

CHAPTER 22

ADMISSION. EXAMINATION AND PROMOTION

ADMISSION

1. Admission of children of serving Air Force personnel is to be made at any time during the academic session, subject to the stipulation laid down by CBSE for classes IX-XII. The following procedure is to be followed:-

- (a) Serving IAF Personnel are to be given registration forms and admission as and when they arrive for Admission.
- (b) Vacancies available for admission of civilians to various classes after catering for seats for serving personnel and mid-session postings are to be put up to Chairman SMC for approval by 15th Jan.
- (c) SRO Entry, Notices, Newspaper notification if required be issued subsequently.
- (d) Registration Forms are to be issued from 15th Feb-15th Mar.
- (e) Admission Committee headed by the Principal/HM comprising atleast two teachers each be made for Pre-primary, Primary, Secondary, Senior Secondary classes. The committee has to prepare a list after vetting of applications and put up for signatures of Principal and ED.
- (f) The following is to be ensured for draw of lots:-
 - (i) Intimation to Parents for "draw of lots" to be sent through school website, SMS, Notification in newspaper if required.
 - (ii) Signature of Witnessing Parents is to be taken on the day of "Draw of Lots".
 - (iii) All precautions of putting the slips in the box and for draw of lots is to be followed.
 - (iv) Minutes of the Meeting of "Draw of Lots" is to be recorded and put up to ED for signature.
- (g) The registration form should specify that "registration does not confirm the right to admission".

2. Admission of Army, Navy, Para-Military Forces and civilian children to Air Force Schools is not to be done at the cost of Air Force children. They are to be admitted subject to vacancies after admitting all Air Force children, catering for mid-session admissions on transfers.

3. Children of Foreign Nationals/NRIs may be admitted only after seeking the prior written concurrence of the Executive Vice-Chairman, after due scrutiny and recommendation of the Secretary CSMC.

4. Admission Priority. The admission priorities are to be strictly followed as per the sequence given in the following sub-Paris and sub-sub-Paris. In case of number of children being more than the vacancy, draw of lots should be carried out strictly in the order of

Priority and as per the sequence listed below and following the procedure listed at Para 1 above. For example admission to a child belonging to sub-Para (b) (iii) will only be considered for draw of lots after considering admission to all cases given in Para (a), Para (b)

(i) & Para (b) (ii). Under no circumstances a child with low priority is to be given preference over a child with higher priority in the priority order list.

(a) Priority - I

- (i) Children of serving and deceased (whilst on active service) IAF Officers, Airmen and NCs(E)

(b) Priority - II

- (i) Children of serving Air Force School staff [whose spouse is not a serving Air Force Officer, Airman or NC (E)]
- (ii) Children of serving Armed Forces personnel posted to MES at that AF Station.
- (iii) Children of serving DSC personnel posted to Air Force units.
- (iv) Children of serving civilian staff of Air Force units paid out of Defence Services Estimates.
- (v) Children of serving NPF employees.
- (vi) Children of serving civilian MES personnel.

(c) Priority - III

- (i) Children of Air Force Officers, Airmen and NCs(E) who have superannuated from service and children of serving Army personnel.
- (ii) Children of Air Force Officers, Airmen and NCs(E) who have left service on Premature Separation from Service (PSS) or on completion of period of Regular Engagement (RE), before the age of superannuation.

(d) Priority - IV

- (i) Biological/legal grand-children of serving and retired (both superannuated as well as those who have gone out on PSS/completion of RE) Air Force Officers, Airmen and NCS (E).
- (iii) Children of serving Navy, Military Forces personnel, GREF and TA.

(e) Priority - IV

- . All other children, including children of foreign nationals/ NRI

The minimum/maximum age limit of the child as on 01 Apr of the academic year in which admission is sought is as mentioned below:-

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(a)	NURSERY	03 - 04 years
(b)	LKG	04 - 05 years
(c)	UKG	05 - 07 years
(d)	Class I	06 - 08 years
(e)	Class II	07 - 09 years

5. Minimum/maximum age at the time of admission to other classes will accordingly be calculated as per the above stipulation. Child born on 01 April would be deemed as having attained the requisite age. No age waiver will be granted. The maximum age limit can be relaxed by two years in case of differently able children.

