

Instructions for Non Plan Admission in Govt. Schools for Session 2016-17 for Classes VI to VIII

For the convenience of parents seeking admission and for the smooth admission, a proforma has been developed to make the admission process more transparent.

Following points need to be ensured:

- **Also the filled proforma has to be displayed in the school premises outside Principal office, with admission incharge, at Help Desk, entrance gate of school and other prominent places. This filled proforma has to be displayed on the outer boundary of school premises at 10-15 prominent places also, so that the complete information and process of admission is clear to outsiders.**
- All the officials involved in admission process observe due politeness while dealing with the parents seeking admission of their ward.
- All the Heads of School shall provide admission forms to all the parents who approach them for Non Plan Admission and guide them to submit the completed application form to the concerned Cluster Incharge.
- No Head of School shall refuse to provide the application form to the parents.
- The cluster in-charges shall receive all the applications with relevant documents from the parents residing in their respective catchment areas under proper receipt.
- No Cluster Incharge shall refuse to accept the application form from the parents.
- No document(s) other than those mentioned in circular no. DE.23(367)/Sch.Br./2016/Vol-I/558/ dated 01.04.2016 shall be asked for by the cluster in-charge from the parents.
- As per RTE, neighbourhood criteria based admission shall be done and no preference for a particular school shall be entertained.
- No school is missed out of cluster list during cluster formation for Non Plan Admission.
- No residential block/catchment area of the cluster is missed out while attaching for Non Plan Admission.
- Age criteria for admission will be applicable as per circular no. DE.23 (363)/Sch.Br./2014/452 dated 04-04-2014 irrespective of the fact whether he/she is a student of Govt. /Govt.Aided/ Private School.
- The students for Plan Admission shall not be entertained for Non Plan Admission.
- **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.**

- Each school will setup a “Help Desk” for Non Plan Admission with the help of SMC Members.
- The Head of School is not permitted to consider any Non Plan Admission directly as it has to be done through cluster in-charge only.
- The list of students granted admission will be displayed twice a month in all the schools of cluster from April to June, 2016 as per the following dates:-

April	21/04/2016	30/04/2016
May	16/05/2016	30/05/2016
June	15/06/2016	30/06/2016
- Action on each application received for Non Plan Admission at Cluster/Zonal Level must be taken and the same must be reflected in the list displayed. In case, admission cannot be granted to any student, reason for the same must be reflected in the list displayed.
- Online grievance redressal module for parents/children has been placed on the Edudel website