

General Instructions:

1. Dedicated help desk has to be created with active contact number. 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. In unavoidable circumstances, if applicants wants to visit to the Vidyalaya physically following arrangements has to be done :-

1. Daily Schedule :-

- I. Compulsory screening of all visitors
- II. Daily disinfection/ sanitization -fresh chlorine solution / sodium hypochlorite.
- III. Social distancing of 6 feet
- IV. Hand sanitizers and mask compulsory

- V. Avoid duty of employees in admission process in case symptoms of corona like cough, cold, fever or others exist.

2. At Entry of Vidyalaya for employees and visitors (applicants for online admissions)

- I. Applicants will have to go through a thermal screening
- II. Mandatory social distancing in School Premises.
- III. Sanitization facility.
- IV. Mandatory use of face masks.

3. At Help Desk (During Filling of form)

- I. All employees will follow SOP of MHA amended time to time.
- II. Face Mask will be mandatory for all employee reporting to the Vidyalaya
- III. Avoid use of AC to the extent possible and use natural ventilation by keeping doors and windows open.
- IV. Each employee deputed for admission process will give self-declaring health status.
- V. Each employee will maintain social distancing of 6 feet.

- VI. Applicants will report and will wait for their turn, they can ask their query by maintaining social distance.

4. At Help Desk (During Admission)

- I. The information will be given to all selected candidates via telephone or mail about their selection for admission in class I. The admission form will be made available to the selected applicants through email with the instruction of filling admission form and time slot for submission of form.
- II. Filled admission form and required documents have to be submitted via email on designated mail id or by visiting the Vidyalaya in the time slot allotted to them.
- III. A self-declaring form (**ANNEXURE – I**) has to be collected through mail along with admission form if admission form is submitted through email.
- IV. Response mail has be sent to all the parents on the receipt of admission form.
- V. Within two days mail has to be sent:
 - a) If all documents is okay, a mail containing UBI Challan form for paying fees
 - b) If any lacunae in form or documents is found, remedies has to be informed

VI. Parents will send the receipt of fees paid on the email of Vidyalaya, a congratulations mail has 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.
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 physical visit of applicants in the Vidyalaya as much as possible 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 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 has be dimmed cancelled and will liable to punishment as per guidelines of
KVS and the benefit accrued by me or my ward shall be summarily cancelled.

Date:-

Place:

Signature of the Parent/Guardian