional Constructs (If and switch case)
- (e) Iterative Constructs (for, do, while loop)  
Writing basic program using the above

### 8. Fee Structure for Grade 11 and 12 (ISC) for the Class of 2026

FEE BREAK – UP	Grade 11 (2024-2025)				
	PAYABLE	First Installment	Second Installment	Third Installment	Total
Admission Fee	At the time of Admission	2,000/-	N.A.	N.A.	2000/-
Refundable Caution Money Deposit (Interest Free)	At the time of Admission	5,000/-	N.A.	N.A.	5,000/-
Term Fee (First Term)	At the time of admission	4,000/-	N.A.	N.A.	4000/-
Tuition Fee (April to September)	At the time of Admission	40,000/-	N.A.	N.A.	40,000/-
Term Fee (Second Term)	1 <sup>st</sup> October, 2024 to 10 <sup>th</sup> October, 2024	N.A.	4000/-	N.A.	4000/-
Tuition Fee (October to December)	1 <sup>st</sup> October, 2024 to 10 <sup>th</sup> October, 2024	N.A.	20,000/-	N.A.	20,000/-
Tuition Fee (January to March)	1 <sup>st</sup> January, 2025 to 10 <sup>th</sup> January, 2025	N.A.	N.A.	20,000/-	20,000/-
<b>Total</b>		<b>51,000/-</b>	<b>24,000/-</b>	<b>20,000/-</b>	<b>95,000/-</b>

Note: (a) ₹ 1000/- towards Admission Form to be paid online at the time filling the online admission form.

(b) ₹ 50/- in cash or cheque in favour of 'Pawar Public School Dombivali PTA' towards the Parent Teacher Association Annual Membership Fee for the academic year 2024-2025 to be paid in the month of June, 2024.

FEE BREAK – UP	Grade 12 (2025-2026)				
	PAYABLE	First Installment	Second Installment	Third Installment	Total
Admission Fee	N.A.	N.A.	N.A.	N.A.	N.A.
Refundable Caution Money Deposit (Interest Free)	N.A.	N.A.	N.A.	N.A.	N.A.
Term Fee (First Term)	1 <sup>st</sup> April, 2025 to 10 <sup>th</sup> April, 2025	4,000/-	N.A.	N.A.	4000/-
Tuition Fee (April to September)	1 <sup>st</sup> April, 2025 to 10 <sup>th</sup> April, 2025	40,000/-	N.A.	N.A.	40,000/-
Term Fee (Second Term)	1 <sup>st</sup> October, 2025 to 10 <sup>th</sup> October, 2025	N.A.	4000/-	N.A.	4000/-
Tuition Fee (October to December)	1 <sup>st</sup> October, 2025 to 10 <sup>th</sup> October, 2025	N.A.	20,000/-	N.A.	20,000/-
Tuition Fee (January to March)	1 <sup>st</sup> January, 2026 to 10 <sup>th</sup> January, 2026	N.A.	N.A.	20,000	20,000/-
<b>Total</b>		<b>44,000/-</b>	<b>24,000/-</b>	<b>20,000/-</b>	<b>88,000/-</b>

Note: ₹ 50/- in cash or cheque in favour of 'Pawar Public School Dombivali PTA' towards the Parent Teacher Association Annual Membership Fee for the academic year 2025-2026 to be paid in the month of June, 2025.

## 9. Cancellation of Admission and Refund Policy (ISC) 2024-2026:

- Admission Fees paid to the school will not be refunded under any circumstances.
- Those parents who wish to cancel the admission of their ward should give a written application signed by both the parents/ whoever signed the admission form, seeking cancellation of admission. The policy norms are mentioned below:
  - (a) If communication in writing for withdrawal is given to the School at any time on or before 31<sup>st</sup> March, 2024, then 100% Fee will be refunded (Except Admission Fee).
  - (b) If communication in writing for withdrawal is given to the School between 1<sup>st</sup> April, 2024 and 6<sup>th</sup> April, 2024, then 50% Fee will be refunded (Except Admission Fee).
  - (c) If communication in writing for withdrawal is given to the School at any time on or after 7<sup>th</sup> April, 2024, then fee will not be refunded.
- The school fee for the on-going academic year should be cleared, even if the student has not attended the school (online / offline), since the seat is occupied by the student. If the pupil has attended even one day in the months of April or October, then the parent is liable to pay the Term Fee for that term along with the Tuition Fee.
- The application for withdrawal has to be accompanied with an application for the refund of caution money signed by both the parents / whoever signed the admission form, along with the original caution money receipt stating the name in which the refund cheque has to be issued. The School Leaving Certificate and the Caution Money will be refunded to the applicant within 10 working days, from the receipt of the application / the last day attended by the pupil, whichever is later.
- Refund of Caution Money and the School Leaving Certificate will be issued only to those who have cleared the dues as mentioned by the school and the parents are requested to abide by the same.
- If the caution money receipt is lost / misplaced, then the applicant needs to submit an Indemnity Bond by paying a stamp duty of Rs.500/- duly notarised stating that he/she has lost the receipt. Parents should contact the school to understand the process for the same.
- The application for withdrawal of admission will not be accepted or processed during the vacation period.
- The Cancellation and Refund Policy should be accepted and signed by both the parents/whoever signed the admission form while securing the admission.

## 10. Commencement of Session, Summer Vacation Schedule and Re-opening Day after the Summer Vacation

Commencement of Session	Last Working Day before the Summer Vacation	Summer Vacation	Re-opening Day after the Summer Vacation
Monday, 8 <sup>th</sup> April, 2024	Friday, 26 <sup>th</sup> April, 2024	Monday, 29 <sup>th</sup> April, 2024 to Friday, 31 <sup>st</sup> May, 2024	Monday, 3 <sup>rd</sup> June, 2024

## 11. School Timings: (Monday to Friday)

8:10 a.m. to 1:45 p.m.

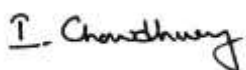
Late Mark: 8:11 a.m. onwards

### Co-Curricular Activities:

2:05 p.m. to 3:05 p.m. (Once a week on Fridays, whenever required)

## 12. Kindly Note:

- The School Management does not accept donation of any kind whatsoever, neither does the Management authorize any person to do so.
- In case any person claims to secure a seat in our school through influence or consideration please bring it to the notice of the administration for suitable action.
- The School will not entertain any correspondence, discussion, telephones or personal inquiries regarding the admission process.



Mrs. Ishita Chowdhury  
Principal

Date: 06/10/2023