

**Bunts Sangha's
S.M. Shetty High School & Junior College**

SCHOOL ADMISSION PROCESS

1. Online Admission process is followed for Maharashtra Board. Admission forms are issued through school website in November/December for Pre Primary, Primary and Secondary on the basis of availability of seats in February / March through School website www.smsheettyinstitute.org. Forms are printed by paying 500/- through payment gateway using debit/credit cards or net banking.
2. Receiving of the forms are done at the School counter with all the required documents such as Doctor fitness certificate, copy of Birth certificate, Photocopy of terminal result (in case of Std. II to X)
3. Date for the interaction is given to the parent while submitting the form. On selection the parent is asked to pay the fees. Once the fees is paid admission is confirmed and original documents are collected (Birth certificate for Nursery to Std I and Leaving certificate for Std II to X)
4. Admission to above mentioned classes are subject to availability of seats and given on a first come first basis. Principal's decision will be final and abiding in this case.
5. Age criteria and selection of candidates follow the norms as stated by the Department of Education , State of Maharashtra
6. Siblings will be given first preference, in case of availability of seats.
7. Being a linguistic minority institution, needy students from the Bunts Community and Kannadigas are given fee subsidies, subject to fulfillment of terms and conditions as laid down by the Management from time to time.

RE- ADMISSION PROCEDURE

Readmission procedures are done for our existing students of Sr. Kg. promoting to Standard I and standard IV promoting to Standard V. online forms are filled by the parents or guardian of a student. Students records are maintained in the general register for Sr.Kg to I in the primary general register and IV to V students in Secondary general registers. Leaving certificate of standard IV students are prepared and pasted in the files separately.

Sd/-