



ST THERESA'S CONVENT SR SEC SCHOOL

Under the Management of Bethany Educational Society (Regd.) Mangalore Regd. No. 17/1948-1949

Affiliation No.: 530006

KUNJPURA ROAD, KARNAL-132001

E-mail : stcs_np@rediffmail.com Web : www.stcskarnal.com

Tel.: 0184-4030505, 4030808

Ref. No. **CIRCULAR NO. STCS/006/2024**

Date **19.10.2024**

GENERAL INSTRUCTIONS FOR ONLINE L.K.G REGISTRATION 2025 - 2026

	Date	Time
Online L.K.G Registration begins from	: 11/11/2024	10.00 A.M
Closing Date	: 12/11/2024	11.00 P.M
Print / Re-print Registration Form	: 13/11/2024	11.00 P.M

1. PRE-REQUISITES FOR REGISTRATION: Please read the given information and criteria in registration link carefully before you **begin to fill in** the form -

- 1.1 Kindly register only if you can arrange the pickup and drop facility yourself.
- 1.2 All the columns of the form (except e-mail id) should be filled in **CAPITAL LETTERS** only.
- 1.3 Registration form will be accepted only on the successful online payment of the registration fee which is non-refundable. Registration does not guarantee admission. In all the matters related to admission, the decision of the management of the school shall be final.
- 1.4 For those whose forms will be completely filled will be called for an interactive session through e-mail.
- 1.5 **Digital Lab Photograph** (in white background without any editing) of the Child (**size: 3.5 x 4.5 cm**) and **one of the family (size: 6 x 4 cm)** in **JPEG** or **JPG** format to be uploaded.
- 1.6 Self-attested date of birth certificate with the name of the child should be less than **1 MB**. (Make sure it should be clearly visible).
- 1.7 Valid e-mail id and Mobile Numbers of mother and father.
- 1.8 Aadhar Card number of all the three (Child, Father & Mother)
- 1.9 PAN Card (Father & Mother)
- 1.10 Once you have saved the data **YOU CAN'T EDIT CHILD'S NAME, DATE OF BIRTH, FATHER'S NAME AND MOTHER'S NAME.**
- 1.11 Against one e-mail id, you can fill only one registration form. It is requested to fill only one form. If you fill more than one form for the same child then you have to pay the registration amount again.
- 1.12 All the Photostat copies of your documents should be self-attested.
- 1.13 In case your elder child is already studying in this institution, the school is not bound to give seat to younger one/to the children of your relatives also.

2. IMPORTANT INFORMATION REGARDING ADMISSION TO L.K.G: 2025 - 2026

- 2.1 **Age:** The age of the child seeking admission to L.K.G in the year 2025-2026 should be born between 01/04/2020 to 31/03/2021, if your child is not within the specified age limit, he/she **will NOT be eligible for admission.**
- 2.2 **Date of Birth:**
 - 2.2.1 **Please upload (self-attested) authentic Date of Birth Certificate with the name of the child, if any discrepancy found the registration form will be rejected.**
 - 2.2.2 **Once you have entered the date of birth, NO CHANGES will be made in the future in any class/ after submission of form or at the time of interaction.**

S. Lawrence
19.10.2024

- 2.2.3 The original Date of Birth certificate must be issued by the Municipal Corporation with the name of the child mentioned clearly.
- 2.2.4 **The date of birth filled in the form must tally with the one written in the DOB certificate.**
- 2.3 **IMPORTANT NOTE:** An Affidavit duly attested by the Executive Magistrate is to be submitted by the parents if the ward is given / granted admission. The affidavit should state:
- The **Date of Birth** certificate that you have submitted is correct and no change has been made in the Date of Birth to seek admission to this school.
 - We will **not be asking for the change of Date of Birth** at any point of time after the child's admission in the school.
 - In case of Catholics / Christian
 - A photocopy of Baptism Certificate (Child, Father & Mother)
 - A letter from their respective Parish Priest / Pastors testifying / the membership of their parish and the duration of being the member.
3. **PROOF OF CURRENT RESIDENCE OF THE PARENTS:** (any one of the following)
- Ration Card
 - Gas Connection Bill
 - Passport
 - Driving License
 - Electricity Bill
 - Rent Received / Rent Agreement
 - BSNL Telephone Bill
 - Aadhar Card
 - Voter ID Card
 - Bank Account Statement
- (Note: if none of the above documents are available, kindly bring Affidavit for address proof attested by **CLASS ONE GAZETTED OFFICER**).
4. **ALUMNI:** If any one of the parent studied under the same institution, kindly bring any one of the following -
- School Leaving Certificate
 - Class X / XII Pass Certificate
5. **GOVERNMENT EMPLOYEE:** If any one of the parent is a Government Employee kindly bring Government ID Card.
6. **NAME AND OTHER PARTICULARS:** Fill in the particulars of the child (i.e. name, parent's name, Date of Birth) correctly. **The date of birth filled in the form must tally with the one written in the DOB certificate.** All names should be spelt correctly in capital letters as they will be required in all the legal papers and CBSE record of the candidate. **No change whatsoever will be made after the admission to L.K.G or any subsequent class regarding Date of Birth.**
7. **SELECTION:** The admission policy will reflect the general ethos and philosophy of the St Theresa's Convent School run by the Bethany Educational Society registered under the Societies Registration Act XXI of 1860 No. 17 of 1948-1949. This school is inter-generational, promotes

