

Dear Parents,

Thank you for your interest in **SHRI GURU TEGH BAHADUR ACADEMY, RATLAM (M.P.)**

Before you register online, please read all instructions carefully and click on the "Apply online" icon at the bottom. The age must be between **3 years to 4 years 6 months** (i.e. between 31/01/2021 and 31/07/2022) as on **31st July 2025**.

1. You must have the following **documents/information at the time of registration** as these are mandatory for filling the Online Registration form:

a. **Photograph of the child (in Jpg format) not more than 3 months old.**

b. **Valid e-mail id and mobile no. of parents for communication.**

c. **Any one valid Identification Proof of parent (Aadhar No./ Voter ID card no.)**

Note:-Photographs should not be more than 120Kb in size

2. **Documents required (at the time of admission)**

Following documents are required to be submitted in the office along with **acknowledgement receipt and Printed Online Registration form**. One may get acknowledgement receipt on successful online registration.

1. Photocopy of Birth Certificate (issued by local Municipal Corporation)(Original and Self Attested Photocopy)

2. Photocopy of Address proof [latest electricity bill / landline telephone bill / Passport / bank passbook / ration card]

3. Photocopy of eye test report of the child.

4. Photocopy of blood group report of the child.

5. Photocopy of Parents Caste Certificate for SC / ST / OBC. (if applicable)

6. Photocopy of Identification proof (submitted at the time of online registration) of parent.

7. 3 passport size photos of Child (not more than 3 months old) and two passport size photos of Parents. (to be submitted at the time of admission)

Note: - Failing to present the above mentioned documents will subject to the cancellation of registration

3. Fill all the particulars correctly, including **email and mobile number**. The date of birth filled in the Online Registration form must tally with the one recorded in the Original Birth certificate.

4. The incomplete Online Registration Forms and those with incorrect information will automatically stand rejected.

5. The School does not accept any donation for admissions. Parents should beware of third parties making false claims of procuring admission and collecting money on behalf of the School. If they enter into any transaction with such parties, they will be doing so at their own risk and the school shall not be responsible for it. The School will appreciate to know if there is any such person or persons so that proper legal action can be taken against them.

6. The registration is limited to number of seats decided by the SMC. After the decided limit the online registration will be closed.

7. Please note that submission of a completed Online Registration Form is no guarantee for admission.

8. Admission is subjected to the availability of seat. The Management reserves the right of admission and decline and is not bound to give reasons for admission or declining of any candidate.

i. Submission of registration form is not assurance / security of admission.

ii. The selection of the students will be done as per the information furnished in the online registration form.

iii. The registration ceases at any stage of admission if dissatisfied by the management without assigning any reason.

iv. All the desired original documents should be presented at the time of admission for verification. Furnishing fake information or failing to present the above mentioned documents will lead to cancellation of registration / selection of the candidate.

9. After the successful completion of the registration process you will get an acknowledgement number with an option to print the acknowledgement receipt with reference to the acknowledgement number generated after the registration process.

10. Confirmation of admission and other information will be sent by **SMS**.

If your registration form is successfully uploaded the computerized system will generate an Acknowledgement Receipt at the same time with a reference number which you must use in all further correspondence. **The printout of the submitted online form can be taken from your email id provided at the time of registration.**

IMPORTANT: PLEASE TAKE THE PRINTOUT OF THE ACKNOWLEDGEMENT SLIP AFTER THE SUBMISSION OF THE REGISTRATION FORM.

Regards
PRINCIPAL