

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, (PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT, DELHI-110054**

No.F.DE.15 (172)/PSB/2016/4900-4910

Dated:30/11/2021

CORRIGENDUM

Subject:- Admission Schedule for Entry Level Classes (below six years of age) for Open seats (other than EWS/DG/CWSN Category Seats) in Private Unaided Recognized Schools of Delhi for the session 2022-23.

In partial modification of this Directorate's Circular No.F.DE.15 (172)/PSB/2016/4861-4871 Dated: 30/11/21, the Last Date of submission of application forms for admission in private schools may be read as **07.01.2022** instead of 07.01.2021. The rest of the contents of the Circular will remain same.

This issues with the prior approval of Director (Education).



(YOGESH PAL SINGH)
DEPUTY DIRECTOR OF EDUCATION (PSB)

Management of all Private Unaided Recognized Schools of Delhi.

No.F.DE.15 (172)/PSB/2016/4900-4910

Dated:30/11/2021

Copy to:-

01. Secretary to Hon'ble Dy. Chief Minister/MoE, GNCT of Delhi.
02. OSD to Chief Secretary, GNCT of Delhi.
03. PS to Pr. Secretary (Education), Dept. of Education, GNCT of Delhi
04. PA to Director (Education), Dte. Of Education, GNCT of Delhi.
05. Director (Education), North/East/South Municipal Corporation of Delhi.
06. Director (Education), New Delhi Municipal Council, Delhi.
07. Chief Executive Officer, Delhi Cantonment Board, Delhi
08. All Addl. Director/Spl. Directors/RDEs/DDEs/ADEs,Dte. Of Education, GNCT of Delhi.
09. All Branch In-charges, Directorate of Education, GNCT of Delhi.
10. OS (IT) with the request to upload it on the Departmental website.
11. Guard File.



(YOGESH PAL SINGH)
DEPUTY DIRECTOR OF EDUCATION (PSB)

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, (PRIVATE SCHOOL BRANCH)
OLD SECRETARIAT: DELHI-110054

No. F.DE.15(172)/PSB/2016/4861-4871

Dated: 30/11/21

CIRCULAR

Subject:- Admission Schedule for Entry Level Classes (below six years of age) for Open seats (other than EWS/DG/CWSN Category Seats) in Private Unaided Recognized Schools of Delhi for the session 2022-23.

In order to conduct the admission process smoothly at the Entry Level Classes (below six years of age) in Private Unaided Recognized Schools of Delhi the following admission schedule alongwith instructions is issued for conducting admissions for the Open Seats (other than EWS/DG /CWSN Category seats) for the academic session 2022-23.

1. ADMISSION SCHEDULE

S.N.	Particulars	Time Schedule
1	Uploading the criteria and their points in the module of the Department at the link mentioned at points No.7	14.12.2021 (Tuesday)
2	Commencement of admission process and availability of forms	15.12.2021 (Wednesday)
3	Last date of submission of application forms in schools	07.01.2021 (Friday)
4	Uploading details of children who applied to the school for admission under Open Seats	21.01.2022 (Friday)
5	Uploading marks (as per points system) given to each of the children who applied for admission under open seats	28.01.2022 (Friday)
6	The date for displaying the first list of selected children (including Waiting List) (along with marks allotted under points system)	04.02.2022 (Friday)
7	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards for the first list.	05 th -12 th Feb, 2022
8	The date for displaying the second list of selected children (if any) (including Waiting list) (along with marks allotted under points system)	21.02.2022 (Monday)
9	Resolution of queries of parents, if any (by written/email/verbal interaction) regarding allotment of points to their wards in the second list.	22 nd -28 th Feb. 2022
10	Subsequent list of admission, if any	15.03.2022 (Tuesday)
11	Closure of admission process	31.03.2022, (Thursday)



2. No deviation from the above schedule shall be permitted. Each school shall display the aforesaid admission schedule on its notice board and website. Further each school shall ensure that application forms for admission are made available to all applicants till the last date of submission of admission's application form i.e. **07/01/2021**. Only Rs. 25/- (Non-refundable) can be charged from the parents as admission registration fee. The purchase of prospectus of the school by the parents shall be optional.

