



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

No. DE.23 (363) / Sch.Br./2017/18/150

Dated: 25/01/18

CIRCULAR

Sub: Admission Plan for academic session 2018-19 for admission in Classes VI & IX from feeder to parent Schools.

The following broad guidelines should be taken care of while preparing the admission plan for 2018-19.

- Neighbourhood schools should be attached.
- Ensure that as far as possible no student has to cross the Railway Lines or Major Main Road.
- Equidistribution of students should be done, wherever possible, to avoid overcrowding.
- Students of MCD studying in English/Urdu Medium should be attached to the same instructional medium schools.
- All primary schools recognized by MCD, Schools recognized upto primary level under RTE and Govt. Aided Primary Schools should be attached to schools of Directorate of Education for the passouts of the highest Class i.e., Class V.
- All Govt. Aided Middle Schools and Middle Schools recognized upto elementary level under RTE/DSEAR should be attached to Secondary/Senior Secondary Schools of Directorate of Education for the passouts of the highest Class i.e., Class VIII.
- Attachment of schools for preparing admission plan should be guided by convenience of students and not restricted by Zonal/District boundaries. That is to say, if two schools are close to each other distance wise and they should ideally be attached for the purpose of admission plan, then they should be attached even if they are located in two different Zones/Districts. District DDEs (in case of inter zonal boundaries) and Regional Director (in case of inter district boundaries) should ensure that Zonal/District boundaries do not create hindrance in the attachment of schools.

A. Jain

HoS of MCD Schools will feed the data of students of Class V of their Schools in U-DISE. The data of all students should be fed diligently and no child should be left whose data is not fed.

Following schedule for Admission Plan for classes VI & IX must be adhered to:

1. Data feeding in U-DISE to be completed by 07.02.2018 (Wednesday) by MCD Schools and feeder middle schools.
2. Mapping and attachment of feeder schools to be completed by 08.02.2018 (Thursday) by DDEs (Zone) of Directorate of Education.
3. Displayed attached school list must be checked on scroll of MIS home page (Feeder-Parent School detail) by 15.02.2018 (Thursday).
4. If any discrepancy is found in the attached school list, then correction would be made by concerned DDE (Zone) only from 15.02.2018 (Thursday) to 23.02.2018 (Friday).
5. Submission of hard copies of Zone-wise Admission Plan along with the certificate by concerned DDE (Zone) duly countersigned by concerned DDE (District) by 27.02.2018 (Tuesday).
6. Reflection of detailed list of students of feeder schools in the parent school by First week of March. (Concerned HoS of DoE and MCD School will check the list of students.)
7. Plan admission to be done between 19th March (Monday) to 16th April, 2018 (Monday).

This issues with prior approval of the Competent Authority.

DE.23 (363)/Sch.Br./2017-18 / — 150

All Heads of Govt., Govt. Aided and Unaided Recognised Schools under Directorate of Education through DEL-E.

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education).
3. Director (Education), East, North, South for necessary action.
4. Programmer (MIS) for uploading on MIS.
5. Guard File.

A. Jain
25.1.18
Addl.DE (Schools)
Dated: 25/01/18

[Signature]
25/01/18
DDE (Schools)