

ADMISSION RULES

PART-A – GENERAL GUIDELINES

(a) Dates of Admission

The process of admitting pupils to the various classes begins in January/February and is finalised by 30th March of every year, except in cases of transfer.

(b) Jurisdiction for Admission

School	Particulars of Township/Quarters
AECS NO.2	AnuChhaya , Anu Kiran:(Type – II – Block-1 to 50), (Type-III-Block 1-18) & (Type-IV-Block 1-32)and CISF colony
AECS NO.3	AnuBhagya (HWP), Anu Asha colony (Phase-2), Anu Deep (ESL) clolony, Township (Vikram Nagar) New Market, RPS., and XI/XII (Arts & Commerce Stream)
AECS NO.4	Anu Tara, AnuPratap, Anu Kiran, Charbhooja, Classes XI/XII (Science Stream- English & Hindi Medium Only)

Note: The given area of jurisdiction is for the fresh admission and transfer cases.

(c) Admission Process

For classes II to IX& XI, the wards of DAE employees are admitted on production of a transfer certificate along with a satisfactory academic record as prescribed by CBSE. Admission in class X & XII are given only after obtaining approval from CBSE.

Wards of Non-DAE personnel shall be admitted on the basis of guidelines for admission provided by AEES.

(d) Birth Certificate

The Birth certificate issued by the Municipality/ Municipal Corporation should be produced while seeking admission to Pre Prep, Prep and Standard I. The birth certificate issued by Panchayat Officer / Village Mukhia / Sarpanch of Gram Panchayat should be endorsed with the signature of the Revenue/ Panchayat Gazetted Officer of the area concerned and should be produced at the time of seeking admission.

Admission will not be granted on the basis of an affidavit in lieu of a birth certificate.

The Original birth certificate needs to be produced when seeking admission to classes II and above only if the place of birth is not indicated on the Transfer Certificate (TC) from the previous schools attended.

(e) Transfer Certificate

Those seeking admission in any class from II to XII standard shall be required to produce a valid. T.C. from the school last attended as per the guidelines issued by the CBSE. In the case of a student migrating from one CBSE affiliated school to another the TC produced should be with the signature of the regular Principal/Vice Principal if the regular Principal is not available. The CBSE affiliated schools issuing TC shall upload scanned copy of the Transfer Certificate(s) issued by them on their official school website. The school shall also mention in the TC 'AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION' below the name and address of the school along with the Affiliation Code No. The affiliation status of the school be verified from the Board's website 'cbse.nic.in' as also from the school's website and the name and Affiliation Number recorded on the Transfer Certificate.

In case of transfer from a school recognized by / affiliated to any other recognized Board, the genuineness of the Transfer Certificate be got ascertained and countersigned from the authority as per CBSE guidelines.

(f) Age

The minimum age of a student seeking admission for the classes Pre-Prep / Prep is

Adm. Table- 2

Class	Minimum Age
Pre-Prep	3 Years(born on/before 31st March 2014 for the academic year 2017-18)
Prep	4 Years(born on/before 31st March 2013 for the academic year 2017-18)

The minimum and maximum age of a student seeking admission for the classes 1 to X is

Adm. Table- 3

Class	The eligible age as on 31st March of the year in which admission is sought	
	Minimum age	Maximum age
I	5 Years	7 Years
II	6 Years	8 Years
III	7 Years	9 Years
IV	8 Years	10 Years
V	9 Years	11 Years
VI	10 Years	12 Years
VII	11 Years	13 Years
VIII	12 Years	14 Years
IX	13 Years	15 Years
X	14 Years	16 Years

All dues for the academic session must be cleared by January 10.

1. Fee will be collected in two instalments in April and October of the academic session for all classes.

2. The fees will be collected by the class teacher / office in the First Period on the dates notified by the school.

3. In case a receipt is not given to the student before the end of the last period of the day, the matter should be brought to the notice of the head of the school.

The Fee Structure is as follows:

FEE FOR DAE/ NON DAE WARDS

Fee-Table-1

Class	PUVVN	Computer Fee	Tuition Fee (For DAE Wards)	Tuition Fee (for Non DAE Wards)
Pre-Prep & Prep	Rs. 150/- p.m.	--NA--	Rs. 500/- p.m.	--NA--
I to X	Rs. 150/- p.m.	Rs. 30/- p.m.	Rs. 500/- p.m.	Rs 750/- p.m.
XI & XII	Rs. 150/- p.m.	Rs. 50/- p.m. **	Rs.500/- p.m.	Rs 750/- p.m.

