



**St. Stephen's School,  
Dum Dum**

☎ 03325296670

✉ principalsschool@gmail.com,  
principalssdd@gmail.com

🌐 [www.ststephensschool.co.in](http://www.ststephensschool.co.in)

## **NOTICE**

### **PROVISIONAL ADMISSION TO CLASS XI FOR THE ACADEMIC SESSION 2021– 2022**

Dated : 20th May, 2021

**Dear Parents, Guardians and Students of ICSE 2021,**

**Warm Greetings from St. Stephen's School, Dum Dum !!**

Provisional admission to Class XI (Science, Commerce & Humanities) for the Academic Session 2021 – 2022 will be held Online from **21<sup>st</sup> May 2021 (Friday) after 12 noon till 24<sup>th</sup> May 2021 (Monday)** both days inclusive. The Admission Portal will be active on School Website: [www.ststephensschool.co.in](http://www.ststephensschool.co.in) as per the above schedule.

**The Merit List of selected candidates (Section and Stream wise) based on Marks obtained in Class IX Annual Examinations has been published along with New Student ID.**

**Only the enlisted candidates will be eligible to secure Provisional Admission in Class XI through Online Payment of the requisite School Fees and abiding by the prescribed protocols as follows:-**

#### **GUIDELINES :**

**(1) Visit the School Website : [www.ststephensschool.co.in](http://www.ststephensschool.co.in)**

**(2) Select Student Login Tab**

**(3) Enter relevant credentials: New Student ID as provided by the School and Date of Birth as Password**

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**(4) Follow subsequent steps to select your Class of Admission (XI) and then pay the requisite School Fees Online : Monthly Fees of May, 2021 along with Session Charges and New Admission Fees through the Debit / Credit Card Options only**

**(5) Generate the Fees Payment Challan**

**(6) Download and Print the Undertaking Form from the School Website Notice Board. Carefully read the Terms and Conditions before putting in your Signatures and Contact Numbers**

**(7) Scan and Mail the following documents to the Email ID : [sssadmXI22@gmail.com](mailto:sssadmXI22@gmail.com)**

- **Scanned Copy of the Provisional Admission Form for Class XI**
- **Scanned Copy of Subject Choice Options downloaded from School Website**
- **Scanned Copy of duly filled in and signed Undertaking Form**
- **Challan of Online Fees Payment**

**Once we receive the mail, you will be contacted and enrolled for the Online Classes at the earliest.**

**Failure to complete any of the above mentioned procedures within the given deadline of 24<sup>th</sup> May 2021 (Monday) will invite cancellation of Provisional Admission and the seat will be given to another deserving candidate once stipulated time period is over. It is important to keep a duplicate copy of all relevant documents for future reference.**

### **IMPORTANT POINTS TO BE FOLLOWED STRICTLY**

**(1) Admission for Internal Candidates is strictly Provisional in nature and subject to verification of Original Marksheets / Progress Report once the School resumes on Campus**

**(2) Any discrepancies in Marksheets or Failure to meet the desired criteria in ICSE 2021 will result in automatic cancellation of Admission and no pleas regarding the same will be entertained. No refund of fees can be made.**

**(3) Fees once paid cannot be refunded.**

**No deductions are made for holidays or broken periods. Please admit your ward only if you are satisfied with the Fees Structure and the quality of Educational Services being delivered by this esteemed Institution.**

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(4) Choice of Optional Subjects will be done once students are linked to the Online Class Forum as per choices indicated in the Subject Option Form (mailed) and of course subject to Marks criterion.

**For opting for Mathematics as an Optional Subject in Commerce and Humanities Stream candidate should have secured at least 50% in Mathematics in Class IX Annual Examinations.**

(5) Candidates who have applied for Science Stream but did not qualify in the Merit List, may make a fresh application seeking Provisional Admission in Commerce / Humanities Stream addressed to:-

**The Principal**

**St. Stephen's School, Dum Dum,**

**Kolkata – 700 028.**

The same may be submitted through mail at **[principalsschool@gmail.com](mailto:principalsschool@gmail.com)** latest by **30th May, 2021 (Sunday)** with proper documents.

(6) **There may be another round of Admissions to Class XI after the Publication of ICSE 2021 Results subject to availability of seats.**

(7) **FOR EXTERNAL CANDIDATES:**

Admission to Class XI will be considered only after Publication of ICSE 2021 Results following a Merit List and of course subject to availability of seats.

(8) For School Uniform and Books refer to updates on the School Website.

(9) Given the increasing gravity of the Pandemic situation, All Classes will be conducted Online as per Government directives.

**Students must have 4 Apps downloaded on their device – Zoom, Google Classroom, Google Meet and WhatsApp besides a strong WiFi connection.**

**Dates for commencement of Online Classes will be shortly notified through the School Website.**

**Provisional Admission to Class XI is being conducted as per Council Guidelines. All dates and protocols should be strictly followed without fail.**

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Praying for the good health and success of everyone. We look forward to welcoming you on board for our Virtual Classes.

**Best Wishes,**

**Mrs. Ela Chowdhury  
(PRINCIPAL)  
St. Stephen's School,  
Dum Dum,  
Kolkata - 700028.**