

**Government of Tripura
Directorate of Elementary Education
General Section**

Approved date

NOTIFICATION

With reference to the Government of Tripura notification (No.F.13(3-60)/SE/GL-I/2010 Dated, Agartala the 11th July 2011).

Subject: Guidelines for Admission of Children from Economically Weaker Sections and Disadvantaged Groups at Entry Level Class-I in Private Unaided Recognized Schools through 25% reservation, under the Right to Education Act, 2009 Section 12(1)(c).

The Government of India has notified the Right of Children to Free and Compulsory Education Act- 2009, within the age group of 6 to 14 years, and it has been implemented in the State w.e.f 01.04.2010 by notifying the Right of Children to Free and Compulsory Education Rules (Tripura), 2011. (No.F.13(3-60)/SE/GL-I/2010 Dated, Agartala the 11th July 2011).

As per the provisions contained in Section 12(1)(c) of the Act, the schools coming under sub-clauses (ii) and (iv) of clause (n) of section 2, i.e. Recognised Private Unaided schools (non-minority) shall admit the children belonging to the weaker section and disadvantaged groups of the society in Class- I to the extent at least 25% of the strengthening of that class, in the neighbourhood and provide free and compulsory elementary education till its completion as per the provision made under Section -12(1)(b) of the Right of Children to Free and Compulsory Education Act, 2009.

The Directorate of Elementary Education has set up a COMPUTERIZED ONLINE ADMISSION SYSTEM to facilitate admissions of children from Economically Weaker Sections and Disadvantaged Groups in Recognised Private Unaided schools under Section 12(1)(c), starting from the Academic Year 2025-2026. Eligible schools and applicants may access the Website, i.e. <https://rteshikshasopan.com> and click on the link on the home page for registration.

1. **School registration:** According to the eligibility definition below, schools shall register or edit information at the beginning of any academic year.
 - A. All Private unaided non-minority (religious/linguistic minority) schools (received Certificate of Recognition under the Right of Children to Free and Compulsory Education Act, 2009 from State Govt. and any other local/competent authority) shall admit the children belonging to weaker sections and disadvantaged groups of the society in the entry class (Class-I or Pre-primary as the case may be) to the extent of at least 25% of the strength of that class in the neighbourhood and provide free and compulsory elementary education till its completion.
 - B. Private Minority (religious/linguistic) Schools and residential schools are not under the ambit of the RTE Sec 12 (1)(c) admissions process. However, if the day-boarding facility is also available in residential schools, then the RTE Sec. 12(1)(c) will only apply to the day-boarding

part.

2. Student registration: According to the list below, eligible students can apply through the COMPUTERIZED ONLINE ADMISSION SYSTEM <https://rteshikshasopan.com> and select a maximum of 5 schools in the neighbourhood areas.

- A. The following category of children are identified as belonging to Disadvantaged Groups (DG):
- i. Orphan
 - ii. Scheduled Tribe communities
 - iii. Scheduled Caste communities
 - iv. Children with Disability/special needs (CWSN) as per section 2 (ZC) and The Schedule of the Rights of Persons with Disabilities (RPwD) Act, 2016
 - v. Children living with or affected by HIV/AIDS
 - vi. Children eligible for sponsorship under Section 45 of the Juvenile Justice Act, 2015
 - vii. Children of Martyred soldiers/Central Armed Police Forces (CAPFs) or those killed in the line of duty
 - viii. Children of deprived communities, such as Tea Garden/Migrant Workers
 - ix. Transgender children
- B. The following category of children are identified as children belonging to Economically Weaker Sections (EWS):
- i. Antodaya, BPL & Adhoc BPL Families of OBC Communities
 - ii. Antodaya, BPL & Adhoc BPL Families of Religious Communities
 - iii. Antodaya, BPL & Adhoc BPL Families of UR Categories
 - iv. If the Child is studying in a Private School under the non-DG/EWS category and due to the death of the Father/Mother/Guardian, who is the earning member of the family, the child comes under the EWS Category.
- C. Exclusion criteria: Children who come from the following criteria will not be allowed to get benefits under Section 12(1)(c) of the RTE Act 2009
- i. Family having any member as a Government employee
 - ii. Family having enterprises registered with the Government
 - iii. Any member of the family paying income tax
 - iv. Family earning more than Rupees eight lakh per annum