6. **Proof of Age.** Any of the following documents are to be accepted in original as proof of age:-

- (a) Birth certificate issued by Military/Civil Hospitals as well as by Municipalities/village panchayats.
- (b) In case of Defence personnel, POR extract duly signed by Unit Adjutant is also Required.

7. **Change in Date of Birth.** Once recorded in the School register, change in date of birth is to be accepted only with a certificate from Registrar of Births/Deaths and original newspaper clipping notifying such change. Defence personnel will also have to produce a POR extract, aligned by unit Audit regarding the change of date of birth.

8. **Change in Father's/Mother's Name.** No change in name of father/mother is to be accepted in case of adoption or re-marriage of either parent if the person originally named as father/mother in School records is still alive. In such cases, notarized written consent of such separated originally named father/mother is to be submitted to the School. However, in case of adoption from Children's Home or in case of death of either parent, School will accept change of parents' name on production of adoption/death certificate.

9. **Admission on Transfer Certificate.** Student coming on transfer with TC from an Air Force School, as well as students with TCs from non-Air Force Schools, seeking admission to class II and above, will not have to undergo any admission test. Air Force School TCs should be countersigned by the ED of the School.

10. **Admission to Class XI.** Selection of student to the Mathematics and Science Group in class XI is to be determined solely on the basis of merit in the grades secured in class X. In this regard, the admission guidelines with respect to admission in class XI (Science, Commerce and Humanities) as laid down by KVS or SMC are to be followed. All admission criteria for class XI are to be approved by Chairman SMC.

11. **Admission to Class and below.** Admission to classes LKG, UKG and Class-I does not require a TC and is not to be based on any test requiring prior academic attainment of the student. These should be strictly on the basis of the admission priorities given in Para 4 above. In case of more candidates, SMC is to admit children on lottery basis for each Priority, with all the children of Priority-I being admitted before proceeding to consider children of Priority II and so on. Once a child (of any category) has been given admission in an AF school, under no circumstances whatsoever he/she will be issued a TC, until applied for by the parent. In the event, wherein due to requirement of down gradation of the number of sections due to room/infrastructure constraints, the same is to be done only at a initial education stage i.e. LKG or Class-I as the case may be.

12. **Admission without Transfer Certificate up to Class V.** Direct admission, i.e., admission without a TC may be made as a special case only up to Class V. If a student who has not previously attended any recognized School applies for admission to any class up to class V, his / her parent/guardian will be required to give a full history of his/her previous education and submit an

affidavit to the effect that his/her ward has not attended any recognized School till then. She / He is

to also submit an affidavit regarding the exact date of birth of his ward should produce a birth certificate from the Municipal Corporation where his child was born and a POR extract duly signed by Unit Audit, in case of Defiance personnel.

13. Admission to a Higher Class. A student from a recognized School or a Kendriya Vidyalaya or Air Force School is not to be admitted to a class higher than the one in which he was studying at his former School, except in the case of those who have passed the annual examination and have been promoted to the next higher class from the academic session commencing from 01 April.

14. Children of serving Air Force personnel will always be admitted in an Air Force School irrespective of class strength at any time of the year. However, Schools are advised to maintain an ideal class strength as mentioned below:-

(a)	LKG-UKG	35
(b)	Class	40
(c)	Class II to V	40
(d)	CIBBS VI & above	40

Note: Transfer cases of air warriors to be admitted over and above class strength

15. Admissions will be made as per the sequence mentioned at Para 4 above starting with Priority-I candidates. In no case shall any other category students be admitted to any class before all Priority-I candidates have been admitted.

16. Admission Quota: Executive Vice Chairman, Secretary CMMC & Chairmen SMC. Chairman SMC may, at his discretion, admit two students per section, Irrespective of Priority, over and above the authorized strength. In addition, Executive Vice Chairman and respective Secretary CSMC will each have an admission quota of one child in each section of every class of each Air Force School, which will be over and above the authorized strength. The EVC and Sect CSMC quota is to be filled only after confirmation of nil requirements from Executive Vice Chairman and respective Secretary CSMC each year.

EXAMINATION

17. No Exam for LKG/UKG. No examinations/academic assessments are to be conducted for students of class LKG and UKG. They are not to be failed or detained. No report card is to be made for them but a progress dossier is to be maintained by the class teacher.

