

F.N. X-17011/94/21 (COMP. NO. 68207)
NEW DELHI MUNICIPAL COUNCIL
(EDUCATION DEPARTMENT)

Dated: 05.03.2022

CIRCULAR

Sub: Guidelines for admission in Atal Adarsh Vidyalayas (AAVs)/Navyug schools for the academic session 2022-2023-reg.

It has been decided with the approval of the Competent Authority to start admission process in Nursery and 1st Class in AAVs and Navyug schools w.e.f. **10/03/2022**. Subject to availability of vacancies, admissions in Class II to VIII will start with effect from 01.04.2022. For admission in class 11th, separate instructions will be issued after declaration of CBSE Board exam result, scheduled from 26.04.2022. the schedule of admission is as follows:

S/N	Class	Schedule	Remarks
1	Nursery and Class-1	10.03.2022 to 09.04.2022	--
2	Class-2 to Class-8 (Depending on availability of seats)	01.04.2022 to 17.04.2022	--
3	Class-9 th	There will be no admission for outsider children in Class-9th. However, if some vacancies become available in a particular school, the admission may be done at the school level.	
4	Class-10 th	There will be no admission in Class-10th except in exceptionally deserving and justified cases.	
5	Class-11 th	After the declaration of the CBSE Board Result and on the basis of admission criteria to be approved by the Competent Authority, which will be issued in due course separately.	
6	Class-12 th	There will be no admission in Class-12th except in exceptionally deserving and justified cases.	

2. Anticipated vacancies in different AAVs and Navyug Schools in Nursery and 1st Class are given as per **Annexure-I**.

3. The guidelines/instructions for the aforesaid admission for the academic session 2022-2023 are as follows:

3.1 The admission in both Atal Adarsh Vidyalayas and Navyug Schools in classes Nursery and Class-I will start from **10.03.2022**.

3.2 All the schools will provide simplified admission forms, free of cost to the parents (**Annexure-II**)

3.3 The spot selection of the students will be done by an Admission Committee on the basis of first come-first-serve basis on the same day on which the application is received after verifying all the requisite documents and information for admission.

3.4 The School level Admission Committee may consist of Principal/Vice Principal, Headmistress/Headmaster of the schools, a senior Teacher of the school and one person from the Ministerial Staff of the school.

3.5 All the schools will display/upload the final list of the selected students on the Notice board of the schools.

3.6 The ideal strength of section in all classes will be of 40 students.

3.7 10% seats in all classes will be kept for admission at the discretion of the Chairperson, NDMC.

3.8 There will be no area restriction for admission in Atal Adarsh Vidyalaya. However, the area restriction will continue, as earlier, for admission in Navyug Schools. Therefore, in all Navyug Schools, children of NDMC area only will be admitted.

4. GUIDELINES FOR SCHOOLS:

4.1: Parents alongwith their child, will directly approach to the nearest Atal Adarsh Vidyalaya/ Navyug schools for seeking admission of their wards.

4.2: The following documents are required to be produced/submitted by the parents/guardian at the time of admission:

- (a) Original Date of Birth Certificate issued by NDMC/MCD or Any other local' body 'OR'
- (b) Anganwadi record 'OR'
- (c) Hospital/Auxiliary Nurse and Midwife (ANM) register record 'OR'
- (d) An Undertaking by the Parents regarding Date of Birth.
- (e) One passport size photograph of the child.

4.3: Residence Proof: - Following documents shall be valid in support of residence proof:

Electoral Identity Card/Ration Card/Passport/Driving Licence/Bank Pass Book/electricity Bill/Telephone/any other govt. document in support of residence.

4.4: Income certificate: For the purpose of admission in Navyug Schools, parents are required to submit latest income certificate. For the purpose of income certificate following documents will be accepted as proof:-

- (a) For govt. employees, Form 16 under I.T. Act 1961 issued by the head of the department.
- (b) For Non-govt. employees, Certificate of the employer alongwith Form-16 under I.T. Act, 1961.
- (c) For Self Employment, a copy of the latest return of income filled with the Income Tax Department or sales tax return.
- (d) Any other govt. document specifying the level of income.

(e) BPL certificate issued by the govt.

4.5: Heads of the schools shall ensure that parents seeking admission of their wards are dealt with due politeness for the purpose of admission. A separate room with proper sitting arrangement and other facilities shall be arranged for the parents coming in for admission of their wards.

4.6: The admission of the candidates will be done by the individual schools on first come first serve basis keeping in view the number of seats available in the particular class and after ascertaining the eligibility of the candidates and if all the documents are found in order.

4.7: If the candidate is found eligible and his/her documents are in order for a particular class, the schools shall admit the candidate then and there.

4.8: The parents/candidates seeking admission are required to fill up the prescribed form enclosed with this notice and also available with each school.

4.9: In case, a few documents in respect the applicant are not found complete to the satisfaction of the Admission Committee, the ward may be given provisional admission and the parents will require to submit the particular document within the time given by the school. The school shall maintain a list of such candidate class-wise and pursue with their parents in case they do not turn up within 2-3 working days. The parent will loose right for confirmation of the provisional admission in case the parents do not submit the documents within given time.

4.10: For admission in Nursery Class those children are eligible who have completed four(4) years of age as on 31.03.2022 (child must be born between 01.04.2017 to 31.03.2018) and for Class-I who have completed the age of five(5) years as on 31.03.2022 (child must be born between 01.04.2016 to 31.03.2017).

4.11: Relaxation in upper age limit for Physically Challenged children will be allowed as per GNCT of Delhi norms.

4.12: Heads of the schools note that the relaxation in upper age limit to children with intellectually challenged children shall be allowed as per rules and that rejection of an application for admission should be based on valid grounds. The parent shall have the right to appeal before the Director (Education), NDMC and before the Secretary, NDMC in second appeal. The decision of Secretary, NDMC shall be final and binding on all concerned.

4.13: In case of selected children, the immunization certificate is to be submitted by the parents within 6 months from the date of admission.

4.14: Classes will commence as per guidelines of the GNCT Delhi.

4.15: Reservation of seats will be as follows in case of Navyug Schools:-

- a. 15% seats for Scheduled Caste candidates.
- b. 7.5% seats for Scheduled Tribe candidates.
- c. 3 % seats for physically handicapped (to be duly certified by a Govt.Hospital)
- d. 2% for the wards for the employees of the NDMC/Navyug Schools.

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4.16 In the case of non-availability of candidates in the reserved categories, the vacant seats shall be given to the unreserved candidates as per the order of name in the waiting list which will be prepared and maintained by the School concerned on the basis of date of filling up of the admission form by the parent in the school.

4.17 The school level Admission Committee will be solely responsible for issues related to the admission.

4.18 In case of admission request of children who have not passed out previous class from any recognized school or those who are out of school (class VI-VIII only), the Admission Committee in consultation with the Head of the School shall assess the child to determine the suitability for admission in a particular class.



(R.P. Sati)

Director (Education)

To:

1. All the heads of Atal Adarsh Vidyalayas and Navyug Schools for strict compliance.

Copy to:

1. P.S. to Chairman, NDMC for information.
2. P.S. to Secretary, NDMC for information.
3. J.D.(NSES) for information.
4. J.D.(Education Estt.)
5. J.D.(Education) for information.
6. All D.E.O.s for information.
7. Office Copy.