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

No. DE.23 (363)/Sch.Br./2016/Vol-I/671

Dated: 28/4/16

CIRCULAR

Sub: Instructions for Non Plan Admission.

In continuation to earlier circular No. DE.23 (363)/Sch.Br./2016/Vol-I/629 dated: 16.04.2016 all the Heads of School are directed to ensure that:

- The SMC members should be informed about the admission related meetings at least two days in advance so as to enable them to make it convenient to attend the meeting.
- They should be involved actively in the admission related activities by the concerned Cluster incharge.
- The admission posters put up in Schools shall be made on flex banners of size 3 feet X 4 feet. However, for displaying the dates in the posters stickers may be used so that the poster may not be printed for every admission cycle.
- Frequently asked question are also enclosed.

This issues with the prior approval of the Competent Authority.

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

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

No. DE.23 (363)/Sch.Br./2016/Vol-I/671

Dated: 28/4/16

Copy to:-

1. PS to Secretary (Education).
2. PS to Director (Education)
3. All RDEs/ DDEs (District/Zone)/DEOs for information.
4. OS (IT) to please paste it on the website.
5. Guard File.

(Usha Rani)
DDE (School)
FAQs
6th to 8th Standard

Q. Is there a common admission application form for all schools?
A. Yes there is common application form for all schools.

Q. Where can I get the application forms?
A. Application forms are available with schools. Also you can download it from www.edudel.nic.in

Q. What is a feeder school?
A. A feeder school is one whose students after passing the highest class available in that school are attached to a Govt. School (parent school) for their further studies in higher classes.

Q. What is a parent school?
A. A parent school is a Govt. School which admits the students of its attached feeder school(s) for further studies in Classes higher than the highest Class available in its feeder school(s).

Q. What is Plan Admission?
A. Plan admissions are those admissions in which students studying in schools managed by MCDs/DCB etc. are allotted a parent school and those students are granted admission in parent schools allotted to them.

Q. What if a student doesn’t want to take admission in parent school allotted to him?
A. A student cannot take admission in the schools other than his/her parent school. The only case when admission in school other than a feeder school is valid when there is a change of residence and then the admission will be done under Non Plan admission category. In this case the student has to take admission in allotted school and after that transfer is done.

Q. Is there a way to change the feeder school?
A. No, The feeder school cannot be changed.

Q. What will happen if I was allotted a feeder school and then I took admission in some other school under non plan admission concealing the information about my admission in planned school?
A. If in case of any admission done under Non Plan it is found at a later stage that the child has been already enrolled under Plan Admissions anywhere else, his/her admission under Non Plan shall be cancelled by the Head of School and the student shall be sent back to the parent school under plan admission.

Q. Where can I get the information about feeder schools?
A. List of feeder schools is available in www.edudel.nic.in.

Q. Which feeder school connects with which school? Is there any list?
A. Yes, the list is available on www.edudel.nic.in

Q. What is meant by Non Plan Admissions?
A. Non Plan admissions are for those students:
   1. Who were out of school i.e those students who have never gone to a school or dropped school for any reason.
   2. Whose parents are transferred from different states to Delhi.
   3. If a student is coming from an unrecognised school.

Q. My child has never gone to a school. Will he/she be given admission in school?
A. Yes, the child will be given admission in the school according to age appropriate criteria i.e he/she will be allotted a class according to his/her age. However this case will be categorised under Out of school category in Non Plan admissions.

Q. My child was studying in unrecognised school. Can he/she take admission in Government school?
A. Yes, This will be considered under Non Plan admission category.

Q. School is not accepting application form?
A. Schools authority cannot refuse the admission form. You can register the complaint in grievances section in www.edudel.ac.in and then the appropriate action will be taken.

Q. School is saying that there is no vacancy in school and hence not accepting the application form?
A. Cluster team will take decision whether there is a vacancy or not. It is the duty of Principal/Hos to accept the admission form. You can register the complaint in grievances section in www.edudel.ac.in and then the appropriate action will be taken.

Q. Principal/HoS is not consulting the cluster committee while giving admissions in his/her school?
A. It is mandatory for Principal/HOS to send the application forms to cluster committee and then the cluster committee will allot the school to the child. Principal of any Govt. School is not permitted to grant any Non-Plan admission on his own. If in case Principal/HOS is not following the rule then you can register the complaint in grievances section in www.edudel.nic.in and then the appropriate action will be taken.

Q. Which document will be needed at the time of admission? (For Class 6 to 8th Only)
A. Just one document is mandatory and that is Address proof. In case child doesn't have a date of birth proof then parents/guardian can just write the DOB of the child on a piece of paper. This paper will be considered as a valid DOB proof.

Q. If child was studying in a private school and now he/she wants to take admission in a government school, is there a need to submit the documents?

A. It's mandatory to submit your last qualification documents for academic proof (SLC).

Q. Private school is asking to pay a big amount for SLC or other passing certificate what can be done in this case?

A. Government school will accept your application form without a school leaving certificate for admission but it will be considered as an out of school child admission.

Q. Can anyone submit the application form on behalf of student apart from parents/guardian?

A. Yes, but please discourage this practice for the sake of child security.

Q. What is the procedure for Grievance Redressal?

A. Grievances Redressal cell is available as per the RTE rules you can visit www.edudel.com to register your grievances.

Q. Will Rent Agreement is considered as a valid ID proof?

A. Rent agreement will not be considered as a valid ID proof at the time of admission.

Q. What will happen if there is no vacancy in cluster schools?

A. Cluster Committee will allot school in near by cluster.

Q. What will happen if there is no vacancy in neighbouring cluster schools?

A. It is the responsibility of Delhi government that every child should be admitted to school. Government will make the necessary arrangements in this case.

Q. How can I know whether the school is coming in my neighbourhood?

A. Every school has its own neighbourhood defined i.e each school has the names of the neighbouring localities from which it will take admissions. The information about the neighbouring localities can be taken from school.

Q. Do I have to pay something to school authorities while taking admission in school?

A. No. You don’t have to pay anything.

Q. When will the admission list be displaced in the schools?
A. The admission lists will be available on following dates:

April  21/04/2016    30/04/2016
May    16/05/2016    30/04/2016
June   15/06/2016    30/06/2016

Q. Will the admission list have the names of admitted students of all schools/cluster schools where the list is sent?

A. Every school will display whole cluster school admission list at the time of announcement of result.