



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

No. DE.23 (363) / Sch.Br./2018/ 1853

Dated: 17/01/2019

Circular

Sub: Plan Admissions for the Academic Session 2019-20.

Every year students from the feeder Schools i.e. MCD's/Govt., Govt. Aided, Recognized Unaided Schools (Under RTE/DSEAR) are admitted in the Schools of Directorate of Education. In order to facilitate the parents and to make the admission process hassle free and to review the admission procedure a meeting under the chairpersonship of the Addl. DE (School) was convened on 09.01.2019 at 11:00 AM at Ludlow Castle Sports Complex. The Plan Admission related issues were discussed and following decisions were taken:-

1. The following broad guidelines should be taken care, while preparing the admission plan for 2019-20:-

- Neighbourhood feeder schools of Delhi should be attached to parent school.
- Ensure that as far as possible no student has to cross the Railway Lines or Major Main Road.
- Students should be distributed equally, wherever possible, to avoid overcrowding in a particular school.
- Students of feeder school studying in English/Urdu Medium should be attached to the same instructional medium schools.
- All primary schools including MCDs, Govt. Aided, Recognised Unaided Primary Schools (under RTE/DSEAR) should be attached to schools of Directorate of Education for the passouts of the highest Class i.e., Class V.
- All Govt./Govt. Aided and Recognized Unaided Middle Schools should be attached to Secondary/Senior Secondary Schools of Directorate of Education for the passouts of the highest Class i.e., Class VIII.
- For Admission Plan, schools should be attached keeping in mind the convenience of students and not restricted by Zonal/District boundaries i.e. if two schools are close to each other 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. K. S.

2. Plan Admission in Class VI:


All the HoSs of the MCDs, Govt. Aided, Recognised Unaided Primary Schools (under RTE/DSEAR) are requested to fill up enrolment details of Class V students (gender wise and medium wise) in the online module available at www.edudel.nic.in ->Student login->Plan Admissions, latest by 25-01-2019.

- a) A module having 12 data entry fields has been developed, which is class wise for Classes VI & IX. The particular class VI or IX will have to be selected before feeding the data. The data of all students of class V should be fed diligently and no child should be left.

The data entry fields are as under:

- 1 Name
- 2 Date of Birth
- 3 Father's Name
- 4 Mother's Name
- 5 Category(SC/ST/OBC/Gen)
- 6 Gender
- 7 Medium of instruction
- 8 Address
- 9 Mobile No.
- 10 Bank A/c No. (If available)
- 11 Aadhaar No. (If available)
- 12 Religion

- b) This data is to be made available to Directorate of Education by 25th January, 2019 then from 28-01-2019 to 02-02-2019 a mapping exercise would be done by the DDEs (Zone) of Directorate of Education, in which online linkage of the feeder schools with the parent DoE schools will be made.
- c) Welcome sheets would be generated by the parent school of DoE in which the name of student, parent and detail of the parent School would be provided on one side while list of the documents required by the parent school with other general instructions regarding admission will be printed on the other side.
- d) Before the last examination of Class V in MCD schools i.e. 15th March, 2019 (as fixed by MCD's officials), the HoS/Vice Principal/designated teacher of the parent DoE school would visit the feeder schools personally to hand over the welcome sheet to each child on or before 15.03.2019 or as per the date fixed in consultation by both the Heads of Schools (i.e. MCD & Directorate of Education). MCD officials may be requested to hold a PTM on that day so that parents can also be briefed by HOS and Teachers of Parent Schools.



- e) On 1st of April, 2019, all the students of Class V, their parents, teachers and HoS would be invited to DoE schools to brief them about their new school. **The Directorate of Education will try to achieve maximum admissions during the first 15 days through mass publicity/advertisement etc.**
- f) HoSs of feeder Schools will ensure that the parents of Class V students are well informed about the last date (16th April, 2019) of plan admission.
3. **Plan Admission in Class IX:** On similar lines, data entry would be done to get the enrolment status of Govt./Govt. Aided and Recognized Unaided Middle Schools and the admission plan will be designed for Class IX accordingly by DDE (Zone). After giving plan admissions, remaining seats will be open for Non Plan Admission.

All the DDEs (Zone) will direct the Heads of all Recognized Unaided Middle Schools (including schools recognized under RTE Act, 2009) under their respective Zone to fill up enrolment details of Class VIII students (gender wise and medium wise) in the online module available at **www.edudel.nic.in ->Student login->Plan Admissions**, latest by 25-01-2019.

