

# ONLINE ADMISSION PROCEDURE

The applicants whose documents have already been verified are only eligible for online provisional admission (from 23 to 31 Mar 2021).

- ⇒ Go to the school website ([www.davcda.org](http://www.davcda.org)) and click **Admission2021-22** menu.
- ⇒ Then select the option **Admission into UKG** .
- ⇒ 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 56,870/-**(Rupees Fifty six thousand eight hundred seventy) only 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, 1<sup>st</sup> quarter school fees and 1<sup>st</sup> quarter Smart Class fees) shall be intimated to the parents in the first week of April 2021. 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.
- ⇒ Information about New Academic Session and books & copies details will be intimated latter on.

Sd/-  
Admission Committee  
DAVCDA, Cuttack