



INFORMATION BULLETIN

**Online Registration
For
Admission
To
Class Nursery
Session: 2023-2024**

DAV Centenary Public School
Jogjeetpur, Lakser Road, Kankhal, Haridwar-249408



IMPORTANT

Parents are required to go through the Information Bulletin carefully and acquaint themselves before filling the Registration Form for admission for the session 2023-2024:

1. ONLINE Registration form is available only for class Nursery for the session 2023-2024.
2. Information Bulletin can be downloaded from the school website www.davhardwar.org
3. Online submission of Registration form may be made by accessing school's website www.davhardwar.org.
4. Instructions for Online submission of Registration Form are available in the Information Bulletin in English as well as in Hindi.
5. Instructions must be followed strictly as given in the Information Bulletin. Registration will automatically be cancelled if the instructions will not be complied strictly.
6. Parents must retain the following documents with them as reference to future correspondence:
 - (i) One printout of the confirmation page of online Registration.
 - (ii) Proof of fee paid.
 - (iii) Two copies of identical Photographs as pasted on the confirmation page of online application.
7. Only one application is to be submitted for a child.
8. Registration fee of ₹1000/- can be remitted through online mode (Debit/Credit Card/Internet banking) only. Registration Form along with the proof of remittance of registration fee should reach the school office by **15.02.2023 at following address:**

The Principal
DAV Centenary Public School
Jagjeetpur, Laksar Road,
Kankhal, Hardwar – 249 408

School office will not be responsible for any delay in depositing the Registration fee. **Don't forget to mention online generated registration number and name of your ward on the payment proof of registration fee.**

9. For the latest updates, parents must remain in touch with the website www.davhardwar.org regularly.



General Instructions

When to Apply

Applications for admission for the next session 2023-2024 will be accepted online from **Jan. 9, 2023 to Feb. 10, 2023** since the academic session will start from April. The **last date of admission is 28th February 2023.**

Who can Apply

Admission is open to children seeking admission to class Nursery, **who are between 3 years and 4 years of age as on 1st April, 2023.** However, admission shall be based on the admission policy of the school i.e. '**POINT SYSTEM**'.

How to Apply

Children are to be registered by filling up the registration form online. The documents mentioned in ensuing section are to be attached along with registration form generated online. If the form is incomplete or the information provided is incorrect, the child may not be considered for admission.

The registration number generated online should be indicated on the each and every document submitted and while corresponding with the school regarding admission of the child.

Registration does not guarantee admission. Further, registration done for one year cannot be carried forward to the next year.

Admission Policy

Admission to DAV Centenary Public School, Hardwar shall be based on the following points. A total of 40 points will be given for different categories of students as given below. **If there is a tie in the number of points awarded** to a group of students and the number of such students is more than the seats available, **selection for admission will take place by means of 'Draw of lot'.**



Child's age should not be less than 3 years and not more than 4 years as on 1st April 2023

The Schedule of Points

Sr. No	Criteria	Point	Max. Point
1	Neighbourhood		
a)	Jagjeetpur, Krishna Nagar, Vishnu garden, Football Ground, Raja Garden, Shankar Ashram, Ganpati Dham, Dadu Bagh, Kankhal Chowk, Missarpur	10	10
b)	Ranipur turn, Govindpuri, Jamna Palace, Rishikul, Ramnagar, Aryanagar, Shivlok , Ramkrishan Mission Sewashram Kankhal, Sector-II, Gol Gurudwara, Panjanheri, Ajitpur, Jiyapota, Katarpur, Pherupur	8	
c)	Devapura, Mayapur, Shivismurti, Chitra Talkies, Parth Hotel, Punjabi Dharamshala, Jwalapur Police Station, Dhanpura	6	
d)	Laltarao Bridge, Shravan Nath Nagar, Post office, Upper road, Alaknanda Hotel, Har ki Pauri, Dheerwali, Chaklan, Ghosian, Mehtan, Devtan, Kotarwan, Bakra Market, , Ramchandran, Padartha	5	
e)	Bhimgoda, Shivalik nagar, Shantikunj, Vedic Mohan Ashram, Harilok, Jurs Country, Sitapur, Ranimajra, Shahpur, Badshahpur	4	
f)	Bahadrabad, Haripurkalan, Bhogpur, Sultanpur	3	
g)	Others	2	
2	Sibling studying in DAV Centenary Public School, Hardwar (up to one child)		10
3	Ward of Alumni of DAV Hardwar		5
4	Single Parent (Divorced/widow/widower/unmarried)		5
5	Teacher's ward		5
6	Social service (Special consideration for the wards of defence personnel)		5
	TOTAL POINTS		40



Guidelines for Parents

- ❖ Total number of seats available is 120 in class Nursery.
- ❖ Candidates will be shortlisted as per the given 'POINT SYSTEM' especially generated for admission purpose.
- ❖ If there is a tie in the number of points awarded to a group of students and the number of such students is more than the seat available, selection for admission will take place by means of "Draw of Lot".
- ❖ In case anyone fails to take admission on the date specified, the vacancy will be offered to the next candidate.
- ❖ The child needs to fulfill age criteria as stipulated by the School administration and ratified upon.
- ❖ Sibling (only directly related ones and only up-to one child) will be given preference as per 'Point System'.
- ❖ No admissions after 31.03.2023 for upcoming academic year i.e. 2023-2024.
- ❖ Registration form is valid for one academic year only.

DOCUMENTS REQUIRED FOR ADMISSION

Please note:

It is mandatory for the parents to submit the print-out of the Registration form at the school's registration counter (by post/hand) along with the required documents as mentioned below. In absence of the documents, it would not be possible for us to get the child registered for admission.

