AGRASAIN BALIKA SIKSHA SADAN
1, Agrasain Street, Liluah, Howrah-711204
Phone: 033-2654-0643/1453/4183
E-mail: abssprincipal@gmail.com / abssprincipal@rediffmail.com

Admission Open
Session: 2021-22

Issue of Registration Forms (ONLINE ONLY) for Admission in
NURSERY
- AGE CRITERIA (AS ON 01.04.2021) -
  3 years and above but not more than 4½ years
  (Date of Birth must be between 30-09-2016 to 31-03-2018)

will start from
Monday, 2nd November, 2020 from 10.00 a.m.
and will continue till
Tuesday, 17th November, 2020 upto 1.00 p.m.

Please Visit our website: www.abssliluah.com
NOTICE

ONLINE ADMISSION PROGRAMME FOR

NURSERY : 2021-22

**REGISTRATION FORM :**

Online Registration Form for admission will be available from Monday, 2nd November, 2020. Please visit our website www.abssliluah.com or our School Notice Board for admission details.

**THE PROCESS : (ONLINE) [Please use Google Chrome Browser]**

On clicking the **Admissions** menu in our website, you will be guided through various admission guidelines till you reach the online Registration Form page. You can fill in the Registration Form after checking your daughter's eligibility and review it before submitting finally. No correction can be made once the form is submitted.

After submission process is completed you will be directed to pay the registration fee Rs. 500/- plus nominal bank charges through our payment gateway subpaise.com. You can use any Credit Card, Debit Card, Net Banking for the purpose.

Please proceed carefully and make payment of Rs. 500/-

Once the payment is successfully done, you will receive guidelines to print e-receipt and registration form which you must print. You have filled (total 3 pages), which you as parent should keep for future record and use. The e-receipt will be considered the proof of application and registration of the student.

The school will communicate with the parent through the SMS No. given in the Registration Form.

Further information and guidelines about interaction and lottery will be communicated to the parents through their SMS no. given in the Registration Form.

Please do not change your SMS no. as it will be used throughout your daughter’s study.

**You will receive further information & guidelines about interaction etc. through :** (~

1. SMS
2. Website
3. School Reception/Notice Board.

**AGE CRITERIA :**

Application may be made only as per age criteria given below :

**NURSERY :** 3 years and above but not more than 4½ years on 01-04-2021.

(Date of Birth between 30-09-2016 to 31-03-2018)

The student's age must conform to the limits given above.

Both parents only & no other person shall accompany the student at the time of interaction.

Parents are requested to be on time. It is compulsory for the parents to produce the original acknowledgement - cum - e - receipt at the time of interaction.

**REQUIREMENTS AT THE TIME OF ADMISSION** (After selection through lottery) : ~

1. Duly filled-in Application Form with recent passport size photograph of student, father, mother and local guardian (if any) affixed on it.
2. Original Birth Certificate (Municipality / Panchyat / Govt. Hospital) and a Xerox copy to submit.
3. Residential address proof (original for verification with a Xerox copy)
4. One self addressed envelope. (Size : 25 cm x 10 cm)
5. SC/ST/OBC certificate from competent authority required, if claimed.

The selection is based on the lottery drawn in presence of members of Admission Committee & Parents and verification of documents by the Principal or deputed staff in consultation with the Admission Committee.

The result of the selection will be intimated to the candidate by posting on website/through SMS & on our school notice board.

School does not ensure admission to all candidates applying for admission. Only candidates who fulfill the criteria and clear through the lottery session may be considered for admission, subject to availability of seats.

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**Agrasain Balika Siksha Sadan is an unaided linguistic minority institution**

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CORRECTION SHEET DT. 31.10.20

PRELIMINARY PREPARATION BEFORE APPLYING FOR REGISTRATION ONLINE. PLEASE READ THE GUIDELINES GIVEN BELOW VERY CAREFULLY BEFORE YOU PROCEED TO UPLOAD THE PHOTOGRAPHS THROUGH ONLINE REGISTRATION PROCESS:--

A. Please keep your scanned copies ready in any one of '.jpg', '.png', '.jpeg', '.gif' file format only.
   i. Passport size photographs of student, Father, Mother and local Guardian (if any)
   ii. Full signatures of - Father, Mother and Local Guardian (if any)
   iii. Postcard size photograph of - Birth Certificate.
   iv. Full signature should be done in black ink on a plain white paper and should not be smudged.
   v. Please keep size of all images uploaded between 100 KB and 500 KB.
   vi. In case, any parent is expired, please upload. Name of the parent, with 'Late' as prefix in the place.

