

Government of Odisha

School & Mass Education Department

No. 8807 /SME, Dated 26/4/2021

SME-EL2-EL2-0033-2020

From,

Sri Raghuram R Iyer, OAS (SAG)
Additional Secretary to Government

To,

All District Education Officers (DEOs)
All District Project Coordinators (DPCs)
All Block Education Officers (BEOs)

Sub: Admission in to Elementary / Secondary Classes during the session 2021-22.

Madam/Sir,

Due to the situation arising out of pandemic COVID-19, Classes pertaining to Elementary wing were closed since 20.03.2020 and examinations could not be held. In the meanwhile, due to the pandemic, IXth and Xth Classes have been suspended from 19.04.2021. Government in School and Mass Education Department Odisha vide their Order No. 6290/SME dt 16.03.2021 have issued instructions regarding promotion of students of Govt. and Aided Elementary and Secondary Schools of the State.

Now, Govt. have been pleased to order that, new admission into Elementary / Secondary Classes are to be completed by 31st May, 2021. The admission process should be conducted from 7.00 A.M. to 9.30 A.M on all working days. Not more than 5 parents should be allowed at a time to attend school for admission. The Headmasters are to ensure that, during the process of admission, all guidelines issued by Govt. as precautionary measures such as using mask, social distancing and sanitization are to be followed strictly when parents come to school for admission. Notice for parents to this effect should be published in the School notice board. The instructions can also be disseminated to parents/CRCCs through the WhatsApp group formed for implementation of Odisha Shiksha Sanjog programme. All other standing instructions regarding admission shall remain unchanged.



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These instructions will be applicable to all Govt./ Govt. Aided schools and all schools affiliated to BSE/ CHSE, Odisha, Madrasas affiliated to State Madrasa Board and Odisha Adarsha Vidyalayas .

For smooth conduct of the admission process amidst the on-going pandemic and prevailing heat wave conditions, the following Standard Operating Procedure (SOP) are hereby issued in connection with the admission process:

STANDARD OPERATING PROCEDURE (SOP) FOR ADMISSIONS:

a) Admissions to be carried out with full compliance to COVID-19 precautions as per H&FW Deptt. & SRC orders.

b) Admission process is being taken up so that no child is deprived of due entitlements. It will also ensure that students are included in grade appropriate academic activities and will further remove anxiety and stress of students and parents.

c) All students from Grade I to IX have been promoted to the next Class for academic session 2021-22.

d) All admissions based on promotions within a school will not require presence of students/ guardians. These are rolling admissions and schools will update their admission register accordingly.

e) Wherever promotion requires student to move from one school to another, in such cases, HM of current school, where student is studying, shall send list of such students along with mobile number of parents preferably through email/ WhatsApp etc to HM of the nearby higher class school. The school which takes admission, can take telephonic confirmation and other details as required from parents over telephone and admit the child.

f) In case student has to change schools, parent/ guardian can obtain TC from the present school and can submit the same to the new school for admission.

g) Schools where TMC/ Swab Collection Centre/ hospital (for COVID-19) are running at present, can perform the activities relating to issuing Transfer Certificate (TC) or new admission from the nearest Govt. or Aided Pry/ UP/ Secondary school and this information is to be widely circulated in the area and informed to parents through phone/ WhatsApp messages.

h) In case of any difficulty relating to TC, provisions of Section 5 of RTE Act may be followed.

i) For New Admission to Class I, information may be collected by Primary school HMs from feeder Anganwadi Centres preferably over telephone/ WhatsApp etc. The HM will contact concerned parent/ guardian telephonically. **It is reiterated that presence of student is not at all required for the admission process.**

J) If a parent's presence is required in a case of new admission, HMs to ensure that social distancing, hand hygiene, mask usage and other COVID-19 precautions are strictly



followed. Also, HM to ensure that each such parent/ guardian is informed about date and time for arrival at school in order to avoid crowding.

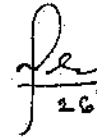
k) Hostel entrance exams, where applicable, shall not be held now.

l) Under no circumstances, admissions will be allowed in schools located within containment zones. Admission processes can be taken up after the area is declared as "Out-of-containment" zone.

m) Rationalisation and consolidation of schools are to be completed as per policy and admissions to lead schools are to be done. No admission to satellite schools, which have been identified and verified to be merged with a lead school, should be done.

n) DEO/ DPC/ BEO will monitor the entire admission process for smooth and safe completion.

Yours faithfully,


26/04/2021

Additional Secretary to Government

Memo No. 8808 /SME, Dated 26/4/2021)

Copy forwarded to the Director, Higher Secondary Education, Odisha, Bhubaneswar/ Director, Secondary Education, Odisha, Bhubaneswar / Director, Elementary Education, Odisha, Bhubaneswar / State Project Director, OSEPA, Bhubaneswar / State Project Director, OAVS, Bhubaneswar / Chairman, CHSE, Odisha, Bhubaneswar / President, Board of Secondary Education, Odisha, Cuttack/ President, State Madrasa Board, Bhubaneswar for information and necessary action.


Additional Secretary to Government

26/04/2021

Memo No. 8809 /SME, Dated 26/4/2021)

Copy forwarded to all Collectors for information and necessary action.


Additional Secretary to Government

26/04/2021

Memo No. 8810 /SME, Dated 26/4/2021)

Copy forwarded to Computer Cell / Section-VIII(B) of S&ME Deptt. for information & necessary action.

Computer Cell is requested to take steps for hosting this letter in the Deptt. Website immediately.


Additional Secretary to Government

26/04/2021

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Computer Cell