

TASHI NAMGYAL ACADEMY
ADMISSIONS PROCESS: ACADEMIC YEAR 2024-25

Background

1. The admission process for Tashi Namgyal Academy for the Academic Year 2024-2025 will commence from 1st October 2023. The admission process will involve the following sequence of events.
 - a. **Online registration** on the website including online payment of registration fees.
 - b. Collection of **Admit Cards from School Office**.
 - c. Undergoing **Aptitude Evaluation Process** in School.
 - d. Release of **Merit List**.
 - e. Payment of **Admission Fees** in school.
 - f. Collection of Admission Form from school.
 - g. **Submission of documents** along with admission form in school.

Registration for Admission

2. **General**. The entire process of **registration including non-refundable payment** of Rs.5000/- will be an online process which will be through the school website www.tashinamgyalacademy.com.

The process to apply from the website is as under: -

- a. Log into www.tashinamgyalacademy.com
 - b. Click on Admissions.
 - c. Select Apply for admission.
 - d. Read all instructions carefully.
 - e. Click on **“I agree to the terms & Conditions mentioned in the admission process above and instructions on the website.”**
 - f. Click on Open Online Admission Form.
 - g. Fill up the details as per the child’s DOB Certificate.
 - h. Make the registration fee payment.
 - i. Download or save the fee payment receipt. Admit Card will be issued only on showing of the receipt (Acknowledge Slip).
3. **Important Aspects for Application.**
 - a. The date of opening of portal is 1st October 2023.
 - b. The Last date of online submission is 31st October 23.
 - c. The photograph should be full faced and in previous school uniform except for Pre-Primary Section.
 - d. Please mention if any sibling is already studying at TNA. Enter the UID of the sibling.
 4. **Important Note for Applicants.** All those applying should read the following instructions carefully before paying the registration charges: -
 - a. **Please read the age cut-offs as mentioned in NEP 2020 and the ruling of Supreme Court at Paragraph 10 below. There will be no exceptions.**
 - b. **Please go through the existing vacancies for each class. In case there are no vacancies, admission will be given only if there are any transfers at the end of academic sessions.**

Aptitude Evaluation Process.

5. The details of evaluation process are as covered in the ensuing paragraphs.
6. **Evaluation Test.** This will be completely based on application of knowledge and creativity. The process will be conducted separately for Foundational Level (Nursery to UKG & Classes 1 & 2), Primary Section (Class 3 to 5), Middle Section (Class 6 to 8) and Class 9. There will be no admissions for Class 10. The details of these evaluations will be as under: -
 - a. **Pre-Primary Section.**
 - i. **Date of Conduct:** 4th and 5th November 2023.
 - ii. **Evaluation at Nursery & LKG Level.** There will be no written test at this level. However, nursery aspirants will be expected to identify objects & express themselves while LKG Aspirants will be expected to draw basic pictures, identify objects & colours, possess basic phonics skill and express themselves, following of 1-2 sentence instructions.
 - iii. **UKG Level.** The tests will consist of oral tests, basic writing of English & Numbers, phonic skills, colouring abilities, shape recognition, colour identifications and evaluation of social skills appropriate for the age, following of 3-4 sentence instructions.
 - b. **Class 1 & 2.**
 - i. **Date of Conduct:** 18th November 2023.
 - ii. **Evaluation:** Evaluation will involve basic Arithmetic, English & General Awareness. This will be in the form of written test followed by an interview in which the parents are requested to be present.
 - c. **Classes 3 to 5.**
 - i. **Date of Conduct:** 4th November 2023.
 - ii. **Evaluation.** This will consist of a written test in English, General awareness and Mathematics appropriate to their class based on age-appropriate syllabus. This will also be followed by an interview in which the parents are also requested to be present.
 - d. **Classes 6 to 9.**
 - i. **Date of Conduct:** 4th and 5th November 2023.
 - ii. **Evaluation.** Written Exam in English, Mathematics & Science consisting of Biology, Physics & Chemistry questions. This will be followed by an interview wherein verbal skills and general awareness will be assessed.
7. **Documents & Items for Written Tests.** All parents are requested to ensure that the following items are carried by their respective children when they come for the test: -
 - a. **Admission Cards** which will be issued from School Office from 01 November 2023 onwards.

