

NEW DELHI MUNICIPAL COUNCIL
(EDUCATION DEPARTMENT)

Dated: /06/2021

C I R C U L A R**Sub: Guidelines for admission in Atal Adarsh Vidyalaya and Navyug schools for the academic session 2021-2022.**

In view of the extension of lockdown in GNCTD as per DDMA Orders No. F.2/07/2020/ptfile-III/431 dated 29.05.2021 and with the approval of the Competent Authority, admission process in Atal Adarsh Viyalayas and Navyug Schools for the current academic session 2021-2022 as published in Hindustan(Hindi) and Hindustan Times(English) on 1st June, 2021 is re-scheduled from **1st June, 2021** to **7th June, 2021** as under:

S.No.	Class	Schedule
1	Nursery and Class-1st	07.06.2021 to 06.07.2021
2	Class-2nd to Class-8th (Depending on availability of seats)	01.07.2021 to 20.07.2021
3	Class-9th	There will be no admission for outsider children in Class-9 th . However, if some vacancies are available in a particular school, the admission may be done at the school level by the HoS.
4	Class-10th	There will be no admission in Class-10 th except in deserving cases.
5	Class-11th	After the declaration of the CBSE Board Result and on the basis of admission criteria to be approved by the Competent Authority.
6	Class-12th	There will be no admission in Class-12 th except in deserving cases.

2. Anticipated vacant seats in different Atal Adarsh Vidyalayas and Navyug Schools in **Class-Nursery** and **Class-1st** are given herein under as per **Annexure-I.**

3. Further the following guidelines/instructions for admission for the academic session 2021-2022 have been approved by the Chairman, NDMC/NSES:

3.1 The admission in both Atal Adarsh Vidyalayas and Navyug Schools in Nursery and Class-1st Classes will start from **7th June, 2021**.

3.2 All the schools will provide simplified admission forms, free of cost to the parents. A copy of form is also attached herein under as per **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 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 and NDMC website/link provided to the individual schools by the I.T. Department, NDMC on the daily basis.

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

3.7 Admission to 10 % seats in all classes in all the schools will be kept at the discretion of the Chairperson, NDMC.

3.8 There will be no area restriction for admission in Atal Adarsh Vidyalayas. 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 along with their child, will directly approach to the nearest NDMC (Nagar Palika schools) or Navyug schools for seeking admission of their wards.

4.2 The following documents are required to be produced/submitted by the parents/guardians 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 Income Tax Return 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 Admission will be done by the individual schools on first-come-first-serve basis keeping in view of the number of seats available in a particular class and after ascertaining the eligibility of the candidates and if 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 For the purpose of admission, a form has been prepared and is enclosed. The parents/candidates are required to fill up the form before admission.

4.9 In case a candidate is not found eligible or his documents are not found in order, the ward will be given provisional admission and the parents will be requested

to submit the particular document up to date and 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 school may also send the representative to such parents to facilitate the admission of such candidate.

4.10 Children for admission in Nursery Class are eligible for admission who have completed four years of age as on 31.03.2021 for Nursery (child must be born between 01.04.2016 to 31.03.2017) and who have attained the age of five years as on 31.03.2021 for Class-I (child must be born between 01.04.2015 to 31.03.2016).

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 mental disabilities 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 GNCTD.

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.

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 Admission Committee comprising of at least 3 members of senior teachers and ministerial staff shall be constituted by the Head of the School which will be solely responsible for issues related to the admission.

4.18 Admission 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/NSES)

To:

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

Copy to:

1. P.S. to Chairman, NDMC for information.
2. P.A. to Secretary, NDMC for information.
3. J.D. (IT) for uploading this circular on NDMC website.
4. Office Copy.