B. RENAME THE PHOTOGRAPH, SIGNATURE AND BIRTH CERTIFICATE FILES WITH THE STUDENT'S NAME AS PER FOLLOWING ILLUSTRATIVE EXAMPLE BEFORE UPLOADING.
   i. Let your ward's name be : Sunita Singh
   ii. Then name your (sunita)'s Passport Size Photograph as : SunitaSingh_student
   iii. Father's Passport size photograph as : SunitaSingh_F
   iv. Mother's Passport size photograph as : SunitaSingh_M
   v. Local guardian's Passport size photograph as : SunitaSingh_LG
   vi. Father's Signature as : SunitaSingh_FS
   vii. Mother's Signature as : SunitaSingh_MS
   viii. Local Guardian's Signature as : SunitaSingh_LG
   ix. Birth Certificate as : SunitaSingh_BC

C. CLICK ON THE SUBMIT BUTTON AND WAIT TILL IMAGES ARE/uploaded UPTO 100%, UPLOADING BAR IS DISPLAYED AT THE BOTTOM LEFT CORNER. PLEASE DON'T CLICK ON THE SUBMIT BUTTON MULTIPLE TIMES, IT WILL START FROM 0% FOR EACH AND EVERY CLICK.

NB. IN CASE OF ANY CONFUSION OR DIFFICULTY, PLEASE CALL OUR HELP LINE NUMBER BETWEEN 9:30 A.M. TO 3:00 P.M.

FOR TECHNICAL SUPPORT:--
   i. Ms. Madhumala Prasad - 9330162927
   ii. Ms. Anwesha Bharti - 9875524841
   iii. Ms. Arpita Sen Ghatak - 9674158204
   iv. Land Line No. - 2654-0643/4171

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NOTICE

Admission in

AGRASAIN BALIKA SIKSHA SADAN

SESSION : 2021-22

Parents seeking Admission for their daughter in Agrasain Balika Siksha Sadan are hereby advised to note that no request for refund of Registration &/or Admission and other charges etc. in connection with Admission shall be entertained by the Management i.e. money paid on account of Registration &/or admission charges shall not be refunded if registration form is rejected or if the child does not attend school for any reason whatsoever.

Principal

AGRASAIN BALIKA SIKSHA SADAN

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NOTICE

ADMISSIONS: 2021-22

(General Guidelines to Parents)

Important

1. Parents must preserve the bank* Acknowledgement cum e-receipt and all correspondences received from the School in connection with the admission of their daughter.

2. Parents are advised to maintain a file copy of all important documents related to the child which they receive/submit in the School for future use/reference.

3. Date of Birth once accepted by the School can’t be changed without valid legal papers acceptable to Council for Indian School Certificate Exams. New Delhi.

4. The School does not have transport facilities for the students. It is the Parents’ duty to arrange for proper and reliable transport for their children (if they live away from the School). The reliability of the transporter must be thoroughly assessed. The responsibility of the School ceases after handing over of the student to either parents or persons identified by parents to bring/take over the child.

5. All parents please carefully note:
Primary Classes (Nursery-V) will be held in the New Building at
24, AGRAASAIN STREET, LILUAH, HOWRAH-711 204

TIME
NURSERY: 8.30 a.m. TO 12.30 p.m. (REGULAR TIMINGS)

6. All parents are requested to provide sufficient tiffin to their children as they will not be allowed to feed them during breaks.


* Agrasain Balika Siksha Sadan is an unaided linguistic minority institution.
7. Parents are advised to carefully go through every Notice/Circular issued by the School. All advised/announced appointed dates/time must be adhered to.

8. All doubts must be clarified from the School Reception Counter (Phone No.: 2654-0643/4171) between 8:30 A.M. to 10:00 A.M. Please do not rely upon clarifications given by any other source.

