

GOVERNMENT OF KARNATAKA
Department of Public Instruction

**Report of the High Power Committee
Constituted to Regulate Admission
from Pre-Primary to Pre-University
in Private Educational institutions
in Karnataka**

Office of the Commissioner for Public Instruction
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INTRODUCTION

Admission process in private aided and unaided institutions has become a ticklish issue. This has become a serious social problem to the parents, the educationists and to all others who are concerned with primary education in general. Guardians and parents find it an uphill task to seek admission for their children in private schools. Parents are in a terribly confused state in the absence of any definite information to them from the department with regard to the availability of number of seats, date of issuing the application form and the guidelines they need to follow and so on. Both private aided and unaided schools have begun to exploit the situation to their own commercial gains and in turn the process has failed in giving quality education to the children of the common people.

This situation has resulted in the formation of two groups of schools – one elitist and the other non-elitist and the parents are made to believe that private schools are the schools that impart quality education. This is strikingly evident in urban areas and cities.

Another highly disturbing factor is the system of interview that is being conducted for the children and their parents who have registered themselves for admission. Further providing admission to children is based on socio economic status of the parents. This is undoubtedly a social injustice. It has resulted in a lot of trauma both to the children and their helpless parents.

It is a matter of great concern that (in the District and Taluk Headquarters, or in corporation areas) we have not been able to provide opportunity for admission to children who come from middle class families, in schools of their choice; or the schools near their homes in the corporation areas or in the District and Taluk Headquarters

Therefore, the Government of Karnataka has constituted a high level Committee to study and report the problems of admission process, to give equal opportunity to all sections and to introduce transparency in the policies of admission from pre-primary level up to pre-university level in all recognized educational institution. The following is the list of members of the High Power Committee.

Sl. No.	Name / Designation	Position
1	Sri. G. Kumar Naik IAS Commissioner for Public Instruction Department of Public Instruction, Bangalore-1, Karnataka	President
2	Sri. G. Chandrashekar Retd. Director (Primary Education) NO. 10, Nisarga, 2 nd Cross BDA Housing Colony, Dommalur Bangalore	Member

3	Sri. Krishna Iyer Secretary, KAMS Iyer High School Premises M.S. Ramaiah Main Raod, Mathikere, Bangalore	Member
4	Dr. Sister Gene Vieve Secretary, KREC, Yuva Chetana Building, 2 nd Cross D'Coasta Layout, St. Thomas Town Bangalore	Member
5	Sri. Gururaja Jamakhandi Sr. Lecturer in Economics KE Board, Vidyaranya Pre University College Madihala Road Dharwar	Member
6	Sri. T. M. Kumar Director, Primary Education O/o. the Commissioner for Public Instruction Bangalore Up to 31.01.2008	Member Secretary
7	Sri. Chidre Shankaraiah Swamy Director, Secondary Education Additional Charge of Primary Education O/o. the Commissioner for Public Instruction Bangalore from 01.02.2008 to 20.02.2008	Member Secretary
8	Sri. K. Gangappa Gouda Director, Primary Education O/o. the Commissioner for Public Instruction Bangalore From 20.02.2008	Member Secretary

SCOPE OF THE COMMITTEE

- 1) The Committee is constituted to make recommendations based on Ganguly report and the policies of admission in aided and unaided private schools and pre-university colleges.
- 2) The Committee is requested to submit a report on the policies to be followed with regard to
 - i) Pre admission procedure
 - ii) Details of Application for Registration
 - iii) Time Schedule for Admission
 - iv) Criteria for Admission Process
 - v) Defining the aspects of Equality & Social Justice
 - vi) Capitation Fee

Process for Preparation of Report:

Report on the admission policies in private pre-primary school submitted by Sri. Ashok Ganguly, Chairman, CBSE and the President of the Committee was studied at length.

On 22.11.2007 the President and the members of the committee called for a meeting of all the Principals and the Office Bearers of the Management of Elite Schools and discussed with them the details of the application for registration for admission, the process of distribution of seats, time schedule for the admission and issues concerned with equality and social justice.

The guardians, the parents and the public were asked to express their views on the admission policies in private institutions in the state. A good deal of opinions expressed by the public were collected from various newspapers.

With the desire to know of the policies of different states, the Directors of Primary Education in South India such as Maharastra, Andhra Pradesh, Tamil Nadu and Kerala were requested to inform the State Government of the policies of admission followed in their respective states.

The members of the Committee held a meeting on 5.1.2008 with the President and the office bearers of the private managements, Principals and Head Teachers and the office bearers of the teachers' association and discussed with them the policies of admission and admission schedule, starting from pre-primary and pre-university level.

Sri. Gururaj Jamakhandi, Lecturer and member of the Committee visited Maharastra and studied the policies of admission there from pre-primary and pre-university and has submitted a report. Based on the order of the Hon,ble Supreme Court in connection with the Ganguly Committee Report was also considered.

