

**State Council of Educational Research & Training,
Varun Marg, Defence Colony, New Delhi-110 024**

**Guidelines for Management Quota in Recognized Pvt. D.El.Ed/ DPSE Institutes
Affiliated to SCERT DELHI**

1. 10% seats of the sanctioned intake of each of the institute conducting D.El.Ed and /or ECCE Course shall be reserved as "Management Quota" to be filled from amongst the candidate as per the merit list. 10% of the sanctioned seats allocated, as "Management Quota" would be a part of 85% seats allocated for Delhi Pass Out (DP) Candidates and 15% seats allocated for candidates pass out other than Delhi (OP).
2. Candidates to be admitted against the "Management Quota" should have applied like any other candidate for the course of respective admission process within stipulated time for submission of application.
3. Candidates should be fulfilling all the conditions of eligibility as contained in the prospectus (Session 2017-19) and onwards with such modifications that may be done from time to time.
4. Management of the Institute shall advertise the admission notice for management quota seats in at least two leading Newspapers, one in **Hindi and one in English in addition to displaying the same on the institution's website and institution's notice board, kept at conspicuous place as well as information on SCERT Admission website i.e scertdelhiadmission.org.** The admission notice shall be displayed at least fortnight before the last date of closing of admission for the concerned course in Private Recognized Institute and shall include therein information necessary for the students seeking admission to the management quota seats. The admission notice shall include therein the place from which the admission forms will be available, the date, time and the manner for submission of completed application and schedule for various admission process. **Prospective candidate shall be given a period of at least 18 days (w.e.f. 25.10.2017 to 11.11.2017) to apply for seats under the management quota in the aforementioned manner.**
5. Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institute concerned shall prepare and display the rank ordered merit list of such applicants on the institution website and notice board kept at conspicuous place of the institution **within two days (i.e. 14.11.2017) of the closing date of the receipt** of the management quota applications. **The criteria for the rank ordering of applicants shall be same as being followed by SCERT for drawing rank list for admission against non-management quota.** The list of candidate to be called for admission under management quota shall be displayed on the institution's website and notice board.
6. During the admission process list of applicants admitted to the management quota seats made on the basis of the merit list drawn up in the aforesaid mentioned manner and the details of the management quota seats in each of the course shall be published at the end of admission on the website of the institution as well as that of designated authority.

7. The last date to fill up the management quota seats would be nine calendar days from the date for regular admission in SCERT (i.e. 16.11.2017) in the Self Financing Institutes Affiliated to SCERT.
8. The affiliated institutions shall not be authorized to admit candidates against the "Management Quota Seats" after the cutoff date fixed as mentioned above.
9. The management of the affiliated institutions shall be under an obligation to allow inspection of the all the documents relating to the admission of candidate and running of the institutes by the representative/authorized officers of the SCERT.
10. It shall be desirable for the privately managed institutions to provide scholarship or charge concessional fees from the economically weaker section and deserving meritorious students.
11. If it is found that any student has been admitted de hors merit, the penalty as deems fit including de-affiliation of the institution shall be imposed on that institution by SCERT.
12. The Chairman or the Secretary of the institute shall furnish an affidavit on Rs.100/- non judicial stamp paper to SCERT mentioning therein that they have followed the procedure as laid down by the SCERT, Delhi for filling up of the 'Management Quota Seats' in a transparent manner and they have done so without any prejudice or undue favor. Such affidavit shall accompany the list (signed by Chairperson/ Secretary of society/institute) of successful candidates under management quota and the affidavit shall be sent to SCERT.
13. The institutes shall be required to submit a report of admission process along with following documents attested/certified by Principal/ Manager of the institute to Controller of Examinations, SCERT within two working days of the finalization of admissions (i.e. 20.11.2017) under management quota:
 - a) Copies of Admission notice in two newspapers bearing date of advertisement. Print out of website display of Advertisement showing webpage and online date.
 - b) List of eligible candidates and rejected candidates, if any.
 - c) Merit order and application form number of all applicants along with copy of application number of admission process of SCERT.
 - d) Copy/Print out of website of the institute showing merit list of the candidates provisionally selected for admission.
 - e) Affidavit of Chairperson/Secretary of Institute as cited at point No.12 above.
14. In case of any dispute, the decision of SCERT shall be final.