Sachdeva Public School

Sector 13, Rohini, Delhi 110085

PROCEDURE FOR ADMISSION

1. **GENERAL INFORMATION**

1	Academic Session	2020-21
2	Class Name	Pre-School
3	Age Eligibility	3+ as on 31.03.2020 (Less than 4 years)
4	Total Seats	160
5	Open General Category	88
6	Management Quota	32
7	EWS/DG Category	40

2. **CRITERIA**

1	EWS & DG Category	Apply online on the website of Directorate of Education as per their schedule
2	Open General Category	School Specific Parameters

3. **FOR OPEN GENERAL CATEGORY SEATS**

	Admission Schedule	
1	Commencement of admission process and availability of Registration forms (on all working days)	29 November, 2019 (Friday) 8:30 a.m. to 1:00 p.m.
2	Last date for submission of Registration Forms in school	27 December, 2019 (Friday)
3	Uploading details of children who applied to the school for admission under open seats along with marks (as per point system).	17 January, 2020 (Friday)
4	Draw of Lots (If required)	21 January, 2020 (Tuesday) at 03:00 p.m.
5	The date for displaying the first list of selected candidates (including Waiting List) (along with marks allotted under point system)	24 January, 2020 (Friday)
6	Resolution of queries of parents, if any regarding allotment of points to their wards in the first list	27 January, 2020 (Monday) to 03 February, 2020 (Monday)
7	The date for displaying the second list of candidates (if any) (Including Waiting List) (along with marks allotted under point system)	12 February, 2020 (Wednesday)
8	Resolution of queries of parents, if any regarding allotment of points to their wards in the second list.	13 February, 2020 (Thursday) to 19 February, 2020 (Wednesday)
9	Subsequent list of admission, if any	06 March, 2020 (Friday)
10	Closure of admission process	16 March, 2020 (Monday)

4. REGISTRATION

Registration forms for general seats shall be available at the fee counter of the school on all working days from **29 November, 2019 to 27 December, 2019 between 8:30 a.m. and 1:00 p.m. on payment of Rs.25/- only**.

5. SCHOOL SPECIFIC PARAMETERS FOR ADMISSION IN OPEN GENERAL CATEGORY (88 SEATS)

Selection of eligible candidates for filling 88 Open General seats shall be made in the order of points earned by the applicants on 100 points system, allocated on the basis of school based parameters as mentioned below:

S.No.	School Based Parameter / Criteria		Points
1	**NEIGHBOURHOOD**		50
	Rohini Sector-9, 13, 14, 15 and Prashant Vihar **OR**	50	
	Rohini Sector-3, 4, 5, 6, 7, 8, 11, 16, 17, 18, 19 and Pitam Pura **OR**	40	
	Rohini Sector-1, 2, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 **OR**	30	
	Remaining areas	0	
2	**SIBLINGS** (Real brother or sister studying in SPS, Sector-13, Rohini only)		30
3	**SCHOOL ALUMNI**		10
4	**STAFF WARD**		10
	Total Points		100

EXPLANATION :

(i) **Neighbourhood:** Points allocated in the neighbourhood category are between 0 and 50.

- Candidates residing in Rohini Sector-9, 13, 14, 15 and Prashant Vihar shall be allocated 50 points.
- Candidates residing in Rohini Sector-3, 4, 5, 6, 7, 8, 11, 16, 17, 18, 19 and Pitam Pura shall be allocated 40 points.
- Candidates residing in Rohini Sector-1, 2, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 shall be allocated 30 points.
- No points will be allocated for the candidates residing in other areas.

(ii) **Siblings:** Real brother or sister studying in Sachdeva Public School, Sector-13, Rohini only.

(iii) **Alumni:** Passed Class XII from this school only.

6. DOCUMENTS REQUIRED

(i) Date of Birth :
- Self attested photocopy of the birth certificate issued by the Municipal Corporation.

(ii) Valid proof of residence :
- Voter I.D.Card (EPIC) of any of the parent.
- Ration Card in the name of parents having name of the child.
- Passport in the name of any of the parent.
- Electricity Bill / Water Bill / Aadhar Card / Court Registered Rent Deed / MTNL Bill

(iii) Sibling :
- Self attested photocopy of I.Card issued by school in current session or latest fee receipt showing the admission number of the sibling.

7. **ADMISSION**

The admission shall be made to eligible candidates without any discrimination of caste / religion / region etc. by the Admission Committee under the Chairmanship of the Principal assisted by the Nursery In charge.

8. In case applications in a particular point based category are more than the seats available draw of lots will be held as per schedule.

9. Original documents will be verified at the time of admission. In case any discrepancy is found the admission will not be considered even if the name of the child appears in the List of Selected Candidates. As a result the seat will automatically be shifted to next candidate in the list.