



Burn Hall Hr. Sec. School

Gupkar Road, Sonwar, Srinagar, Jammu & Kashmir - 190 001

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www.burnhallschool.org

Ref. No: BHS/ADM/01/LKG-2018-19

Date: 20/08/2018

ADMISSION PROCEDURE AND GUIDELINES SESSION 2018-19

Registration Website: www.bhscampuscare.in

1.0 ELIGIBILITY

Children born between **1st November 2014 to 31st October 2015** only are eligible for admission to **LKG** in the **Academic Year 2018-19**

2.0 GUIDELINE FOR ONLINE REGISTRATION

Dear Parent (s),

Thank you for your interest in Burn Hall Higher Secondary School.

Before you register online, please read all instructions carefully and print the format for **“UNDERTAKING” and “CHECK LIST” (Download link available on Registration Website)**

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

- Color passport size photo of the child not more than 3 months old. **(Size: 3.5cm X 4.5cm)**
- Recent family photograph in color **(size: 12.5cm X 7.5cm)**
- Valid **EMAIL ID and mobile number**
- Credit/debit card or net banking facility for online payment
- Photocopy of Date of birth Certificate (Issued by Municipal Corporation or any authorized competent authority)


2.2 TO ACCESS THE REGISTRATION WEBSITE (www.bhscampuscare.in)

- **For Chrome:** - enter the website address >> Pop-up will appear “Click OK” >> Click on **“CLICK HERE TO PROCEED”**.
- **For Mozilla:** - enter the website address >> Pop-up will appear “Click OK” >> Click on **“CLICK HERE TO PROCEED”**.

2.3 Click on **“I agree”** option and **“Proceed”** button.

2.4 Fill in the particulars of the child (i.e. Name, Parent’s Name and Date of Birth correctly) in the online registration form.

The Date of Birth, name of the candidate, father’s & mother’s name filled in the form must tally with the one recorded in the Date of Birth Certificate.

After filling in the form click on the refresh button  and enter the code displayed in the image and then click on **SUBMIT** at the bottom. Once you finally submit the registration form, no further changes are allowed.

- 2.5 Use your **Credit/Debit Card/Net Banking** for the payment of Online Registration Form.
- 2.6 Print the acknowledgement receipt 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 also**.
- 2.7 Click on "**PRINT FORM**", save the **PDF format** of the form and print it in **color**. Please review the registration form carefully before printing. Avoid **back to back printing and sign** at the required places.
- 2.8 After online registration, the printed form with supporting documents (please see **Section 3.0** of this document) duly self-attested are to be **physically delivered in the school office** on the dates notified in **Section 5.0** of this document
- 2.9 Subject to confirmation, the date of interaction is expected to be in the **3rd week of September 2018** and the date and time will be intimated through **School Website, SMS** (school shall not be held responsible for undelivered or rejected SMS) and **Login Accounts** provided after successful registration
(Kindly check the status of your application from time to time)

3.0 SUPPORTING DOCUMENTS

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

- i. Printout of **Acknowledgement Receipt**
- ii. **Date Of Birth Certificate** (issued by municipal corporation or any authorized competent authority)
- iii. "**UNDERTAKING**" To Be Notarized On Rs. 10/- Stamp Paper From Parent(S)/ Guardian
(Click on UNDERTAKING LINK TO DOWNLOAD the format)
- iv. Duly filled and signed **CHECK LIST (Click on CHECK LIST LINK TO DOWNLOAD the format)**
- v. Immunization card of the child
- vi. Discharge certificate of the mother issued by the hospital where the child was born.
- vii. Identification proof - **Passport/Aadhaar card/Voter ID/Driving License** of the father and mother
- viii. Residential Proof- the ward's parent/guardian if appointed by court should produce **Electricity Bill** of the house where the ward is residing. Only such electricity bill will be considered relevant which has been issued at least 3 years before the year of admission and is in the name of the father or paternal grandfather of the ward
- ix. Highest qualification certificate of parents
- x. BPL wards claiming consideration under BPL category will annex attested photocopy of authentic evidence in support thereof along with the registration form.
- xi. If parent (either or both) is alumni of the school, kindly submit school issued documents, evidencing that the parent of the ward has been a student of this school
- xii. In case of ward's brother is already a student of the school, proof thereof to be produced (copy of fee booklet/fee receipt/report card)
- xiii. 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

4.0 GENERAL INSTRUCTIONS

- 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, staple it and submit 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 with all relevant document 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 last date and time under any circumstances. To avoid rejection, please do not fill more than one form for one applicant
- 4.6 Requests for change in interaction date and time will not be entertained
- 4.7 We request both parents along with the ward to be present on the day of interaction. Kindly make arrangement in your work schedules to be available on the same day
- 4.8 If you are absent on the day of interaction, your registration shall stand cancelled. No further notice in this regard shall be given to the parents.
- 4.9 After selection, if you are absent on the day of payment of fees and admission formalities, admission of the ward shall stand cancelled. No further notice in this regard shall be given to the parents
- 4.10 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 child is the student of the school
- 4.11 Incomplete/fabricated supporting documents and registration form in any respect will be rejected. No further notice shall be given to the parents
- 4.12 Registration form must be complete in all respects. No alteration is allowed to be made on the printed registration form.
- 4.13 Registration fees once paid is non-refundable and non-transferable. **Registration does not guarantee admission**
- 4.14 School offices shall be contacted only on **0194-2500695 / bhscampuscare@gmail.com**
- 4.15 All communication with regard to admission will be done through the school website and through SMS notification on the registered number. (School shall not be held responsible for undelivered or rejected SMS)
- 4.16 After submission of the form please log on to www.bhscampuscare.in . Click on parent's login; enter the user name 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
 - The selection status

4.17 If you have any queries, drop an email at **bhscampuscare@gmail.com** or call on 0194-2500695.

5.0 ADMISSION SCHEDULE

	DATE	TIME
Commencement of Online Registration	Saturday, 1st September 2018	00:00:00 hrs
Last date for closure on Online Registration on the Website	Monday, 3rd September 2018	23:59:59 hrs
Filling in the Online Registration Form for BPL category in School Office	Monday , 3rd September 2018	15:00 hrs – 17:00 hrs (03:00 pm – 05:00 pm)
Date & time of submission of duly signed completed Registration Form with supporting documents in the School Office.	Thursday, 6th September 2018	15:00 hrs – 17:30 hrs (03:00 pm – 05:30 pm)
	Friday, 7th September 2018	15:00 hrs – 17:30 hrs (03:00 pm – 05:30 pm)
	Saturday, 8th September 2018	15:00 hrs – 17:30 hrs (03:00 pm – 05:30 pm)
Interview / Interaction	<p>Subject to confirmation, the date of interaction is expected to be in the 3rd week of September 2018. The date and time will be intimated through the school website, SMS and Login Accounts provided after successful registration.</p> <p>Kindly check the status of your application from time to time.</p> <p>Please Note: School shall not be held responsible for undelivered /rejected SMS.</p>	