



# **ST. JOSEPH'S BOYS' HIGH SCHOOL**

***ADMISSION PROCESS HELP FILE***

|  |                 |     |
|--|-----------------|-----|
| <b>ADMISSION PROCESS HELP<br/>FILE</b> | Document Number | 1   |
|  | Date            |     |
|  | Revision No     | 1.0 |
|  | Page            |     |

## REGISTRATION PROCESS

### Account Creation

The admission process for academic year 2020-21 is online. Please create an account by providing the information listed below and click on “Create Account”. You will receive an activation link to your email address. Go to received mail and click on the activation link to activate your account.



### Create an account to apply for Class XI ISC Admission 2020-21

#### Supported browser Google Chrome and Mozilla firefox

Please create an account by providing the information listed below. Once the account is created, kindly login with the username(Email) and password(given while registering).

You can apply and track your applications using this login.

**Parent Information**

**Name:**

**\* Enter your personal Email ID (which will be your username):**

**\* Password:**

**\* Confirm password:**

**Mobile:**

**Sign Up**

|  |                 |     |
|--|-----------------|-----|
| <b>ADMISSION PROCESS HELP<br/>FILE</b> | Document Number | 1   |
|  | Date            |     |
|  | Revision No     | 1.0 |
|  | Page            |     |

## ACCOUNT

### Login to your account

Enter the email address and password in the fields provided and login to your account.

**User login**

\* **Username:**

\* **Password:**

[⇒ Request new password](#)

## Welcome to ST. JOSEPH'S BOYS' HIGH SCHOOL

### Overview of Online School Management System(OSMS)

Welcome to the online site of St. Joseph's Boys High School. In its endeavour to embrace technology and provide up-to-date information to the parents, the school has started using the Pupilpod platform.

As a registered parent and/or student of PupilPod, you will be able to access the following features. Receive critical information instantly through SMS like :-

- \* Announcements/Alerts
- \* Attendance
- \* Progress Reports
- \* Exam Schedules
- \* Bus Delays
- \* Holidays etc.
- \* Fees Reminders

After login in to the account, the click on Apply button

Please Fill the Forms Below.

**ADMISSIONS TO CLASS XI (ISC) - 2020**

ADMISSIONS TO CLASS XI (ISC) - 2020

|  |                 |     |
|--|-----------------|-----|
| <b>ADMISSION PROCESS HELP<br/>FILE</b> | Document Number | 1   |
|  | Date            |     |
|  | Revision No     | 1.0 |
|  | Page            |     |

Application form will be shown as below. Update all the required fields and click on Save and Submit button

**ADMISSIONS TO CLASS XI (ISC) - 2020**

**General**

---

**Online Admission Form Details**

1. Name of the Candidate

2. Date of Birth

3. Gender

4. Religion

If others, please enter the religion name

5. Nationality

6. Category

7. Email Id

Note: click on both SAVE and SUBMIT button. Save Submit Close

Read the instruction carefully and click on save and submit

**ADMISSIONS TO CLASS XI (ISC) - 2020**

**General**

---

**We are aware that the following conditions are applicable:**

- Admissions are solely at the discretion of the Admission Committee as there are limited seats.
- Recommendations** of any kind are considered as a **disqualification for admission.**
- Forms that have been partially filled or incomplete will not be considered.**
- Application for admission does not guarantee admission. Parents are advised to apply in other schools also.**
- Communications with regard to admission that have been considered will be done telephonically. Enquiries from parents regarding admissions will not be entertained.
- The preliminary interview of candidates that has been considered has to be attended by the parents and the student to be enrolled. Failure to attend the interview will disqualify the candidate from the admission process.
- An attested photocopy of Corporation Birth Certificate with name should be included. For Roman Catholics, Baptisma Certificate has to be enclosed. If you are a Roman Catholic, write "Roman Catholic" and not "Christian".**
- For proof of residence, attach a Photocopy of Voter ID or Passport or Electricity / Water Bill.**

**Invalid / Incomplete or Incorrect proof of residence may disqualify a candidate from admission.**

- The duly filled in E-application form have to be submitted to the admission counter along with a copy of the web print of the ICSE marks sheet attested by the respective School Principal.
- The admission counter at the school office will be open till 4:00 p.m on the day of announcement of the 10th Std. ICSE results and from 9:00 a.m to 4:00 p.m on the following day.

We / I have read the Online Admission Form and have filled it to the best of our / my knowledge. We / I have enclosed the required documents and will comply with the decision taken by the Admission Committee with regard to the admission process. We / I have read the instructions and application will be subject to rejection.

