

(TO BE PUBLISHED IN PART-IV OF THE DELHI GAZETTE-ORDINARY)

GVERNEMNT OF NATIONAL CAPITAL TERRITORY OF DELHI

(EDUCATIONAL DEPARTMENT)

OLD SECRETRIAT, DELHI - 110054.

NO.F/DE/15/1031/ACT/2007/7002

Dated: 24.11.2007

ORDER

NO.F/DE/15/1031/ACT/2007/7002.-In exercise of the powers conferred by subsection (1) of section 3 of the Delhi School Education Act, 1973(18 of 1973) read with rule 43 of Delhi School Education Rules, 1973, and on the recommendation of the Delhi School Education Advisory Board, the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following Order in respect of admission procedure for pre-primary classes in the recognized schools in Delhi, namely:-

1. Short title and commencement – (1) This Order may be called the Recognized Schools (Admission Procedure for Pre-Primary Class Order, 2007. (2)It shall come into force with immediate effect.
2. Definitions- In this Order, unless the context otherwise requires,
 - (a) “Act” means the Delhi School Education Act, 1973(18 Of 1973);
 - (b) “Delhi” means National Capital Territory of Delhi,
 - (c) “Form” means the form appended to this Order.
 - (d) “Management” means the Managing Committee of a recognized school, imparting education in Delhi.
 - (e) “Rules” means the Delhi School Education Rules, 1973;
3. Within a period of three years from the date of coming into force of this Order, Every school shall introduce a pre-primary class for the admission of children, who have completed the age of minimum four years as on the 31st March of the year in which admission is being sought.

Provided that no admission shall be made in standard one unless the child has completed the age of minimum five years as on the 31st March of the year in which admission is being sought.
4. With effect from the date of coming into force of this Order, all admissions in the pre-primary class shall be made in the manner provided in this Order.
5. Display of information relating to proposed admissions.- Each school shall display the following information by the 30th November of every year on its notice board, in its prospectus and website (where available), namely:-
 - i. Total number of seats available for admission in pre-primary class.

- ii. Total number of seats to be filled from the children of economically weaker sections of society, if the school has been allotted land on concessional rates by Government agency.
 - iii. Date, place, mode of distribution and receipt of registration forms.
 - iv. Infrastructural facilities available in school.
 - v. Details of Faculty of school.
 - vi. Facilities available for children with special needs.
 - vii. Fee structure.
 - viii. Past performance of the school in different fields , such as –
 - ix. Academics
 - (ii) Sports
 - (iii) Cultural activities
- i. List of supporting documents to be produced by the parent at the time of admission (This list will be as per the requirement of the school).
6. i) Every school shall use the Standardized Registration Form as per Form-1, ensuring that each form has a unique number.
- ii) Photocopies of the supporting documents shall be asked for at the time of registration. Parent or guardian shall submit all original documents at the time of admission.
- iii) The school shall scrutinize the registration forms to verify the details and other particulars filled up by parents or guardian.
7. The school shall not be conduct any interview of , or interaction with the child for whom admission is being sought. There shall also be no observation of the child either in formal or informal conditions.
Similarly, the school shall not conduct any interview of or interaction with the parent(s)/ guardian(s).
However, the school can have in formal interactions with parent(s)/ guardian(s) only with the purpose to ascertain the veracity and correctness of the documents/details, which will be communicated to the parent(s)/guardian(s) in writing in advance.
8. There shall be no overall lottery system to select/short list a child for admission. Limited use of lottery may however be adopted in case there is a tie amongst applicants.
9. Schedule of dates for admission- The shall be make the admission as per the following schedule, namely:-
- (a) Distribution of registration forms for admission shall be done from 15th December to 31st December.
 - (b) Filled up forms shall be accepted at the school till 7th January up to 16:00 hrs.
 - (c) After scrutiny f forms as per admission criteria adopted by it, the school shall display the following information , namely:-

- i. List of selected children (First list) and waiting list (Second List) on 1st February.
 - ii. Third list, if any on 28th of February.
 - iii. Fourth list, if any on 15th of March.
10. The school shall, display all the mentioned four lists on their webs-site(where available) and notice board on the dates above with following information:-
 - i. Names and registration number of all the children whose standardized Registration Forms were received by the school.
 - ii. Names and Registration no. of children selected for admission.
 - iii. Draw of lots and date, time and venue of the draw of lots in case of tie.
11. Fees from the parent(s)or guardian(s) of the selected children in the First List shall be accepted in the school till 16.00 hrs on 15th February. Similarly, fees from the parents or guardian of children selected from the Second list shall be accepted till 16.00 hrs. on 26th February. Fees from the parent(s) or guardian(s) of children selected from the Third and Fourth List will be accepted till 16:00 hrs. on 10th March and 25th March, respectively.
12. In case any fee collected from parent(s) or guardian(s) of a child whose admission is cancelled subsequently due to non-submission of original documents by the due date, or any information or document submitted at the time of registration being proved to be wrong or false, the entire fee except registration fee shall be refunded.
13. If any parent or guardian, after depositing the full fee for admission of a child, chooses to withdraw the child from the second within one month from the date of the admission, then the school may retain the Registration Charges, Admission Fee and the tuition fee for one month only, and shall refund all other amounts of fee or admission or other charges.
14. The school shall be develop and adopt criteria for admission which shall be clear, well defined, equitable, non-discriminatory and unambiguous. The school shall adopt those parameters which are in the best interests of children and are in live with its own philosophy, and these shall include the following:-
 - (i) Neighborhood-It is in the interest of children that they are provided admission in a school nearest to their residence. The schools shall, therefore, give preference to children living in nearby areas. If the school is satisfied that a good and safe transport is available for a child, then it may consider giving admission to such a child even if he/she lives at a place quite far off from school. This is also important as distribution of schools is not uniform in the city.
 - (ii) Background of the Child-Children from all social and economic backgrounds shall be equally considered for admission. The school shall make a conscious effort to admit children with special needs or from vulnerable backgrounds.
 - (iii) Sibling-Generally, parent(s) or guardian(s) prefer that their children study in the same school. Therefore, the school may give preference to a child who has a sibling studying in that school.

