



265

**GOVERNMENT OF ODISHA**  
**SCHOOL AND MASS EDUCATION DEPARTMENT**

No. 4030<sup>(30)</sup>/Plg/14

Date 20.05.14

Smt. Usha Padhee, I.A.S.,  
Commissioner-cum-Secretary to Govt,

To

All Collectors,  
Odisha

Sub: Procedure for admission against 25% reservations in Private schools under the RTE Act.

Madam/ Sir,

As you are aware of under RTE Act "The school specified in sub-clause (iv) of clause (n) of section 2 providing free and compulsory elementary education as specified in clause (c) of section (1) shall be reimbursed expenditure so incurred by it to the extent of per-child-expenditure incurred by the State, or the actual amount charged from the child, whichever is less, in such manner as may be prescribed". In this regard detail modalities have been prepared and enclosed for your reference. However, Finance Department in Govt. has been moved for consideration of the same.

In this regard if you have any feedback, same to be communicated by 25.05.14 for follow up action at Govt. level. For any clarification you may contact D Ray, Assistant Director, Planning, OPEPA (Contact No. 9437227285, email id planningorissa@gmail.com).

Yours Faithfully,

Commissioner-cum-Secretary to Govt.

Encl: As above

Memo No 4031/Plg/14

Date 20.05.14

Copy forwarded to SPD, SSA/Director, Elementary Education/Director, TE & SCERT/DEOs/DPCs/BEOs for information and necessary action.

Commissioner-cum-Secretary to Govt.



## **Procedure of taking of admission under 25% quota in Private schools under the RTE Act (Section-12.1.c), 2009 in Odisha**

### **A. Determining factors**

#### **Children**

- Children belonging to the age group of 6-14 years.
- Out of 25%, 15% seats to be filled up by children belonging to SC, ST, SEBC and Children without any home, settled place, ostensible means of subsistence, found begging, child labour and street child. Out of 15% seats, 10% seats will be reserved for children belonging to SC, ST & SEBC categories and 5% will be reserved for the children belonging to other disadvantaged groups like Children without any home & settled place, ostensible means of subsistence, found begging, child labour, street child & CWSN. Again, 10% meant for SC, ST & SEBC children will be divided among SC, ST & SEBC categories on the basis of their proportion in total population at district level as per the Census – 2011.
- Out of 25%, 10% seats to be filled up by children, whose parents are BPL Card holder,

#### **Entry level**

- 25% of the total capacity of the starting class (Pre-primary or class – I) in the school



## **School**

- Recognised un-aided & non-minority school starting from pre-primary or class– I, having day scholar.
- Aided school upto the extent of such aid.

## **Eligible school for reimbursement**

- Recognised un-aided & non-minority school starting from pre-primary or class – I having day scholar
- Schools having infrastructure and trained human resource as per the schedule of the RTE Act.

## **Non-eligible school for reimbursement**

- Govt aided school or any school receives facilities like building/land/any other equipment, free of cost or on concession basis, shall not be entitled for reimbursement to the extent of such obligation.
- Non-recognised schools.
- Schools not fulfilling the infrastructure and HR norm as per the Schedule of the RTE ACT.
- Residential school
- Schools starting with classes higher than class - I

## **Infrastructure & HR norm**

- Norm and standard for running a school as per the RTE Act is attached at Annexure - A

## **B. Procedure to be followed at different stages**

### **Stage - 1**

- Circular/notification on the procedure of admission under 25% quota to be issued by the appropriate Govt.
- Creation of awareness among stake holders through advertisement in print & electronic media, IEC materials, notification, meetings etc.
- Calculation of per child expenditure and bring it to the notice of the community through notification.
- Capacity building of facilitators (BEO, DEO, DPC etc) for initiating and monitoring the process of admission and reimbursement. RTE cell to facilitate this activity.
- School/Schools (Govt, Aided & Un-aided-recognised) to be attached with the habitation/ward as neighbourhood school. BEO to notify it both for rural and urban area.
- If more than one elementary schools are situated in the neighbourhood (1 KM for primary & 3 KM for UP, relaxed in case of barrier), then all schools will be declared as neighbourhood schools and it is upto the children to take admission in any neighbourhood school as per their choice.
- Calendar of events to be prepared by the RTE cell and approved by DEE, every year.
- Recognition of all Private schools is mandatory. Every three years, it is required to be renewed.

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- Per child expenditure to be calculated by the Committee constituted under the Chairpersonship of the SPD, OPEPA.
  - Per child expenditure of the previous year to be reimbursed to school in the current year.
  - Reimbursement proposal submitted by schools in the current year will be considered in the next financial year.
  - Reimbursement will be done to the extent of actual amount charged from the child and per-child-expenditure uncurrred by the State Govt per year, whichever is less.
  - Reimbursement for pre-primary will be done on the basis of per child expenditure incurred by State Govt divided by two.
  - Free seat quota for children belonging to disadvantaged group and weaker section in Govt aided schools =  $\frac{\text{Grants received by the school}}{\text{total amount of recurring expenditure incurred by the school}} \times 100$ .

### **Stage – 2**


- Private schools to notify the no. of the seats in class – I / pre-primary class every year in the public domain (school display board, Panchayat office etc) and communicate the same to BEO.
- Private school to notify the admission fees to be charged from the child for the particular year.
- Admission to be given to children belonging to disadvantaged group and weaker section groups.



