NAME OF THE SCHOOL : SURAJ BHAN DAV PUBLIC SCHOOL

SCHOOLCODE : 1720156

ZONE : 20

DISTRICT : SOUTH WEST A

Admission Criteria and their points adopted by private unaided Recognised Schools for Admission of OPEN SEATS (2023-24)

Sr. No.	Criteria	Marks
1	Distance Criteria (Up to 8 Km.)	70
2	Distance Criteria (8 Km. To 10 Km.)	65
3	Distance Criteria (Above 10 Km.)	60
4	Sibling (Real Brother / Sister only) studying in SBDAV Public School	20
5	Parent Alumni of the School	10

SURAJ BHAN DAV PUBLIC SCHOOL
VASANT VIHAR NEW DELHI – 110057

ADISSION TO PRE SCHOOL FOR OPEN SEATS SESSION 2023-24
Pre-School Admission 2023-24

SURAJ BHAN DAV PUBLIC SCHOOLCODE
F-10/15 VASANT VIHAR NEW DELHI-110057

Admission to Pre-School (Session 2023-23)

Age Criteria for Admission Child should be 3+ to less than 4 Years of age as on 31.03.2023	Age should be 3+ to less that 4 Years as on 31.03.2023
Total Number of seats available	92
Economically Weaker Section/ DG/Child with special need	23
General Category	69

S.No.	Particulars	Time Schedule

DETAILS OF ADMISSION PROCESS FOR GENERAL CATEGORY

ADMISSION SCHEDULE

S.No.	Particulars	Time Schedule
1	Uploading the criteria and their points in the module of the Department at the link mentioned at Point No. 7	28.11.2022 (Monday)
2	Commencement of Admission process and availability of forms	01.12.2022 (Thursday)
3	Last Date of submission of application forms in School	23.12.2022 (Friday)
4	Uploading details of children who applied to th school for admission under Open Seats	06.01.2023 (Friday)
5	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	13.01.2023 (Friday)
6	The date for displaying the **First List** of selected children (Including Waiting List) (along with marks allotted under point system)	20.01.2023 (Friday)
7	Resolution of queries of parents, if any (by written/email/verbal interacion) regarding allotment of points to their wads for the first list	21.01.2023 to 30.01.2023
8	The date for displaying the Second List of selected children (if any) (including waiting list) (along with marks allotted under point system)	06.02.2023 (Monday)
9	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list	08.02.2023 to 14.02.2023
10	Subsequent list of admission, if any	01.03.2023 (Wednesday)
11	Closure of admission process	17.03.2023 (Friday)

PROCEDURE TO BE FOLLOWED FOR REGISTERING YOUR WARD:

A.   Parents can fill and submit the online Registration Form for Admission from our School's website : www.sbdav.com . Alternatively, they may collect the registration form from School Reception between 8:30 a.m. to 11:30 a.m.

INSTRUCTIONS FOR ONLINE REGISTRATION FOR ADMISSION

1. Login : sbdav2324.redoxerp.com **(V.IMP.->Please Clear your Browser Data first as you might get an incorrect older page)**
2. Click on parent option.
3. Insert Email Id and Mobile No.
4. Read instructions carefully.
5. Click continue and fill up the form completely.
6. The application will be deemed as rejected in case of incomplete form/documents or sending cash/ cheque with the application.
7. Aadhar Card No's, Email addresses and Mobile Nos. are mandatory to be filled.
8. Upload (1) **Student's Photograph** (2) **Date of Birth Certificate** (3) **Address Proof**
9. Only online payment will be accepted.
10. Do not use symbols like (') single quote & (") Double quotes as these symbols cannot be accepted by the software.
11. Click on **Register & Pay** to complete online process.
12. Registration fee of Rs. 25 is non refundable.
13. Take/ Keep the print out of the online submitted form for your own reference if you want.

INSTRUCTIONS FOR OFFLINE REGISTRATION FOR ADMISSION
(specified in the school website www.sbdav.com)

The Registration Form can be obtained from the school reception on payment of Rs. 25/- on all working days between 8:30 a.m. and 11:30 a.m.
OR
1. Download the Registration Form by clicking on the link *Pre-School and Pre-Primary*
2. Bring the printed filled form along with the following documents :
    (i) Student's Photograph
    (ii) Copy of Date of Birth Certificate.
    (iii) Any two valid Address Proof viz. Ration Card/ Smart Card issued in the name of parents (Mother/Father having name of the child), Domicile certificate of child or his/her parent. Voter I-Card (EPIC) of any of the parents or child, Aadhar Card/ UID Card issued in the name of any of the parent.
3. Submit these documents at school reception with Registration Fee of Rs. 25 (non Refundable)

B. Completed Form along with above mentioned documents enclosed must be submitted at School Reception between 8:30 a.m. And 11:30 a.m.

Incomplete/ Incorrect/ Duplicate registration forms will be rejected.

LAST DATE FOR SUBMISSION OF FILLED REGISTRATION FORM WITH ALLATTESTED DOCUMENTS (LISTED ABOVE) IS 23.12.2022 FRIDAY (UPT0 2 P.M.)

First List of selected candidates will be displayed on	20.01.2023(Friday)
Closure of Admission	17.03.2023(Friday)

ALLOCATION OF POINTS FOR ADMISSION TO PRE-SCHOOL (GENERAL CATEGORY)

Sr. No.	Criteria	Marks
1	**Distance** Up to 8 Km. 8Km. To 10 Km. Above 10 KM.	70 65 60
2	**Sibling** (Real Brother / Sister only) studying in SBDAV Public School	20
3	**Parent Alumni** **TOTAL**	10 **100**