** Only for students who have opted for computer science as one of their subjects.

Bus Fee is Rs 1/ per month for DAE wards and Rs 400/- per month for non- DAE wards.

Note: The above fee structure is under revision for the academic year 2017-18, the revised fee, if implemented, is to be paid during the same academic session as per notification issued from time to time by AEEs.

TERM WISE FEE STRUCTURE(in Rupees ₹)

Nature of Fee	DAE			Non DAE			SEEP/ RTE
	Gen(B)	SC/ST (Boys)	Girls	Gen (Boys)	SC/ST (Boys)	Girls	
PUVVN	900	900	900	900	900	900	0
Tuition FEE	3000	0	0	4500	0	0	0
Computer Fee (Class I to X)	180	180	180	180	180	180	0
Computer Fee (Class XI & XII)	300	300	300	300	300	300	---
Class wise Term Fee (6 months) for each category (^)							
Pre-Pre & Prep	3900	900	900	---	---	---	---
Class I to X	4080	1080	1080	5580	1080	1080	---
Class XI & XII (#)	4200	1200	1200	5700	1200	1200	---

Note:

(#) The total fee mentioned is for Computer Stream of class XI and XII, but it will change according to the stream/subject/elective opted by the students.

(^) Students who are taking new admission need to pay additional fees like admission fee, application fee etc.

FEE WAIVERS / CONCESSIONS:

1. All boy students belonging to SC/ST category and all girl students irrespective of category are exempted from paying tuition fees (applicable for both DAE and Non DAE Wards.)
2. PUVVN fee is to be paid by all boy students of all categories as given in Table-1. PUVVN Fee structure for girl students is as given in table-3

Fee Table-3

CLASSES	NO OF CHILDREN IN A FAMILY	PUVVN FEE (applicable in Fee-Table-1)
Pre-Prep to V	Any number	Full fee
VI to XII	A Single Child who is a girl	No fee to be paid
	Only two children, if both are girls	50% of the fee
	Any other category	Full fee

Note: PUVVN fees are to be paid by all categories of students except girl students who need to pay according to the table given above. It is also informed that parents desiring to receive concession as above have to submit an affidavit on a stamp paper of Rs.20/- indicating the status of the number of girl children. The affidavit should also declare that the parent shall intimate the school authority within a month about any change occurring in future in the above mentioned status of girl children. Thereafter mere self-certification by the parent for declaration of status of girl children needs to be submitted every year.

3. Students whose parents belong to the Non-DAE category and are employed with any Central/State Government/Public Sector undertaking or are in the auxiliary/supporting services with a DAE unit with basic pay excluding dearness pay is less than Rs. 4500 (as per pre revised scale or Rs.11200/- Pay + GP as per revised pay) per month will be charged fees on a par with DAE wards. (if both parents are working, then the combined Basic pay of both the parents excluding Dearness Pay shall be taken into account for granting the concession.)
4. Students who are children of DAE employees who have superannuated or have expired while in service or who have become invalidated while in service will be treated on a par with DAE wards.
5. Children of DAE employees who have resigned, taken voluntary retirement, been compulsorily retired from service or terminated will be charged the fees applicable to Non DAE wards.

Fee Collection Dates

Months	Date of Collection	
	Without Late Fee	With Late Fee
April 2017	10,11,12	22
October 2017	4,5,6	13

Other Fees

S.No.	Fees for Providing	Amount RS.	Remarks
1.	Application Form for DAE	50	The Application form can be downloaded from the website; the payment for the form must be made at the time of admission.
2.	Application Form for Non DAE	200	Admission form for Non DAE wards will be issued separately.
3.	Bonafide Certificate	10	
4.	Duplicate Report/ Mark Sheet/ Transfer Certificate	50	
5.	Railway Concession (HT)	20	For a single journey
6.	Late Payment of fees	10	Each head
7.	Re- evaluation of answer scripts (Annual Exam only)	50	For every answer script for which re-evaluation is requested
8.	Transcripts of School Records for a Student	100 25	For the first copy For each additional transcript (per subject)
9.	Re- admission fee	100	