- ✓ 1 copy of Online Registration form duly signed by one of the parent.
- ✓ 1 recent colour passport size photograph of child seeking admission.
- ✓ 1 Attested copy of Birth Certificate from registrar of Birth & Death / Municipal Corporation of equivalent authority and name of the child must be endorsed in the Birth Certificate as well.
- ✓ An attested copy of Passport/ Electricity Bill/ Telephone Bill for proof of residential address.
- ✓ A copy of School Leaving Certificate (T.C.)/AISSE Certificate/ AISSCE Certificate in case of ward of Alumni of DAV Hardwar.
- ✓ Legal proof of single parent status, if any.
- ✓ Certificate/ document of occupation proving the parent's claim under school specific criteria i.e. teacher's ward.
- ✓ An affidavit for 'rented accommodation' if parents are living in rented accommodation. It should be on a non-judicial stamp paper of the value of ₹10/- and should be duly signed by house owner along with his Id proof like driving license of house owner and duly attested by Notary Public. The applicant should have been residing at that accommodation for minimum 6 months at the time of submission of form. School can verify residential address through home visits.
- ✓ A certificate of Social work, if any. It should be from registered and renowned organization / NGO / Society / Trust with appreciable track record of social/ community service. It should clearly indicate your year of joining this organization and details regarding your specific contribution with dates. The certificate should be on letter head of concerned organization reflecting its year of establishment and registration number along with 80 G (Issued by Income Tax authority of India) number / certificate, if any.
- ✓ An affidavit stating that the documents submitted by parents in support of award of points are true and correct. (Format of Affidavit is attached)



Undertaking from Parents

Parents are required to provide an undertaking to school stating all the information provided by them is/are correct and if it is found to be false, their ward will be debarred from admission process without any correspondence in this regard.

IMPORTANT DATES

Dates of Registration	From 09-01-2023 to 10-02-2023
Submission of registration form & required documents in the school office	Up to 15-02-2023
Verification of documents by school office	Between 16-02-2023 to 20-02-2023
Display of list of selected candidates & waiting list candidates on school's website	On 22-02-2023
Date for payment of admission fee	Between 22.2.2023 to 28.2.2023

Procedure for Online Registration

- Log on to www.davhardwar.com
- Click on the link '**ONLINE REGISTRATION FOR CLASS NURSERY**'.
- This is an electronic registration form for admission in DAV CENTENARY PUBLIC SCHOOL, HARDWAR only, read it thoroughly and fill it carefully.
- Please fill in each entry of the form and write N.A for those entries which are not applicable to you. Do not leave any entry blank.
- Incomplete forms will not be accepted by the software.
- Do not press 'ENTER KEY' to move from one field to another. Use "TAB KEY" or mouse control for the same.
- Parents/Guardians are advised to **create their own e-mail Id before filling online registration form** as each and every correspondence related to admission will be done on that e- mail address only.
- After completing the registration form in each respect, click on the "Submit" button for final registration.
- Immediately a 'Registration Number' will be generated and an 'Acknowledgement' mail with details will reach your E-mail address.
- After getting Acknowledgement mail, it is essential for Parents / Guardians to take out the print-out of this form on 'A-4 sheet' only.
- Parents must affix the candidate's recent passport size colour photograph on the printed registration form. They must certify that all information provided by them is correct by signing at the end of the form.
- **Printed copy of registration form along with requisite credentials is to be submitted with school office by 15.2.2023 positively, failing which your form will be rejected and will not be considered later on.**
- The registration Number of the child will be mentioned on each and every document to be submitted in school office.
- If any information is found to be incorrect or false, or in case proper documentation is not provided, the application is liable to be cancelled.
- The admission process has been carefully designed to provide equal opportunity to all applicants. Every year, we have more applicants than the number of seats available. Therefore, if a candidate is unable to secure a seat, it is in no way a reflection of his/her caliber.
- **To avoid rejection, DO NOT fill more than one form for one applicant.**
- In case of any query, you can write an E-mail to davhardwar@gmail.com giving full particulars and nature of the problem. Please note that Queries at any other E-mail ID will not be accepted.

Disclaimer

The school reserves all rights with respect to accept or reject the application forms. The final decision to admit a student entirely and solely rests with DAV Centenary Public School, Hardwar and no claim will be ever entertained in this regard. Submission of duly filled online form will be treated as acceptance of all terms and conditions laid down by the school authority.

CAUTION

Parents are warned against possible cheating by agencies/persons, promising seat for admission, by extracting money from parents. DAV Centenary Public School, Hardwar categorically states that admission can be secured by DAV norms only as prescribed in the Prospectus/Information Bulletin. We do not accept any donations for admission and there are no payment seats of any kind. We have no agents or middle men for admissions. The school authorities will not be responsible for any candidates or parents dealing with such persons. Parents can contact on school's office contact numbers: 8194000978/8194000970 for any queries regarding admission.

Email id: davhardwar@gmail.com

**UNDERTAKING BY THE PARENT
ON STAMP PAPER OF Rs.10/-**

I, _____ s/o , w/o Mr. _____ r/o _____, have applied for the admission of my ward in DAV Centenary Public School, Jagjeetpur, Laksar Road, Kankhal, Hardwar in class Nursery, have carefully read the Information Bulletin (for Online Registration for Admission to class Nursery in the session 2023-2024) and have fully understood the provisions contained in the said Information Bulletin.

I hereby solemnly declare that the information provided by me in Registration form is true & correct.

I have also, in particular, perused the procedure of admission and am fully aware that my ward's admission is liable to be cancelled in case the declaration is found to be untrue.

Declared on: _____

Signature of Parent: _____

Name: _____

Verification:

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on _____