- (iv) Transfer Case: - Many parents or guardian are working in transferable jobs, in the government and other private sectors.
The school may give preference to the child of such parent(s) or guardian(s).
- (v) Single Parent i.e. divorced/widow/widower/unmarried:- The School may give preference to admit child of such single parent.
- (vi) Management Quota- School may have a management quota which shall not exceed twenty percent of the seats available for admission in the class.

Schools can also fix additional parameters but are required to stipulate a point system for each criteria/parameter.

15. The admission criteria adopted by the school shall be made by the Managing Committee and be finalized with the prior approval of the Directorate of Education. The final approval/disapproval shall be communicated to the concerned school within four weeks from the date of receipt of request from the school concerned.
16. Every school shall make public the approval admission criteria adopted by its, on its website (where available), prospectus and Notice Board.
17. The school shall not charge, alter or modify its approval admission criteria during the admission process in an academic session.
18. An Admission Committee under the chair person ship of the Principal of the school shall be constituted with the following, as members:-
 - (i) Two representatives from the parent(s) or guardian(s) in the Managing Committee /PTA.
 - (ii) Headmaster/Headmistress of the school/in charge of the primary section.
19. The functions of the Admission Committee shall be as follows:-
 - (a) Overall monitoring of the admission process.
 - (b) Conducting the draw of lots, if required, in a transparent manner in front of parents or guardian and all members of the Admission Committee.
 - (c) Ensuring that the norms and criteria specified by the school for admission are objectively applied to determine the admission.
 - (d) Ensuring that the time schedule and other stipulations in the admission procedure are fully adhered to;
 - (e) Attending to the complaints, if any, in an impartial manner and taking remedial and corrective manners.

20. Special Provision for the session commencing April 2008:-

- (i) In case the Management of any school finds that the school does not have vacancy for pre-primary class for academic session starting from April 2008, then, it shall notify the same on its website, prospectus and notice board, respectively and shall also inform the Deputy Director of the District concerned, in writing, by 15th December 2007.
- (ii) All children who have been given admission for academic year 2007-08 in a class lower to pre-primary class shall move to the pre-primary class for the academic session starting from April 2008.

21. There shall be one year of pre-primary class in every school. A class of one year duration preceding this called pre-school may be set up as a neighboring pre-school and the Education Department shall frame the guidelines in this regard, in consultation with experts. The schools which are already running pre-school class may continue to do so subject to the following conditions:

- (a) Every child admitted to pre-school shall be of minimum three years by 31st March of the year in which admission is being sought.
- (b) The schools shall frame their own guidelines for admission to pre-school class and the same criteria as for admission to the pre-primary level may be adopted, until such time as the guidelines for pre-schools are framed.

Explanation: - for the purposes of this clause, the ages stipulated for entry into standard one, pre-primary class and preschool class are the minimum ages and there is no bar to children older than the ages specified in this clause being given admission to these classes.

22. Monitoring by Education Department:- Every school shall furnish a soft copy, and hard copy of the information in clauses 5 of this Order, duly signed by the Principal, to the Deputy Director(Education) of the District concerned by 30th November, who shall ensure that this is placed on the web-site of the Education Department (www.educel.nic.in)

23. A copy of the adopted criteria as approved by Management Committee shall be submitted in office of the concerned Deputy Director by 30th November, for approval/disapproval.

24. Every school furnish detailed information regarding admissions made in the pre-primary class, on the Reporting Form in Form II and District Deputy Director of Education shall put same on the website of Education Department for public viewing.

25. A monitoring cell shall be constituted in each district under the Chairmanship of the District Deputy Director, who shall look into complaints regarding admission and shall conduct regular inspections to ensure that the process is hassle free, objective and transparent.

26. Any non-compliance of the above Order shall be viewed seriously and necessary action shall be taken as per provisions of the Delhi School Education Act & Rules 1973.

By order and in the name of the Lt. Governor of the

National Capital Territory of Delhi,

(ANKITA MISHRA)IAS

JOINT SECRETARY

(EDUACTION)

Management of all recognized schools

Copy to:

1. P. S to Hon'ble L.G.
2. P. S to Hon'ble M.O.E
3. P. S to Secretary (Education)
4. P. S to Director of Education.
5. All Regional Directors of Education.
6. All Deputy Director of Districts with a request to serve this order on Management of recognized schools of their respective districts.
7. Education Officers /Deputy Education Officers of respective zones.
8. Guard File

(M.S. RATHEE)

ASSISTANT DIRECTOR OF EDUCATION (ACT)

Note: Clouse 7, 9, 15, 23 are struck down by Supreme Court