



GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054

No. DE.23 (28)/Sch.Br./2017/ 1252

Dated: 06/06/17

CIRCULAR

Sub: Instructions for Online Admission in Class XI in Science & Commerce Streams for the Session 2017-18.

Admission to Class XI will commence immediately and continue throughout summer vacations.

To avoid hardship to the students and parents for getting eligible students admitted in the Science & Commerce Stream, the linkage plan within schools of Directorate of Education to Class XI for Science & Commerce stream has been done online like last year, whereby a merit list will be generated for Science & Commerce streams separately.

The Admission criteria for Class XI to various streams for the session 2017-18 will be as per the Circulars Nos. DE.23(28)/Sch.Br./2016 dated 31-5-2016 & DE.23(28)/Sch.Br./2016/843 dated 7-6-2016 (Flag A & B).

❖ **PLAN ADMISSION PROCEDURE FOR GOVT./GOVT.FEEDER SCHOOLS**

- Registration to be done for the students in their **OWN SCHOOL** (where they were studying).
- Each student has to compulsorily fill and submit the **OPTION FORM** (Annexure-1) along with application in the school from where he/she appeared in Class X exam (Present School).
- It is the responsibility of Head of School to ensure that all students submit the option form along with application in their own school.
- Head of School will submit online the names of those eligible students who have opted for Science/Commerce stream.
- **No eligible student of Govt. Schools will be denied admission till the completion of Admission Process on the pretext of Non Availability of Seats.**
- Head of School will ensure that all eligible students of own DOE Govt. schools and feeder DOE Govt. schools are granted admission in Science/Commerce Stream.
- In case the number of students who have applied for Science/Commerce Stream is more than the seats available in the particular school, another school will be allotted by the Zonal DDE in the online module.
- The name of the allotted school will be reflected in the feeder school as well as in the allotted school where the admission will be given to the student. The students will contact the "Allotted School" (Where admission is to be done) for admission.
- Feeder Schools will forward the SLCs to the concerned school (parent school) where the students have been allotted.

❖ ADMISSION PROCEDURE (Manual) FOR NON-PLAN ADMISSION

All the Heads of Govt. /Govt. Aided Schools are directed to adhere to the following instructions in letter and spirit while preparing the merit list for the Non-Plan Admission:

- Applications along with filled option form for such Admission are to be submitted by the students directly in the school where they seek admission after declaration of Class X result.
- Every student who submits an application will be given a unique acknowledgment number and receipt. No application will be refused. Admission will be strictly as per merit list and eligibility.
- The eligibility criteria to be followed as per Circulars Nos. DE.23(28)/Sch. Br./2016 dated 31-5-2016 & DE.23(28)/Sch.Br./2016/843 dated 7-6-2016.
- CBSE / ICSC/NIOS roll number of all students (whether feeder or others) has to be filled in the admission module to check the eligibility criteria. The online module is designed to check automatically the eligibility of the students who have passed CBSE Examination. However, for other boards the Head of School will ensure the eligibility criteria manually from the statement of marks/marksheet.
- In order to observe transparency a merit list (ML-1) will be prepared for all the registered students for Science and Commerce streams separately.
- **The CBSE/Concerned Board roll numbers of such students must be mentioned in the merit list.**
- **The grades of the concerned students must be properly checked and verified by the Head of School from the website of the concerned Board before granting admission.**
- ***In addition to above the following instructions should also be compiled with:***
 - To help the parents of the students seeking admission two teachers may be deputed at the helpdesk set up in the school.
 - Prepare the merit list including CGPA & Grade points of their required subjects as per the Circulars mentioned above.
 - The HOS has to prepare the merit list according to these total grade points keeping in view that a student must have obtained minimum qualifying grades in each subject as per admission criteria for Science & Commerce streams.
 - It is also important to note that just getting minimum qualifying grade & CGPA does not guarantee admission in a particular stream.
 - The DDEs (Zone) are also directed to monitor the admission process personally and closely and it is their responsibility to ensure that no rules are violated. Transparency is to be maintained at all levels.
 - **Age criteria will not be applicable for those students who have passed Class X this year from CBSE/State Board. However, for students having a gap year it will be applicable.**
 - All Heads of Govt. Schools have to ensure that 50 students may be enrolled in Science Stream to get the maximum utilization of infrastructure.
 - **The Head of School is empowered to create a new section if the number of students in a section exceeds 50 and the infrastructure is available. Requisite additional numbers of posts and teachers will be accordingly sanctioned by PFC.**
 - The last date of admission for Class XI at the level of Head of School is 31st July, 2017.

- The HOSs are directed not to force the students of their own school to choose a particular stream. All the eligible students of their school must be given the stream of the student's choice.
- **The Management and Heads of Aided Schools may have their own criteria for admission in Class XI of Science and Commerce Stream and may admit students of any school to ensure that adequate number of students are admitted in each stream to ensure the proper utilization of manpower and infrastructure available in the schools. They will also ensure that all the students of their own school are adjusted in their own school.**
- The Head of School will send the requisition for additional teachers/staff as per number of sections with justification to Post Fixation Cell (HQ) latest by 15.07.2017.
- **No student admitted under Non-Plan Admission in Science/Commerce as per the merit list in Govt. Schools and as per the relaxed criteria in Govt. Aided Schools will be eligible for transfer to other school in the same stream for Class XI & XII.**

The schedule for admission of Class XI in Science & Commerce Stream is as under:

- Declaration of 1st merit list (ML-1) for Non-Plan : 12-06-2017 (Monday)
Admission
- Declaration of 2nd merit list (ML-2) for Non-Plan: 19-06-2017 (Monday)
Admission (if required)
- Declaration of 3rd list (if required) : 28-06-2017 (Wednesday)
- Declaration of 4th list (if required) : 10-07-2017 (Monday)
- Last Date of Admission in Class XI : 31-07-2017 (Monday)

The Head of School will consider the applications for admission of all the eligible students till the last date of admission i.e. 31-07-2017.

Note: All Heads of Govt./Govt. Aided School are directed to display the circular including schedule on the Notice Board.

This issues with prior approval of the Competent Authority.


(Dr.(Mrs. Sunita S. Kaushik)
Addl. DE (Schools)

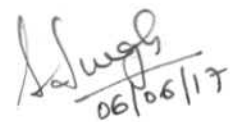
DE.23 (28)/Sch.Br./2017/1252

Dated: 06/06/17

All Heads of Govt. Schools under Directorate of Education through DEL-E.

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. All RDEs, DDEs (District/Zone) to for information.
4. Programmer (MIS) for uploading on MIS.
5. Guard File.


DDE (Schools)

**Class XI
(OPTION FORM)
Session 2017-18**

To be filled by the students

Date:.....

- 1. Name of Student _____
- 2. Student ID _____
- 3. Choice of Stream
 - a) Science with Maths _____
 - b) Science without Maths _____
 - c) Commerce with Maths _____
 - d) Commerce without Maths _____
 - e) Humanities _____
 - f) Vocational _____

4. Grades in the subjects as per the eligibility Criteria

Sl. No.	Subject	Grade

Signature of Student

Signature of Parent

**Acknowledgement
(To be issued by the School)**

Master/Kum. _____ s/o/d/o _____
has opted for _____ stream in Class XI in Session
2017-18.

Date:.....

Signature of Teacher In-charge

Countersined by HOS

Name of Teacher In-charge