



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016

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Date: 16.04.2018

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Sub: Guidelines for ensuring admissions in all fairness and transparency-reg.

Madam/Sir,

On random visit of websites of some KVs, it has been found that most of the KVs have uploaded only the provisional list of selected candidates under each category and in some cases the list of only few waitlisted candidates has been displayed which is against the spirit of online admission process that ensures fairness and transparency. It was mandatory for all KVs to display complete lists (including waiting lists of each category) so that the parents know their position in the wait list. In order to further ensure smooth execution of admission process in all fairness, the following instructions are to be circulated to all KVs under your jurisdiction for strict compliance:

1. All KVs must display on its website break-up of intake capacity under each category i.e. RTE/SGC/other priority category etc.
2. List of all registered candidates must be displayed on KV website
3. The following lists must also be displayed on KV website(as also emailed to ROs who shall carefully keep a record of the same):
 - (a) List of all provisionally selected candidates under different categories
 - (b) List of all waitlisted candidates under different categories
 - (c) List of all rejected candidates with reasons of rejection
4. KVs will strictly adhere to the notified schedule for admission.
5. In no case, the admission is to be kept pending beyond the scheduled date notified for the purpose and verification of documents is to be done within the specified period.
6. KVs that have done offline registration for class II & above are to be instructed to carry out the same exercise as recommended for class I above.

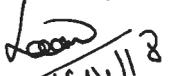
The following additional instructions are also to be given for ensuring transparency in the process:

- (i) When at any stage, the situation of tie arises for grant of admission while filling the seats of shortfall of SC/ST quota, SGC, any other category. the lottery, wherever required, is to be done strictly under the supervision of the committee constituted for the purpose and the records of the proceedings of the lottery are to be kept for verification. It is also recommended that the proceedings of the lottery, if done, are to be video recorded as far as possible.
- (ii) KVs must maintain record of communication made to the parents who have not turned up for admission due to whatever reason.

- (iii) It has also come to notice that after completion of all formalities for admission, when the fee challan is handed over to the parent for deposit of fee in the bank, some parents deposit the fee very late causing serious hardship on the part of the Principal to have a track on it for giving finality to admission before release of next list. Hence, it has now been decided that in all fresh admissions, the bank challan is to be generated by the school as usual and facility may be provided to the parent in the school itself for online deposit of the fee so that the data of admitted candidates is updated on daily basis by each KV.
- (iv) The enrolment is to be updated on KV website on daily basis till 31st July.
- (v) An exercise of verification at your level may be carried out to find out as to whether wide publicity was given or not by KVs concerned while making registration through offline mode in classes II & above.
- (vi) Any complaint against the school administration about deliberate delay in processing the admission or otherwise must be taken seriously to ensure that no genuinely selected candidate is put to any hardship.

Kindly bestow your personal attention for effective monitoring.

Yours faithfully


(U N Khawate)

Addl Commissioner (Acad/Admn)

Copy to:

1. PS to Commissioner for information
2. The Joint Commissioner (Acad) for close monitoring
3. Guard file