Note: click on both SAVE and SUBMIT button. Save Submit Close

|  |                 |     |
|--|-----------------|-----|
| <b>ADMISSION PROCESS HELP<br/>FILE</b> | Document Number | 1   |
|  | Date            |     |
|  | Revision No     | 1.0 |
|  | Page            |     |

Once you click on Submit button Application Fee will be generated Click on Make Payment for paying the Application Fee

Please find below the status of all the applications which you have filled previously. Kindly hover your mouse on the application status to view additional instructions

| Form Name                           | Form Status               | View                 | Print |
|-------------------------------------|---------------------------|----------------------|-------|
| ADMISSIONS TO CLASS XI (ISC) - 2020 | Application Fee Generated | <a href="#">View</a> |       |

**Payments**

| Invoice No. | Invoice Title           | Due Date | Amount | Amount Paid | Amount Pending | Invoice Status | Invoice Details                      | Make Payment                 |
|-------------|-------------------------|----------|--------|-------------|----------------|----------------|--------------------------------------|------------------------------|
| 20-I-0964   | Application Fee 2020-21 |          | 400.00 | 400.00      | 0.00           | NOT_PAID       | <a href="#">View Invoice Details</a> | <a href="#">Make Payment</a> |

In the home screen click on make payment, you may make the payment by card (credit/debit) or Net banking.



**Make Payment**

To make online payment please select the payment mode and click on Make Payment

**Bill details**

| Bill No.  | Title                   | Due Date   | Amount Pending |
|-----------|-------------------------|------------|----------------|
| 20-I-0002 | Application Fee 2020-21 | 02-01-2020 | <b>400.00</b>  |

|                              |   |
|------------------------------|---|
| Transaction Amount           | <b>400.00</b>                           |
| Discount                     | 0.00                                    |
| Fine Amount:                 | 0.00                                    |
| Amount paying:               | <b>400.00</b>                           |
| Select Payment Mode:         | Online <input type="button" value="v"/> |
| <a href="#">Make Payment</a> |   |

Please confirm the payment details.

