

Manual for Online Admission

Go to the link :

https://50.116.42.106:8443/hrclIRP/ManageSchAdmApplicationFormadminAction.do?method=initializeschadmalllin <u>k</u>

(the following screen will appear)



Select "**Primary**" (a new window will open and the following screen will appear)

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Select "Proceed To Application Form" (a blank Form will be open as under and you have to fillup the Application Form)

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♦ Fill-up this Form with 'Login Details' → "Submit"

♦ After successful submission of the above 'Application Form' the following screen will appear → Select "Login To Portal" → (A online payment gateway will open and you have to pay Rs.500/-as 'Registration Fee').



After successful payment of the above Rs.500/-('*Registration Fee*') you have to login with your 'Username' & 'Password'. (*the following screen will appear*)



Select "Student Console" \rightarrow "Parent Documents Upload" (you have to upload the specified documents as mentioned).

• We will verify your documents and you can get an interview date in your mobile number.

After successful interview is done and final selection you can get message for payment the "Admission Fees". So to the student's portal, login with your 'Username' & 'Password'. (the following screen will appear)



Select "<u>Student Console</u>" → "<u>Admission Fees Online Payment</u>"

(the following screen will appear)

Admission Fees and Fees for 1st Three Months (In Rupees)	xxxxxxx	
Total Amount (In Rupees)	xxxxxxx	
	Make Paymer	nt Close

♦ Total 'Admission Fees' with 1st three months fees will appear here \rightarrow Click on "<u>Make</u>

<u>Payment</u>" (a online payment gateway will be open and make payment like other online payment).

After the above 'Admission Fees' payment go to the student's portal, login with your 'Username' & 'Password'. (the following screen will appear)



Select "<u>Student Console</u>" → "<u>Admission Form Generation</u>"(the following screen will appear)



♦ Download the Admission Form & Fees Receipt → Print the Admission Form → Signature by Parent on the Admission Form → Finally upload the Admission Form in the portal in the following way.



- Select "Student Console" → "Admission Form Upload"
- ♦ Upload the signed Application Form & the admission process will be completed.

