

**SURAJ BHAN DAV PUBLIC SCHOOL
VASANT VIHAR NEW DELHI-110057**

**ADMISSION TO PRE SCHOOL FOR OPEN SEATS SESSION 2021-22
Pre School Admission 2021-22**

SURAJ BHAN DAV PUBLIC SCHOOL F-10/15 VASANT VIHAR NEW DELHI-110057	
Admission to Pre-School (Session 2021-22)	
Age Criteria for Admission Child should be 3+ to less than 4 yrs. of age as on 31.3.2021.	Age should be 3+ to less than 4 Yrs. as on 31.3.2021
Total Number of seats available	100
<u>Number of seats available for :</u>	
Economically weaker section	24
Child with Special Needs	1
General Category	75

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	17.02.2021(Wednesday)
2	Commencement of admission process and availability of forms	18.02.2021(Thursday)
3	Last Date of submission of application forms in schools	04.03.2021(Thursday)
4	Uploading details of children who applied to the school for admission under Open Seats	09.03.2021(Tuesday)
5	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	15.03.2021(Monday)
6	The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under point system)	20.03.2021(Saturday)
7	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the first list	22.03.2021 (Monday) & 23.02.2021 (Tuesday)

8	The date for displaying the second list of children (if any) (including waiting list) (along with marks allotted under point system)	25.03.2021(Thursday)
9	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list	26.03.2021(Friday)
10	Subsequent list of admission, if any	27.03.2021(Saturday)
11	Closure of admission process	31.03.2021(Wednesday)

PROCEDURE TO BE FOLLOWED FOR REGISTERING YOUR WARD:

1. Parents can fill and submit the online Registration Form for Admission. 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 Admissions

1. Login: sbdav.redoxerp.com.
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 Nos, 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 quote as these symbols cannot be accepted by the software.
11. Click on **Register & Pay** to complete online process. You will receive Online Registration Number on successful submission.
12. Registration fee Rs. 25/ non-refundable.
13. Take/ keep the printout of the online submitted form for your own reference if you want

Instructions for Offline Registration for Admission

1. Download the Registration Form ([Click Here for Classes Pre-School](#))
2. Bring filled form along with the following documents
3. (i) Student's Photograph (ii) Copy of Date of Birth Certificate (iii) Valid Address Proof (iv) Last Report Card
4. Submit these documents at school reception with Registration Fee Rs. 25/ non-refundable

2. Completed form along with following 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 all self attested documents (listed above) is 04-03-2021 (Thursday up to 2 p.m.)

First List of selected candidates will be displayed on	20-03-2021
Closure of Admission	31-03-2021

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

S.No.	Parameters/Criteria	Points
1	Distance 0-8km. 8-10 km. Above 10 km.	70 60 50
2	Sibling (Real Brother/Sister Only) studying in DAV Public School, Vasant Vihar, New Delhi	20
3	Parent Alumni	10
	Total	100