Amount 400.00

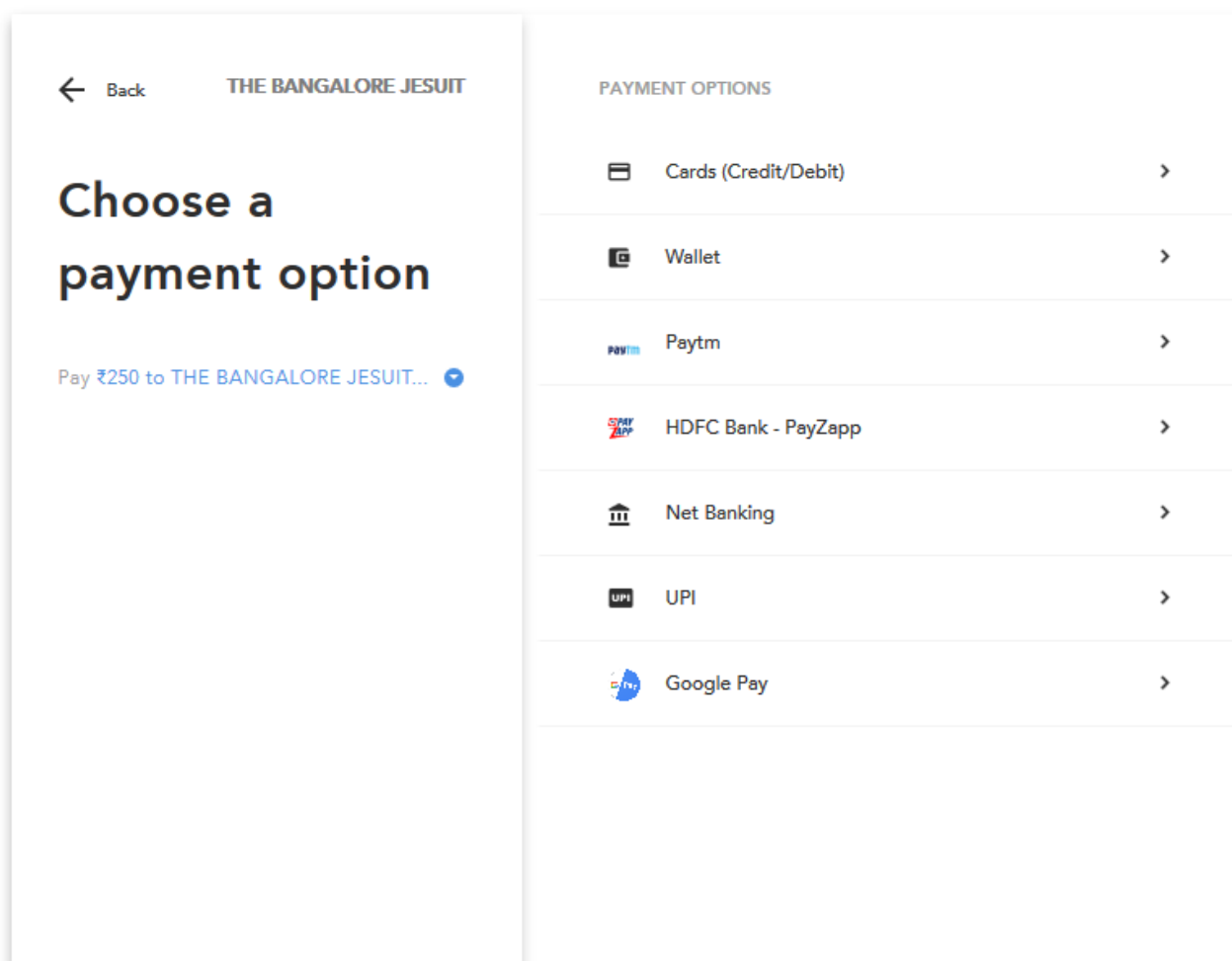
**Important Notes:**

1. Once you click Click to make payment, it will navigate to payment gateway page.
2. In payment gateway page you can choose Netbanking / Credit card / Debit Card to make payment.
3. The following charges will apply for online payment.
  - For Netbanking - Transaction fees of INR 17 + Service tax
  - For Credit card - Transaction fees of 1.1% + Service tax
  - For Debit card - Transaction fees of 1.00% + Service tax > INR 2000
  - For Debit card - Transaction fees of 0.75% + Service tax < INR 2000)

[Click to make payment](#)

[Click to go back](#)

|  |                 |     |
|--|-----------------|-----|
| <b>ADMISSION PROCESS HELP<br/>FILE</b> | Document Number | 1   |
|  | Date            |     |
|  | Revision No     | 1.0 |
|  | Page            |     |



Select respective payment modes and click on Pay Now button

|  |                 |     |
|--|-----------------|-----|
| <b>ADMISSION PROCESS HELP<br/>FILE</b> | Document Number | 1   |
|  | Date            |     |
|  | Revision No     | 1.0 |
|  | Page            |     |

## View and print receipt

On successful payment you can see the transaction details


Your payment was successful !

Thank you for making the payment online. You can see the transaction details by clicking on the link below. In this page you will be able to print the receipts for the transactions.

[View Payment Transactions](#)

### Fee Transactions

Your Fee Transactions are listed below. To print a receipt for a Transaction click on the  icon. It will open a HTML document in a new window. You can print the document by clicking on the Print button within the PDF document.

| Transaction Id | Instrument Amount | Transaction Amount | Payment Mode | Bank Name | Instrument No | Payment Status         | Payment Received Date | Cheque Received Date | Receipt No  | View Receipt   | View Transaction Details | Refunded Amount |
|----------------|-------------------|--------------------|--------------|-----------|---------------|------------------------|-----------------------|----------------------|-------------|--|--------------------------|-----------------|
| 773220482      |                   | 200.00             | Online       | HDFC      | 855e8d0ac398  | Transaction Successful | 30-12-2016            |                      | 2017-R-0017 |  | <a href="#">View</a>     | -               |

Showing 1 to 1 of 1 entries

In order to view the admission form, Click on "Admission for 2020-2021" and click on view button. To print the form, click on pdf icon, the pdf will be downloaded




ST. JOSEPH'S BOYS' HIGH SCHOOL

[Home](#)

[Home](#)

[Admission for 2020-2021](#)

| Form Name                           | Form Status                    | View                 | Print   |
|-------------------------------------|--------------------------------|----------------------|---|
| ADMISSIONS TO CLASS XI (ISC) - 2020 | <a href="#">Form Submitted</a> | <a href="#">View</a> |  |

|  |  |                 |     |
|--|--|-----------------|-----|
|  | <b>ADMISSION PROCESS HELP<br/>FILE</b> | Document Number | 1   |
|  |  | Date            |     |
|  |  | Revision No     | 1.0 |
|  |  | Page            |     |

## Support/Assistance

Mail your queries to [support@pupilpod.in](mailto:support@pupilpod.in). We will be delighted to help you through the admission process