Annexure-I**(A) ATAL ADARSH VIDYALAYA**

S.N.	Name of School	Nursery/KG	Class-1
1	Atal Adarsh Bengali Girls School	160	-NIL- *
2	Atal Adarsh Bal Vidyalya, Mandir Marg	80	42
3	Atal Adarsh Vidyalya, Bapu Dham	120	37
4	Atal Adarsh Vidyalaya Kidwai Nagar East	120	76
5	Atal Adarsh Vidalya Lodhi Estate	80	89
6	Atal Adarsh Vidyalaya Tilak Marg	40	16
7	Atal Adarsh Girls Vidyalya, Gole Market, New Delhi	160	19
8	Atal Adarsh Vidyalaya Ansari Nagar	80	22
9	Atal Adarsh Vidyalaya Havelock Square	120	20
10	Atal Adarsh Vidyalaya Laxmibai Nagar	80	102
11	Atal Adarsh Vidyalaya Moti Bagh	80	45
12	Atat Adarsh Vidyalaya Lodhi Road	160	160
13	Atal Adarsh Vidyalaya Aurangzeb Lane	40	30
14	Atal Adarsh Vidyalaya Aliganj	80	17
15	Atal Adarsh Vidyalaya Babar Road	40	61
16	Atal Adarsh Vidyalaya Netaji Nagar	40	14
17	Atal Adarsh Vidyalaya BabuMarket Sarojini Nagar	80	3

S.N.	Name of School	Nursery/KG	Class-1
18	Atal Adarsh Vidyalaya Balmiki Basti	80	36
19	Atal Adarsh Vidyalaya Kitchner Road	40	1
20	Atal Adarsh Vidyalaya, Sangli Mess	40	21
21	Atal Adarsh Middle School, Hanuman Road	40	23
22	Atal Adarsh Prathmik Vidyalaya, Ashoka Hotel	80	13
23	Atal Adarsh Prathmik Vidyalaya, D.G. Block Sarojini Nagar	80	35
24	Atal Adarsh Vidyalaya, K. Kamraj Lane	40	11
25	Atal Adarsh Vidyalaya, Kaka Nagar	80	50
26	Atal Adarshi Prathmik Vidyalaya, Moti Bagh	120	31
27	Atal Adarsh Prathmik Vidyalaya, Netaji Nagar	80	11
28	Atal Adarsh Model Primary Kidwai Nagar	160	80
29	Atal Adarsh Primary B-Avenue Sarojini Nagar	160	80
30	Atal Adarsh Primary Babar Road	120	56
31	Atal Adarsh Primary R.K. Ashram Marg	200	20
	Total	2880	1195

* Already 26 students in excess.

(B) NAVYUG SCHOOLS:

S.N.	Name of School	Nursery/KG	Class-1
1	Navyug School, Peshwa Road	0	80
2	Navyug School, Sarojini Nagar	0	80
3	Navyug School, Laxmibai Nagar	0	80
4	Navyug School, Lodhi Road	0	80
5	Navyug School, Mandir Marg	0	40
6	Navyug School, Vinay Marg	40	6
7	Navyug School, Moti Bagh	0	40
8	Navyug School, Pandara Park	40	25
9	Navyug School, Pataudi House	0	80
10	Navyug School, Darbhanga House	40	20
11	Navyug School, Jor Bagh	0	40
	Total	120	571



Annexure-II

नई दिल्ली नगर पालिका परिषद् (शिक्षा विभाग)
(स्कूल में दाखिले के लिए आवेदनपत्र)
नई दिल्ली नगर पालिका परिषद् के विद्यालयों में सत्र 2021-2022 के लिए प्री-स्कूल से कक्षा ८ के प्रवेश के लिए आवेदन पत्र
NEW DELHI MUNICIPAL COUNCIL (EDUCATION DEPARTMENT)
(Application for Admission in School)
FORM FOR ADMISSION IN NDMC/NAVYUG SCHOOLS FOR PRE-SCHOOL TO CLASS-VIII FOR THE SESSION
2021-2022
(THE FORM IS TO BE FILLED IN CAPITAL LETTERS)

