



**SUSHILA BIRLA GIRLS' SCHOOL
7, MOIRA STREET, KOLKATA-700 017**

Guidelines

Candidates interested in applying for class XI (2020 -21), please read the following instructions carefully :

1. DOCUMENTS REQUIRED

You must have the following documents with you at the time of applying for online admission, as these need to be uploaded with the application form :

(i) Soft copy of colour photographs in Jpeg, Jpg format (not more than 3 months old) - Size: not more than 20 KB with a dimension of 160X200.

(ii) Scanned copy of the board admit card or birth certificate from the Corporation, if admit card is not available. (not more than 200 KB).

(iii) Scanned copy of class X Half Yearly Examination report card. (not more than 200 KB)

OR

Scanned copy of Board mark sheet, if available. (not more than 200 KB)

(iv) Scanned copy of Address Proof (Aadhar Card / Voter Card / Passport)(not more than 200 KB)

(v) Copy of letter attested by the school (on the school letter head), indicating the Mathematics level opted for, in the Board Examination (CBSE), in case the candidate wants to opt for Mathematics.

2. IMPORTANT INFORMATION REGARDING ADMISSION

(i) A valid personal e-mail id and mobile number of the applicant and parents is required for communication.

(ii) Maximum of **TWO** Streams per candidate can be applied for and submitted online.

(iii) Candidates opting for Science Stream have the option to apply for five subjects or the sixth optional subject. (Legal Studies / Physical Education)

(iii) Editing is not permissible after submitting the form.

(iv) Forms submitted via fax, e-mail or any mode other than stated above will not be accepted.

(v) If your application form is successfully submitted the system will generate an Acknowledgement Receipt with an Application Form No. which you must use in all further

correspondence. The Acknowledgement Receipt will also reflect a USER-ID and a PASSWORD. (Please make sure Pop - up Blocker is turned off to get the Acknowledgement Receipt).

(vi) To apply for the second stream, click on 'Close' button and log in through the given USER-ID / NAME and PASSWORD. Follow the instructions given.

(vii) Take a print out of the submitted Application Form and Acknowledgement Receipt as these will be required for registration for the Interview / Admission test. Print out might not be possible once the online application process is closed. (Important: Applicants applying for two streams must take a print out of the form showing both the streams. DO NOT take print out of the screen shot, since it will be treated as incomplete).

(viii) The Management of the school reserves all rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate. (The selection procedure is designed by a Committee and the selection of the candidate is done by the Management).

(ix) The School does not accept any donation for admissions. There may be 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 if it is made aware of such person(s) so that proper legal action can be taken against them.

(x) No telephonic enquiry about admissions will be entertained.

(xi) Submitting the form does not guarantee admission.

3. ADMISSION TEST

(i) Students opting for Science have to appear for an Admission Test in Physics, Chemistry and Mathematics.

(ii) Students wanting to opt for Elective English (All Streams) will have to appear for an Admission Test.

Please note that a student wanting to take Mathematics as a subject in Class XI (Commerce or Humanities stream) will be given the subject provisionally if she has secured at least 40% in the last major school examination. Moreover she will be able to retain the subject only if she is able to attain at least 70% in the board examination.

THE ADMISSION PROCESS AND GRANT OF ADMISSION TO CHILDREN BELONGING TO WEAKER SECTION & DISADVANTAGED GROUP IN THE NEIGHBOURHOOD SCHOOL IS SUBJECT TO THE PROVISION OF THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT, 2009 AND RULES, 2012.