3. All private unaided recognized Schools admitting children in pre-school, pre-primary and/or Class-1 level shall reserve 25% seats for EWS/DG category students & Child with Disability as defined in RPWD Act, 2016 (under Section 12(1)(c) of Right to Education Act, 2009) at entry Level Classes, wherever fresh admission are made as directed by the Hon'ble High Court of Delhi vide order date 24/05/2012 in WP (C) No. 8434/2011 and circulated vide this Directorate's Circular No. 2393-2004 dated 04/06/2012.

4. Further all school shall comply with the notification dated 28/02/2012 which directs that the number of seats at the entry level/s shall not be less than the highest number of seats in the Entry level classes during the last three years i.e. 2019-20, 2020-21 & 2021-22. The details of all entry level classes (i.e. Nursery/KG/1ST) along with the seats available for admission must be declared by all schools on the module to this directorate's website as well as on their notice board/website and hard copy in Format-1 duly signed by head of the school concerned shall be furnished to the DDE concerned by **31/12/2021** positively. DDE (District) will compare the seats declared online vis-à-vis the hard copy submitted under the signature of Head of the school by **11/01/2022**. All DDEs shall verify the completeness and accuracy of number of seats in their district, in online module and send to HQ (Private School Branch) **(Format-1 is. enclosed)**

5. The Hon'ble High Court vide judgment dated 28/11/2014 in WPC-177/2014 and WPC-202/2014 observed that Private Unaided Recognized School shall devise the procedure to admit students but subject to the condition that the procedure is fair, reasonable and transparent.

In view of the observation of the Hon'ble High Court as referred above, all the Private Unaided Recognized Schools shall develop and adopt criteria for admission which shall be fair, reasonable, well defined, equitable, non-discriminatory, unambiguous and transparent.

6. Directorate of Education vide order dated 06/01/2016 has abolished 62 criteria adopted by the private schools during the admission process for the academic session 2016-17 which were found to be unfair, unreasonable and non-transparent. The Hon'ble High Court in its judgment dated 04/02/2016 in WPC 448/2016 and WPC 452/2016 stayed the impugned order dated 06/01/2016 with respect to eleven criteria as mentioned in the order dated 06/01/2016 at SI. No. 1,3,5,10,16,31,32,45,47,48,&61. **(The copy of order dated 06/01/2016 is enclosed as Annexure-1)**



In view of the aforesaid judgment, no school shall adopt such criteria as abolished by the department vide order No. DE/15/Act-1/4607/13/2015/5686-5696 dated 06/01/2016 and upheld by Hon'ble High Court in WPC No. 448/2016 vide judgment dated 04/02/2016 as referred above. **(The Hon'ble Court's order dated 04/02/2016 and list of such criteria not to be adopted is enclosed as Annexure-2&3).**

However, the private unaided schools can adopt those criteria which have the sanction of Hon'ble Supreme Court or High Court in favour of the school concerned. Further, the minority schools (Religious/Linguistic) will continue to adopt criteria for the admission of applicants belonging to their minority concerned as guaranteed under the Constitution.

7. All the Private Unaided Recognized Schools shall upload their criteria adopted (including points for each criterion) for admission under **Open Seats** at Entry Level Classes (Other than EWS/DG category seats) for the academic session 2022-23 of this Directorate's website. **www.edudel.nic.in** at the link through their login ID and password-**School Plant-School Information-Admission Criteria (2022-23)**. The said information must be uploaded by **14/12/2021**. DDE (District) will ensure that admission process is kept in abeyance for those private unaided recognized schools that fail to upload criterion by **14/12/2021**.

8. All the schools must ensure that the criterion wise break up of points of all applicant children are displayed on their website also.

9. All the Private Unaided Recognized Schools shall ensure that their admission criterion is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 in respect of admissions of Children with Disabilities.

10. The criteria and their points uploaded by the schools on the portal of this Directorate shall be available for public viewing by the parents in the scroll of the official website. i.e. **www.edudel.nic.in** under head **Admission Criteria (2022-23)**. Thus schools may ensure that the information uploaded on this Directorate's website is accurate and corresponds in totality with the information on their own website.

