

NAVY CHILDREN SCHOOL, MUMBAI

Brief Introduction:

Navy Children School is a co-educational school for classes from Stds I to XII and is located in Navy Nagar at Colaba. This school follows CBSE curriculum.

It is run by Navy Education Society (NES) and administered under the Headquarters, Western Naval Command.

ADMISSION PROCEDURE

1. Period of Admission

Registration forms are available with the school office at Navy Nagar in February/March each year. (Information is communicated to the Naval community)

2. Priority For Admission

The order of priority for admission is as follows:-

- (a) Category-I : Children of serving Naval Personnel
- (b) Category-II : Children of serving Army /IAF/Coast Guard personnel, who are on deputation to Navy
- (c) Category-III : * Children of retired Naval Personnel
- (d) Category-IV : * Children of retired Army and Air Force Personnel
- (e) Category-VI : Children of Defence Civilian Personnel
- (f) Category-VII : Others

* Children of all Ex-naval personnel given the status of Ex-servicemen will be eligible under Cat III. Personnel who do not qualify for this category will be accorded Category VII.

The decision of the school administration regarding the admission shall be final.

3. Age Limit:

Standard I

The pupil must have attained a minimum age of 5 years and maximum of 7 years on 31 March of the year in which admission is sought.

Other Classes

The minimum and maximum age for admission to all other succeeding classes will be calculated based on the age limits prescribed for Std. I.

4. Birth Certificate:

The acceptable proof of age will be the Certificate of Birth issued by a competent authority e.g., Municipal Corporation of Greater Mumbai, Notified Area Committee of the place of birth of child for std. I or Transfer Certificate from previous school for all subsequent classes.

REGISTRATION FEE IS NON-REFUNDABLE. REGISTRATION DOES NOT GUARANTEE ADMISSION.

5. Documents required at the time of the admission.

(a) Registration slip to be filled by parents and pay Rs.200/-

(b) Admission form to be duly filled by parents with HOD signature.

1. Admission for class I

Original birth certificate and certified true copy required at the time of admission

2. Admission for class II to IX

Transfer certificate original of previous school and mark sheet copy.

3. **Admission for class X**

Transfer certificate original of previous school and mark sheet copy, marks statement FA1 to SA2, ASL marks and copy of CBSE registration.

4. **Admission for class XII**

Transfer certificate original of previous school and mark sheet copy , PSA, ASL marks and copy of CBSE registration.

5. One cheque in favour of Navy Children School, Mumbai at the time of admission (Please mention Name of child, Class and Mobile no. on reverse side of cheque)

RULES FOR PAYMENT OF FEES

1. The school has tied up with Axis Bank, EC, 625, GD Somani Memorial School, Cuffe Parade, Colaba, Mumbai for fee collection. The fee collection will be made by the representative of the Bank at the school office in Navy Nagar.

2. Fee payment booklets shall be issued to all students at the time of admission. The parents / guardians are to ensure that all entries in the booklets are correctly made so that the transactions between the bank and the School Fund are error free. In case of loss of Fee Payment Booklet, duplicate copy for the same shall be issued on payment of ₹ 10/-.

3 Tuition Fee for Ex-servicemen (officers/sailors) will be as per the rank held at the time of retirement.

4. Details of fee collection timing, day and mode of payment is appended below:-

Date of Fee Month	Day	Time	Mode	Venue
01-15	Monday – Friday	1000 – 1230 hrs	Cash/Cheque	NCS MUMBAI
16-20 (With Late Fee ` 10/-)	Monday – Friday	0930 – 1530 hrs	Cash/Cheque	AXIS BANK, CUFFE PARADE
	Saturday	0930 – 1330 hrs	Cash/Cheque	
21-31 (With Late Fee ` 20/-)	Monday – Friday	0930 – 1530 hrs	Cash	
	Saturday	0930 – 1330 hrs	Cash	

Thereafter, Re-admission fee of Rs.200/- will be charged. The name of the student will be struck off the Roll, if fees is not paid till the last day of the due month.

