

ITL PUBLIC SCHOOL SECTOR-9, DWARKA

Admission Policy 2018-19

- 1) **Age:** -Pre School -Minimum 3 years as on 31st March 2018.
- 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.

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- 8) However the School can have informal interactions with parents only with the purpose to ascertain the veracity and correctness of the documents/details.
- 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) **Schedule for admission**

A	Distribution of registration forms	27/12/2017 to 17/01/2018
B	Acceptance of duly filled form	17/01/2018 up to 2.00 p.m.
C	Uploading details of children who apply for admission under open seats	01/02/2018 up to 2.00 p.m.
D	Uploading marks (as per point system) given to each of the children who applied for admission under open seats	08/02/2018 up to 2.00 p.m.
E	After scrutiny of forms as per criteria adopted, the school shall display the following information	
i)	First list & waiting list	15/02/2018 at 2.00 p.m.
ii)	Resolution of queries of parents if any regarding allotment of points to their wards in the first list	16.02.2018 (Friday to 20.02.2018 Tuesday)
iii)	Second list & waiting list	28/02/2018 at 2.00 p.m.
iv)	Closure of admissions process	31/03/2018

11) **Depositing of Fee**

A	First list of selected students	15/02/2018 to 22/02/2018
B	First waiting list of selected students	23/02/2018 to 27/02/2018
C	Second list of selected students	29/02/2018 to 06/03/2018
D	Second waiting list of selected students	07/03/2018 to 14/03/2018

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.

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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:

S.No.	Category of seats	Pre School
1	Total No. of seats	108
2	EWS/Disadvantage Group	27
3	Management Quota	22
4	For General category	59

15) Fee Structure for the session 2017-18

	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/-