

PRESENTATION CONVENT HR. SEC. SCHOOL RAJBAGH, SRINAGAR



www.pchssrinagar.com



admissions@pchssrinagar.com



+91-600-515-2551

Ref No. : PCHSS/CCI/305/EX/034

Date: 01/11/2023

ADMISSION PROCEDURE AND GUIDELINES SESSION 2024-2025

1.0 ELIGIBILITY

Girl child born between **01-April-2020** to **31-March-2021** are only eligible for admission to **Nursery** in the academic session 2024-2025.

2.0 GUIDELINES FOR ONLINE REGISTRATION

Before you register online, please read all the instructions carefully and print the format for **“Undertaking from Parents”, “Check List” and “Medical Certificate Format”** (can be downloaded from the School Website www.pchssrinagar.com.)

2.1 You must have the following documents/information at the time of applying as these are mandatory for filling the form.

- Formal **passport size photograph of the candidate, father, mother of 3.5 x 4.5 cm in size and in jpg format with white background**, the size of which shall not exceed 20 KB.
- Scanned copy of **Date of Birth Certificate** issued by Registrar Births and Deaths Srinagar Municipal Corporation or any authorized competent authority of the candidate in jpg/pdf format, the size of which shall not exceed 500 KB.
- Valid email id and mobile number.
- Recent family photograph to be pasted on the registration form in the space given.

2.2 Fill in all the particulars carefully mentioned in the Online Registration Form. **The date of birth, Name of the applicant, Father’s and Mother’s name filled in the form must tally with the recorded Date of Birth certificate. Fill in the details of the Candidate, Father, Mother, Guardian and Other Details and upload the pictures and scanned copy of the DOB certificate.**

2.3 The requisite registration fee can be made online – **Debit card/Credit card/Net banking** Once the payment is successfully done and **Registration Form** and **Acknowledgement Receipt** is generated no further changes are allowed.

2.4 Print the **Acknowledgement Receipt** and the **Registration Form** generated by the system once the payment is successful. Note down the **Username** and **Password** on the **Acknowledgement Receipt** for future reference and to be able to log on to review and **check status** of the application from **time to time**. The Username and Password will be sent through **SMS and Email** also.

2.5 Please review the Registration Form carefully before printing and sign at the required place. Avoid back-to-back printing of the form.

2.6 After online registration, the printed **Registration Form and Acknowledgement Receipt** along with supporting documents (*please read Section 3.0 of this document*) duly self-attested are to be **submitted in person in the school office** on the dates notified in *Section 5.0* of this document.

2.7 The time slot for submission of registration form and supporting documents in school shall be uploaded on school website www.pchssrinagar.com on **05-12-2022 at 02:00 pm**. All applicants shall submit the registration form and supporting documents in the allotted time slot only. Late submission will not be entertained.

3.0 SUPPORTING DOCUMENTS

Copy of the following documents duly self-attested are required to be submitted with the **completed Registration Form duly signed in the school office after filling the online registration form.**

3.1 Printout of **Registration Form and Acknowledgement Receipt.**

3.2 **One photo copy of Date of Birth Certificate** (Issued by Registrar Births and Deaths Srinagar Municipal Corporation or any authorized competent authority).

3.3 **Photo copy of Aadhar Card of the candidate.**

3.4 **“Undertaking” on ₹ 100/- stamp paper duly attested by a Judicial Magistrate (First Class) from parents/guardian.**

3.5 **Identification Proof** – Passport/Aadhaar Card/Voter ID/Driving License, of both the parents.

3.6 **Residential Proof** – Passport/Voter ID of both parents.

3.7 **Immunization Card** of the candidate.

3.8 **Discharge Certificate** of the mother issued by the hospital where the candidate was born.

3.9 **Only the Highest qualification certificate** of both the parents.

3.10 Parent’s claiming consideration under EWS category shall annex attested photocopy of requisite EWS certificate from the concerned authority. The original certificate shall be verified from the issuing authority after proper scrutiny. **False information leads to cancellation of the registration form.**

3.11 Medical document if the candidate is differently abled.

3.12 Wards claiming consideration under single parent will produce proof that either the father or the mother of the ward is no longer alive and the second marriage has not taken place and or the parent of the ward has irrevocably separated. **(Kindly produce an affidavit for the same)**. In case of ongoing legal dispute, kindly produce the requisite court documents/order.

