



Gorai
Mahatma Education Society's
DR. PILLAI GLOBAL ACADEMY
local actions...global options

Admissions Policy and Procedures

Revised June 2018
Revised January 2019
Revised August 2022

Revised May 2023



School Philosophy

“Education is not a quest but a journey”: Dr. K.M.V. Pillai

This journey of life encompassing the entire world has its base in our educational institution, Dr. Pillai Global Academy.

The two different poles, even though contrary not only intersect the knowledge & skills but also overlap different ways of thinking. Globalization leaves its footprints in every arena/area of the student development. Teaching & Learning are now equipped with new techniques involving interacting learning environment. These skills involve multicultural influences, inclusive societal structures & a pattern of interdependency. A student in this new world must grapple with 2 core facts of life: One, where he encounters immense competition & the other where he has access to infinite opportunities. These students must be equipped well to deal with the competition efficiently. Skills required for competing & critical analysis help them in their choices.

Dr. Pillai Global Academy employs a unique approach to address this need, by making a paradigm shift from the textbook to the real world & labs. While skills & facts are important; the reasoning behind the facts makes for a subject of analysis. Thus, the ‘how’ & the ‘why’ gather much weight than the ‘what’. Dr. Pillai Global Academy focuses on developing the right attitude to face the challenges, learning & applying contemporary knowledge & cultivating a spirit of enterprise. As stated in the mission, Dr. Pillai Global Academy believes in an education that concentrates on a holistic development. An education that helps students imbibe, not only diversified knowledge, but also teaches them how to harness this knowledge to the new world.

The school fosters critical thinking while at the same time emphasizing creativity. A positive environment is developed to complement the students’ positive attitude. Right values & morals are instilled amongst the student at the same time as self-confidence & self-esteem. To this end the school strongly believes in going beyond academic development by conducting numerous extra-curricular and co-curricular activities as well as field trips. The Philosophy is made operational through the implementation of different curricula & boards as they help in developing & cultivating the skills necessary for the 21st century.



School Vision

“To develop local actions to create global options”

School Mission Statement

We are committed to provide a holistic education based on new-generation academics that create not just powerful career options for our students, but which empowers them to become key contributors to the global community and the environment in which they live. We strive to achieve nation-building through character-building and we do so through an approach of mentoring.

The IBO mission statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

One of our major aims is to prepare students to be Global citizens.

The Core Values at Dr Pillai Global Academy are

Futuristic Vision

Resilience

Ethical understanding

Spiritual strength

Holistic Development



ADMISSION PHILOSOPHY

Dr. Pillai Global Academy aims to provide high quality educational knowledge through its CAIE program & IB Diploma Program. The school's mission is to foster and enhance each child's intellectual, emotional, social and physical growth. DPGA also respects, embraces and celebrates diversity in its curriculum, student body and staff. The school does not discriminate on the basis of race, religion, national, gender or colour in the admission of students.

Applicable to:-

This policy applies to all parents seeking admission for their children in DPGA.

Structure of the Admission Department

Key mission of Admission department is to recruit, inform and admit new, skilled students in DPGA through proficient & upfront method, while preserving the honesty of the school, students and parents.

We aim to ensure that potential community understands the DPGA mission, vision & philosophy. We also endeavour to give them a good preliminary understanding of the IB and CAIE program.

The Admission department involves the Admission Coordinators who report to the Head of School and is supported by school administrative team.

The Admission Committee completes the admission requirements.

Admission Policy & Procedures

On enquiry it is essential for parents to fill up preliminary enquiry form; followed by school tour (if parent demands)

Parents are required to purchase the Prospectus from Accounts, parents need to fill up registration form and submit along with the listed documents.

Admissions are granted through a process of interaction with the officials of the school.

For early years no assessment tests are conducted however parent interaction will be conducted, intimation will be sent via email or phone


In Primary & secondary sections, students from various boards are admitted through an entrance test and an interaction.

Assessment tests are conducted for students to assess their capability, whether the candidate will be able to cope with the school's methodology. Assessment Test will be given in hard copy.

After the candidate has cleared the assessment test, an interaction with the admission committee is scheduled, results will be intimated via email or phone.

Age Criteria – Age criteria for admission to various classes are shown below and any request for relaxation in age will not be entertained.

Pre.Nursery	2 years
Lower	3 years complete (as on 31 st December)
Middle	4 years complete (as on 31 st December)
Upper	5 years complete (as on 31 st December)
Grade 1	6 years complete (as on 31 st December)
Grade 2 and above	Based on the appropriate age and promotion from previous class
‘AS’ & IB	Must have passed Grade 10 Board Exam with minimum 60%

 **For DP** – Parents need to meet the admission counsellor for an orientation of Diploma Programme. The purpose of this meeting will be to understand parent's view regarding their child's admission at DPGA. If need arises after the initial orientation, the parents along with the candidates will meet the IBDP Coordinator. The IBDP Coordinator will clarify any further query and will discuss the IBDP Programme.

