CIRCULAR

Sub: Resubmission of online Student Enrolment Data as on 31.07.2016 for the Post Fixation 2016-17 in r/o all govt. schools of Dte. of Education.

Keeping in view the queries raised by HOS(s), it has been clarified that students of Vishwas group be entered in Class X and subject may be chosen accordingly as the link for Domestic Science which is available now.

In view of the above clarification all the Heads of Schools are directed to resubmit afresh the student enrolment data as on 31st July, 2016 on-line to MIS as per proforma available on the website of the Directorate on or before 9th of August, 2016 positively. There is no need to submit the hard copy of the online enrolment submitted by HOS.

Further, all DDE’s/HOS are requested to go through the instructions before filling up the Performa and ensure personally that the data submitted by them is correct and complete in all respects. The data once submitted shall be final and subsequently, no change shall be permissible under any circumstances. The incorrect/incomplete/delay in submission of data, if any, furnished will be viewed seriously and the DDE’s/HOSs shall be held personally responsible for the same.

This issues with the approval of Competent Authority.

Encl: As above.

Copy forwarded for information to:-
1. PS to Director of Education, Old Sectt., Delhi.
2. PS to Addl. Director of Education, Old Sectt., Delhi.
3. All Regional DE/Disst. DDEs/EOS/DDEs of Dte. of Education, Delhi.
4. All HOSs of Schools, Dte. of Education, Delhi.
5. Programmer M.I.S. for posting the same on the pop-up and circular link of the website of the Department.

(VINOD KUMAR)
Asstt. Director of Education (PFC)
Dated: 04/8/16
Instructions
(Please read instructions carefully before filling up
the online link for student enrollment 2016-17 of Government Schools)

Important
(In requisite link for online entry, there will be three options namely (i) Entry Form for Student Enrollment 2016-17, (ii) Student Enrollment 2016-17 Report and (iii) Complete process of Student Enrollment to View Report. Make sure you do not click Complete Process option to view report until you are sure about completeness and correctness of student enrollment data that you have to furnish online. Because once you click option (iii), link for entry will be vanished without verifying completeness and correctness of the report.)

Requisite Link:-
PFC  --- Entry Form  --- Student Enrollment (16-17) Entry & Report  ---
(i) Entry Form for Student Enrollment 2016-17,
(ii) Student Enrollment 2016-17 Report,
Complete process of Student Enrollment to View Report

Link will be available from 05.08.2016 onward

1. Go through the Performa loaded with Circular and have all the information handy before commencing the filling in process.

2. Do not ignore error message, if any flashed on line while entering and/or saving the enrollment details.

3. Garden Area must strictly be the area earmarked for the purpose and will exclude any other area like entire premises area and/or playground area and must be recorded in Square metre (1 sqm=10.76sqft).

4. If entry for Additional Subject for class XI & XII is yes then makes sure there are entries in additional subject section as well.

6. For class VI to VIII make sure that a student should offer exactly Seven Subjects.
   (i) Five main subjects- English, Hindi, Mathematics, Natural Sc., Social Sc.
   (ii) 3rd MIL.- Any one of language out of Sanskrit, Urdu, Punjabi and Bengali
   (iii) One optional subject- Any one of Music, Domestic Sc., Drawing subjects

7. For class IX & X make sure that a student should offer exactly Six Subjects
   (i) Five main subjects- English, Hindi, Mathematics, Natural Sc., Social Sc.
   (ii) 3rd MIL.- Any one of language out of Sanskrit, Urdu, Punjabi and Bengali
   (iii) Vishwas Group students enrollment shall be filled in Class X
   (iv) Vishwas Group students may opt Domestic Science in lieu of Subject like Mathematics

8. (i) For class XI & XII make sure that a student should offer exactly Five Main Subjects for stream - Science, Arts and Commerce.
   (ii) In addition, a student of class XI & XII may offer only One Additional Subject, if that is the case then make sure entry for that should be recorded in Additional subject section and should not be recorded in main subject section.
   (iii) Subject introduced for the XI class onward must be approved by the Directorate of Education, GNCT of Delhi.

Caution: Do not click Complete process option to view report until you are sure about completeness and correctness of student enrollment data that you have to furnish online.