

**Name of the School : SURAJ BHAN DAV PUBLIC SCHOOL**

**School Code : 1720156**

**Zone : 20**

**District : SOUTH WEST A**

## **Admission Criteria and their points adopted by private unaided Recognized Schools for Admission of OPEN SEATS (2025-26)**

<b>Sr. No.</b>	<b>Criteria</b>	<b>Marks</b>
1	Distance Criteria(Upto 8 Km.)	70
	Distance Criteria (8 Km. to 10 Km.)	65
	Distance Criteria(Above 10 Km.)	60
2	Sibling (Real Brother/Sister only) studying in SBDAV Public School)	20
3	Parent Alumni of the School	10
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**SURAJ BHAN DAV PUBLIC SCHOOL  
VASANT VIHAR NEW DELHI – 110057**

**ADMISSION TO PRE SCHOOL FOR OPEN SEATS SESSION 2025-26  
Pre-School Admission 2025-26**

SURAJ BHAN DAV PUBLIC SCHOOL F-10/15 VASANT VIHAR NEW DELHI-110057	
Admission to Pre-School (Session 2025-26)	
<b>Age Criteria for Admission</b> Child should be 3+ to less than 4 Years of age as on 31.03.2025	Age should be 3+ to less than 4 Years as on 31.03.2025
<b>Total Number of seats available</b>	50
<b>Economically Weaker Section/ DG/Child with special need</b>	12
<b>General Category</b>	38

**DETAILS OF ADMISSION PROCESS FOR GENERAL CATEGORY**

**ADMISSION SCHEDULE**

<b>S.No.</b>	<b>Particulars</b>	<b>Time Schedule</b>
1	Uploading the criteria and their points in the module of the Department at the link mentioned at Point No. 7	25.11.2024 (Monday)
2	Commencement of Admission process and availability of forms	28.11.2024 (Thursday)
3	Last Date of submission of application forms in School	20.12.2024 (Monday)
4	Uploading details of children who applied to the school for admission under Open Seats	03.01.2025 (Friday)
5	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	10.01.2025 (Friday)
6	The date for displaying the <b>First List</b> of selected children (Including Waiting List) (along with marks allotted under point system)	17.01.2025 (Friday)
7	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wads for the first list	18.01.2025 to 27.01.2025
8	The date for displaying the Second List of selected children (if any) (including waiting list) (along with marks allotted under point system)	03.02.2025 (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	05.02.2025 to 11.02.2025
10	Subsequent list of admission, if any	26.02.2025 (Wednesday)
11	Closure of admission process	14.03.2025 (Friday)

## **PROCEDURE TO BE FOLLOWED FOR REGISTERING YOUR WARD:**

A. Parents can download and submit the Registration Form for Admission . Alternatively, they may collect the registration form from School Reception between 8:30 a.m. to 11:30 a.m. They can also apply online (From 28-Nov-2024) as mentioned in following instructions.

### **INSTRUCTIONS FOR ONLINE REGISTRATION FOR ADMISSION** **INSTRUCTIONS FOR ONLINE REGISTRAION FOR ADMISSION**

1. **Please Note that payment of Rs. 25 is to be done by Debit Card/ Credit Card/UPI /NetBanking.**
2. [Click Here for Online Admission Option](#) .
3. Fill in the basic details and click on the ‘save & next’ button to complete you registration.
4. You will receive an Email notification with your Form number and Password.
5. After filling in the necessary information, upload all the required documents=>( Aadhar Card Nos, Email addresses and Mobile Nos. are mandatory to be filled. Upload (1) **Student's Photograph** (2) **Date of Birth Certificate** (3) **Address Proof (Driving License/Aadhar Card/Voter ID Card/Passport)**
6. Pay the online Registration fees of Rs. 25 (non – refundable).
7. Take / keep a printout of the online submitted form for your own reference.
8. **Please Note that Printout of Online Forms are not required to be submitted physically at the reception.**

#### **Kindly note**

- You must fill out the all required details on the online form.
- Any incomplete form/document will result in the rejection of your application.
- Only online payment will be accepted.
- The list of shortlisted candidates will be displayed on the school website on schedule date.
- For any Admission query please contact 011-26149371 or 011-26149082

## INSTRUCTIONS FOR OFFLINE REGISTRATION FOR ADMISSION

1. Registration Form can be obtained from school reception on payment of Rs. 25/- on all working days between 8:30a.m. to 11:30 a.m( From 28-Nov-2024 onwards).

OR

Download the Registration Form([Click Here](#)).

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, Passport, Driving License.
2. Submit these documents at school reception with Registration Fee of Rs. 25 (non Refundable)

B. Completed Form along with following documents enclosed must be submitted at School Reception between 8:30 a.m. And 11:30 a.m. till 20.12.2024

**Incomplete/ Incorrect/ Duplicate registration forms will be rejected.**

**LAST DATE FOR SUBMISSION OF FILLED REGISTRATION FORM WITH ALL ATTESTED DOCUMENTS (LISTED ABOVE) IS 20.12.2024 FRIDAY UPTO 2 P.M.**

First List of selected candidates will be displayed on	17.01.2025 (Friday)
Closure of Admission	14.03.2025 (Friday)

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

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