** Father/Mother/Guardian of the applicant child shall be give a declaration during the application that the family does not come under the exclusion criteria.*

3. Order Preference for seat allocation:

First priority in the allocation of seats will be given to children from following categories:

- A. Orphans (CNCP - Child in Need of Care and Protection)
- B. Children with Disability/special needs (CWSN) as per section 2 (ZC) and The Schedule of the Rights of Persons with Disabilities (RPwD) Act. 2016
- C. Children suffering from HIV/AIDS

Second priority in the allocation of seats will be given to children from following categories:

- D. Children of deprived communities, such as Tea Garden/Migrant Workers
- E. Children belonging to Scheduled Caste / Scheduled Tribe who are also Antodaya /BPL/Ad-hoc BPL

Third priority in the allocation of seats will be given to children from following categories:

- F. If the Child is studying in a Private School, under non-GD/EWS category and due to the death of the Father/Mother/Guardian, who is the earning member of the family, the child comes under the EWS Category.
- G. Children eligible for sponsorship under Section 45 of the Juvenile Justice Act, 2015
- H. Children of Martyred soldiers/Central Armed Police Forces (CAPFs) or those killed in the line of duty
- I. The rest of the eligible categories can be considered together

4. Neighbourhood Criteria:

- A. First priority will be given to children residing in a 1 km radius of the school.
- B. Children residing within a radius of 3 km of the school will get second preference in the lottery/admission.
- C. Thereafter, in the case of unfilled vacancies the applicants residing beyond 3 km but within the block shall be taken into consideration. However, distance will not be a criterion for the rejection of the application. Provided that all travel expenses shall be borne by the parents/guardians.

5. Awareness drive:

- A. Officials from District and Block and private school management bodies shall make arrangements to ensure that all parents/guardians in their respective jurisdiction are informed about the provision and entitlements of the disadvantaged children.
- B. They may facilitate the awareness campaign through local daily newspapers, pamphlets, radio, and television, through SMS, public announcements and awareness rallies etc. Local authorities may engage local NGOs and Civic Bodies willing to serve voluntarily for the cause.
- C. Schools shall display all information related to admissions on the notice board at an accessible place.

6. Age Classification Criteria into Entry Class(es):

- A. For admission in class I, the child's age shall be 6 years as of 1st April of the respective calendar year.
- B. Children with Special Needs (CWSN) aged 5-9 can be admitted to Class 1 as per the availability of the seats in the neighbourhood schools.
- C. Transgender children are allowed to take admissions in Co-Ed Schools only.

7. Calculation of 25% seats:

- A. 25% of seats will be calculated from the average of total admissions of the last three years in the entry-level class in that particular school.
- B. For newly registered schools, 25% will be calculated on the approved class strength during school registration.

8. Reimbursements

- A. The Per child cost (for the elementary level classes) will be determined by the Directorate of Elementary Education, Government of Tripura.
- B. Schools will receive reimbursement, whichever amount is lower the

per-child cost decided by the Government or the school fee as entered during registration. The total cost reimbursed to the schools will be based on the verification of students' retention in the school.

- C. Schools providing meals, uniforms and books will be reimbursed for certain additional costs decided by the Government along with the tuition fees.
- D. Reimbursement will be made through a designated and separate bank account for RTE 12(1)(c) in the name of the respective school (a bank account in the name of an individual will not be valid)

9. **Grievance Redressal:**

- A. In the event of a dispute, grievance redressal shall be initiated through an online mechanism via the designated email address prescribed under Section 12(1)(c) of the Right of Children to Free and Compulsory Education Act, 2009.
- B. The grievance officer at the block level will be I/S; at the district level will be DEO and at the state level will be the Director of Elementary Education.
- C. A Helpline Centre with a toll-free number will also be set up for grievance redressal by the Directorate of Elementary Education during and post-admission process.

