



WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2, Park Street, Kol.-700 016

NOTIFICATION

Memo No. 5/203

Date. 30/12/2011

From: The Secretary, W.B.B.S.E.

To : The Heads of all Recognised Non-Govt. (Aided & Unaided)
Secondary Schools in West Bengal

Sub: Admission procedure in Classes (from Class V to Class VIII) in
all Recognised Non-Govt. (Aided & Unaided) Secondary Schools
in West Bengal for the academic session 2012 & guidelines thereon.

Ref : School Education Department, Govt. of W.B.'s Memo No. 1480-SL/5S-
116/2010, Pt-1 dated 9.12.2011.

In terms of School Education Department, Govt. of W.B.'s Memo No. & date mentioned above, the President, West Bengal Board of Secondary Education is pleased to notify for general information that consequent upon the decision to start the academic session from 1st January, 2012 taken by the School Education Department (Secondary Branch), Govt. of W.B. and in view of the statutory obligation of the State Govt. to ensure free and compulsory education to every child of the age of 6 to 14 years in a neighbourhood school till completion of elementary education as per provision of RTE Act, 2009, it has been decided by the School Education Department that admission in elementary classes for the academic session 2012 will be done through lottery as per guidelines issued by the School Education Department vide Memo No. 628-SE(P)/10M-186/2010 dated 12.10.2011 and 1435 (59)-SE(SL)/5S-116/10 (Pt-1) dated 22.11.2011. In this connection, it is further clarified that the process of admission in Class V will be done when a primary school functions in the same building/premises of the Secondary School (High/ Higher Secondary) treating such primary school as the same unit and students of the primary school will get automatic admission to the Secondary School even if the primary school is run under separate management. After admitting the students of primary school, if there are additional seats, admission to the same is to be decided through lottery in accordance with this Department's Circular as stated above. Moreover, no charge for application form or admission fees can be collected by the school authority from the students seeking admission to a school.

Guidelines for admission are as follows :

- 1) Admission of children in school from Class V to Class VIII will be done through the process of lottery.
- 2) If the number of candidates seeking for admission in a class exceeds the number of seats, then and only then procedure of lottery will be undertaken.
- 3) If any Pry. School is located in the same premises of an Upper Pry. School/High School/Higher Secondary School or if a Pry. School runs in the same school building of an Upper Pry. School/High School/ Higher Secondary School in the morning, in such cases all the students of IV of the said school pry. should be admitted in Class V of the Upper Pry. School/ High School/ Higher Secondary School as the case may be at first. The rest of the seats of Class V, if there be any, should be filled up through the process of lottery.
- 4) To fill up the seats meant for unreserved candidates at first a general lottery is to be performed taking into account of all applications for admission irrespective of categories. It is therefore implied that all General, SC,ST,OBC candidates and others will come under the general lottery.
- 5) After filling up the unreserved seats, separate lotteries are to be done to select category wise (viz. SC/ST/OBC) reserved candidates.

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- 6) It is obligatory on the part of the State Govt. to ensure education of all children up to Class VIII free of cost in a neighbourhood school as per provisions of RTE Act,2009 and Notification issued by the State Govt in this regard.

In case of Kolkata and other in accessible terrains due to natural barriers, the Pry. School should be located within a distance of 1 Km. from the neighbourhood of habitable area. For High School it should be less than 1 Km.

For other places in West Bengal the aforesaid distance shall not be more than 1 Km. in case of Pry. School and 2 Km. in case of Upper Pry. School.

- 7) In case a child fails to manage his/her admission in any school through the process of lottery, his/her guardian will submit petition to the D.I. of Schools (SE) if admission sought for ~~be~~ from Class V to VIII in a Upper Primary/High/Higher Secondary school. The concerned D.I. of Schools on receiving the application shall take immediate step for admission of the child in a suitable school in the neighbourhood. Further the D.I. should install a help line in his office and dispose of all complaints expeditiously.
- 8) In case of admission of a child in Class I, he/she should be 5+ years as on 01.01.2012.


SECRETARY

Memo No. S/203-(1-11)

St - 30.12.11.

Copy forwarded for information & necessary action to :

- 1) Secretary, S.E. Deptt., Bikash Bhawan, 6th Floor, Salt Lake City, Kol.-91
- 2) Director of School Education, W.B., Bikash Bhawan, 7th Floor, Salt Lake City, Kol.-91
- 3) Private Secretary to the M.I.C. (Pry. & Secondary), Govt. of W.B., 5th Floor, Salt Lake City, Kol.-91
- 4) District Inspector of Schools (SE).....P.O.....Dist.....
- 5) All Teachers' Organizations
- 6) Dy. Secretary, Academic, WBBSE for publication in the 'Parshad Barta' & Dy. Secretary, Administration for display in the Website (WBBSE)
- 7) All Dy. Secretaries & Asstt. Secretaries, WBBSE
- 8) Regional Officers, Kolkata, Burdwan, Midnapore, North Bengal
- 9) All Board Members
- 10) Secretary Unit & President Unit
- 11) O.S.D. Unit.


SECRETARY