Parents have the option to deposit fees for the whole year in advance.

No transactions/enquiries on Saturday

5. For each student, a separate cheque to be submitted.

6. Quarterly Fee Payment Schedule

Installment	Period	Fee Month
I	April – June	April
II	July – Sept.	July
III	Oct. – Dec.	Oct.
IV	Jan. – March	Jan.

a) Parents/guardians have the option to pay fees either by cash or cheque at the school office counter OR through drop boxes placed at the school office at Navy Nagar during the stipulated period.

b) Students who carry CHEQUE can drop the cheque and Booklet in the drop box. Students are NOTALLOWED to visit the school office/office window.

7. Cheques must be drawn in favour of *Navy Children School Fund*. The name of the student and class, section and telephone number should be written on the reverse side of the cheque. In case a cheque is returned from the Bank due to any reason, such cases will be liable for disciplinary/legal action and a penalty of ` 250/- will be levied.

8. Outstation cheques will not be accepted.

9. New admission students are requested to pay fees as per the table.

10. The Categories: Officers: 'O'; MPCO & CPO (Serv & Retd.): 'SS', 'PO' & Below (Serv & Retd.): 'JS', Civilian 'CIV'

11. Caution Deposit

Refundable caution deposit will be transferred via Net Transfer, after all dues like fees etc. are cleared.

Caution deposit will not be refunded if the student is expelled from the school for any reason.

NOTE: *Mass Media, Computer Science and IP students will be charged Computer Fee.*

SCHOOL TIMINGS

PASTA LANE

SCHOOL TIMINGS	Visiting Hours During the Term	Visiting Hours During Vacation
MONDAY TO FRIDAY 7.50 a.m. TO 1.30 p.m.	CO-ORDINATOR 8.15 a.m. TO 9.30 a.m. MONDAY TO	OFFICE 10.00 a.m. TO 11.30 a.m.
	OFFICE Monday to Friday 9.30 a.m. to 12	

NEW NAVY NAGAR – Std. II TO XII

SCHOOL TIMINGS	Visiting Hours During the Term		
MONDAY TO FRIDAY 7.50 a.m. TO 2.00 p.m.	PRINCIPAL	VICE PRINCIPAL	TEACHERS
* Std. VI TO XII FRIDAY 7.50 a.m. to 3 p.m.	MONDAY to FRIDAY 8.15 a.m. to 9.30 a.m.	MONDAY to FRIDAY 8.15 a.m. to 9.30 a.m.	WEDNESDAY 8.15 a.m. to 8.45 a.m.

OFFICE TIMINGS

Visiting Hours During the Term	Visiting Hours During Vacation
MONDAY TO FRIDAY 9.30 a.m. to 12 NOON	10.00 a.m. to 11.30 a.m.

COUNSELLOR TIMINGS

JUNIOR SCHOOL	SENIOR SCHOOL
SDAY 2.00 p.m. to 3.00 p.m.	IDAY 2.00 p.m. to 3.00 p.m.
FIRST & THIRD SATURDAY - 9.00 a.m. to 12.00	

Note:*No enquiry about Fees / Admission / Fees TC will be entertained on telephone.

* Please adhere to the timings and days.

CONTACT US

JUNIOR SCHOOL (STD – I)

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Email : hm.ncs.mb@gmail.com

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JUNIOR SCHOOL (STD – II-V)

Block VII area, New Navy Nagar

Colaba, Mumbai – 400 005

Tel : 22160344

Email : vpjrncs@gmail.com

SECONDARY/SR. SECONDARY (STD VI-XII)

Block VII area, New Navy Nagar

Colaba, Mumbai – 400 005

Tel : 22160344

Telefax : 22152285

Email : prin.ncs.mb@gmail.com

Website : www.ncsmumbai.com