- b. **Writing material** including pens, pencils, colour pencils and geometry boxes as applicable. Paper for writing will be provided at the school.
- c. **Original copy and one photocopy of report card** for the previous two years except for Pre-Primary classes.
- d. **Original copy and one photocopy of Birth Certificate.**
8. **Question Paper.** All question paper will be based on the academic standards of the previous classes. English will be based on CISCE standards and other subjects will be as per NCERT.
9. **Process of Results.** The results will be an aggregate of marks as achieved in the evaluation process along with past performances in previous schools.
10. **Declaration of results.** The Merit list will be declared within 72 hours of conduct of Evaluation Tests.

Minimum Age for Admission.

11. The NEP 2020 has laid down age criteria for various classes. These cut off ages for classes have then been confirmed by the Honourable Supreme Court in its ruling. This will strictly be followed by the school and no relaxation will be acceptable. The cut off dates are as under: -

| Class | Cut off DoB (Born Before) |
|--------------|----------------------------------|
| Nursery | 01-04-2021 |
| LKG | 01-04-2020 |
| UKG | 01-04-2019 |
| Class 1 | 01-04-2018 |
| Class 2 | 01-04-2017 |
| Class 3 | 01-04-2016 |
| Class 4 | 01-04-2015 |
| Class 5 | 01-04-2014 |
| Class 6 | 01-07-2013 |
| Class 7 | 01-07-2012 |
| Class 8 | 01-07-2011 |
| Class 9 | 01-07-2010 |

12. **Vacancies:** The vacancy for each class is specified below: -

| CLASS | VACANCY |
|--------------|----------------|
| Nursery | 40 |
| LKG | 30 |
| UKG | 15 |
| Class 1 | 30 |
| Class 2 | 12 |
| Class 3 | 01 |
| Class 4 | 02 |
| Class 5 | 03 |
| Class 6 | 26 |
| Class 7 | 01 |
| Class 8 | 03 |
| Class 9 | 01 |

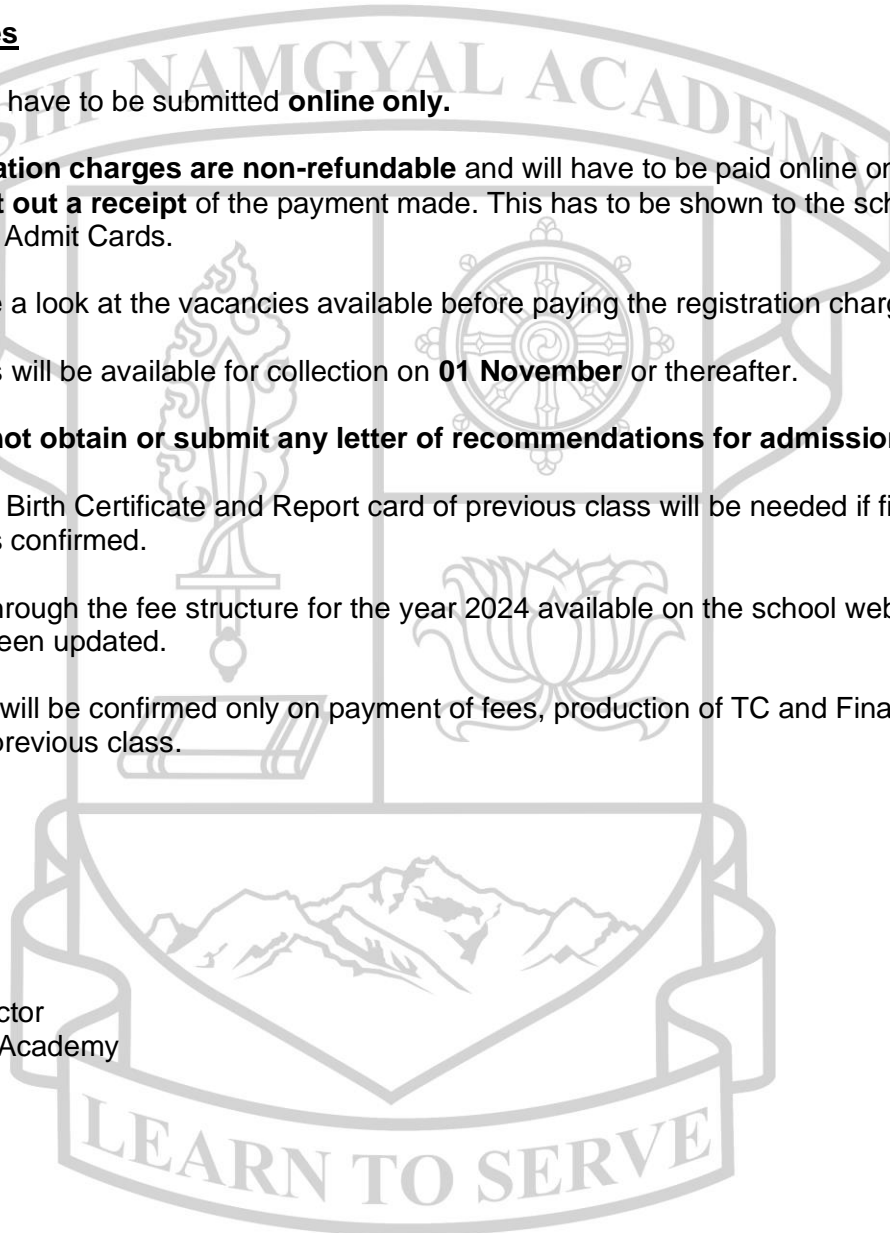
Final Admission.