11. All the Private Unaided Recognized Schools shall upload the details of children who apply for admission under Open Seats and points allotted to each of them by the schools under their point system, on the module available on the departmental website at the link through login Id and password-**School Plant-School Information-details of applicants under open seats 2022-23**.

12. The draw of lots (if any), shall be conducted in a transparent manner in presence of parents. All the eligible parents of students in draw of lots will be informed well in advance by the school. The draw of lots will be conducted under videography and its footage to be maintained/retained by the school. The slips will be shown to the parents before putting in the box, being used for draw of lots.



13. All the Private unaided Recognized Schools shall also upload the details of children admitted and wait-listed under Open Seats and marks allotted to them by the schools under their point system on the module developed by the department at the link mentioned above.

14. As the school shall be uploading the criteria along with the related points for admission and would declare the first list of shortlisted candidates along with the points earned by them as per their criteria on **04/02/2022, 8 days time from 5th Feb. 2022 to 12th Feb. 2022 (Col. No. 7)** is being kept for the schools to answer queries of parents regarding the points allotted to their ward on school's criterion. Schools shall have a well documented mechanism of responding to parent's queries, either through email or by noting all letters in a register etc.

15. The various standing instructions/guidelines/orders in regard to various aspects of admission process issued by this Directorate from time to time and reiterated vide circular No. F.DE/15/Act-1/2013/6464 dated 11/01/2013 are being reproduced herewith for strict compliance.

(i) Regarding prohibition of demand of Capitation fee/Donation at the time of admission.

"Capitation fee means any kind of donation or contribution or payment other than the fee notified by the school" As per the order of Hon'ble High Court in LPA 196/2004 in the matter of Rakesh Goyal V/s Montfort School and Section 13(1) of RTE Act, 2009, no school or person shall, while admitting a child collect any Capitation fee/Donation from the parents. Any school or person who contravenes this provision and receives capitation fee, shall be punishable with fine which may extend to ten times the capitation fee charged.

(ii) Regarding prospectus and charging processing fee

Buying of prospectus of school along with application form is not mandatory for parents and schools can neither force parents to buy prospectus nor charge any processing fee. Only Rs. 25/- (non-refundable) can be charged as admission registration fee from parents.

(iii) Regarding separate admission process for main school and Montessori/Pre-School.

The Directorate of Education vide order No. 15702-15781 dated 23/03/1999 clarified/ordered that all Pre-schools/Montessori schools being run by registered societies/trusts in Delhi as branches of recognized unaided schools in or outside the School Premises shall be deemed as one institution for all purposes, therefore schools have to follow single admission process for their pre-school and main school considering them as one institution.



(iv) Regarding Age Limit.

(a) For admission in the Pre-School (Nursery), Pre-primary (KG) and class-1, the minimum age for admission in this class shall be three years, four years and five years respectively by 31st March of the year in which admission is being sought in accordance with this Directorate of Education, order No.F./DE/15/1031/Act/2007/7002 dated 24/11/2007.

(b) Vide order dated 18/12/2015, this Directorate fixed the upper age limit for admission in entry level classes, which is as under:-

For Pre-School (Nursery)	Less than 04 years as on 31 st March of the year in which the admission is sought.
For Pre-Primary (KG)	Less than 05 years as on 31 st March of the year in which the admission is sought.
For Class- 1 st	Less than 06 years as on 31 st March of the year in which the admission is sought.

(c) The age relaxation for admission of upto 30 days may be granted at the level of head of school in the minimum & upper age limit for these classes. The parents may approach the Head of School/Principal for seeking age relaxation through a manual application.

(v) Regarding Quantum of minimum seats at entry level.

Directorate of Education vide notification dated 28/02/2012 directed that the number of seats at entry level/s shall not be less than the highest number of seats in the entry class during the previous three years.

(vi) Regarding documents valid as proof of address.