18. Exams for Class 1 and above. Annual and other periodic exam/ assessments are to be conducted for students of classes I and above as per CBSE norms, as amended from time to time. No student is to be failed or detained in classes I to IV and classes VI & VII.

19. Remedial Classes. The objective of the tests/assessments is not merely to record the students' achievements but also to assess and identify their needs and areas of weakness and strength. The results of these tests/assessments are to be used by the teacher as a guideline to Impart Instruction. More attention is to be paid to the individual needs and capabilities of the students. Wherever necessary, special remedial classes are to be organized after School hours and on Sundays and holidays. No separate honorarium is payable to the teachers for these remedial classes.

20. Extra Classes by School Teachers. Schools are to organize extra classes after school hours or during holidays/vacations for students of Board classes. Such Extra Classes will be taken by the Academic Staff of the school itself. ED is to pay an honorarium at a minimum rate of 200/- per period of one hour each to the teachers conducting these classes. The aim should be to guide the students towards a better performance in the Board exams.

21. Minimum Attendance for Examinations. A student may not be allowed to sit in the session ending examination if he has not put in a minimum of 75% of the total attendance up to 31 January of the academic session. Including attendance put in a previous school, if the student has been admitted on transfer. Shortage of attendance can be condoned on valid medical grounds or special circumstances meriting this concession. Competent authority for this shall be as follows:-

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|-----|-----------------------------|--------------------|
| (a) | Less than 75% but up to 60% | Principal/HM |
| (b) | Less than 60% but up to 40% | Executive Director |
| (c) | Less than 40% | Chairman SMC |

22. Record of Assessment. Principal/HM is to maintain a register of assessment of all student class-wise and subject-wise, together with a description of the measures taken to remedy the weaknesses disclosed. Principal/HM is also to maintain this record as Excel Worksheet in his/her office computer for each student from the time he/she joins till he/she leaves the School. This will also serve as a historical record of the students.

23. Proportionate Credit. If a student fails to appear in any of the assessments on genuine grounds, he/she may be allowed proportionate credit of marks for such an assessment for the purpose of final assessment. The number of marks obtained by the student in various assessments is to be worked out. The average of marks obtained by the students in these assessments is to be allotted to the assessment missed by the student.

24. Ra-evaluation of Answer Sheet. In case a complaint is received either by the Principal/HM or by the Executive Director in respect of evaluation/marking of answer sheets in any subject for classes I to XI, the Principal/HM is to re-evaluate (complete re-checking and not just re-totalling) the paper or is to get it re-evaluated by any other examiner and after satisfying himself/herself that the paper has been properly evaluated, inform the parent/ guardian of the result of such reevaluation. Schools may charge an amount of ₹ 50 per re-evaluated answer sheet. In case of change of marks, the teacher who had originally evaluated the answer sheet is to be counseled accordingly.

25. Grading System. All students are to be graded as per CBSE norms.

26. Candidates for Board Examinations. Principal/HM is not entitled to detain candidates who have fulfilled the conditions for permission to appear at the examination of the CBSE, except for very grave reasons and with the previous sanction of the Chairman CBSE. If suitable precautions are taken at the lower levels, particularly in Class IX, there would be hardly any occasion to detain students for academic deficiencies.

27. Medium of Answering Board Exams. CBSE permits students to take the Board examination in either English or in Hindi. Air Force Schools are to give this option to the students for the Board examination, regardless of the language in which instruction has been given in that School. However, this facility is not available for internal assessments conducted by the school.

28. Re-Admission of Bored Failed Students. A student who fails for the first time in the XII

Board examination is to be re-admitted as a regular student and fees charged accordingly. Students failing for the second time in the same exam will be removed from the School rolls. However, the schools are to ensure adherence to the guidelines issued by the CBSE on the subject from time to time.

PROMOTION

29. Promotion In Classes LKG to VIII. No student is to be failed or detained in classes LKG to IV and classes VI to VII. There will be no supplementary assessments for these classes. However, if a child fails in the regular examination in class V or VIII, he shall be given additional instruction and granted opportunity for re-examination within a period of two months from the date of declaration of the result. In case a child fails in the re-examination, the school may hold back the child in the same class. No child shall be expelled from the school till the completion of elementary education i.e. up to class VIII, unless there is grave disciplinary misconduct.

30. Promotion in Classes IX, X & XI. In classes IX, X and XI, promotion will be based on CBSE .