ONLINE ADMISSION PROCEDURE

The applicants whose documents have already been verified are only eligible for online provisional admission (from 27th to 29th March 2019).

⇨ Go to the school website (**www.davcda.org**) and click **Admission2019-20** menu.

⇨ Then select the option **Admission- Apply Online**.

⇨ It will take you to a "**Sign In**" Page. Enter the **Registered Mobile Number** & **Date of Birth(DD-MM-YYYY).** An OTP will be sent to the given registered mobile number for verification. So keep the mobile with you while logging.

⇨ Enter the **4-digit** OTP sent to your registered mobile number and press **Verify**.

⇨ This will take you to the **Admission e-Challan** page, then click on the **Submit** button.

⇨ It will take you to the payment page. You are required to pay a consolidated provisional amount of **Rs 54,900/** for **LKG** , **Rs 54,130/**-for **UKG** & **Rs 54,610/**- for **Std-I** to **V** through Debit/Credit Card or Net Banking. After the payment is successfully made, you'll be given a success message and redirect to print **e-Receipt** page. Click on the Print button to take the hard copy of **e-Receipt**.

⇨ Now, the provisional Admission is completed.

⇨ It may be noted that, the exact amount collected against each of the heads (to be segregated for better clarity) of account i.e. (one time Development Fee, one time Security Deposit, one time Energy charge, 1st quarter school fees and 1st quarter Smart Class fees) shall be intimated to the parents in the first week of April 2019. Any excess or deficit amount paid shall be adjusted or recovered subsequently with due intimation.

⇨ Parents desirous to take T.C. after the completion of the admission process my kindly NOTE that fees once paid cannot be refunded or adjusted against any other fees.

⇨ No fees will be charged from **Special Category Candidate** except cost of **study material** and **smart class fee**. They have to bring with them the Original Caste Certificate, Income Certificate and IT Return of the parents as a proof of their eligibility for such claim.

⇨ Information about New Academic Session and books & copies details will be intimated latter on.

⇨ Parents of from **Std-II** to **V** are requested to submit the TC/SLC on or before the date of admission, so that after submission of certificate the **Payment Portal will be activated**.

Sd/-
Admission Committee
DAVCDA, Cuttack