

**SRI GURU NANAK PUBLIC SCHOOL, ADARSH NAGAR, DELHI-110033**  
**NURSERY ADMISSION PROCEDURE FOR ACADEMIC SESSION 2025-26**  
 (AS PER THE GUIDELINES ISSUED BY THE HON'BLE HIGH COURT  
 NATIONAL CAPITAL TERRITORY OF DELHI)

1. The School Management has resolved that the **Nursery Admission Procedure for Academic Session 2025-26** for its feeder school **Sri Guru Nanak Nursery Academy** Managed by **Gurudwara Sri Guru Singh Sabha, Majlis Park/Adarsh Nagar, Delhi** may be implemented to comply all the orders issued by Hon'ble High Court National Capital Territory of Delhi in true spirit with immediate effect.
2. Sri Guru Nanak Public School Managed by Gurudwara Sri Guru Singh Sabha, Majlis Park/Adarsh Nagar, Delhi is recognized by Directorate of Education, Delhi Government and affiliated to CBSE as **UNAIDED MINORITY SCHOOL**.
3. **The school has its own land and not been allotted any land by DDA or any Government Agencies. So 25% Quota for Economically Weaker Section and Disadvantaged Group (EWS) is not mandatory for Minority Schools like ours who have not been allotted land by the Govt. Agency.**
4. **As per the order issued by Additional secretary (Education) Dr. Madhu Rani Teotia (IAS) vide order dated 18.12.13 has stated in Pt. 14 (c) ( iv) that, Minority schools shall have the right to reserve seats for the students belonging to the minority community concerned. The Extent of seats reserved/unreserved shall be announced and the procedure followed shall be publicized through their web sites notice boards and/or whatever process they follow for admission. The process of admissions will be an open, transparent and fair.**
5. In reference to **CBSE Circular No.CBSE/CE/Circular/2023 dated 02.08.2023** regarding realignment of per section student strength to 40 per section over next three years (2023-24, 2024-25, 2025-26), since **Academic Year 2024-25** the number of seats at **Primary Level** had been reduced to 120 for three sections instead of 138 so that strength can be brought to the optimal level in near future. The school has already submitted undertaking to CBSE Affiliation Unit for the same.
6. **The members resolved that the approved Admission process provides equal opportunity to all and maintain transparency in the Admission process and therefore resolved the following criteria:**

NO. OF SEATS	CATEGORY
60 Seats (50% of Total Seats)	<b><u>MINORITY QUOTA</u></b> :- Minority students belonging to Sikh Community. In case seats remain vacant/unfilled in this category, these seats will be converted into open seats and admission to these seats will be on the basis of fixed parameters/criteria and fixed points mentioned for open seats in this guidelines. The admission process will take place in an open, transparent and fair manner.

24 Seats (20% of Total Seats)	<b>MANAGEMENT QUOTA:-</b> As per the order of Hon'ble High Court.		
06 Seats (5% of Total Seats)	<b>STAFF QUOTA:-</b> In case seats remain vacant/unfilled in this category, these seats will be converted into open seats and admission to these seats will be on the basis of fixed parameters/criteria and fixed points discussed for open seats in this guidelines. The admission process will take place in an open, transparent and fair manner.		
30 Seats (25% of Total Seats)	OPEN SEATS:- Open Seats admission shall be made only on the basis of fixed parameters/criteria and fixed points as prescribed below strictly.		
	<b>S.NO.</b>	<b>PARAMETERS/CRITERIA</b>	<b>POINTS</b>
	1	Neighbourhood up to 8 km	0-1 km Above 1- 2km Above 2-3 km Above 3-4 km Above 4-8 km Above 8 km
			45 35 25 20 10 0
	2	Sibling studying in school (Limited to two siblings only)	25
	3	Parent Alumni of School	Father Mother
			10 10
	4.	Single Girl Child	10
		<b>TOTAL</b>	<b>100</b>
<b>120</b>	<b>TOTAL NO. OF SEATS</b>		

7. **ADMISSION SCHEDULE:-** The School Management has resolved that the admission schedule for Nursery Classes will implement or may be amended as per the order of the Directorate of Education in future if any as under:-

