

**Deccan Education Society's
MURLIDHAR LOHIA MATRU MANDIR,
(PRE-PRIMARY SCHOOL)
Tilak Road, Pune**

DES School Tilak Road, Pune was founded in June 1985. We are happy to announce that our DES Pre-Primary School has been shifted in the Murlidhar Lohia Matrumandir Building, which is situated in the campus of New English School, Tilak Road, Pune.

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

DES School is divided in 3 sections –

- i) Pre-Primary School, Murlidhar Lohia Matru Mandir** (shifted in new building in the same premises)
- ii) Primary section**
- iii) Secondary section**

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

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 strengths and weaknesses are recognized help and encouragement is given wherever necessary by our trained and qualified staff.

The purpose of our school is not only to impart education, but also the all-round development of the student. Our school year is full of numerous extracurricular activities, such debates, drawing, craft, etc. We also celebrate Sports Day, Science Day, Annual Day. Our school boast of many national level sports athelets. Thus, from a very young age, students learn to develop multiple skills and build confidence in themselves.

The school has a music room, an art room, Dance room, a large, well–stocked library, a Model room, an auditorium and Play-field.

The policy of this school has been offer many choices before the students, so that they can explore their skills and develop their interest in the right direction. The success achieved by many of our past students bears witness to the wisdom of this policy.

We have the following units in our Section :

Section	Shift	
	Morning	Afternoon
Play Group	-	11.30 am to 2.30 pm
Mini KG	8.15 am to 11.15 am	11.30 am to 2.30 pm
Jr. KG	8.15 am to 11.15 am	11.30 am to 2.30 pm
Sr. KG	8.15 am to 11.15 am	11.30 am to 2.30 pm

Age Criteria –

Age for admission to Mini KG is 3 years complete by 31st December, 2024.

Admissions are strictly at the discretion of the management and the staff. 8.15 am to 11.15 am

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 DES's Murlidhar Lohia Matru Mandir.
2. I am aware that, in case the Admission is allotted to my son / daughter in this School, 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. All the Policy decisions which are taken by the Management of the School, will be binding on me and I will follow them. I will have no grievance against the DES Pre-Primary School Policy.
5. The rules and amendments as declared by the Management of DES's Murlidhar Lohia Matru Mandir will be abided by me from time to time.
6. Students are expected to be present in the School on all working days. If the pupil remains absent, the parent must send a leave note to the Class Teacher.
7. Students must be punctual always during the School working hours. Disciplinary action will be taken against habitual defaulters.
8. Students are strictly warned not to leave the School premises during the working hours including recess time.
9. Students must wear neat and clean uniform daily.
10. Parents and guardians are not allowed to go directly to any class-room when the teaching is going on.
11. 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 School Management. The allotted session will be accepted to me. No grievance in this regard will be entertained by the DES Pre-Primary School.
12. **For the next procedure (school visit), school will communicate through your registered email id and cell number within next 15 days.**
13. I have read, understood and accepted all the rules and regulations of the School and I agree to abide by the same.
14. **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 DES Pre-Primary School Management.**

Date :

Place :

Mother's Signature

Father's Signature

Guidelines for filling the Application Form:

***For the Applicant of DES's Murlidhar Lohia Matru Mandir, Tilak Road, 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. The first letter of each and every name should be written in Capital.
4. Upload passport Size photo, which is less than 200 kb.
5. Fill in Correct address.
6. Add parent details
 - i. Both parent details, email id is mandatory.
 - ii. In case of single parent or one of the parents is not having email-id/mobile number, same email id or mobile number can be put on the other parent details.
7. Add local guardian one of your relatives contact number.
8. Please mention if any physical ailment & doctors contact number.
9. Click on **Submit and verify**. All entered fields and check on all the details filled in the application form.
10. Click on declaration check box.
11. The page of rules and regulation of the school opens, read all the rules carefully and then click on check box stating.

I agree to all above rules and regulations.
12. Once declaration is done, read the rules and regulations of the school.
13. **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 - **Credit card, 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 printout.
- o) After completing any of the above online fee payment procedure, DES Pre-Primary School fee receipt will be generated in 3/4 working days through your login. Take a printout of that.

14. 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 sent through mail)