Some of indicative documents which can be considered as proof of residence of parents/child:

- (a) Ration Card/Smart Card issued in the name of parents (Mother/Father having name of child).
- (b) Domicile certificate of child or of his/her parents.
- (c) Voter I-Card (EPIC) of any of the parents.
- (d) Electricity bill/MTNL telephone bill/Water bill/Passport in the name of any of the parents or child.
- (e) Aadhar Card/UID card issued in the name of any of the parents.

16. A Monitoring Cell shall be constituted in each district under the Chairmanship of the concerned Deputy Director (District), who shall ensure that each Private Unaided Recognized Schools must upload the criteria and their points on the online module available on this Directorate website www.edudel.nic.in as per the time line as prescribed in para-1 and further ensure that the school shall not adopt those criteria which were abolished by the department and upheld by the Hon'ble High Court, Delhi in WP(C)-448/2016.




The Monitoring Cell shall also ensure that all the school must upload the details of children who applied for admission under open seats and points allotted to each of them under their point system and details of all the children admitted in the school on DoE website.

It will also redress the grievance of the parents, if any, against the school regarding adopting the unjustified criteria, received in the District manually or through online which may be filed by the applicants at the link available in the scroll on this Directorate's website i.e. www.edudel.nic.in under heading **Grievance Redressal and Monitoring System**.

17. After closure of the admission process, Deputy Directors of Education (Distt.) shall compile the school-wise details of vacant seats under General Category in the Format-2 and forward the same to this branch latest by **01/04/2022** for publicizing the school-wise vacant seats details in the public domain in order to facilitate the schools to get vacant seats filled. **(Format-2 is enclosed).**

18. No Private Unaided Recognized Schools shall process the admission of EWS/DG free ship category students manually. The department shall conduct computerized draw of lots for admission of EWS/DG Category Students in r/o all the Private Unaided Recognized Schools & Freeship category students in r/o all the Private Unaided Recognized Schools running on Government allotted land and regulated by Directorate of Education.



(HIMANSHU GUPTA)
DIRECTOR (EDUCATION)

Management of all Private Unaided Recognized Schools of Delhi.

No. F.DE.15(172)/PSB/2016/ 4861-4871
Copy for information & necessary action please:-

Dated: 30/11/21

01. Secretary to Hon'ble Dy. Chief Minister/MoE, GNCT of Delhi.
02. OSD to Chief Secretary, GNCT of Delhi.
03. PS to Pr. Secretary (Education), Dept. of Education, GNCT of Delhi
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(YOGESH PAL SINGH)
DEPUTY DIRECTOR OF EDUCATION (PSB)

**Government of National Capital Territory of Delhi
Directorate of Education (Act-I) Branch
Old Secretariat, Delhi-54**

No. F.DE.15/Act-I/4607/13/2015/5686 - 5696

Dated: 06.01.2016

ORDER

Directorate of Education vide its circular dated 8/12/2015 directed all the Private Unaided Recognized Schools to develop and adopt criteria for admissions for the 75% Open Seats to Entry Level Classes for session 2016-17 which shall be clear, well defined, equitable, non-discriminatory, unambiguous and transparent. All these criteria and their points were to be uploaded on the departmental website.

The adopted criteria uploaded by the schools was scrutinized and found that some of the schools have adopted criteria like Status of child, Non smoker parent, Special ground if candidate is having proficiency in music and sports/Social, Noble cause/Non-smoker parent/Oral Test/Date of Birth Certificate of Child from MCD/Affidavit/Vegetarianism/Joint Family/ Non-alcoholic/Age/ Certificate of last school attended/Language/economic condition/Business/Service/ Attitude and Values/ID Proofs and Address of the documents of the parents/Special Quality/ declaration regarding picking or drop of the students at school facility etc. which are contrary to the principles mentioned above.

Further, it has been observed that some private unaided recognized schools are reserving seats under Management Quota as well as in different categories like under Sibling, Alumni, Girl Child etc.