9. ADMISSION PROCEDURE:

i) Admission will be based on evaluation of child's normal intellectual/physical growth and suitability.

ii) All students seeking admission into School have to pass through a normalcy evaluation with both parents. It will be done at the time of lottery selection. A child who is differently abled and not suitable for regular studies may be asked to be withdrawn.

iii) Notified date and time can't be changed to suit the convenience of a particular student. Please do not come up with such requests. Parents who fail to attend the interaction will be considered to have withdrawn and their registration will be cancelled. The School will neither entertain any request/correspondence in this respect nor registration fee paid will be refunded.

iv) Parents of selected students will be issued Admission & other forms from the School Reception on production of Bank* Acknowledgement cum e-receipt for admission.

v) Duly filled-in Admission & other forms with requisite fees as notified in admission letter has to be submitted at the Bank* Counter for Admission.

vi) An Identity Card and an Escort Card will be issued on the day of receiving books. Only father, mother or a person identified by them can take custody of the student from School.

vii) Please do not forget to bring Bank* Acknowledgement cum e-receipt and other papers whenever you come to School for admission/enquiry purposes. For latest information please always refer to our website/notice board.

** Note:** *The word 'Bank' wherever used refers to Bank of India, Agrasain Street Branch, Liluah, Howrah.*

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10. FEES STRUCTURE:

Fees structure for the session 2020-21 for Nursery will be put on the School Notice Board along with the selection list.

Dear parents, please note that a student admitted in Nursery will continue her studies for 14 years and the fees structure of the School may be changed by the Governing Council of the School several times during this period. The Governing Council of the School reserves the right to change the fees structure without prior notice.

Important: Parents are advised to open a Savings A/c either in BOI, Agrasain Street Branch in the school or in any branch of Bank of India convenient to them (like close to their office or place of residence) so that school fees of their daughter can be conveniently realised from their said A/c every month. Fees book will not be issued. "Annual Fees Paid" certificate will be issued to all parents after 15th March every year.

11. BOOKS & STATIONERY:

The School offers Books purchased directly from publishers at concessional rates on no-profit basis. These are available at discounted rates.

Please bring admission money receipt when you come to collect books, copies etc. Parents will be intimated for delivery dates and prices through Notice Board/Website/SMS.

12. Any parent desirous of meeting with the Principal may seek an appointment through the School Reception on any working day of the School between 8-30 A.M. and 10-00 A.M.

13. Please note ~

(i) Official works must be done through the School Reception (Ph.: 2654 - 0643) only between 8.30 A.M. -10.00 A.M. on working days.

(ii) Monthly fees from May'2021 has to be paid through Clearing System by 10th of every month. Details are provided under heading "Fees Structure".

14. SUGGESTIONS:

Suggestions by newly inducted parents will be thankfully accepted by the School Reception for evaluation by the Governing Council of the School.

[Signature]
Principal

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NOTICE

ADMISSION IN NURSERY : 2021-22

IMPORTANT DATES

1. a. Online Registration for admission in Nursery will open from 10:00 a.m. on Monday, 2nd November, 2020 & will continue till Tuesday, 17th November, 2020 till 1:00 p.m.

   **No submission of forms will be entertained after 12:00 noon on Tuesday, 17th November, 2020.**

2. Publication of Lottery schedule with either parents will be sent on SMS to parents who have given valid Mobile numbers. List will also be put on school notice board & website on Monday, 23rd November, 2020 at 3.00 p.m.

3. **Lottery Session :**
   
   Wednesday, 25th Nov., Thursday, 26th November, Friday, 27th November & Tuesday, 1st December, 2020

4. **Selection list & fees schedule will be put on our website & Notice Board on :**
   
   Thursday, 3rd December, 2020 at 2.00 p.m.

5. **Issue of Admission Form (60 forms every 2 hrs.)**
   
   Friday, 4th December & Saturday 5th December 2020 (9.30 a.m. onwards)

6. **Submission of Admission Form with admission charges.**
   
   Monday, 7th December, Tuesday, 8th December, Wednesday, 9th December & Thursday 10th December 2020 (9.30 a.m. onwards)

Admission process for NURSERY will be completed by Thursday, 10th December, 2020.

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