

# ITL PUBLIC SCHOOL

## SECTOR-9, DWARKA

### Admission Policy 2019-20

- 1) **Age:** -Pre School -Minimum 3 years and maximum 4 years as on 31<sup>st</sup> March 2019.
- 2) A point-based 1 to 100 scale devised for determining admission on the following basis

S.No.	Criteria and their points for General Category	Maximum Points Allotted
1	Neighborhood 0 – 8 kms – 70 Points 8 – 10 kms – 60 points Beyond 10 kms – 50 points	70
2	Sibling studying in school	20
3	Staff ward	10
	Total	100

- 3) The Admission Committee shall be constituted with the following members.
  - (a) Principal of the School – Chairperson
  - (b) Member from PTA – Vice Chairman
  - (c) H.M. Primary Section of the School
- 4) The School shall use the standardized Registration Form bearing a unique number.
- 5) Parents will be required to submit the photocopies of the supporting documents with the registration form. Parent shall submit all original documents for verification at the time of admission.
- 6) The School office shall scrutinize the registration forms to verify the details and others particulars filled up by the parents or guardian.
- 7) The School shall not conduct any interview or interaction with parent and the child for whom admission is being sought.
- 8) However the School can have informal interactions with parents only with the purpose to ascertain the veracity and correctness of the documents/ details.

Contd....2.

- 9) The School will adopt lottery system to select/short list a child for admission only in case of tie amongst applicants (scoring highest marks on a hundred point scale).

10) **ADMISSION SCHEDULE**

1	Uploading the criteria and their points on department site link	14/12/2018 (Friday)
2	Distribution of registration forms	15/12/2018 (Saturday) to 07/01/2019
3	Acceptance of duly filled form	07/01/2019 up to 2.00 p.m.
4	Uploading details of children who apply for admission under open seats	21/01/2019 (Monday)
5	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	28/01/2019 (Monday)
6	Any queries in respect of their points or others parameters may contact school authority	02.02.2019 (Saturday)
7	First list & waiting list	04/02/2019 (Monday)
8	Resolution of queries of parents if any regarding allotment of points to their wards in the first list	05/02/2019 to 12/02/2019
9	Second list & waiting list	21/02/2019 (Thursday)
10	Closure of admissions process	31/03/2019

11) **Depositing of Fee**

A	First list of selected students	04/02/2019 to 20/02/2019
B	First waiting list of selected students	21/02/2019 to 28/02/2019
C	Second list of selected students	01/03/2019 to 15/03/2019
D	Second waiting list of selected students	16/03/2019 to 30/03/2019

12) **Refund of Fee in case of cancellation/withdrawal of admission:**

Fees shall be refunded as per following norms of Directorate of Education.

- (a) **Immediately, after depositing the fees:-** Except registration fee, entire fee shall be refunded.
- (b) **Within one month after depositing the full fee for admission of the child:-** Except registration fee, admission fee, one month tuition fee, rest of the fee shall be refunded.

Contd....3

13) The School shall furnish detailed information regarding admission of the Pre School in prescribed format to DDE.

14) **Vacancy Position for Pre School**  
**Distribution of Seats:**

<b>S.No.</b>	<b>Category of seats</b>	<b>Pre School</b>
1	Total No. of seats	190
2	EWS/Disadvantage Group	47
3	Management Quota	38
4	For General category	105

15) Fee Structure for the session 2019-20

	Particulars	Pre School
A	Tuition Fee (Monthly)	5100
B	Annual Charges (yearly)	10890
C	Development Charges (Quarterly)	2250
D	Mid Day Meal (optional)	1200

Other charges at the time of admission:

- i) Registration Fee - Rs.25/-
- ii) Admission Fee - Rs.200/-

# **ITL PUBLIC SCHOOL**

**SECTOR-9 DWARKA NEW DELHI-110077**

## **DISPLAY INFORMATION RELATING TO ENTRY LEVEL ADMISSIONS**

### **1. Total number of seats for Pre School**

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1	Total No. of seats	190
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### **2. Admission Schedule**

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To register your child please visits our school **website: [itlpublicschool.net](http://itlpublicschool.net)** or Registration form available in the school gate from 9.00 a.m. to 2.00 p.m. in above dates and time.