- During admission priority to be given to children belonging to neighbourhood area.
- If there is any surplus seat available, then Private schools will allow children beyond the neighbourhood distance.
- Children are free to apply in any private schools
- Parents are required to apply in a form attached as Annexure – 'B' by providing all information to the school for seeking admission for their children.
- If there are no children applied or available for taking admission under the 25% quota, then the school will give a self declaration on the no. of seats remain vacant after giving admission to all eligible children and the admission time (July) is over. For filling of the vacant seats, management of the school will apply to the local authority/ BEO and obtain necessary permission.
- Children will be selected through lottery in presence of BEO/representative of BEO, if application no. is more than the no. of seats available under 25% quota in the school.
- Parents will be communicated the date of lottery so that they remain present during the lottery.
- After admission of children under the 25% quota, Private school management to apply to the BEO for reimbursement in the Form No – 'A' with all necessary information.

### **Stage – 3**

- BEO to give a report after inspection through field visit.
- BEO to recommend proposal, if it is found eligible after inspection.

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- BEO to notify the school wise expenditure in its display board for public information and maintaining transparency.
  - BEO to prepare a consolidation sheet (Abstract & school wise information), sign and submit to DEO.
  - DEO to prepare a consolidation (Abstract & school wise information) report after taking BEO level reports into consideration with the help of the office of the DPC after matching with the same year DISE. If necessary, DEO would visit some schools on sample basis before the recommendation to DEE.
  - After consolidation and necessary scrutiny, DEO will submit the consolidated sheet to the Collector & CEO, ZP for approval.
  - After obtaining approval from Collector & CEO, ZP, DEO will send the approved consolidated sheet (Abstract & school wise information) to the Director, Elementary Education.

#### **Stage – 4**

- After receiving proposals from DEOs, DEE to consolidate in Form No. – B and submit the proposal with necessary budgeting and costing to the DSME, GoO for funding provision in the budget.
- After necessary approval from Govt, DSME will place funds to DEE.
- DEE will give required funds to all DEOs.
- DEOs will transfer funds in the shape of reimbursement to school account as provided in the Form No. – A.



### **Stage – 5**

- All Private schools will open a separate account for the purpose of depositing funds to be received under 25% quota.
- All schools to keep necessary records for audit and other official purpose.

### **Stage – 6**

- State govt to audit the school account regularly.
- All BEOs to monitor the process of admission, attendance & other schooling factors through direct field visit and through ABEO, BRCC & CRCC.
- It is to be ensured that children taking admission under the 25% quota should not be discriminated. Their education rights must be protected.

### **Stage – 7**

- Grievance redressal for the purpose will be done by BEO every Monday.
- Director, Elementary Education is the 'Competent Authority' in this regard. DEE will also be treated as the 'Appellate Authority' for the purpose.
- Funds required for media activities, IEC materials, printing work, awareness programme, capacity building, training programme, workshop and other things as per the need will be booked under the Project Management, Media & community Mobilisation Head of SSA.

**Annexure – A**

**(Norms & Standard for an elementary school under the RTE Act)**

Sl No	Item	Norms & standards	
1	Number of teachers:		
	(a) For first class to fifth class	Admitted children	Number of teachers
		Up to sixty	Two
		Between sixty-one to ninety	Three
		Between ninety-one to one hundred and twenty	Four
		Between one hundred twenty-one to two hundred	Five
		Above one hundred and fifty children	Five plus one Head-teacher
		Above two hundred children	Pupil teacher ratio (excluding Head teacher) shall not exceed forty
2	(b) For sixth class to eighth class		(1) At least one teacher per class so that there shall be at least one teacher each for-
			(I) Science and Mathematics
			(ii) Social Studies
			(iii) Languages
			(2)At least one teacher for every thirty-five children.
			(3) Where admission of children is above one hundred-
			(i) A full time head teacher
			(ii) Part time instructors for-
			(A) Art Education
			(B) Health and physical Education
			(c) Work Education
3	Building		All-weather building consisting of-
			(i) at least one class room for every teacher and an office-cum-store-cum-Head teachers' room;
			(ii) barrier free access;
			(iii) separate toilets for boys and girls;
			(iv) safe and adequate drinking water facility to all children;
			(v) a kitchen where mid day meal is cooked in the school;
			(vi) Play ground;
			(vii) arrangements for securing the school building by boundary wall or fencing
4	Teaching learning equipment		shall be provided to each class as required.
5	Library		There shall be a library in each school providing news paper, magazines and books on all subjects, including story books.
6	Play materials, games and sports equipment		shall be provided to each class as required.

988  
256

**Annexure – B**

To,  
The Principal / Head Teacher,

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**Application for taking of admission under 25% quota in Private Schools**

Name of child		
Name of Father		
Name of Mother		
Name of Local Guardian (Any outsider/ NGO/GO)		
Date of Birth (Lacking of this may not prevent admission)		
Age in year		
BPL/ APL (Photocopy of the BPL card to be attached)		
Caste (SC/ST/OBC/Other disadvantaged Group*) Caste Certificate (Photocopy) to be attached		
Boy / Girl		
Name of the class (Class-I or Pre-primary) for admission		
Address (Not mandatory for home-less children)		
Enclosure –  Place-  Date -	Habitation/Ward	Village/Ward
	P.O.	G.P.
	District	State

Yours faithfully

Signature/ Thumb Sign  
of the Parent/Guardian

(\* Other disadvantaged group – Child labour, home-less, child without adult protection, child beggar, CWSN, street child etc)

