



M.C.KEJRIWAL VIDYAPEETH

Boys' School Affiliated to CISCE, New Delhi,
243, G.T.Road(N), Liluah, Howrah-711204

ADMISSIONS 2022-2023

(for Pre-Nursery and Nursery)

A. ELIGIBILITY :

A child born between 01.10.2018 and 31.09.2019 is eligible for admission to Pre-Nursery and a child born between 01.10.2017 and 30.09.2018 is eligible for admission to Nursery.

B. DOCUMENTS REQUIRED FOR ADMISSION:

Soft copy of the following documents; (File size of the image must be less than 100 kb for each document).

- Birth Certificate of the child.
- Immunization Card of the child.
- Blood Group report of the child.
- Aadhar Card of the child (Optional) and parent (compulsory and self attested).
- Photographs (one each for the child, the child's mother and the child's father).
- Signature of father and mother
- Proof of your residential address (Aadhar Card/Current Electricity bill/ Voter's Identity Card/ Passport).
- Proof of Income- parents' Income Certificate.(Self Attested)
- Any legal document pertaining to marriage status or adoption of child.
- Legal documents pertaining to legal guardianship status (if applicable).

C. INSTRUCTIONS FOR COMPLETING THE ONLINE REGISTRATION FORM:

1. Please visit the school website (www.mckv.edu.in) and click on 'ADMISSION' Portal available on the home page. You will be directed to www.admissiontree.in, an ABP venture with whom the School has tied up for registration purpose.
2. Create your account and fill up the details as per the fields shown.
3. Proceed to the transaction page and make the Online Payment (Application fee and convenience fee) through the payment gateway of Admission Tree.
4. An auto generated email will be sent to your registered email ID from Admission Tree.
5. Open the email received and click on the link for filling up the detailed School's Registration Form.
6. Applicants are required to sign up with their registered mobile number and Payment Transaction ID number to access the Registration Form from the Admissions Portal on the school website (www.mckv.edu.in).
7. Open the Registration Form by clicking on the '**Registration Form**' button at the end of this page.

8. Read and accept the Undertaking by clicking the '**I agree**' button.
9. Carefully complete the Registration Form correctly and accurately by providing all the information asked for. If you plan to complete the form later, you need to EXIT the page by clicking on the LOG OUT BUTTON on the top right corner of the web page.
10. After filling up all the pages in the form, click on the '**Submit**' button to submit your form.
11. Once you submit your form, a unique Form Token Number will be generated and sent to your email address.

D. GUIDELINES FOR COMPLETING THE REGISTRATION FORM:

STEP 1

- a) Upload the required documents mentioned under B; wherever asked for in the Registration Form, click on submit button to upload the documents.

STEP 2

Once the required documents are uploaded, you can click on the 'View Status' tab at the bottom of the page for the following:

- i. Enter the Form Token Number and access the Registration Form.
- ii. Select the interaction date and time slot as per your convenience. If the particular slot is already booked, select another option.

STEP 3

Once the Interaction slot with the school authorities is selected, you can click on the 'View Status' tab at the bottom of the page for the following:

- i. Enter the Form Token Number and access the Registration Form.
- ii. Print the Registration Form in Portrait mode on A4 size paper. (Do not overwrite on the printed Registration Form. Overwriting may lead to rejection of the registration).
- iii. Please keep the printed Registration Form with the documents specified on **Page 3** of the Registration Form ready for submission. (You are advised to keep a copy of the completed Registration Form for future reference.)
- iv. Please make sure that the form is duly signed.
- v. Do not fold the form after printing.
- vi. **Registration does not imply admission.**

STEP 4

You are requested to submit the Registration form along with the relevant documents specified on **Page 3** at our school office **between 9:30 a.m. and 1:00 p.m. (Monday to Friday) except on holidays.**

The following documents in the **original, and their photocopies** attested by the parent, must be submitted for the admission procedure to begin. **Originals will be returned after verification.**

- Duly completed Registration Form.
- Photocopy of the Birth Certificate of the child (attested by the parent) from the Municipal Council/Municipal Corporation/Panchayat.
- Photocopy of the Immunization Card of the child (attested by the parent).
- Three recent stamp size colour photograph to be affixed wherever indicated (one each for the child, the child's mother and the child's father).
- Medical Form (page no. 4 of the Registration form) with Doctor's full name, stamp and registration number.
- Photocopy of the Laboratory blood group report specifically indicating the name of the student. Blood group mentioned in any other report will not be accepted.
- Photocopy of the Aadhar Card of the child (Optional) and parents (Compulsory & Self attested).
- Self-attested proof of residential address (Aadhar Card/Ration Card/Voter Identity/Passport/latest Electricity Bill/latest BSNL Landline Telephone Bill). In case of rented house, photocopy of lease deed/rent agreement/rent receipt to be submitted.
- Self-attested copy of parents' Income Certificate (Salary Slip / Income Tax returns). Income proof should match the amount mentioned in the Registration Form.
- *Any legal documents pertaining to marriage status or adoption of child.
- *Legal documents pertaining to legal guardianship status (if applicable).

Collect your Acknowledgement slip from the submission desk.

STEP 5

- a) The admission process involves an interaction with the child and his parents. A confirm intimation will be sent to your email ID and to your registered mobile number indicating the date and time of the interaction.
- b) Offline interaction will take place with the school authority.
- c) **Both parents along with the child must be present for the interaction on the stipulated date and time. Since the process involves interacting with the school authority, both parents and child must be dressed formally.**
- d) Please carry the Acknowledgement slip received from the Registration Form submission desk.

STEP 6

- a) On the basis of the interaction session and the documents uploaded with the Registration Form, intimation will be sent to the parents of candidates selected for admission on your email ID and to your registered mobile number indicating the date of the provisional admission.

STEP 7

- a) Once you receive an intimation for admission on your email address and an SMS on your registered mobile number, you will be required to click the Agreement link in the 'Action' column at the top of the page.
- b) Admission Charges need to be paid online within the date mentioned in your email by clicking on the Payment Link provided on the school website: www.mckv.edu.in. **Admission charges are non-refundable.**

E . Fees for the session 2022-2023:

- Admission charges Rs.47500/- (Approximately) to be paid online (**non-refundable**)
- Monthly Fees Rs. 4000/- (Approximately) to be paid online

➤ IMPORTANT:

- a) Please note after your child is admitted to the school, it is found out that information provided by you at the time of admission was false or inaccurate, the child's admission will be summarily cancelled.
- b) The Admissions Committee is solely responsible for processing applications and finalizing the selection of candidates. Decisions once taken by the Admissions Committee cannot be altered.
- c) **Any attempt at seeking admission through dubious means such as offering donations, trying to take recourse to recommendation and/or influence will automatically debar the candidate from admission to this school. Parents are cautioned against self-appointed agents claiming to act on behalf of the school. The school does not appoint any such agents.**
- d) Any discrepancy/deficiency in the Registration Form will automatically disqualify the candidate.
- e) **Fees paid at the time of registration and admissions are non-refundable.**

Principal