

# **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 2014-15**

www.hamdardpublicschool.in

#### **Number of seats available for Pre-School (Nursery)**

- |       |   |                              |
|-------|---|------------------------------|
| (i)   | Total number of seats   | 200                          |
| (ii)  | Minority Category (Muslims)   | 80% of total number of seats |
| (iii) | Number of seats for General Category<br>(Open seats) Include all the population (communities)   | 10% of total number of seats |
| (iv)  | Number of seats for staff quota<br>(for the wards of the employees of the school)<br>The unfilled seats of the staff quota shall go to the<br>Minority quota.   | 05% of total number of seats |
| (v)   | Number of seats for girls Category<br>This shall be filled through draw of lots<br>Out of all the registered girl applicants residing<br>within 8 Km of radius. | 05% of total number of seats |

#### **Date and time for completing admission procedure**

Distribution of Registration forms for Pre-School (Nursery)	From 21.01.2014 to 05.02.2014 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	05.02.2014 , 10:00 a.m to 02:00 p.m. <b>(No form will be accepted afterwards)</b>
Date of draw of lots for 5% girls quota in co-ed school .	25.02.2014 (Saturday) 10:00 a.m
The date for displaying the first list of selected children including waiting list.  In case of tie amongst the candidates, a draw will be taken out in presence of parents concerned. At 02:30 p.m.	28.02.2014 at 10 a.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	01.03.2014 To 14.03.2014 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)	15.03.2014 at 10:00 a.m.(Saturday)
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	17.03.2014 To 31.03.2014 between 10:00 a.m. and 02:00 p.m. (on all working days)
Closure of Admission	31.03.2014

**P.T.O.**

**Admission Criteria/Parameters**

Neighbourhood up to 8 Kms	70 points (up to 8 K.m.)
Siblings studying in school	20 points
Parent Alumni of school	05 points
Interstate Transfer cases	05 points (proof to be attached)
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) For SC/ST/OBC candidates: Supporting documents to be submitted.
  - (iii) 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)
  - (iv) Sibling: Latest fee slip or Report Card for the Session 2013-2014
  - (v) Child with special care: Attach relevant documents
  - (vi) Alumni: Class XII passing Certificate.
3. For transfer cases, Transfer Orders of the parent to be attached (not before six months).
4. Original documents to be submitted at the time of admission for verification.
5. If any document is found incomplete/missing or not submitted at a particular point, no point would be added for that.
6. 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.
7. In case of litigation, legal jurisdiction restricted to courts of Delhi.
8. New Session will commence on 1st<sup>April</sup> 2014. In case of any change in date, the same will be notified on School's notice board/website.