- ✚ Candidate will be required to give an entrance test. The candidate will receive a call for entrance test within 3 working days, after submission of all documents. After the test the candidate will have a formal interaction with DP Coordinator. This will include subject selection by the student.
- ✚ Candidate will also have one to one interaction with the DP subject teachers. On the basis of interaction with DP Coordinator and feedback from DP teachers, candidate and his/her parents will be assisted by DP Coordinator in making the final subject choice which will best suit his/her potential, level of interest and also help him/her in progressing towards a right career path.
- ✚ **For Internal Applicants:** There will be no assessment. Internal assessment conducted in Grade X will be considered for admission.
- ✚ **For External Applicants:** All candidates who completed done their Grade X from an Indian Board (CBSE, ICSE & State Boards) or have cleared Grade X from any international board, have to appear for an entrance test. The entrance test will comprise of the following subject papers:
*English & Maths.

✚ **Admission Committee and decision making process**

The Admission Committee includes the Head of School, one Admission Coordinator and the Principal. Appropriate members of staff are also consulted for this process. In exceptional cases, two members of Committee take a final decision on an application.

Application files are reviewed by each member in turn and comments/recommendations lead to the final decision. In cases where it is considered necessary, the Committee will discuss issues relating to the application, Admission committee aims to return a decision within five days.

When a decision has been taken on a candidate's application, parents will be informed accordingly by email or telephone within two working days.

The Admission Committee has the right to accept or refuse any candidate based on their assessment of the applicant's suitability.

✚ **Documents required for Admission:-**

The application form should be completed and submitted to the school office along with the registration fee (non-refundable) and documents mentioned below-

1. Provisional admission application form completed in all respects.
2. Students 3 passport size photographs
3. School leaving certificate
4. Mark sheet of last examination
5. Migration certificate (if from abroad)
6. Birth Certificate (original)
7. Affidavit, Declaration & Undertaking form
8. Financial statements (6 months bank accounts, 3 years IT returns)
9. Address proof (driver's license, ration card, passport etc.)
10. Copy of PAN card for both parents
11. Students passport (first & last page)
12. Blood group report (original)
13. Family photograph
14. Non-Indian passport holders must provide additional documents required by Indian immigration authorities
15. Copies of Aadhar cards both Parents and Students.

- + Application forms will be scrutinised and interviews will be conducted. Selected applicants will be notified thereafter.
- + Once the admission offer from the school is received, the admission fee, caution money and academic fees will have to be paid.
- + Medical Form: Parents need to submit the filled form for medical record to be maintained in the school during the admission process.

+ **Orientation of Parents and the Students**

- + School conducts Parent orientation for Pre-primary parents at the beginning of academic year.
- + Section heads along with Subject workshop conduct orientation for new parents of Primary, Checkpoint, and Secondary.
- + IBDP Orientation & career guidance session is conducted for IBDP students & parents.

SCHOOL FEES

- + Payment made towards the application form and its processing is non-refundable and does not guarantee applicants admission.

- + One time admission fee is payable at the time of admission.
- + Caution money is payable once at the time of admission. It will be refunded when the student leaves school.
- + The caution deposit is collected to protect against damage to, or loss of library books, laboratory equipment, computer facilities and other school equipment fees due. It will be refunded without interest after adjustment of dues, if any, on completion of the child's studies or at withdrawal from Dr.Pillai Global Academy.
- + Fees will increase 10 to 15% annually.
- + Once the fees have been paid, they will not be refunded under any circumstances.
- + The management reserves the right to change the fee structure from time to time.
- + The registration and exam fee of students for different examinations will vary from year to year and therefore the actual amount will be communicated at the time of registration for the examination.
- + The management reserves the right to cancel admission.
- + In addition to the fees listed, parents will be required to pay for
 - *Textbooks (Checkpoint and others* if required), project book, additional exercise books, additional notebooks, workbooks, worksheets, stationery etc.
 - *School uniforms, sports kit etc.
 - *Educational excursions/picnics/tours, foreign travel etc.
 - *Consumables in subjects as arts, craft, music, theatre etc.
 - *Canteen food
 - *School Transportation
 - *Expense borne towards participation in school events including purchasing costumes, jewellery, props and interschool events.

+ **IB Diploma Scholarship Programme:-**

DPGA is proud to provide a massive learning platform to students from a diverse set of social, cultural and economic backgrounds. A scholarship is a financial award given to a

student on the basis of merits and achievement. It gives an opportunity to study in a school that will help learners to discover and cultivate their true potential.





We have launched a number of special competitive scholarships for IBDP learners.

These are:-

- The Educators Scholarship
- The Defence Scholarship
- The Single Parent Concession
- Other International Boards
- Other National Boards

Students may apply for scholarship during the admission process or may submit a written application for scholarship to our admission cell.

LANGUAGE OF LEARNING AND TEACHING

-  In the language policy, the governing body of the School has determined that the language of learning and teaching at the School will be English.
-  Learning and teaching in a specific language subject may take place through the medium of that particular language and English.
-  The School will promote multilingualism as far as this is possible and necessary by offering Hindi, Marathi, French, Spanish & German as additional language subjects.
-  The School provides the language profile form at the time of admission.

