

Laxman Public School

Non-Pre-Primary Admission Policy (for all Classes except pre-school)

1. All applicants must be conforming in age and other criteria as per CBSE guidelines and any other related government law or rule.
2. All applicants must live within 8 km of the school on an aerial basis.
3. Every applicant (including quota applicants) must have obtained minimum 65 % marks (minimum B grade) overall in the prior class grade sheet.
4. For science stream, the applicant must have obtained atleast 90% marks OR 9 CGPA in maths. For medical group the applicant must have 8 CGPA (80% marks). For commerce stream with maths, the applicant must have minimum 8 CGPA (80% marks) and without maths 7 CGPA (70% marks). For Humanities the applicant must have 6.8 CGPA (68% marks).
5. **Documents as age proof (as per RTE Rules, Delhi)** – Wherever a birth certificate under the Births, Deaths and Marriages Certification Act, 1886 is not available, any one of the following documents shall be deemed to be proof of age of the child for the purpose of admission in schools-
 - (a) Hospital/Auxiliary Nurse and Midwife (ANM) register record,
 - (b) Anganwadi record,
 - (c) Declaration of the age of the child by the parent or guardian.
 - (d) Any document approved by the DOE (as per circular) as age proof.
6. There will EWS quota of 20% of admissions in all classes upto 8th grade.
7. Management quota will be 20 percent of all admissions per class
8. Staff quota for own children will be 10% of all admissions per class.
9. Alumni/Sibling quota of 20 % admissions per class
10. Single Parent/Girl Child quota of 20%
11. For a Child who is State or national awardee in any field, quota is 10% of admissions in a class.
12. Documentary proof standards will be set by the admission committee.
13. The quotas will be filled before seats are calculated as vacant for general applicants.
14. In the case of excess number of applications vis a vis number of vacant seats, admission shall be through draw of lots.
15. The date of the draw of lots has to conform to DOE and CBSE calendars for schools.
16. The 'draw of lots' shall be conducted manually by the Admission Committee for all Non-Pre-primary classes (Except class XI) **on the same day**.
17. No software or electronic application shall be used for this purpose.
18. The school will inform the parents concerned well in advance of the date and time through its noticeboard, website and a leading **newspaper** (normally, the South Delhi edition of Delhi Times, TOI) of draw of lots.
19. However, the school shall take all reasonable steps to ensure that the whole process of draw of lots is fully transparent and credible.
20. The process of draw of lots shall be video-graphed and the copy of videography should be maintained / preserved by the school and produced before the authorities, if required.
21. Parents attending the Draw of lots may *carry* mobile etc. to video-graph the process of draw of lots.
22. It has been felt that wherever draw of lots takes place, *the* list of selected children, if not displayed on the same day, may lead to confusion etc.
23. Therefore, School shall display the list of selected children through such draw of lots on their notice board and website on the same day of draw of lots.
24. Under Sibling category, if one of the 'Twin children' applicants gets selected, then only the other would be admitted automatically.
25. The Admission Committee will consist of Chairman or Vice-Chairman, Manager and Principal.
26. All Headmistresses will be included as special invitees in all meetings and the committee will record any objections or suggestions from them.
27. Any member of the Admission Committee and invitee can offer suggestions, but can object to an admission on a legal ground only--ie only if there is a specific violation of any rule or law.
28. The members of the admission committee will be permitted to have their staff present at the

- meetings.
29. There will be no voting or majority rule in seat allocation as the entire process will be by lottery if there is a shortage of seats
 30. Detailed list of vacant seats will be published on the website of LPS and a monthly email will be sent to all senior officials especially the Manager and the Chairman/Vice-Chairman.
 31. The Chairman or Vice-Chairman would chair the Admission Committee
 32. The Principal would be in-charge of the admission process (not policy) as per CBSE and DOE guidelines..
 33. The Manager would ensure that all procedures are followed as per this **Admission Policy of the Laxman Public School Society**, in a fair and transparent manner, and as per law, and maintain the Agenda and Minutes.
 34. The entire admission process may be declared void and be redone in case of a major violation of law or rules.
 35. Any applicant who is selected or admitted in violation of the admission policy or procedure or, any law or rule, would be declared void and deleted.
 36. Any person or staff member who violates the admission policy or procedure will prosecuted as per law or rules applicable.
 37. **The school will publish the following Admission Schedule Dates in a leading newspaper and the website of the school (normally, the South Delhi edition of Delhi Times, TOI) :**
 - a. **Commencement date of Admission process 29/03/2014**
 - b. **Commencement date of availability of admission application 29/03/2014**
 - c. **Last date of admission application in school 07/04/2014**
 - d. **Display of list of Total Applicants 07/04/2014**
 - e. **The date for draw of lots if excess applicants 11/04/2014**
 - f. **The date for displaying the list of selected children 11/04/2014**
 - g. **The date for displaying second list (including waiting list) 14/04/2014**
 - h. **Closure date of admission process 15/04/2014**
 38. The entire working hours of the school shall be used for dealing with parents for the admission dates by the admission related officers. (9.00 A.M to 12 P.M)
 39. The format of the application form will be in the Existing LPS format, which can be modified.
 40. The format can only be approved and modified by the Managing committee----or its authorised officials in an emergency--(i.e. the Chairman and the Manager as per the Approved scheme of management.)
 41. The authorised official/s will inform the the Managing committee of the changes in the next meeting.
 42. The Admission form charges will be as per law and as decided by the Admission Committee. (Rs. 25/- Twenty Five Rupees)
 43. One Official will be assigned by the Admission Committee as Coordinator Admissions to coordinate the admission process.
 44. Daily report will be sent to the the Principal,Chairman/Vice Chairman and the Manager.
 45. Below mentioned notifications should be mentioned clearly on the website, notice board etc: -
 - a. *Only parents / official guardian of the child can apply.*
 - b. *No applicants will be accepted before or after the mentioned dates & timings.*
 46. All vacancies will be published in a separate section of the website (like Kendriya Vidyalayas) throughout the year and updated weekly, if required.
 47. The class strength will not be more than 45 per section and vacancies will be only if the strength is below this level in any section.
 48. Age criteria of minimum and maximum age should be specified for each level on a yearly basis, e.g.: -

CLASS	MINIMUM AGE ON 31 ST MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT	MAXIMUM AGE ON 31 ST MARCH OF THE YEAR IN WHICH ADMISSION IS SOUGHT

I	5 years	less than 7 years
II	6 years	less than 8 years
III	7 years	less than 9 years
IV	8 years	less than 10 years
V	9 years	less than 11 years
VI	10 years	less than 12 years
VII	11 years	less than 13 years
VIII	12 years	less than 14 years
IX	13 years	less than 15 years
X	-----	-----
XI	15 years	less than 17 years
XII	-----	-----

49. No child would be eligible for admission in a class, if the age is more than the maximum age prescribed.

50. This policy will be modified if in conflict with any relevant law or rule of the government or any of its departments.

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