



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

Admissions Policy and Procedures

Revised June 2025



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

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

Key mission of Admission department is to attend, inform and admit new, skilled students in DPGA through proficient & effortless 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 CIE program.

The Admission Committee completes the admission requirements.

Admission Policy & Procedures

On enquiry it is essential for parents to fill up the preliminary enquiry form; followed by school tour after registration

Parents are required to purchase the Prospectus from Accounts, fill up the registration form and submit it 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 is conducted, for which, intimation is sent via email or phone


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

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

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

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

Play school	2 years
Early years Lowers (Nursery)	3 years complete (as on 31 st December)
Early years Middles (Jr.K.G)	4 years complete (as on 31 st December)
Early years Upper (Sr.K.G)	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 requirement

 **For IB Diploma Programme** – Parents need to meet the Admission Counsellor for information on the Diploma Programme. The purpose of this meeting is to understand the university requirements/future prospects of the candidate. If need arises, parents along with the candidate also meet the IBDP Coordinator. The IBDP Coordinator clarifies any further queries and discusses the IBDP Programme, along with the subjects.

- ✚ The Candidate is required to give an entrance test, after submission of all documents. After the test the candidate is required to have a formal interaction with DP Coordinator. This includes the subject selection by the student.
- ✚ On the basis of interaction with DP Coordinator and feedback from DP examiners, the candidate and her/his parents are assisted by the DP Coordinator in making the final subject choices which best suit her/his potential, level of interest and also help her/him in progressing towards a right career path.
- ✚ **For Pillai Students:** There is no assessment for Pillaites. Admission is granted on the basis of minimum academic requirement, behavior & efficacy and potency.
- ✚ **For External Applicants:** All candidates who have completed their Grade X from an Indian Board (CBSE, ICSE & State Boards) or have cleared Grade X from any international board, will write an entrance test. Candidates are assessed on the skill sets.
*English & Math.

✚ **Admission Committee and decision**

The Admission Committee includes the Heads of different academic programs, section heads, the Admission counsellor and the Principal. Members of staff are also consulted for this process.

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 discusses issues if any, relating to the application. The Admission committee aims to return a decision as soon as possible.




When a decision has been taken on a candidate's application, parents are 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 other broad)
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 are closely checked and interactions are conducted. Selected applicants are notified thereafter.
-  Once the admission offer from the school is received, the admission fee, caution money and academic fees will have to be paid, to secure the class and division.
-  Medical Form: Parents need to submit the filled form for medical record to be maintained in the school infirmary.

Orientation of Parents and the Students

-  School conducts an orientation for parents at the beginning of academic year.
-  Section heads along with Subject workshops conduct orientations for new parents.
-  IBDP Orientation & career guidance session is conducted for IBDP and AS level 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 is 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. The deposited amount is refunded after adjustment of dues, if any, on completion of the child's studies or at withdrawal from Dr.Pillai Global Academy.
- ✚ Fees may increase 10 to 15% annually.
- ✚ Once the fees have been paid, it will not be refunded. The management reserves the right to change the fee structure from time to time.
- ✚ The registration and exam fee of students for different examinations varies from year to year and therefore the actual amount is communicated at the time of registration for the examination.
- ✚ The management reserves the right to cancel admission.
- ✚ In addition to the fees listed, parents are required to pay for
 - *Textbooks (Checkpoint and others* if required), project book, additional exercise books, additional notebooks, workbooks, worksheets, stationery etc.
 - *School uniforms, Sports uniform etc.
 - *Educational excursions/picnics/tours, foreign travel etc.
 - *Consumables in subjects as arts, craft, music, theatre etc.
 - *Canteen food (through coupons or subscription).
 - *School Transportation
 - *Expense borne towards participation in school events including purchasing costumes, jewellery, props and interschool events.

Jr. College Scholarship Programme:-

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 helps learners to discover and cultivate their true potential. DPGA is proud to provide a massive learning platform to students from a diverse set of social, cultural and economic backgrounds.

The parent body, Mahatma Education Society, has launched a number of competitive scholarships for Jr. College learners. Further information on this can be gathered from our Admissions department.

Students may apply for scholarship during the admission process or may submit a written application for scholarship/s 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 promotes multilingualism as far as possible and makes it 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 linked to other policies

Academic Integrity
 Policy Assessment Policy
 Language Policy
 Inclusion Policy

Members involved in conscripting the policy:

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

REFERENCES:

1. *DPGA School diary. School diary- from the Academic year 2018-2025: Dr. Pillai Global Academy.*
2. *DPGA School brochure. Prospectus: Dr. Pillai Global Academy.*
3. *Language profile form. Prospectus: Dr. Pillai Global Academy.*
4. *Education department- age criteria policy.*
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5. *DPGA Gorai. Dr. Pillai Global Academy website. <https://www.dpga.ac.in/>*
6. *IBDP Admission policy. Admission policy- Programme development guidance for diploma programme candidate schools: IBO.*
https://resources.ibo.org/dp/works/dp_11162-428879?lang=en&root=1.6.2.34.5