Other Fees:

In addition to the above all the students studying in XI & XII are also required to pay other fees as per the details below:-

- a. Admission fee of Rs. 20/- (only once at the time of admission to XI Std.)
- b. Term fee of Rs. 50/- per term
- c. Science fee of Rs. 70/- per term (Applicable to science group)
- d. Special fee of Rs. 50/- per term (for vocational courses).
- e. Annual examination fee of Rs. 25/- only once at the time of admission to XI Std.
- f. Deposits refundable after passing class XII / TC.
 - (i) Library deposits of Rs 50/- payable at the time of admission to XI std.
 - (ii) Laboratory deposit of Rs 75/-.

Note:

- i. Tuition fee and PUVVN are collected in installments as indicated in the schedule above.
- ii. SC/ST candidates of DAE/NDAE studying in Std. XI & XII of CBSE are exempted from payment of other fees like term fee, special fee, science fee etc. However they are liable to pay PUVVN Fee.

GUIDELINES FOR RE- ADMISSION

- i. Name will not be struck off if the child/parent has applied for leave in advance and same has been approved by the school authority.
- ii. In medical case/ any situation beyond the control of parent or child, the leave application should be supported by proper / valid documents and the leave will be sanctioned by the head of the school separately.
- iii. If any child remains absent without proper and prior intimation for more than 5 days, the name will be struck off from the 6th working day onwards. The child will be allowed to sit in class only after re-admission by paying Rs. 100/- as re-admission fee.
- iv. The child's name will be struck off if the school fees is not paid till the last date of payment with the late fees and the child will be re-admitted only along with a repayment of re-admission fee of Rs 100/-.

PART-B: For admissions under RTE Act, SEEP(TNP) and ND-1 to ND-4 categories

From the Academic Session 2015-2016, **AEES provides admissions under RTE Act in class-I only**. Fixed number of Admissions in Class-I under SEEP program (earlier called TNP) in rural areas will also be taken up through this admission circular. Other Non-DAE wards (ND-1 to ND-4 categories) at all centres are also allowed to apply for Class I to XII through this admission circular subject to availability of seats.

No admissions under RTE Act and SEEP Program will be considered from Class II to XII. Please note that admissions for ND-1 to ND-4 categories wards are not assured.

1. Method of admission

(a) Admission test:

(i) **No admission test** for the students seeking admission in classes I to VIII.

(ii) **Admission test** would be conducted for classes IX and X, based on the syllabus of CBSE curriculum of the previous class to which the admission is being sought in the subjects Hindi English, Maths and General Science. The test will be for 3 hours duration and for a maximum of 100 marks. The qualifying marks for the admission would be 33%.

(b) Method for calculating the number of admissions under RTE and remaining Non-DAE seats for Class- I:

For admission to 25% of seats in Class-I, in compliance with the RTE Provisions, the following methodology will be adopted.

(c) Composition of Committee for draw of lots:

Chairman of the concerned LMC will constitute a committee for the purpose of conducting a Draw of Lots (to be held for Class I admissions only).

2. Eligibility

(a) Eligibility for grant of admission in Class I under the provisions of RTE Act:

Children residing in the neighbourhood area, who belong to Disadvantaged Group and/or Weaker Sections, are eligible to seek admission under the provisions of RTE Act, 2010.

DEFINITION OF DISADVANTAGED GROUP

1. Child belonging to disadvantaged group means a child belonging to the Scheduled Caste, Scheduled Tribe, the socially and educationally backward class or such other group having disadvantage owing to social, cultural, economic, geographical, linguistic, gender or such other factor as may be specified by the appropriate government, by notification (Section 2(d) of RTE Act).

2. Child with special needs and suffering from disability will be determined as per the provision mentioned in RTE Act 2010 or as defined by the concerned State Govt.

DEFINITION OF WEAKER SECTION

1. Child belonging to weaker section means a child belonging to such a parent or guardian (declared by a Court or a Statute) whose annual income is lower than the minimum limit specified by the Government, by notification (Section 2(e) of RTE Act).

