

ADMISSION TO LOWER KINDERGARTEN (LKG)

1. Admission is open to all candidates who complete the age of 4 years on or by 31st May of the academic year they are seeking admission to.
 2. The Institution is registered as a Linguistic Minority school with Konkani as the language. Hence all candidates who qualify in age and speak Konkani as language spoken at home, will be given direct admission.
 3. As our Institutional policy, candidates who qualify in age and whose parents are members of the staff of the institution will be given direct admission.
 4. Pre-liminary Admission form will be issued to all on a specific date and time as announced.
 5. Admission will be made on the basis of weightage points assigned to categories for consideration.
 6. The following are the categories for weightage points -
 - i. Locality of residence
 - ii. Sibling category
 - iii. Alumni category
 - iv. Single parent category
 - v. Children with special needs (physically challenged)
 - vi. Educational qualification of parents
 - vii. School specific criteria
- (Refer Annexure-1 for more information on category and weightage points)**
7. Self-attested copies of supporting documents under categories claimed must be submitted along with Pre-liminary Admission form.

8. The list of selected candidates and points scored will be displayed and registration of such candidates will begin on dates as announced.
9. Intimation will be sent from the Institution on the dates of admission.
10. **Bring along the original documents for verification (see annexure-2) at the time of counseling (if selected).**
11. On approval of the submission of all documents, the parents and candidates will need to attend a brief interaction with the Principal.
12. Admission is deemed to be complete only on payment of Admission fees and other fees applicable, as announced on the notice board.

ANNEXURE-1

Categories under which weightage points are assigned

The school will assess the applicants on a scale of 1 to 100 in the following manner:-

1. Locality of residence (25 points)

To promote the concept of neighborhood schools (which is also recommended by the Department of Education, Govt of Karnataka), candidates residing within an area of 10 km radius of the school will be considered but with staggering weightage points. The area closest to the school gets maximum weightage and as the distance from the school increases, the weightage decreases.

0-2 km	25 points
Above 2 km upto 5 km	20 points
Above 5 km upto 8 km	15 points
Above 8km upto 10 km	10 points

2. Sibling category (20 points)

To provide for the convenience of children and of their parents, studying in the same school, such as school timings & holidays,

school functions and outings, also as a source of mutual support to each other, sibling category will be awarded weightage.

A sibling applicant will be given 20 points

Note: **1. Sibling means "A own brother or sister". No other relationship even if staying in a joint family will be considered as sibling.**

2. There is no consideration in the fee payment structure.

3. **Alumni Category (10 points)**

To promote the emotional attachment and goodwill an alumni may share with the school, he or she has studied, such applicants will be given weightage. Under Alumni category, if the father or mother is an alumni 5 points each will be given.

Note: **1. Alumni means "passing out of our Carmel Institutions only at Std X or XII Std and not when leaving the school at any other time.**

2. There is no consideration in the fee payment structure.

4. **Single parent category (10 points)**

Parents of applicants who are single (widow/ widower/ divorcee) will be given due consideration keeping in mind their emotional and social status. Such applicants will be given 10 points.

5. **Children with special needs {Physically challenged} (5 points)**

This is an age of inclusive education. Any physical disability should not deter the child from pursuing his/her education. Hence such children (if any) will be considered.

Any child who is physically challenged will be given 5 points.

6. **Educational qualification of parents (20 points)**

Parents are equal partners with the school in the education of their child. And hence it is equally important that the parents are knowledgeable in the syllabus, content and will provide for an effective

learning environment at home. Educated parents can also provide guidance and higher motivation for their children in learning. Under educational qualification, a maximum of 10 points each for father & mother will be awarded depending on their level of qualification. (In case of a single parent, weightage for educational qualification will be doubled)

Post graduate	10 points
Graduation	8 points
Senior Secondary (class 10+2)	6 points
Secondary (class 10)	4 points
Below	2 points

7. School Specific criteria (10 points)

The school has a philosophy, to promote and recognize the service of individuals to the State and Nation, who go beyond the call of duty. Hence, candidates whose parents have served the nation by way of recognition at state or national level in any sport and those individuals who have served or serving the state or nation in the department of Police service, Defence service or who are Ex-servicepersonnel, such candidates will be given 10 points.

ANNEXURE-2

List of supporting documents to be produced by the parents at the time of admission.

1. Date of birth certificate of the child issued by the Corporation / Municipality.
2. Proof for sibling studying in the school : Copy of older sibling's marks card in class last studied.
3. Proof for special needs (physically challenged) : Medical certificate from registered practitioner, clearly stating nature of disability.
4. Proof of name & address (of parents) : Any one of the following: Voter ID Card, Aadhar Card, Driving License, Passport, any Govt. registered document, Govt. issued ID Card.
5. Proof of alumni : X std. or PUC Marks card, Transfer certificate copy, issued by Carmel Institution
6. Proof of mother tongue : Copy of Transfer certificate of either parent and also a Sworn affidavit clearly stating Konkani as language spoken (mother tongue)
7. Proof of educational qualification : Copy of marks card (final year), convocation certificate, Pre-university Course completion certificate, X board exam pass certificate, transfer certificate copy (whichever applicable)
8. Proof of single parent : Copy of death certificate or decree by court (for divorce) and a sworn affidavit.
9. Proof of Sports achievement or services :
 1. Copy of certificates or letter issued by Govt. of Karnataka clearly indicating state or national recognition in sports.
 2. For defence service, ex-service men, police service - letter from concerned Authority stating service record.