Admission Policy link to other policies

Academic Integrity Policy
Assessment Policy
Language Policy
Inclusion Policy

Members involved in conscripting the policy:

Dr.Pillai Global Academy, Gorai Plot No. 1, RSC 48, Gorai-II, Borivali (W), Mumbai – 400 092 Tel: 022- 2868 4464/67/84 www.dpga.ac.in



- Admission department
- Head of school
- Principal
- IBDP Coordinator,
- CAIE coordinator
- Academic counsellor
- Heads of academic departments
- Section Heads (Pre-Primary, Primary, Checkpoint, IGCSE)
- Staff (through checking of entrance tests)

Appendices:-

1. Concession Form
2. Medical Form
3. Scholarship Draft
4. Student Language Profile
5. Subject Choices Form



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Fee Concession Application Form

Paste a Recent
Passport size
Photograph



APPLICANT DETAILS:-

- Name of the Applicant:.....
- Grade:
- Date of Birth: DD..... MMYY..... Age:.....
- Academic Qualification:
- Marks obtained in previous exam:
- Parent/Guardian Name:
- Email-ID:..... Contact No:.....
- Permanent address:.....
.....
- Parent / Single Parent – Designation/ Occupation/Organization :
.....
.....
- Total family income per month from all sources:
.....

DESCRIPTION OF FINANCIAL DIFFICULTIES:-

Please disclose appropriate information regarding your financial situation and reasons for applying.
You may wish to suggest a particular concession amount and/or relief period based on your current circumstances:



Date:/...../.....

.....
Parents /Guardians Signature

For Office Use only

Mr./Ms. ,student GR NO.

IBDP batch ofprogramme at Dr.Pillai Global Academy deserves the
concession/ Scholarship being meritorious/ economically weak.

- Concession No.....
- Concession availed

.....
Name and Signature of the HOD



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MEDICAL REPORT FORM

(To be completed by Parent/Guardian)

Recent passport size
photograph



Particulars of Child

Name of the Child:.....Sex: M ☐ F ☐

Date of Birth:.....Age:.....

Admission sought for class:.....Year:.....

Fathers Name:.....

Mothers Name:.....

G.R.No:.....D.O.J:.....

Blood Group:.....Height:.....Weight:.....

History of any illness/prolonged illness:.....

Additional Information/Prescription:.....

Any significant condition of the child the school needs to be aware of?

.....

Child Vaccination Record (Tick below if applicable)

	YES	NO		YES	NO
BCG	<input type="checkbox"/>	<input type="checkbox"/>	Influenza	<input type="checkbox"/>	<input type="checkbox"/>
DTP	<input type="checkbox"/>	<input type="checkbox"/>	Typhoid	<input type="checkbox"/>	<input type="checkbox"/>
MMR	<input type="checkbox"/>	<input type="checkbox"/>	Measles	<input type="checkbox"/>	<input type="checkbox"/>
POLIO	<input type="checkbox"/>	<input type="checkbox"/>	Chickenpox	<input type="checkbox"/>	<input type="checkbox"/>
HEPATISIS A	<input type="checkbox"/>	<input type="checkbox"/>			
HEPATISIS B	<input type="checkbox"/>	<input type="checkbox"/>			

Is your child allergic to:

- 1) Any Medicine:.....
- 2) Any Food:.....
- 3) Anything else:.....

Parent's Remark & Suggestion

.....
.....

Date:.....





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Our Scholarship Program for the IBDP Learners

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Greetings from DPGA Gorai,

Congratulations on getting the admission at Dr.Pillai Global Academy.

This year our IBDP students have acquired admissions in Illinois Institute of Chicago, Pennsylvania State University, University of South Australia, James Cook University Singapore, University of British Columbia, University of York and many more.

Our school scholarships have motivated our IBDP students. Please check the chart below for the list of special competitive scholarships for the IBDP students.:-

- The Educators Scholarship – For children whose parents are educators or teachers.
- The Defence Scholarship – For children who have a parent with a defence background.
- The Single Parent – Concession facility available.
- Other International Boards [IGCSE , MYP etc.]
- Other National Boards (merits & achievements) [SSC, ICSE, CBSE]

Criteria for all scholarships include excellent personal conduct, a consistent academic performance and /or strong inclination towards academics, participation in sports, extracurricular activities such as performing arts, debates & community services etc.

Students may apply for scholarship during the admission process or may submit a written application for scholarship to our admission cell.

Warm Regards

DPGA



STUDENT LANGUAGE PROFILE

English is the language of instruction and hence, is the language A	
Nationality of the student	
Is English your preferred language?	
Can you read and write your preferred language?	
How would you rate your proficiency in your preferred language? 01, 02, 03 or 04? (Check the criteria below)	
What is your native language or language spoken at home?	
Can you read or write your native language or home language?	
How would you rate your proficiency in your native language?	

List all the other languages of which you have some knowledge and complete the boxes. For example refer 1st row.

Beginner-01, Intermediate-02, Advanced-03, Fluent/Native-04

Language	Speaking				Reading				Writing			
	1	2	3	4	1	2	3	4	1	2	3	4
e.g. English				√			√			√		



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Subject choices for IBDP admissions – 2023-2025

