



MUKAND LAL PUBLIC SCHOOL, SAROJINI COLONY, YAMUNA NAGAR

Admission Process for Nursery & above

Mukand Lal Public School, YNR welcomes you to the Admission process for the academic year 2024-2025.

Apply online through the school website-www.mlpschool.edu.in

Open Category; Staff Category; Management Category

Note : Forms for EWS/ Disadvantaged Category will be available as per the notification of Directorate of Education Haryana.

The admission process is in accordance to the rules and guidelines issued by the Directorate of Education.

1. Age criteria for registration

◆ Nursery- Child born between 02-04-2020 to 31-03-2021

2. Break up of Seats

NURSERY

S.No.	Category	Seats	Percentage
1	Open	99	62%
2	Staff Wards	5	3%
3	Management	16	10%
4	EWS/RTE	40	25%
	Total	160	100%

3. Instructions to be followed while filling a registration form

◆ Fill the registration form on the school website. www.mlpschool.edu.in
After filling and submitting the online registration form, a registration number is generated by the computer. This will be followed by an SMS detailing your login ID and Password for future reference and use.

- ◆ Take two color printouts of the filled registration form. (One printout of the form to be submitted at the time of verification and the second printout to be kept for personal reference)

In case a registration number is not generated for any reason on the filled form, it will be considered invalid.

- ◆ In case of an error while filling the online form kindly intimate the admission team through an email at admission@mlps2008ynr@rediffmail.com (Please do not fill another form)

Helpline Numbers : 01732-250092, 257513

- Colored hard copy of the form is required to be submitted to the school as & when invited for verification on the said date.

Only one application form is to be submitted online for one child.

- Admission in no way guarantees **TRANSPORT FACILITY FOR THE CHILD**. Please note that the school transport will only be provided on the available route.

ADMISSION SCHEDULE (REVISED)

1.	Last date of online registration for admission	30 th Nov. 2023
2.	Verification of documents and submission of registration forms	Will be intimated through SMS individually
3.	Display of list of applicants shortlisted for admission	
4.	Display of Second List of provisionally selected applicants (Including waiting list) and schedule for submission of fee (General Category) if any.	6 th Feb 24

The following criteria have been adopted for the allocation of points for the academic session 2024-25 and will form the final score of your application.

PARAMETERS ADOPTED BY THE SCHOOL

- Neighborhood (Max. points 40) Refer to the table given

Distance in Kms	Points	Max Points
Less than 0-2 km	40	40
Beyond 2 km	20	
Beyond 8 km	0	

- First Come First Serve-Child registered

◆ In the year of birth of child	20	20
◆ In the second year of birth	10	
◆ In the third year of birth	00	

C. Siblings (Real brothers or sisters)	10	10
D. Alumni		
♦ Father or Mother or both	10	10
E. Mother Father		
♦ Parent's Qualification	20	20
Total Points		100

Criterion Definition

- a. **Neighborhood** : Localities upto 2 km (aerial distance) will be considered only.
- b. **Sibling** : A real brother or sister of the applicant who is on the school roll during the academic session 2023-24
- c. **Alumni** : Father / Mother or both who have passed class 10th /12th from MLPS, Sarojini Colony (or any other core school under the aegis of Mukand Schools)
- d. **Staff Quota** : The wards of the employees of the school i.e MLPS, Sarojini Colony. The unfilled seats of the staff quota shall spill over to the open category.
- e. **Tabulation of Final Score**
 - ♦ Parents of candidate will be called after verification of original documents according to the schedule intimated through SMS/Whatsapp messages/email.
 - ♦ The list of applicants shortlisted after verification will be displayed according to the scores.
 - ♦ In the event of many applicants getting identical final scores in the lowest eligible scores, older candidates will be selected.
 - ♦ **Final admission is subject to verification of the listed documents (in original). The school reserves the right to cancel the application of any candidate during verification due to wrong / incorrect information or incomplete submission of documents.**
 - ♦ **The School also reserves the right to cancel an admission at any stage for wrongly submitted/ forged documents.**

School admission process for KG to Grade IX & XI

Admission upto class V

- ♦ Child will be registered if there is a vacancy/likely to be created
- ♦ To appropriate age group of the class.
- ♦ On the basis of interaction Meeting.

Admission to classes VI-IX

- ♦ Child will be registered if there is a vacancy/likely to be created
- ♦ To appropriate age group of the class.

◆ On the basis of merit in the written test conducted in the five main subjects.