10. **Penalties:**

- A. It must be noted that a single application shall be filed by an individual applicant for the online admission process. In case of multiple applications filed by any individual applicant, the first application shall be considered for the draw of lots for admission.
- B. As per the Right of Children to Free and Compulsory Education Act, 2009, the school shall ensure that children admitted shall not be segregated from other children in the classrooms or discriminated against in any manner pertaining to entitlements and facilities such as textbooks, uniforms, library and so on. Nor shall their classes be held at places and timings different from the classes held for the other children.
- C. In pursuance of Section 13(1) of the Right of Children to Free and Compulsory Education Act, 2009, it is hereby ordered that no school or person shall, while admitting a child, collect any capitation fee and subject the child or his or parents or guardian to any screening procedure against the seats allocated under RTE 2009, Section 12(1)(c).
- D. Any violation of this guideline can lead to disciplinary action against the school; the District Level Committee headed by the District Education Officer can recommend for withdrawal of recognition to the school on his own motion or on any representation received from any person, has reason to believe that a school recognized under rule 12, has violated one or more of the conditions for grant of recognition or has failed to fulfil the norms and standards specified in the Schedule.

11. **Responsibilities of State Government, School Management and Parents/Guardians:**

- A. State Government:
 - a. The State Government shall provide children with free and compulsory elementary education as per the Right of Children to Free and Compulsory Education Act, 2009, Section 12(1)(c).
 - b. The Government shall reimburse the per child expenditure as per Rule 10 of the Rules to the Private Management Schools providing

free and compulsory elementary education under the RTE Act, 2009.

- c. The Directorate of Elementary Education shall organise training events for Block, District officials and Private School Authorities through virtual/in-person mode at least once a year regarding the mode of operation and expectations from different stakeholders.
- d. The Directorate of Elementary Education shall create an online portal to manage the admission process (end to end).
- e. Every district will constitute a District Admission Monitoring Committee headed by the District Education Officer (DEO) with immediate effect after this notification to monitor the overall implementation process. The committee shall institute a mechanism for inspection of schools in their jurisdiction at least once a year to address grievances, check if there is any discrimination students are facing from the School management, parents or students, verify the fee structure for different classes and overall compliance according to the available information on the portal; attendance and classroom performance of the students studying under RTE 12(1)(c) provision or any documents related to the implementation of RTE 12(1)(c)
- f. District Admission Monitoring Committee can recommend the Directorate of Elementary Education for the withdrawal of recognition of Schools in case there is a non-compliance with this rule and imposition of penalties therein.
- g. Block Education Officer/School Inspector shall take responsibility for verifying the authenticity of the registered schools based on the information available on the online portal and pass it to the District Education officer for further approval; post students' application ensure physical verification of relevant documents related to eligibility of the students and further send it to the state level for online lottery allocation.
- h. If the eligible parent fails to secure an online application due to a challenge in technology access and approaches the Block Education Offices, the respective official shall ensure support in the application process.

B. Responsibilities of School:

- a. Every private unaided school shall register on the online portal as mentioned in clause 1 of this notification.
- b. Every school shall support any parent/guardian who approaches such school to apply for admission for his/her child irrespective of their neighbourhood;
- c. The average enrollment strength of the past 3 years in Class I and/or Pre-School, including all sections, shall be taken into account for declaring the total number of seats (25% of the total average number for the past three years) for Admissions; update the exact figure every year before the admission process start.
- d. The school shall update students' enrollment status after each admission cycle and update the attendance and performance-related data for students once every year for verification by the competent authority before the reimbursement process.
- e. The school shall display the RTE 12(1)(c) implementation along with the number of seats available in that particular school at the front gate, which is visible/accessible to everyone.