2. The income limit regarding economically weaker sections will be applicable as notified by the State Govt. concerned.

DEFINITION OF NEIGHBOURHOOD & PROOF OF RESIDENCE

Since AEC Schools are located at places with varied density of population, they have been categorised for determining the limits of neighbourhood, as follows:

AEC Schools situated in Urban areas (Mumbai, Hyderabad, Mysore and Indore)	5 Kms. Radius from the respective AEC School/JC where the child has applied for admission
AEC Schools situated in areas other than centres as stated above.	8 Kms. Radius from the respective AEC school/JC where the child has applied for admission

The following documents are required to be submitted at the time of admission in the respective schools where admission is sought under the provisions of RTE Act.

1. Original Birth Certificate along with an attested copy is to be submitted at the time of admission. Certificate of proof of age if in the form of a birth certificate issued by the authority competent to register births will include certificates from Notified Area Council/ Municipality/ Municipality Corporation & extract about the date of birth from records of Village Panchayat.
2. A certificate that the child belongs to the Scheduled Caste/ Scheduled Tribe/ EWS/OBC (Non-Creamy Layer)/ BPL/ Differently-abled, wherever applicable, issued by the competent authority in concerned State Government/ Union Government. The certificate as applicable in respect of either of the parents may be accepted initially, for the purpose of admission, if this certificate is not available for the child. However, the certificate in respect of the child has to be submitted within a period of 03 Months from the date of admission.
3. A Certificate from the civil surgeon/rehabilitation centre or any other competent authority defined by the Government of India certifying the child to be handicapped, wherever applicable. In case, where the handicap of the child can be visually seen by the Principal, the child may be accepted as handicapped even without a certificate. However, the parent may be advised to obtain the relevant certificate from the competent authority and submit the same to the school.
4. Attested copies of Aadhaar card/Ration card of parent's along with the same of the child.

5. Income Certificate in respect of parents issued by the employer concerned/ Revenue authorities
6. Proof of residence (essential) and distance from the school:
Note :A self-declaration in writing from the parent about distance of the residence from the school in which admission is sought may also be accepted to this effect.
7. Any other document(s) as advised/required by the concerned Head of AEC School for the grant of admission.

(b) Eligibility under SEEP Program:

Limited Admissions under SEEP Program in Class-I are considered in some of the AEC Schools situated in rural areas. The detailed guidelines for grant of admissions under this program are available with the respective Heads of AEC schools. Parents are requested to contact the concerned Heads of schools in this regard.

(c) Eligibility under other Non-DAE Categories:

1. Available seats if any, for other Non-DAE students belonging to ND-1 to ND-4 categories in each class will be put up on the notice board before issuing the application forms by the respective AEC Schools or by the Coordinating school where there is more than one school.
2. Categories of Non-DAE wards for seeking admission in AEC Schools against the vacant seats, if any, is as follows.

Category Code	Description
ND-1	Wards of the Project Affected people, whose land has been acquired for the DAE project (applicable only for first generation)
ND-2	Ward of DAE employees who have superannuated or expired while in-service or invalidated on medical grounds during the service and the wards of Central/state Government/PSU employees engaged in DAE (e.g. Sausheelya, Mehatva, School for special children, Co-operative Credit Society, Banks, Post Office etc.) and the wards of the employees of major contractors working for DAE projects and Wards of the defence Personnel or wards of their widows.
ND-3	Grandchildren of serving/retired or expired DAE employees (One admission per employee). Grandchildren of AEES employees (Serving/Retired) will have preference.
ND-4	Wards of people residing around DAE establishment

Note:

- (i) Non-DAE admissions for ND-1 to ND-4 categories will be considered subject to the availability of seats. In no case, the Non-DAE admission should lead to an increase of Sections in any class. The strength of Non DAE admissions shall not be more than 50% of DAE admissions.
- (ii) **For rural areas**, the order of Merit of the Non-DAE categories will be finalized by the respective Chairman, LMC as per the demand of local conditions which may vary from time to time and one site to another site.
- (iii) **For urban areas**, the order of Priority for admission of wards of Non-DAE employees will be generally in sequence of the Non-DAE categories.
- (iv) Chairman, LMC should forward all the recommendations for Non-DAE admissions to Central Office, AEES for approval.
- (v) A written undertaking/declaration should be submitted by the parents of non-DAE that their wards are granted admission in a particular school of that centre/residential colonies, all such non-DAE

admissions will be subject to inter change among the AEC Schools of the particular centres/residential colonies at any time during the course of their study.

PRINCIPAL(Co-Ordination)