Admission procedure for class XI

The admission for class XI students will be taking place in the month of April as well as July. The admissions taken in the month of April will be considered as “Provisional Admission” till the student’s board result for class X is declared.

You will need to carry the report card of your ward, of class 10th. The same will be put across to the Principal of the school, post which a written assessment will be conducted for students applying for Science and Maths as Subject options.

You will need to fill the registration form and submit along with the following documents-
-Original plus one photocopy of the students Birth Certificate. (The original will be returned immediately after verification.)

-Photocopy of Report cards of classes-8th,9th,10th.

The school follows the CBSE curriculum. Below are the class wise subjects that are offered at the school.

Class XI & XII

Streams

Non Medical/Medical

English
Physics

Chemistry
Biology
Edu.

Mathematics
Physical Education
Computer Science

Commerce

English
Accountancy

Business Studies
Economics

Mathematics/Physical/Edu.
Informatic Practices

Humanities

English
Economics

Political Science
Mathematics/Physical

Informatic Practices
History

Parent Orientation Program

There will be an orientation program for all new parents before the beginning of the session. This program will acquaint the parents with the vision, Mission & work ethics of the school/Society/group.

Transport Facility (Optional)

◆ Students can avail transport facility in case of seat vacant on the available routes as per the charges fixed from time to time

- ◆Transport Facility once availed can not be withdrawn in the middle of the session, failing which transport charges will have to be paid for full session
- ◆Transport Fee will be charged for 11 months.
- ◆Transport fee if not paid by due date will be stopped from 1st of next month without notice.

School Fee Rules

Fee payment schedule:

The following fees are due to the school

- ◆Admission fee: Payable only once, the fee is not refundable. This fee is to be paid at the time of admission before the child joins school.
- ◆Security Deposit : Payable only once, the deposit is refunded at the time of withdrawal, if all dues are clear and prior notice has been submitted to the school.
- ◆Monthly Fee : This is payable every month by & before 15th of each month in THE BANK. Bimonthly payment is recommended i.e the first week of April, June, Aug, Oct, Dec & Feb.
- ◆A late fee of Rs. 100/ for each consecutive month will be charged if not paid by the due date.
- ◆Bus Fee (Optional)
- ◆Child welfare fund, Sports fee & ID card fee Rs. 100/- each is to paid once only in the month of April.
- ◆Payment by online transaction/through the app okkie dokkie is preferred .

Note :- The management reserves the right to strike off name of such students who failed to pay two or more installments.

List of documents for verification

(All documents in original)

- a. Birth Certificate from the registrar of birth or equivalent authority. Name of the child must be endorsed in the Birth Certificate duly countersigned by Registrar of Birth. Any spelling error in the name of the child / Parents shall not be entertained. The birth certificate has to be complete in all respects.
- b. Proof of residential address

List of indicative documents which can be considered as proof of residence of Parent/ Child (carry at least any two documents)

 - ◆ Registered Company Rent Lease
 - Or
 - ◆ Registered Rent Lease Agreement (Lease of property in the name of the parent along

With Pan No of the landlord with proof of transfer of rent in his/her bank account for a minimum of last 6 months)

Or

◆ Registered sales Deed of residential property in name of grandparent (in case registered sales deed is in the name of the grandparent it should be accompanied with the parent's voter ID or Passport.

Or

◆ Passport of parent or applicant at the same address.

Or

◆ Paid Electricity bill/ Paid MTNL telephone bill of the last 6 months/water bill/ electoral Card/Aadhar card/Ration card of parents of the same address with proof of PNG gas bill.

- c. In case of sibling applicants, fee receipt (of sibling of the year 2023-24 studying at MLPS Sarojini Colony.
- d. In case of alumni of MLPS, Sarojini Colony/ any other under the aegis of Mukand (father/mother/both): School leaving certificate / Sr. Secondary/Secondary Board Certificates.
- e. In case of Staff child, the staff identity Card/ Appointment Letter.
- f. Immunization / Vaccination record of the child.
- g. In case of SC/ST/OBC candidates who have applied in the general category, a certificate from the office of the SDM. (Required only for the purpose of record.)
- h. Child's Aadhar Card (Child's active passport)
- i. Legal Documents in case of separation/divorce/adoption/single parent.
- j. Transfer certificate for all grades except Nursery.
- k. Report card of the previous school for all grades except kindergarten.

Note : Self attested photocopies of all the above documents in case selected for admission.