

Admission Process

Procedure

Considering how cumbersome some the admission process in schools has become these days, PRJ GYANJAYA SCHOOL has tried to simplify the admission procedure for the parents.

Pre-Admission Procedure Class Nursery - IX

- You will need to purchase the prospectus for session 2020-21 from the school reception. The prospectus will cost you Rs.500/-

Should you wish to proceed with the admission post your school tour?
You will need to fill the Registration Form (Part of the prospectus) and submit.

With the form you need to submit the following documents:—

- Original + one photocopy of students' Birth Certificate. (the original will be returned immediately after verification)
- Photocopy of the previous class report card.
- The admission assessment for students seeking to get admission to class IX and above.
- For class I (RTE admission) is done through random lottery.
- A written assessment will be held for students applying for admission, if your ward's name will be there for the test, you shall be telephonically informed about the same.

Post-Admission Procedure Class Nursery - IX

- If admission is granted, you may deposit the fees (Not refundable) and submit the following documents.
 1. Transfer Certificate with original (for overseas students, the school will require a letter from the Principal of the last school attended stating the Bonafide of the student along with the transcript of the last examination given.)
 2. Photocopy of the previous class report card.
 3. Once the fee (Not refundable) and documents are submitted you will receive an admission confirmation letter through E-mail from the school. This will inform you about further formalities, to be completed if any.
- You may purchase school uniform & books from the shop.
- Your ward will be allotted the section on the day of admission. The time table for your ward will be handed by the class teacher.
- Kindly inform the school of your joining date. This is mandatory because staff need to be informed to expect your ward on a particular day and they in turn need to make preparations accordingly.
- Teachers will assist your ward with the subject which has been covered in the class.