



KENDRIYA VIDYALAYA KANJIKODE, PALAKKAD-678623

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General Instructions

The following instructions pertain to online registration and application for admission (during Feb-March 2018) to Std 1 for the academic year 2018-2019.

Parents are advised to familiarize themselves with KVS admission rules, regulations and guidelines as available at <http://www.kvsangathan.nic.in/AdmissionGuideLine.aspx>

Note : You are strongly advised NOT to submit multiple applications to the same school for the same child. If any school detects that multiple applications for the same child have been submitted, only the last submitted application to the school will be considered, and all previous applications of the child to the same school will be considered null and void.

1. Only registrations and applications for admission to Std I during Feb-Mar 2018, and for the academic year 2018-2019, can be made through this portal.
2. Mere registration and submission of the application form DOES NOT confer a right to admission to any child. Admissions will be offered by each individual Vidyalaya, depending on available seats and as per KVS guidelines (<http://www.kvsangathan.nic.in/AdmissionGuideLine.aspx>) after examining all application details. Parents are requested to check the results/shortlists of admissions with the individual Vidyalayas on the date announced by KVS/individual Vidyalayas for declaration of admission results.
3. For admission application under 'Special Provisions' as detailed in KVS guidelines (<http://www.kvsangathan.nic.in/AdmissionGuideLine.aspx>), except under the Single Girl Child category, parents are required to submit the online application form through the portal, and then contact the Principal of the concerned Vidyalaya directly (not through the admission portal), citing the unique enrolment id assigned by the portal and along with all documentary evidence required (hard copies) for applying under 'Special Provisions'.
4. For admission application under the Single Girl Child category, parents are required to submit the online application form and also upload all necessary documents/affidavits as required in the portal, just like any other admission application. There is no need to contact the Principal of the Vidyalayas (to which the child is seeking admission) directly in this case.
5. All fields marked with a red * are mandatory, and must be filled in.

6. The first name, middle name and last name of the child seeking admission, as well as his/her date of birth, a valid email address and a valid mobile number for contacting (if necessary) and a declaration of whether the child is seeking admission under the "Differently Abled" category must be provided at the time of registration. These details cannot be subsequently changed in the application form. So parents are advised to enter these details exactly, and as per documentary evidence (like birth certificate) available with them.
7. After successful registration, an applicant must log in to the application form submission portal to fill out the application form and submit it. Merely registering does not result in any application form being submitted to KVS.
8. Every successfully registered applicant will be assigned a unique enrolment id. This unique enrolment id along with the registered email address and date of birth of the child given at the time of registration (sign up) will be used to authenticate an applicant when logging in to the application form submission portal.
9. Only one application form can be filled in with a single enrolment id. However, a choice of upto three different Vidyalayas can be given in a single form. Parents who wish to apply to more than three Vidyalayas need to register separately for submitting application forms to additional Vidyalayas (beyond three). The same email address and date of birth can be used for two separate registrations in such cases -- however, the unique enrolment id assigned by the system will be different for each registration. If a Vidyalaya has two shifts, the same Vidyalaya will show as two separate Vidyalayas for shift 1 and shift 2 in the application form.
10. In the application form, a "Save Application" button has been provided to help applicants save the (possibly partially filled) data, and resume filling the application form at a later time. Thus, the entire application form need not be filled in one session. However, by pressing the "Save Application" button, the form data is only saved for the applicant to continue filling the form in a later session. The form data is NOT submitted to KVS or to the respective Vidyalayas by pressing the "Save Application" button.
11. In order to submit the application form data to KVS and to the Vidyalayas to which the child is applying for admission, it is NECESSARY to log in to the application form submission portal, fill out all required fields in different sections/tabs of the form, upload scans/images of all required documents, click on the check-box next to "I have read the above mentioned terms and conditions and I agree with them" (in the "Declaration and Submit" section/tab of the form), and then press the "Submit Your Application" button
12. Unless all mandatory fields have been filled in the form, and all mandatory documents uploaded, the portal will not allow an applicant to submit the application form by pressing the "Submit Your Application" button.
13. Even after the "Submit Your Application" button has been pressed, changes can be made to the form at any time until the last date of application, as specified by KVS. This can be done by logging in to the application form submission portal using the unique enrolment id, email address given at the time of registration and date of birth provided at the time of registration. However, any modifications made to the form will NOT be visible to KVS and to the Vidyalayas to which the

child is seeking admission until the check-box next to “I have read the above mentioned terms and conditions and I agree with them” is ticked and the “Submit Your Application” button in the “Declaration and Submit” tab is pressed again (as in Step 11 above).

14. The applicant can edit the application form data and save it by pressing “Save Application” at any time until the last date of submission of forms, as announced by KVS. However, unless the “Submit Your Application” button is pressed in the “Declaration and Submit” tab after making edits (however small), the data will not be made available to KVS and to the Vidyalayas to which the child is seeking admission.
15. Any edit (however small) made in an already submitted application form invalidates all earlier submissions made to KVS/individual Vidyalayas through the portal. Parents are therefore strongly advised to ensure that the “Submit Your Application” button in the “Declaration and Submit” tab of the form is pressed after they have made their final edits to the application form.
16. A list of documents needed for the admission application will be displayed in the “Upload Documents” tab of the application form.
17. Parents are required to upload scans/pictures of all required documents to support the information given in the application. Only PDF and JPEG files can be uploaded for this purpose. Each scan/picture file to be uploaded must be of size at most 256KB. Parents are therefore advised to scan/take pictures of documents at an appropriate resolution so that all details are clearly visible, and the size of each file to be uploaded doesn't exceed 256KB. Some pro forma document samples have been made available through a link at the top of the online application form (after logging in).
18. Parents are advised to save (and preferably print) the unique enrollment id assigned after successful registration, and also the acknowledgement page shown after successfully submitting the application.
19. Instructions for filling up the form and all other relevant information are available on the KVS website.
20. Originals of all supporting documents uploaded while submitting the form must be presented to the concerned Vidyalaya at the time of admission, if admission is confirmed by a Vidyalaya.
21. For detail admission guideline login to website <http://www.kvsangathan.nic.in/AdmissionGuideLine.aspx>.