13. The final merit list will be based purely on merit subject to availability of above vacancies. Notwithstanding the vacancies, students with exceptional calibre will be admitted based on their performances.
14. Once merit list is out, Admission Forms can be collected from School Office.
15. Admissions will be granted only on payment of initial fees and first quarter dues.

Important Notes

16. Applications have to be submitted **online only**.
17. The **registration charges are non-refundable** and will have to be paid online only. Please **print out a receipt** of the payment made. This has to be shown to the school for collection of Admit Cards.
18. Please have a look at the vacancies available before paying the registration charges.
19. Admit Cards will be available for collection on **01 November** or thereafter.
20. **Please do not obtain or submit any letter of recommendations for admissions.**
21. Original TC, Birth Certificate and Report card of previous class will be needed if final admission is confirmed.
22. Please go through the fee structure for the year 2024 available on the school website which has been updated.
23. Admissions will be confirmed only on payment of fees, production of TC and Final report card of the previous class.

(MG Jacob)
Principal & Director
Tashi Namgyal Academy



Following points needs to be kept in mind while generating the admission form:

1. After successful registration of parents by creating login credentials, next page should include the above sent notice.
2. At the end of the page/instructions, a check box to click **“I agree to the terms & Conditions mentioned in the admission process above and instructions on the website.”** should be made available.
3. It should be followed by Admission form. The format for which has been shared already.
4. Kindly include "UID of the sibling (If any): _____"
5. Link the age cutoff with the class.
6. For admit card, the format has been shared to you already. Kindly include date of exam, date of issuance of admit card (1st, 2nd and 3rd November 2023) and following syllabus and as well.
7. Syllabus to be linked in the admit card are as follows:
 - a. NURSERY AND LKG: identify objects & express themselves while LKG Aspirants will be expected to draw basic pictures, identify objects & colours, possess basic phonics skill and express themselves, following of 1-2 sentence instructions.
 - b. UKG: oral tests, basic writing of English & Numbers, phonic skills, colouring abilities, shape recognition, colour identifications and evaluation of social skills appropriate for the age, following of 3-4 sentence instructions.
 - c. CLASS 1 & 2: Basic Arithmetic, English & General Awareness. This will be in the form of written test followed by an interview.
 - d. CLASS 3 & 5: written test in English, General awareness and Mathematics appropriate to their class based on age-appropriate syllabus. This will also be followed by an interview.
 - e. CLASS 6-9: Written Exam in English, Mathematics & Science consisting of Biology, Physics & Chemistry questions. This will be followed by an interview.