- a) A module having 12 data entry fields has been developed, which is class wise for Classes VI & IX. The particular class VI or IX will have to be selected before feeding the data, as given at para 2(a) of this circular. The data of all students should be fed diligently and no child should be left.
- b) This data is to be made available to Directorate of Education by 25th January, 2019 then by 2nd of February, 2019 a mapping exercise would be done by the DDEs (Zone) in which online linkage of the feeder MCD schools with the parent DoE schools will be made.

If the feeder schools (Class VI & IX) do not fill the above 12 point data for a student before the stipulated date, the name of that student will not be reflected at DoE online module, hence he/she will not be admitted by the parent school. In this case the feeder school has to approach the respective DDE (Zone) to feed the necessary details of the left out students so that the student concerned may got admitted in the designated parent school.

The module for linking feeder schools to parent schools for Classes VI and IX will be made available to Zonal DDEs from 28-01-2019 to 02-02-2019.

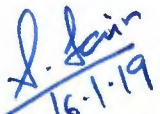
Following schedule for Admission Plan for classes VI & IX must be adhered to:

- 1. Data feeding in the online module to be completed by 25.01.2019 (Saturday) by all the feeder schools.**
- 2. Mapping and attachment of feeder schools to be completed by 02.02.2019 (Saturday) by DDEs (Zone) of Directorate of Education.**
- 3. Availability of attached feeder schools list on MIS by 07.02.2019 (Thursday).**

L. Jain

4. If any discrepancy is found in the attached school list, then correction would be made by concerned DDE (Zone) only from 08.02.2019 (Friday) to 15.02.2019 (Friday).
5. Availability of final attached feeder schools list on MIS by 16.02.2019 (Saturday).
6. Submission of hard copies of Zone-wise Admission Plan along with the certificate by concerned DDE (Zone) duly countersigned by concerned DDE (District) by 20.02.2019 (Wednesday).
7. Availability of detailed list of students of feeder schools in the parent school by First week of March. (Concerned HoS of parent and feeder school may check the list of students.)
8. Plan admission will be done between 15th March to 16th April, 2019. In case, the student does not take admission in the parent school during this period, he/she will lose the seat. Thereafter the student can get admission under Non Plan and will not be entitled to the schools allotted earlier (parent school), under Plan Admission.
9. For the students admitted in the session 2019-20, Student ID must be generated from 1st April, 2019 onward.
10. Before Student ID generation, Student must be asked if he/she has studied earlier in Delhi Govt. School, if yes generation of new ID must be avoided otherwise the HoS will face problems related to Duplicate Student ID. Such student may be admitted online as per circular no. DE.23(363)/Sch.Br./2018/1085 dated 25-07-2018 regarding 'Old Student Admission with Gap'.

This issues with prior approval of the Competent Authority.


16.1.19
Dr. Saroj Sain
Addl.DE (Schools)

encl: as above

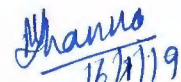
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Dated: 17/01/2019

All DDsE (Zone) under Directorate of Education through DEL-E.

Copy to:-

1. PPS to Secretary (Education).
2. PS to Director (Education).
3. Director (Education) North DMC/South DMC/East DMC/ NDMC & CEO (Delhi Cantonment Board) with a request to issue directions to all stakeholders.
4. All RDsE/DDsE(District) to ensure compliance.
5. System Analyst (MIS) for uploading on MIS.
6. Guard File.


16/1/19
DDE (Schools)

प्रिय,

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विद्यालय का पता:.....

विद्यालय आई. डी.:.....

दूरभाष :.....

अभिभावकों से आग्रह है कि प्रवेश के समय निम्नलिखित दस्तावेज़ अपने साथ लायें:

1. विद्यार्थी का पासपोर्ट आकार का फ़ोटो
2. आवास प्रमाण पत्र
3. आधार संख्या (प्रमाण सहित) वैकल्पिक
4. बैंक खाता संख्या (प्रमाण सहित) वैकल्पिक
5. जाति/दिव्यांग प्रमाण पत्र (यदि लागू है तो)

सामान्य निर्देश:-

1. यद्यपि कंप्यूटर से आपके बच्चे का नाम इस विद्यालय में आ चुका है किन्तु अभिभावक उपरोक्त दस्तावेज़ जल्द से जल्द जमा कर अपने बच्चे का इस विद्यालय में दाखिला निर्धारित समय में सुनिश्चित कर लें अन्यथा वह इस विद्यालय में प्रवेश से वंचित हो जायेगा और उसे नॉन प्लान प्रवेश प्रक्रिया के तहत विद्यालय का आवंटन किया जायेगा जो कि दूर भी हो सकता है
2. नगर निगम विद्यालय के कक्षा V के छात्र अपने अभिभावक व शिक्षक के साथ 1 अप्रैल 2019 को शिक्षा निदेशालय के अपने नए विद्यालय में समय पर पधारेंगे