The issues of adopting unfair criteria by the Private Unaided Recognized Schools was raised in WPC 8533/2010 and other connected matters and Hon'ble High Court vide its judgment dated 19/02/2013 directed that Hon'ble Lt. Governor Delhi may amend the existing admission order 2007 exercising the power conferred upon him under section 3 read with rule 43 of DSEAR, 1973 to check any possible malpractices in 75% admission to the entry level classes.

Hon'ble High Court in its judgment dated 19/02/2013 held that Private Unaided Schools cannot be allowed to run as Teaching Shop. The operative part of the judgment is as under:-

"It is common knowledge that though there is obligation on the State to provide free and compulsory education to children and the corresponding responsibility of the institution to afford the same, educational institution cannot be allowed to run as 'Teaching Shops' as the same would be detrimental to equal opportunity to children. This reality must not be ignored by the State while considering the observations made in this judgment. Hence, we only observe that to avail the benefit of the Right to Education Act to a child seeking for nursery school as well, necessary amendment should be considered by the State. We hope and trust that the Government may take the above observations in the right spirit and act accordingly".

Pursuant to the directions of the Hon'ble High Court, this Directorate issued Orders dated 18/12/2013 & 27/12/2013 prescribing uniform criteria and their point for admission to the Entry Level Classes for Open Seats in Private Unaided Recognized Schools.

The said orders when challenged were set aside by the Hon'ble High Court vide order dated 28/11/2014 in WPC 177/2014 & 202/2014 with the observation that Private Unaided Schools have a fundamental right to devise the procedure to admit students but subject to the condition that the procedure is fair, reasonable and transparent.

Contrary to the directions of the Hon'ble High Court's Order dated 28/11/2014 in WPC 177/2014 & 202/2014, many Private Unaided Recognized Schools have come out with admission criteria which are unfair, unreasonable and non-transparent.

In view of the above, all the Private Unaided Schools concerned are directed to remove the admission criteria as mentioned below and replace them with the criteria which shall be fair, reasonable and transparent.

Sl No.	Criteria	Remarks of being unfair, unreasonable and non-transparent
01	Special ground (parents with proficiency in music, sports, national awardee etc)	This criterion is not just as it is discriminatory to the other children seeking admission.
02	Transferable jobs / state transfers / IST	This criterion is required for admission in upper classes to give better chances and continuation of studies of a child. It is not just to give weightage for admission at the entry level classes. Apart from it, an individual residing in particular locality for many years has a better right to get his ward admitted in the school in his locality rather than the individual who has shifted on

03	First born	transfer to that locality. This criterion shall lead to discrimination for the parents desirous to seek admission of his ward that is not first born.
04	Parents education	India is a developing country and literacy rate is not 100%. Giving weightage to parents' education criteria is unjust to the children whose parents do not have good educational background. It leads to the inequality also.
05	School transport	One can't be forced to use school transport and it depends on the need of parents. Compulsion to use school transport shall also put an extra financial burden on the parents.
06	Parent working in sister-concern school,	The ward of Staff/Employees of any school concerned can have a right for admission to that school but extending the same benefits to the sister concern of that particular school will curtail the right of General Parents wards.
07	Both parents are working,	There is no merit to give weightage on this criterion. Equal opportunities of admission should be given to non working/single parent working/both parents working.
08	First cousin of the child (parental / maternal),	This will create a homogenous group in a class/school which is not conducive to the overall development of child.
09	School specific criteria	This criterion has a very wide interpretation. The school should have specified it in a just, reasonable and transparent manner.
10	Status of child	This is illogical criterion as one can't assign the status to the small children.
11	Special ground if candidate is having proficiency in music and sports,	It is inappropriate to assign points for proficiency in music and sport to a child at the age of 3 to 6 years.
12	Any other specific category	This is vague criterion. The school should have specified it in a just, reasonable and transparent manner.
13	Social/Noble cause.	There is no standard parameter to determine it and is likely to be misused.
14	Mother's qualification 12 th Passed	There is no merit to give weightage on this criterion. Equal opportunities of admission should be given to children irrespective of their mother's qualification.
15	Non-smoker parent	Child cannot be punished for the any particular habit of the parents, so this is unjust.
16	Empirical achievements	Parents' achievements cannot be the criteria

26/1/20