Procedure to be followed before Admission:

The private aided and unaided schools should inform the public and the parents to submit the application as per the time table enclosed in (Annexure 2 & 3) A copy of the model application is provided in annexure-1. The parents and guardians may be requested to submit their application in the prescribed format.

The schools are instructed to notify on the notice board the number of seats available, the medium of instruction, the syllabus followed (State syllabus or the Central syllabus) and details about state reservation policy. It is brought to our notice that parents and guardians are compelled to wait in queue to either buy the application form or to submit at some time wait the whole night in the queue to obtain a form. Some schools are printing their own application form or ask the public to apply for seats on regular plain sheets of paper. Therefore, in order to prevent such malpractices, it is instructed that the prescribed application forms be made public by means of publishing it in daily newspapers. It is recommended to send the forms be submitted either through e-mail or send it by post.

To spare the guardians and the parents from the torture of waiting in long queue for submitting the application forms, the Committee has recommended the following measures.

- ☐ to prevent schools from selling application forms
- ☐ to make sure that the prospectus of schools are sold to the public at very reasonable rates
- ☐ to make sure that the schools do not make it mandatory for the parents to buy the prospectus.
- ☐ make sure that the Head of the Institutions and the members of the management strictly follow the admission schedule.
- ☐ make sure that the schools notify on the notice board, before they invite applications, (a) the number of seats available class wise, (b) reservation, (c) medium of instruction, (d) the syllabus being followed.
- ☐ the schools should make sure that the above said information is available to the public all the time on the notice boards in the schools.
- ☐ all the relevant information available for admission be submitted in advance to the Ex-officio Cluster Assistant Education Officer and Block Education Officer.
- ☐ to receive all the application from both parents and guardians.
- ☐ application seeking admission should be considered, according to the availability of seats (class and section wise), reservation policy, social justice and on the basis of guidelines for admission given. The list should be announced class and section wise.
- ☐ it is strictly recommended that the institutions maintain a great deal of transparency in the process of admission. The transparency should be maintained in such a way that the public is aware of it.

A model of the admission application form should be made available in all offices of the Departments of Education and in the Departmental Website.

Annexure I

STUDENTS ADMISSION APPLICATION FORM

Application No: _____

Academic Year _____

Sl. No.	Details	
1	Full Name of the Candidate	
2	Gender (Sex)	
3	Date of Birth (Along with Birth Certificate)	
4	Candidates' Residential Address (Along with documents to testify the address) Telephone No.	
5	Distance in terms of Km between the residence of the candidate and the school where admission is sought	
6	Name of the Candidate's Father	
	Educational Qualification	
	Profession	
7	Name of the Candidate's Mother	
	Educational Qualification	
	Profession	
8	Annual Income of the Family	

9	Candidate's Caste Religion, Category, Group <i>(with certificates supporting the declaration)</i>	
10	Candidate's parents / guardians address and how the guardian is related to the candidate	
11	Class for which Admission is sought	
12	Medium of Instruction Opted	
13	Whether any sibling is studying in the school? If so provide details;	
14	Whether the Parents are old students of the School? If so, give details	
15	If the Candidate is handicapped, give details of the nature of the handicap <i>(with medical report)</i>	
16	The Class in which the candidate studied previously;	
17	Has the candidate passed the examination of the previous class? <i>(provide documents)</i>	
18	Name and Address of the previous school that candidate studied in	

20	If Parent an Ex-service man? (Along with the documents)	
21	Whether the parents are Govt. servants / employees of local body / corporate company and are transferred. If so, furnish details with documents.	
22	Is the father / mother / of the candidate a teacher / employee in the school?	
23	Whether the student has single parent? (father or mother)	

Father / Mother / Guardian's Signature

Candidate's Signature

Date:

Place:

Notice: Candidates seeking admission to pre-primary and I Standard should not be forced affix their signature

Annexure II**TIME TABLE TO BE FOLLOWED TO ADMIT
CHILDREN TO THE ACADEMIC YEAR***(Pre-primary school – I Standard)*

Sl. No.	Details	Time / Duration
1	Date of Inviting Application for Admission	From 1 st January
2	Last Date to receive the filled in Application Forms	January 31
3	Last Date to scrutinize the application received for admission	February 15
4	Date of announcing the eligibility list in the descending order as per the selection parameters of all students applied for Admission	March 1
5	Announcement of the first list of selected candidates	March 1
6	Time limit provided for admission to the selected students in the I list	March 11 (upto)
7	Announcement of the second list of candidates selected	March 15
8	Time limit provided for admission to the selected students in the II list	March 25
9	Announcement of the third list of candidates selected	March 29
10	Time given to the candidates of the 3 rd list for admission	April 05
11	Commencement of the academic year (classes)	May 22