Passport Size
Photograph of
the child

- दाखिले के लिए चुने गए विद्यालय/विद्यालयों का नाम:
SCHOOL/SCHOOLS SELECTED FOR ADMISSION:.....
(List of the NDMC/Navyug Schools will be displayed alongwith name of the school, classes available will be displayed)
- कक्षा जिसमें प्रवेश के लिए आवेदन किया है:
CLASS(FOR WHICH ADMISSION IS APPLIED FOR THE SESSION 2018-2019(PRE SCHOOL/PRE-PRIMARY/I/II/III/IV/V/VI/VII/VIII)
- छात्र/छात्रा का नाम
NAME OF THE STUDENT:
FIRST NAME.....MIDDLE NAME.....LAST NAME/SURNAME.....
- लिंग(पुरुष/महिला/अन्य)
GENDER:.....(MALE/FEMALE/OTHER)
- नागरिकता.....(भारतीय/अन्य)
NATIONALITY.....(INDIAN/OTHERS). IF OTHERS STATE THE SAME.....
- जन्म स्थान.....(i) राज्य(ii) जिला.....
PLACE OF BIRTH.....(i) STATE.....(ii) DISTRICT.....
- जन्मतिथि: तारीख.....महीना.....वर्ष.....
शब्दों में.....
DATE OF BIRTH: DATE.....MONTH.....YEAR.....
(IN WORDS.....(TO BE GENERATED BY COMPUTER)
(Selection of date from 1 to 31:Month from Jan to Dec or 01 to 12; Year from-----to------(Age calculator)
- श्रेणी.....
CATEGORY:.....
Option from (SC/ST/OBC/GEN)
- क्या शारीरिक रूप से विकलांग हैं....(हाँ/नहीं)यदि हाँ तो श्रेणी.....
WHETHER PHYSICALLY HANDICAPPED...(YES/NO).....IF YES CATEGORY.....(OH/VISUALLY IMPAIRED/HEARIG IMPAIRED/OTHERS)
- धर्म.....(हिन्दू/मुस्लिम/सिख/ईसाई/अन्य)
RELIGION.....(HINDU/MUSLIM/SIKH/CHRISTIAN/OTHERS)
- छात्र/छात्रा का आधार संख्या(यदि है तो):
AADHAR NO. OF STUDENT(OPTIONAL).....
- महत्वपूर्ण सूचना भेजने के लिए ई-मेल/मोबाइल नंबर:
E-MAIL ADDRESS/MOBILE NUMBER FOR SENDING IMPORTANT INFORMATION THROUGH SMS/E-MAIL:
EMAIL ADDRESS.....MIBILE NO.....
- माता का नाम.....मोबाइल.....व्यवसाय.....
MOTHER'S NAME.....MOBILE NO.....OCCUPATION.....
- पिता का नाम.....मोबाइल.....व्यवसाय.....
FATHER'SNAME.....MOBILENO.....OCCUPATION.....
...
'OR'
संरक्षक का नाम.....मोबाइल.....व्यवसाय.....
GUARDIAN'S NAME.....MOBILE NO.....OCCUPATION.....
- वार्षिक आय(सभी श्रोतों से):
ANNUAL INCOME OF FAMILY(FROM ALL SOURCES):.....

16. आवासीय पता/पत्राचार के लिए पता:
RESIDENTIAL ADDRESS/ADDRESS FOR
COMMUNICATION.....

17. स्थायी पता :

PERMANENT
ADDRESS.....
.....

18. जन्म प्रमाणपत्र का विवरण(दाखिले के बाद जमा होगा)
DETAIL OF DATE OF BIRTH CERTIFICATE(TO BE SUBMITTED AT THE SCHOOL AFTER ADMISSION)

BIRTH CERTIFICATE ISSUED BY LOCAL BODY/HOSPITAL/AUXILIARY NURSER AND MIDWIFE(ANM) REGISTER
RECORD/ANGANWADI RECORD/DECLARATION OF THE AGE OF THE CHILD BY THE PARENT OR GUARDIAN

19. Declaration: The above information are correct to my knowledge and belief. If any of the information is found to be false,
I shall be held responsible and my application may be rejected.

Date:_____

Place:_____

(Name of the Father/Mother/guardian of the student)