- f. The school shall ensure no segregation and discrimination of children admitted under provision RTE 2009, 12(1)(c)
- g. The school shall attend the capacity building event organised by the Directorate of Elementary Education/District Education Office/Block Education Office regarding the subject matter

C. Responsibilities of Parents:

- a. Parents of eligible children shall read the instructions available on the portal and become ready with the necessary eligibility documents mentioned in clause 13 of this notification before the application.
- b. Eligible parents shall visit the COMPUTERIZED ONLINE ADMISSION SYSTEM <https://rteshikshasopan.com> and apply with the necessary information required in the portal.
- c. Any eligible parent shall fill single application on the online portal. In case of multiple applications filed by any individual applicant the first application shall be considered for the draw of lots for admission.
- d. Parent will be able to edit the application using their registered phone number and application ID, till the respective Block Education Office verifies the application.
- e. Eligible parents can reach out to the Departmental Helpline (mentioned on the online portal) or Block Education Office or District Education Office for grievance redressal.

12. Timeline:

- A. The Directorate of Elementary Education shall notify the timeline for admission in December every year for the next academic year based on the indicative timeline given below (with minimum changes).
- B. Indicative timeline:
 - a. Registration for new school and editing/updating data of the existing registered school - 15th December
 - b. 1st Round Application opens for students - 15th January
 - c. 1st Round Application closes - 15th February
 - d. 1st Round document verification by respective BEOs - 28th February
 - e. 1st Round Lottery & Results - 1st March
 - f. End of 1st round Admissions - 15th March
 - g. 2nd Round Application opens - 20th March
 - h. 2nd Round Application closes - 10th April
 - i. 2nd Round Lottery & Results - 12th April
 - j. End of 2nd round Admissions - 15th April
- C. The Directorate of Elementary Education may increase the number of application and lottery rounds based on the number of applications received and unfilled vacancies in schools.

13. Eligibility Documents:

Areas of verification	Category	Accepted/Verified Documents
Birth Certificate	Applicable for all	The certificates that shall be valid as a birth certificate include all proof valid under the Aadhaar (Enrolment and Update) Regulations, 2016; Any one of the following: i. Hospital / Auxiliary Nurse and Midwife (ANM) register record; ii. Anganwadi record; iii. Declaration through an affidavit of the age of the child by the parent or guardian.
Documents required for proof of residence	Applicable for all	Any one of the following: i. UID- Aadhaar Card ii. Voter Identity card (Parents/ Legal Guardian) iii. ORR (Ordinary Resident Register) issued by the appropriate authority iv. Electricity Bill v. Telephone Bill vi. Water Bill vii. House Tax Receipt viii. Driving License ix. Copy of Rent Agreement x. Ration Card xi. Certificate by Employer xii. Certificate from Tehsildar / Local Authority xiii. Certificate from Child Welfare Committee (CWC), in case of children declared CNCP or CICL are residing in a Child Care Institution (CCI)
Caste Certificate	SC/ST/OBC/Minority	Issued by the competent authority
Orphan, CNCP or CICL, Children of Martyred	DG	Issued by the competent authority - CWC List
Proof For Economically Weaker Section	EWS/DG	a. Antodaya, BPL & Adhoc BPL <i>*SC, ST children who are having these card will get preference in the lottery as per the existing notification.</i> <i>Or</i> b. Income certificate of less than 2 lakh per annum.
Disability certificate	DG	Medical certificate by the competent authority as per the Guidelines for Evaluation and Procedure for Certification of Various Specified

		Disabilities notified under the Rights of Persons with Disabilities (RPIND) Act, 2016. [(Children with disability (not less than 40%) are eligible]
HIV+ certificate (in case of parent(s))	DG	Children infected or affected with HIV/AIDs will have to submit their own or the medical certificates of their parents issued by the competent authority.
Transgender children	DG	Transgender children shall submit a medical certificate issued by a Civil surgeon/ Superintendent of Government notified hospitals as proof of their eligibility under the provision.

Addl. Secretary to the
Govt. of Tripura

Copy to:-

1. PS to the Special Secretary, Education (School) Department, Government of Tripura for kind information of the Special Secretary.
2. PS to the Director, Secondary Education, Government of Tripura for kind information of the Director.
3. PS to the Director, Elementary Education, Government of Tripura for kind information of the Director.
4. All DEOs' for kind information and compliance.
5. The Branch Officer, IT Cell, Directorate of Elementary Education for information.