

Frequently asked questions by Parents/Students

Sr.No.	Question	Reply
1	What are the timings for fee collection?	From 8 am to 12.30 p.m.
2	When/ How to collect the passing certificate? What are the timings for collection of passing certificates? What is the procedure for collection of Passing Certificate?	Monday to Friday from 9 am to 1 pm. Students should bring among the copy of mark sheet or hall ticket to collect the passing certificate.
3.	How to apply for duplicate Passing Certificate/Mark sheet?	A Letter must be given to the Headmistress along with the copy of mark sheet.
4.	How to apply for duplicate Leaving certificate?	A Letter must be given to the Headmistress along with 1) The copy of mark sheet, 2) An affidavit on 100 Rs. Stamp paper (to be notarized) and 3) Police N.C
5.	What is the procedure to get Bonafide Certificate?	Student must bring the school calendar and Aadhar card copy along with Parents application.
6.	What is the procedure for admission?	Parents should give the application along with the student's previous year's mark sheet. If seats are available, student will be called for an interview.