

General Instructions

Online Admission –(2020-21)

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All Kendriya Vidyalayas must ensure that the following guidelines are adhered while carrying out the admission process.

1. A dedicated help desk of responsible teachers with active contact number is to be created. They will attend all the query of applicants whether technical or related to admission guidelines. The helpdesk will try to resolve the query as much as possible telephonically but in case of unavoidable circumstances ,the applicants may be allowed to visit physically to the Vidyalayas to resolve the issue the following arrangements is to be done by every Vidyalaya-

- Compulsory thermal screening for all.
- Daily disinfect/ sanitize the area using fresh chlorine solution / sodium hypochlorite.
- Social distancing of at least 6 feet is to be maintained.
- Hand sanitizers, facemasks and face shields are to be used for precaution by the teachers
- Employees with symptoms of cough, fever etc. should not be allowed to enter the Vidyalaya.
- Entry is to be allowed only to those whose Aarogya Setu App shows green status.
- As far as possible try to restrict visitors.

2. Precautions to be taken at Help Desk (During Filling of form)

- (i) All employees will follow SOP given above for reporting to the Vidyalaya.
- (ii) A roster should be made so that each employee gets a break.
- (iii) Helpdesk should be setup with glass barrier window and parents can show the document from distance.
- (iv) No exchanging of any document should take place. A separate box should be set up where parents can put there documents in an envelope (after showing to helpdesk teacher) with name written on it which can be checked two days later.
- (v) Gloves and face mask will be mandatory for all employees reporting to the Vidyalaya.
- (vi) Avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open.
- (vii) Each employee will give self-declaring health status.
- (viii) Employee having symptoms of fever, cough, vomit, diarrhoea, etc. should be directed not to resume Vidyalaya duty without proper joining advice/fitness certificate from the Medical Officer.
- (ix) Each employee will maintain social distancing of 6 feet.
- (x) Every employee and out-sourced staff should register himself/ herself in “AAROGYA SETU” mobile application.
- (xi) Applicants will report and will wait for their turn, they can ask their query by maintaining social distance.
- (xii) Guard should be counselled/ trained to handle parents with politeness and show courtesy and send only two at a time inside premises. Appropriate marks should be made on road for parents.
- (xiii) A dedicated helpdesk mobile no / email can be setup exclusively to resolve queries.

4. Precautions to be taken at the help Desk (During Admission)

- (i) Admission form will be uploaded on website and clear information will be given to all selected candidates via telephone or mail for downloading the admission form and they are to be instructed not to visit the Vidyalaya premises for collection and submission of admission form.
- (ii) Scanned Filled in admission form with required documents are to be sent by parents through e-mail on dedicated mail id created by school for admission purpose. Vidyalaya should give prompt reply to the parents upon receiving the document.
- (iii) A self-declaration form (ANNEXURE – I) is to be mailed by Vidyalaya to the parents along with admission form.
- (iv) Response mail is to be sent to all the parents on the receipt of admission form.
- (v) Within two days following mail is to be sent by Vidyalaya to the parents:
 - (a) If all documents are found correct on verification, a mail containing UBI Challan form for paying fees.
 - (b) If any discrepancy is found in the form or documents, it is to be informed to parents.
- (vi) Parents will send back receipt of UBI fees paid on the mail, a congratulations mail is to be sent for confirmation of admission and tentative schedule of school in online or offline teaching/ learning process.

Note :

1. If in any circumstances it is necessary to verify documents at any stage, procedure given above as well as guidelines provided by local authority has to be followed.
2. If any school comes under containment zone, all the instructions has to be followed as per local authority SOP and help desk will function from work from home model.
3. If any applicants falls under containment zone or itself suffering from Covid-19 infection, adequate time line should be given to them.
4. Try to avoid as much as possible physical visit of applicants in the Vidyalaya by using proper advertisement and publicity of information on social network sites, websites or any other local newspaper.

ANNEXURE – I

Self-Declaration Format

I _____, Father/Mother of Master/Miss _____
age _____ years, resident of _____ (complete address), do hereby
declare that the information given in admission form of the admission in Kendriya Vidyalaya,
_____ and in the enclosed documents is true to the best of my knowledge and belief and
nothing has been concealed therein. I am well aware of the fact that if the information given by me is
proved false / not true at any point of time, admission will be cancelled and I will be liable to legal actions as
per guidelines of KVS and any benefit accrued by me or my ward shall be summarily cancelled.

Date:-

Place:

Signature of the Parent/Guardian