Annexure III

**GENERAL TIMETABLE TO BE FOLLOWED
IN ADMITTING CANDIDATES
FROM II STANDARD TO X STANDARD**

Sl. No.	Details	Time / Duration
1	Notification of the details of the number of seats available in each class	April 02
2	Last date to receive the application forms along with the documents	April 15
3	Last date to scrutinize the received application forms	April 30
4	Date of announcement of eligibility list in descending order of merit as per selection parameters of all the students applied for admission	May 01
5	Announcement of selected students - I list	May 01
6	Last date for the candidates of the first list for admission	May 15
7	Announcement of the Second List of selected candidates	May 20
8	Time provided to the candidates of the second list for admission	May 25
9	Announcement of the third list of selected candidates	May 26
10	Time provided to the candidates of the third list and the final list for admission	May 30
11	Commencement of Classes	June 01

Criterion to be followed during the Process of Admission of Candidates to Pre-Primary, Primary and High School

Institutions are directed to allot 1 to 100 marks to the candidates based on the following criteria.

- 1) Top priority to be given to candidates' parents who reside;
 - a) within a radius of 3 km from the school. Such candidates be awarded 30 marks.
 - b) in case the parents of the candidates reside 3 kms away from the school, marks according to Annexure IV be given.
 - c) in case they reside 10 km away from the school, marks need not be given at all.
- 2) Candidates, whose brothers and sisters are studying in the school be given priority and 10 marks may be awarded to them.
- 3) 10 Marks may be awarded to children of old students.
- 4) At least 5% of the seats be reserved for physically challenged children according to rule (Act) 1995, section 39. Admitting the physically challenged children is mandatory in all institutions.
- 5) According to the Karnataka Education Act 1983, section 14 (5), Institutions are directed to follow instructions issued and to be issued regarding reservation from time to time by the government.
- 6) Children of Ex-service men be given priority as per the rules.
- 7) 10 marks may be awarded to the children of transferable employees of State Government / Central Government and corporate organizations.
- 8) 10 marks may be awarded to children of teachers / office staff / who are employed in the school or any other institution run by the same management.
- 9) 10 marks may be awarded to children who have either only a father or a mother.
- 10) In co-educational institutions, 50% of the available seats be reserved for girls as per the Karnataka Education Act, 1983 – Section 14 (6). In case sufficient number of girls do not seek admission, the remaining percentage of seats may be filled up by boys.
- 11) Schools authorities may award remaining 20 points as per specific reasons and needs of the institution.

Process of admission in High Schools

- ☐ while giving admission to children from 8th standard to 10th standard, the candidate's total percentage of marks may be taken into consideration
- ☐ the marks obtained by the candidate following the guidelines of Annexure IV, be taken into consideration
- ☐ the candidate's total percentage of marks in the eligibility class and the marks obtained in the criteria specified in Annexure-IV be taken into consideration and the selection list be prepared according to the descending order of their merit. For example if a candidate has scored 75% in the eligibility level, and 55 marks as per Annexure-IV, then the candidate's score is 130. The candidate's eligibility may be notified in the above mentioned manner.

Annexure IV

**CRITERIA / GUIDELINES / FOR ADMITTING
CANDIDATES TO PRE-PRIMARY, PRIMARY
AND HIGH SCHOOL**

Sl. No	Criteria		Marks	To be entered by School authorities
1	Jurisdiction of the School	0 – 3 Km	30	
		>3 - <5 Km	25	
		>5 - <8 Km	20	
		>8 - <10 Km	15	
		>10 Km	0	
2	In case the candidate's brother / sister studying in the school		10	
3	If Parents are old students of the School		10	
4	To the children of teacher / office staff / office bearers of the management or the employee of the management		10	
5	Incase the candidate has either only the father or the mother		10	
6	To the children of transferable employees		10	
7	To other points stipulated by the institutions		20	
	TOTAL		100	

Documents to be produced by the Parents / Guardians at the Time of Admission

1. Parents / guardians are informed to produce the proof of their residential address which should come within the jurisdiction of the school where they seek admission by producing any one of the following documents
 - a) Ration Card
 - b) Domicile certificate issued by the Department of Revenue

- c) Election Identity Card
- d) Telephone Bill
- e) Property Tax Receipt of Residence

1. The Head Master of the school has to identify habitations / localities around the school jurisdiction of the following distance and announce in the school notice board in advance. Before announcing this final list, a provisional list should be announced calling objections from parents / guardians for finalizing final list. Heads of institutions and management should take care without any confusion in this regard.