Uploading the criteria and their points in the module of the DOE at the link	25/11/2024 (Monday)
Commencement of admission process	28/11/2024 (Thursday)
Distribution of Registration form	28/11/2024(Thursday) to 20/12/2024 (Friday) on all working days from 9.30 a.m. to 1.00 p.m.
Last date of submission of Registration Forms	20/12/2024 (Friday) till 1.00 p.m.
Uploading details of children who applied to the school for admission under open seats	03/01/2025 (Friday) till 3.00 p.m.
Uploading marks (as per point system) given to each of the children who applied for admission under open seats	10/01/2025 (Friday) till 3.00 p.m.

The date for displaying the <b>first list</b> of selected candidates (including Waiting List) (along with marks allotted under point system)	17/01/2025 (Friday) at 1.00 p.m.
Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the first list	18/01/2025 (Saturday) to 27/01/2025 (Monday)
Last date of payment of school fee by selected candidates (subject to verification of all required documents with the original) of first list	17/01/2025 (Friday) to 27/01/2025 (Monday)
The date for displaying the <b>second list</b> of candidates (if any) (including Waiting List) (along with marks allotted under point system)	03/02/2025 (Monday)
Last date of payment of school fee by selected candidates (subject to verification of all required documents with the original) of second list	03/02/2025 (Monday) to 07/02/2025 (Friday)
Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the <b>Second list</b>	05/02/2025 (Wednesday) to 11/02/2025 (Tuesday)
Subsequent list of admission, if any	26/02/2025 (Wednesday)
Closure of admission process	14/03/2025 (Friday)

**\*NOTE:-If the seats remain unfilled the admission process will continue till all seats are filled up.**

**8. AGE ELIGIBILITY FOR ADMISSION TO PRE SCHOOL (NURSERY CLASS) FOR 2025-26**

**Minimum age 3 years by 31<sup>st</sup> March 2025 and Maximum age less than 4 years as on 31<sup>st</sup> March 2025 (as per Order No.F.DE.15(172)/PSB/2016/6455-6464 dated 11/11/2024 issued by Directorate of Education).**

**THE STUDENTS BORN BETWEEN 1<sup>st</sup> APRIL 2021 TO 31<sup>st</sup> MARCH 2022 (BOTH DAYS INCLUSIVE)**

**The age relaxation for admission of up to 30 days in the minimum and upper age limit. (Only in case of submission of written request by the parent to the School Principal)**

9. **DOCUMENTS TO BE ATTACHED WITH THE REGISTRATION FORMS:-**

Self-attested photocopies of the following documents to be attached with the registration form. **Originals will be checked at the time of admission.**

**a) In case of Admission to General Category**

- i. Birth certificates issued by Municipal Corporation (original to be deposited at the time of admission)
- ii. Proof of residential address (Ration Card issued in the name of parents having name of child/Passport/Lease Deed/Electricity Bill/MTNL Telephone Bill/Water Bill/Domicile Certificate of child or of his/her parents/Voter I-Card/Driving License/UID (Aadhar) Card issued in the name of any of the parent.
- iii. In case of applicant with special needs: Medical Certificate issued by Govt. Hospital (wherever applicable).
- iv. Proof for Sibling (wherever applicable)
- v. Proof for Alumni (wherever applicable)

**b) In case of Admission to Minority Category**

**Submission of Original Minority Certificate (Laminated) in case of Sikh Candidates** issued by Sri Guru Singh Sabha, Majlis Park, Adarsh Nagar or any Regd. Gurudwara of residence locality/Delhi Sikh Gurudwara Management Committee, Rakab Ganj Gurudwara, New Delhi and to be countersigned by Sri Guru Singh Sabha, Majlis Park, Adarsh Nagar.

Sri Guru Nanak Public School managed by Sri Guru Singh Sabha (Gurudwara) Adarsh Nagar/Majlis Park is an **Unaided Minority Sr. Sec. School** recognised by Directorate of Education & affiliated to CBSE. The School Management Committee is strictly adhering to the directions/instructions issued by the Directorate of Education from time to time and abides D.S.E.R. 1973.