

HAMDARD PUBLIC SCHOOL

OKHLA BRANCH

Unaided Minority Institution

E-120/6, SHAHEEN BAGH, JAMIA NAGAR, OKHLA, NEW DELHI – 110025 Ph: 011-29948235

Admission procedure for Pre-School (Nursery) Session 2015-16

www.hamdardpublicschool.in

Number of seats available for Pre-School (Nursery)

(i) Total number of seats	200
(ii) Minority Category (Muslims)	60% of total number of seats
(iii) Number of seats for General Category (Open seats) Include all the population (communities)	10% of total number of seats
(iv) Number of seats for Management quota (The unfilled seats of the Management quota shall go to the Minority quota)	20% of total number of seats
(v) Staff Quota	05% of total number of seats
(vi) Girls Quota	05% of total number of seats

Date and time for completing admission procedure

Distribution and submission of Registration forms for Pre-School (Nursery)	From 12.01.2015 to 24.01.2015 from 10.00 a.m. to 2:00 p.m. from School's reception on all working days.
Last date of submitting the duly filled up Registration form	24.01.2015, 10:00 a.m. to 02:00 p.m. (No form will be accepted afterwards)
The date for displaying the first list of selected children including waiting list.	28.02.2014 at 10 a.m
In case of tie amongst the candidates, a draw will be taken out in presence of parents concerned. At 02:30 p.m.	02.03.2015 at 2:30 p.m.
Admission form for the selected candidates in the first list can be collected from the reception of the school to complete the admission formalities	03.03.2015 To 13.03.2015 between 10:00 a.m. and 02:00 p.m. (on all working days)
The date for displaying the second list (If any) (including Waiting List)	17.03.2015 at 10:00 a.m.
The date of displaying subsequent list(s) (If any) Admission form for the selected candidates in the second list can be collected from the reception of the school to complete the admission formalities	17.03.2015 To 31.03.2015 between 10:00 a.m. and 02:00 p.m. (on all working days)
Closure of Admission	31.03.2015

P.T.O.

Admission Criteria/Parameters

Neighbourhood up to 8 Kms	70
Siblings studying in school	20
Parent Alumni of school	10
Total	100 points

Instructions

1. After depositing the fees for admission, if the child is withdrawn within one month from the date of admission, his registration charges, admission fee and tuition fee for one month will be retained by the School and all the other charges shall be refunded. In case withdrawal is after one month of admission (even before the class starts) no amount except security deposits would be refunded.
2. Do not submit any original document. Only photocopies of the following documents to be submitted along with the registration form:
 - (i) Date of birth certificate from Municipal Corporation or anganwadi record (if the child was born in village). No affidavit will be accepted.
 - (ii) The child should complete 3 years as on March 31,2015.
 - (iii) For SC/ST/OBC candidates: Supporting documents to be submitted.
 - (iv) Residential Address proof: Ration Card / Passport / Voter's ID Card/Electricity Bill / MTNL Telephone Bill / Driving License / Water Bill / Domicile Certificate / Unique Identity Card of mother/father/child issued by Government of India / Bank Account of Nationalized Bank (Copy of any of these would be accepted)
 - (v) Child with special care: Attach relevant documents
 - (vi) Alumni: Class XII passing Certificate.
3. Original documents to be submitted at the time of admission for verification.
4. If any document is found incomplete/missing or not submitted at a particular point, no point would be added for that.
5. At any stage if any document or information given at the time of admission is found wrong/incorrect, the admission of the child will stand cancelled.
6. In case of litigation, legal jurisdiction restricted to courts of Delhi.
7. New Session will commence on 06th April 2015. In case of any change in date, the same will be notified on School's notice board/website.