Sl. No	School Jurisdiction	Areas that fall within the Circumference of the School
1	0 – 3 Km	
2	3 – 5 Km	
3	5 – 8 Km	
4	8 – 10 Km	

2. Incase the parents happen to be the old students of the school, they are requested to furnish attested certificates.
3. Disabled children are required to produce medical certificates as per the rules.
4. Candidates who belong to SC, ST, Cat-I, 2A, 2B, 3A, 3B are required to produce duplicate copies of their caste certificate issued by competent authorities.
5. Transferable employees of state / central / local corporate organizations are required to produce the copies of their transfer orders.

Stages of Admission Process / Guidelines

- 1) Availability of seats in the school, class and section wise, decided on the reservation policy should be notified on the school notice board.
- 2) Time table of the process of admission as indicated in Annexure 2 and 3 to be putup on the school notice board.
- 3) Process of admission to be followed as per the time table.
- 4) Marks to be awarded to the candidates as per the guidelines given and then the eligibility list to be prepared.
- 5) After the scrutiny of the forms, the eligibility list prepared on the reservation policy and guidelines given, be notified in descending order of merit.

- 6) Reservation guidelines to be strictly followed while allotting seats for all sections.
- 7) In the event of candidates scoring equal marks, date of birth to be taken into consideration and the senior student should be given priority.
- 8) The process of admission should be completely transparent. Heads of the Institutions should make sure that there is no cause for suspicion or confusion among the public.

School Specific Points

- ☐ parents should be informed well in advance of the school specific 'points' and the marks allotted to each point.
- ☐ candidates, who are the children of parents, who possess BPL Card holders or parents who belong to weaker sections of society may be given priority.
- ☐ priority to be given to candidates who have excelled in sports at state and district level.
- ☐ Preference should be given to children have excelled in NCC / Scouts & Guides
- ☐ Preference should be given to children who have excelled in extra curricular activities such as Pratibha Karanji. The Children who won prizes at district / state level may be given preference.
- ☐ priority to be given to children of ex-servicemen.
- ☐ Other school specific points to be determined by the respective managements.

Payment and Refund of School Fees

- ☐ selected candidates should be given sufficient time to pay fees.
- ☐ schools should collect the amount of fees decided as per the provisions educational act.
- ☐ in the event of a candidates desiring to join another school having paid the fees, the fee may be refunded as per the rules, and production of the receipts of payment (deducting the admission fees).
- ☐ school should notify well in advance, the class-wise fee to be paid by the candidates.

Discretion of the School Management

As per section 14 sub section 12(b) of Karnataka Education Institutions (Classification, Regulation & Prescription of Curricula etc.) Rules, 1995 dated 4-10-1996, 20% of the total seats available in the High schools may be allotted to the discretion of the management. Transparency should be maintained in filling up of these quota. Excess fee should not be collected for these seats.

Process of Admission should strictly adhere to the following points

- ☞ There must be absolute transparency in the process of admission right from pre-primary up to pre-university level.
- ☞ The school shall not conduct (*either oral or written*) interview either to the parent or to the candidate.
- ☞ If needed, Managements can interact with parents/guardians to verify the documents produced along with application submitted by the students.
- ☞ Minority institutions should follow the present rules and regulations of admission at the time of admission. While admitting the candidates of other than minority the above procedure shall be followed.
- ☞ Schools run by SC and ST managements should receive 50% of the seats to respective class of society. For the rest of the seats, the above mentioned rules and regulations should be applied.
- ☞ Public, parents, guardians or any other aggrieved person can submit any written complaint about the admission process under Education Act to District Level Educational Regulatory Authority in each district Deputy Commissioner of the district who is the Chairman of the said Authority.
- ☞ The Committee will scrutinize such complaints and has powers to ensure the admission process being carried out with transparency without giving any scope for confusion and take action.
- ☞ The District Level Educational Regulatory Authority is a statutory committee formed under the Chairmanship of the Deputy Commissioner in each district. The Committee has got suo motto powers to investigate the Admission process and take action on complaints of Collection of excess fee/donation against the aided/unaided schools under their jurisdiction in the district.

CAPITATION FEE

The Committee is of the opinion that the present system of collection of fee by all schools as per the Notification dated 9-8-1999 under the Karnataka Educational Institutions (Regulation of certain Fees & Donations) Rules, 1999 and provisions provided to the aided/unaided schools under Karnataka Education Institutions (Classification, Regulation & Prescription of Curricula etc.) Rules, 1995 may be continued.

There should be provision to revise the existing fee structure in aided schools according to rising cost from time to time. The representatives of the management of private aided education institutions may be consulted and if necessary the special development fee may be revised.

ADMISSION TO PRE UNIVERSITY LEVEL

The Department of Pre University Education has published a Hand book on Admission to I and II Pre University Classes and the Committee opines that the procedures in that handbook may be followed for Admission to Pre University classes.

-Sd-

(G. KUMAR NAIK)

Commissioner & Committee Chairman
Department of Public Instruction
Bangalore

Note: In case of any doubts about any points specified in the report may please refer to the original Kannada report for clarification.