3.13 **Medical Fitness Certificate** of the candidate. The certificate must include the license/registration number of the doctor.

3.14 Duly filled and signed **Check List**. (Download link will be available on School website).

4.0 GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

- 4.1** All candidates have to register **ONLINE**. For a parent having more than one child, individual applications are to be filled for each child.
- 4.2** The Registration Form needs to be signed by both the parents. In case of single parent please annex relevant document.
- 4.3** Arrange all the supporting documents and the registration form according to the Check List, punch the documents and submit it in a punched file cover on any of the dates as notified in **Section 5.0**.
- 4.4** The printed copy of the registration form duly filled and completed in all respects and with all relevant documents mentioned in **Section 3.0** is to be submitted in the school office as per the dates notified in **Section 5.0**.
- 4.5** No registration forms will be accepted after the last date and time under any circumstances.
- 4.6** To avoid rejection of forms, please do not fill more than one form for the same applicant.
- 4.7** Requests for change in interaction date and time will not be entertained.
- 4.8** After selection, if you remain absent on the day of admission formalities/admission closure, admission of the ward shall stand cancelled. No further notice in this regard shall be given to the parents.
- 4.9** If selected, **no changes will be made in the given particulars of the ward: name, spelling, date of birth or parentage**, so long as the candidate is the student of the school.
- 4.10** Incomplete/fabricated supporting documents and registration form in any respect will be rejected. No further notice in this regard shall be given to the parents.
- 4.11** Registration form must be complete in all respects. No alteration is allowed to be made on the printed registration form. Any hard copy of the Registration Form submitted found to be incomplete in any respect will be rejected.
- 4.12** Registration fees once paid is non-refundable and non-transferable.
- 4.13** Registration does not guarantee admission.
- 4.14** The admission policy is as per the criteria determined by the School Management. The school may evaluate the applicants with respect to the applicants/candidate's comfortability in the atmosphere and mode/manner of instruction adopted by the school.
- 4.15** Any sort of recommendation shall lead to cancellation of the registration. Do not entertain intermediaries in the name of admission. The school will not take any responsibility for payment of amount made to any such person.
- 4.16** School office shall be contacted only on admissions@pchssrinagar.com or **+91-600-515-2551** for any technical/payment related issues.
- 4.17** Any communication with regard to admission will be done only through the school website and through SMS notification on the registered number. (School shall not be held responsible for undelivered or rejected SMS).

4.18 After submission of the form please Log on to www.pcscampuscare.in Click on **Login**, enter the **Username** and **Password** mentioned in the acknowledgement receipt to check:

- **The status of the payment.**
- **The status of your application.**
- **The interaction date and time allotted.**
- **If Selected, the selection status**
- **Check the date and time of admission formalities.**

4.19 If you have any queries, drop an email at admissions@pchssrinagar.com or call on +91-600-515-2551 between **10:00 am – 3:00 pm. (On working days only)**

4.20 The school has the absolute right over the admission policy/process in order to maintain its atmosphere and tradition. The Management reserves the right to reject any application without assigning any reason.

5.0 ADMISSION SCHEDULE

EVENT	DATE	TIME
Commencement of Online Registration	Friday, 01 December 2023	10:00 am
Closure of Online Registration	Sunday, 03 December 2023	09:59 am
Filling in the Online Registration Form for EWS category in School office	Saturday, 02 December 2023	03:00 PM – 04:00 PM
<p>Note: Those who wish to do the online registration under EWS category in school are required to carry the soft copies of the following:</p> <ol style="list-style-type: none">1. Formal passport size photograph of the candidate, father, mother of (3.5 x 4.5) cm in size and in jpg format with white background, the size of which shall not exceed 20 KB.2. Scanned copy of Date of Birth of the candidate in jpg/pdf format, the size of which shall not exceed 500 KB. (Issued by the authority)3. Original EWS certificate		
Submission of duly signed completed Registration Form with supporting documents in the school office	Time Slots will be uploaded on 05 December 2023 at 02:00 pm on school website www.pchssrinagar.com Submission of forms in school will be allowed only as per the time slots.	

Kindly note: The dates and timings are tentative and are subject to change