



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

No. DE.23 (98)/Sch.Br./2016/830

Dated: 2-6-16

CIRCULAR

Sub: Instructions for online Admission in Class XI in Science and Commerce streams for the session 2016-17.

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

In order to avoid hardship to the students and parents for getting eligible students admitted in the Science & Commerce stream, the Admission to class XI for Science & Commerce stream will be 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 2016-17 will be as per circular no. DE.23(28)/Sch.Br./2016/815 dated 31.05.2016.

○ 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 and feeder 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 S.L.Cs to the concerned school where the students have been admitted in the first week of August.

Q 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.
- The eligibility criteria to be followed as per circular no. DE.23(28)/Sch.Br./2016/815 dated 31.05.2016.
- CBSE roll number of all students (whether feeder or others) has to be filled in the admission module to check the eligibility criteria.
- In order to observe transparency a merit list ML-1 will be prepared for all these 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 complied with:***
 - Prepare the merit list including CGPA & Grade points of their required subjects (as per circular no. DE.23(28)/Sch.Br./2016/815 dated 31.05.2016.
 - 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 and 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 the Heads of Govt. School 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.**
 - **The subject in which a student has failed in Class X cannot be opted in Class XI.**
 - The last date for admission is 16th August, 2016 at the level of Head of School for class XI.


- 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 can 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 numbers of students are admitted in each stream to justify the proper utilization of manpower and infrastructure available in the schools. They will ensure that all the students of their own school are adjusted in their own school.**
- **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 and XII.**

The schedule for admission of class XI (Science and Commerce Streams)

- | | |
|---|------------------------|
| • Declaration of 1 st merit list (ML-1) for Non-Plan Admission | 13.06.2016 (Monday) |
| • Declaration of 2 nd merit list (ML-2) for Non-Plan Admission (if required) | 20.06.2016 (Monday) |
| • Declaration of 3rd list (If required) | 29.06.2016 (Wednesday) |
| • Declaration of 4 th list (if required) | 11.07.2016 (Monday) |
| • Last Date for admission in class XI | 16.08.2016 (Tuesday) |

The Head of School will consider the applications for admission of all the eligible students till the last date of admission i.e. 16.08.2016.

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


 02/6/16
 (Dr. (Mrs.) Sunita S. Kaushik)
 Addl. DE (Schools)

Encl: As above.


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

No. DE.23 (28)/Sch.Br./2016/ 830

Dated: 2-6-16

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.


 02/06/16
 (Tapeswar)
 DEO (School)

Class XI**OPTION FORM**

Session 2016-17

To be filled by the students

Date

1. Name of student _____

2. Student ID _____

3. Choice of Stream

a) Science _____

b) Commerce with Maths _____

c) Commerce without Maths _____

d) Humanities _____

e) Vocational _____

4. Grades in the subjects as per eligibility Criteria

Sl. No.	Subject	Grade
1		
2		
3		

Signature of Student

Signature of Parent

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

Master/Kum. _____ s/o/d/o _____

have opted for _____ stream in Class XI in session 2016-17.

Date

Signature of Teacher Incharge

Countersigned by HOS

Name of Teacher Incharge