

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 2016-17

www.hamdardpublicschool.in

Number of seats available for Pre-School (Nursery)

(i) Total number of seats	200
(ii) Minority Category (Muslims)	65% 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) Staff Quota	05% of total number of seats
(v) Seats on hold- criterion is sub judice	20% seats

Date and time for completing admission procedure

Distribution and submission of Registration forms for Pre-School (Nursery)	From 01.01.2016 to 22.01.2016 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	22.01.2016, 10:00 a.m. to 02:00 p.m. (No form will be accepted afterwards)
Uploading and display details of children who apply for admission under open seats	30.01.2016 Time 5 p.m. www.hamdardpublicschool.in
Uploading and display of marks (as per point system) given to each of the children who applied for admission under open seats	05.02.2016 www.hamdardpublicschool.in Time 5 p.m
The date for displaying the first list of selected children.	15.02.2016 at 10 a.m. www.hamdardpublicschool.in
In case of tie amongst the candidates, a draw will be taken out in presence of parents concerned. (minority and general category)	15.02.2016 at 02:30: p.m. (HPS-Talimabad)
Admission form for the selected candidates in the first list can be collected from the reception of the school to complete the admission formalities	17.02.2016 To 26.02.2016 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)	29.02.2016 www.hamdardpublicschool.in Time- 5 p.m
Admission form for the selected candidates in the second list can be collected from the reception of the school to complete the admission formalities	01.03.2016 To 11.03.2016 between 10:00 a.m. and 02:00 p.m. (on all working days)
If any subsequent lists are declared, admission form for the selected candidates can be collected from the school to complete the admission formalities.	15.03.2016 to 30.03.2016 between 10:00 a.m. to 02:00 p.m.
Closure of Admission	31.03.2016

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 record. No affidavit will be accepted.
 - (ii) For SC/ST/OBC candidates: Supporting documents to be submitted.
 - (iii) Residential Address proof: Ration Card issued in the name of parents (Mother/Father having name of child). Domicile certificate of child or of his /her parents. Voter's ID card of any of the parents. Electricity Bill / MTNL Telephone Bill / Water Bill /Passport in the name of any of the parents or child. Unique Identity Card of mother/father/child issued by Government of India / (Copy of any of these would be accepted)
 - (iv) 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 4th April 2016. In case of any change in date, the same will be notified on School's notice board/website.
8. The child should complete 3 years as on March 31, 2016.