

**Matru Mandir Sanskar Kendra-2,  
Mini-KG NEMS Pre-Primary,  
Shaniwar Peth, Pune**

**MATRUMANDIR SANSKAR KENDRA -2 : (NEMS Pre-Primary School)**

It is an English medium, co-educational institution, set in a modern, elegant building, with extensive ground.

NEMS School is divided in 3 sections – Pre- Primary (Matru Mandir Sanskar Kendra-2, Jr. KG, Sr. KG), Primary and Secondary.

The school aims at academic excellence, which means understanding and application, along with good marks. Many of our students successfully take part in state and national level examinations. Individual attention is given to each child. Their strength and weaknesses are recognized, and help and encouragement given where necessary, by our trained, qualified and experienced staff.

We have a music room, an art room, a large and well – stocked library, a science laboratory, a computer laboratory, Maths laboratory and an auditorium, big Play field and Sandpit.

**We have the following shifts in our KG Section:**

<b>Shift</b>	<b>Time</b>
Morning .....	8.15 am to 11.15 am
Afternoon .....	11.30 am to 2.30 pm

**Admissions :**

**The date of birth should be between 1<sup>st</sup> July 2020 to 31<sup>st</sup> December 2021.**

Admissions are strictly at the discretion of Management and staff.

Madhuri Barve  
Kendra Sanchalika

## **Rules and Regulations of the School:**

1. I am fully aware that this is only an Application Form and it does not mean that my ward has been granted Admission in Matru Mandir Sanskar Kendra – 2.
2. I am aware that in case the Admission is allotted to my son / daughter in DES Matru Mandir Sanskar Kendra- 2, that Admission and Tuition fee will be deposited within the stipulated period.
3. If the fees are not deposited in the stipulated period, I am aware that my child's admission will be treated as cancelled and I will have no claim on any Admission later.
4. I am aware that, in case, I cancel my child's Admission post deposit of the Admission Fee, I will NOT get any refund of fee nor any claim for the refund be entertained by the Matru Mandir Sanskar Kendra-2 Management.
5. All the Policy decisions which are taken by the Management of Matru Mandir Sanskar Kendra-2, will be binding on me and I will follow them. I will have no grievance against the Matru Mandir Sanskar Kendra-2 Policy.
6. The rules and amendments as declared by the Matru Mandir Sanskar Kendra-2, Management will be abided by me from time to time.
7. Pupils are expected to be present in Deccan Education Society's Matru Mandir Sanskar Kendra-2 on all working days. If the pupil remain absent, the parent must send a leave note to the Class Teacher.
8. Pupils must be punctual always during the Matru Mandir Sanskar Kendra-2 working hours. Disciplinary action will be taken against habitual defaulters.
9. Pupils are strictly warned not to leave the Matru Mandir Sanskar Kendra-2 premises during the working hours including recess time.
10. Pupils must wear neat and clean uniform daily.
11. Parents and guardians are not allowed to go directly to any class-room when the teaching is going on.
12. I am aware that if, in case, the Admission is allotted to my child, he/she can be either in Morning or Afternoon session, as decided by the Matru Mandir Sanskar Kendra-2, Management. The allotted session will be accepted to me. No grievance in this regard will be entertained by the Matru Mandir Sanskar Kendra-2.
13. **For the next procedure (school visit), school will communicate through your registered Email-Id and cell number within next 5 days.**
14. I have read, understood and accepted all the rules and regulations of the Matru Mandir Sanskar Kendra-2 and I agree to abide by the same.

**Date :**

**Place:**

**Mother's Signature**

**Father's Signature**

## **Guidelines for filling the Application Form:**

**\*For the Applicant of DES Matru Mandir Sanskar Kendra-2, Shaniwar Peth, Pune**

### **A. Open/Use any web browser for filling the application form.**

1. Please read all the instructions before proceeding. All information marked with ‘\*\*’ symbol is compulsory and should not be left blank.
2. Fill the entire student profile in the application form.
3. Upload passport Size photo of the student.
4. Fill in Correct address.
5. Add parent details
  - i. Both parent details, E-mail Id is mandatory.
  - ii. In case of single parent or one of the parents is not having E-mail Id/mobile number, same E-mail Id or mobile number can be put on the other parent details.
6. Add local guardian one of yours relatives contact number.
7. Please mention physical ailment (if any) & doctor’s contact number.
8. Click on **Submit and verify**. All entered fields and check on all the details filled in the application form.
9. Click on declaration check box.
10. The page of rules and regulation of the school opens, read all the rules carefully and then click on check box stating.
  - i. I agree to all above rules and regulations
11. Once declaration is done, read the rules and regulations of the school.
12. **Procedure of Online Application Form and Online Application Fees**
  - a) Ensure all the compulsory fields marked with (\*) in the profile are filled.
  - b) Verify all the entries in the form. It is compulsory to fill the mandatory fields in the profile page.
  - c) Fill the entire student’s profile in the application form.
  - d) Go to ‘Online Payment’ Tab.
  - e) If you want to do Online Payment, click on ‘Online Payment’ tab, then click on “Proceed to Online Payment”
  - f) The window for HDFC will be opened showing the following three options - **Creditcard, Debit card OR Net banking.**
  - g) If you choose ‘Net banking’ - select net banking option, the names of various banks will be displayed. Select your bank. The page will take you to the website of your selected bank.
  - h) Your selected bank will ask for your Login Id and password for your account
  - i) Once you are logged in, the total amount of fees to be paid will be displayed. Click on tab ‘pay/confirm.’
  - j) You will see a message, ‘Your transaction is successful ‘along with a receipt by HDFC.

- k) If you choose 'Debit Card or Credit Card' then please ensure that the card issued by your bank is allowed for online payments.
  - l) Enter your card details as requested by the PU.
  - m) For the card payments 'OTP' (One Time Password) is generated and the same is sent by the bank to the registered email and mobile number with them. OTP is a must to complete the online payments. Ensure while making the Online fee payment through your Debit or Credit that the above is taken care of.
  - n) Once the payment is done, the HDFC will give the message 'Your transaction is successful' along with a receipt by HDFC money. Download the HDFC money receipt OR take a print-out.
  - o) After completing any of the above online fee payment procedure, fee receipt will be generated in 3/4 working days through your login. Take a print-out of that.
- 13. Download & Print the application form. Both the parents should sign the form and submit it at the time of the School visit. (School visit schedule date will be send through mail/SMS)**

**Health History**

Name of Child: \_\_\_\_\_

Std: \_\_\_\_\_

ALLERGY TO ANY FOOD, ADHESIVE TAPE, BEE STING

ALLERGY	What happens?	How Severe?	Medicine Taken At The Time

Does this child have any problem during physical activity \_\_\_\_\_

Signature of father \_\_\_\_\_

Signature of mother \_\_\_\_\_

**TO BE CERTIFIED BY REGISTERED MEDICAL PRACTITIONER**

Date of physical examination \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

B.P. \_\_\_\_\_ Pulse \_\_\_\_\_ Vision-L \_\_\_\_\_ R \_\_\_\_\_

Squint \_\_\_\_\_ Cornea \_\_\_\_\_ Ear -L \_\_\_\_\_ R \_\_\_\_\_

Clinical Examination	Normal	Recommendation
Head / Neck		
Abdomen		
Surgery		
Serious Illness		
Nails		
Skin		

Summary of current health \_\_\_\_\_

Fit to participate in a age specific physical activity \_\_\_\_\_

Should not participate in competitive sport \_\_\_\_\_

Name of doctor \_\_\_\_\_

Signature of doctor \_\_\_\_\_