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19.10.2024

inclusivity, integration and heterogeneity in the student community. We impart a wholesome education, which develops in Theresians good citizenship, social responsibility and multi-faceted talent.

The criteria for selection of these children will be in accordance with the guidelines given, i.e. there will be no interviewing or screening of children but only an interaction with the parents. The whole process will be fair and rational, non-discriminatory, transparent and child-friendly. The management of the school reserves all the rights of admission or rejection and is not bound to give reasons for admission or rejection of any particular candidate.

8. **INCOMPLETE FORMS:** Incomplete registration forms and forms providing incorrect information will automatically get rejected.
9. **SIBLINGS (REAL BROTHER/SISTER) IN OUR SCHOOL:** Report Card of sibling with parent's name clearly should be indicated.
10. **SCHEDULE CASTE / SCHEDULE TRIBE / OTHER BACKWARD CLASS:** SC / ST / OBC certificate of proof of Father / Child issued by the appropriate authority.
11. **SINGLE PARENTS:** Suitable supporting documentation indicating custody of the child by the applicant. e.g. Divorce Papers / Court Order / Death Certificate.
12. **SPECIALLY ABLED CHILDREN:** The children who are differently-abled and can be mainstreamed for them, authenticated documents, medical documents and disability certificate from Civil Hospital should be submitted.
13. **CAUTION: THE SCHOOL DOES NOT ACCEPT ANY DONATION FOR ADMISSION. PARENTS SHOULD BEWARE OF THIRD PARTY'S COLLECTING MONEY ON BEHALF OF THE SCHOOL AND MAKING FALSE CLAIMS OF PROCURING ADMISSION. IF THE PARENTS ENTER ANY TRANSACTION WITH SUCH PARTY/PARTIES, THEY WILL BE DOING SO AT THEIR OWN RISK AND THE SCHOOL SHALL NOT BE RESPONSIBLE FOR IT.**
14. **FAKE/FORGED/FABRICATED DOCUMENTS:** It is to be noted that if any of the documents i.e. the Date of Birth Certificate of the child, degrees or marks sheets of the parents or any other concerned documents if found to be fake, forged or fabricated, will lead to direct cancellation of admission of the child.
 - In case of any such documents are under suspicion for one or more reasons mentioned in point number 14, the copy of the same may be sent for verification by the school to the concerned authorities by which such document has been issued.
15. **REGARDING ENQUIRY:** For any problem kindly contact us either on 0184-4030505, 9996024304, 9996444609 or e-mail us at (stcsnpkarnal@gmail.com). Relevant queries will be replied within 48 hours.

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19.10.2024

16. **ACKNOWLEDGE RECEIPT:** After the form for registration is filled and saved, make the payment online for registration. Once you will make the payment online, click on continue and submit your data after that you will get Registration Form in a new window stating the date, time and venue of the **interaction session** and **submission of the documents**. Kindly print this Registration Form.
17. **DOCUMENTS' CHECK: Kindly bring all these documents in original and one set of photocopy duly self-attested on the date and time given in registration form:**
- 17.1 D.O.B. Certificate
 - 17.2 Half Yearly Report Card of the Previous School
 - 17.3 Proof of Current Residence
 - 17.4 Alumni (if any)
 - 17.5 Report Card of Sibling (if any)
 - 17.6 SC/ST/OBC Certificate
 - 17.7 Single Parents, suitable supporting document (if any)
 - 17.8 Registration Form
 - 17.9 Aadhar Card of the Child and the parents
 - 17.10 PAN Card of Parents
 - 17.11 Original mark-sheet and passing certificates of parents (father and mother).
 - 17.12 **One Digital Lab photo of the child and one of the family (as specified in pre-requisites under point number 1.5) are to be fixed on registration form should be the same the one you have uploaded at the time of registration.**

Note: The relevant original documents will be returned immediately after verification of documents.

In God We Trust, May God Bless You!

S. Laveena
(Sr Laveena Pinto)

Principal

St. Theresa's Convent Sr. Sec. School
Kunjpora Road, KARNAL-132001