

**GOVERNMENT OF ASSAM
DEPARTMENT OF SCHOOL EDUCATION
DISPUR, GUWAHATI-06**

E -247809/793

A/ GUIDELINES FOR REGISTRATION OF VERNACULAR MEDIUM, UNAIDED, NON MINORITY PRIVATE SCHOOLS/STUDENTS IN THE PORTAL REGARDING RTE 12(1)C

1. All vernacular medium unaided and non minority Private schools of Assam have to register themselves in this dedicated portal by clicking on the link <https://rte-ssa.assam.gov.in/> for effective implementation of the section 12(1) C of the Right to Education Act 2009. The school has to be RTE Compliant and in compliance of all statutory provisions in force.
2. After the school registration process in the online portal is completed, students belonging to weaker sections and disadvantaged groups, as specified in the OM No PMA 73/2021/47 dated 2nd September 2021, who intends to get admitted in such schools under Section 12(1)c of the RTE Act as per neighborhood norms mentioned in the said OM, shall register and apply through this portal by clicking on the link <https://rte-ssa.assam.gov.in/>
3. Child belonging to weaker section" will be those whose parent's monthly income is not more than Rs. 12,000 per month, which is a basic income as per Minimum wages Act. Further as and when minimum wages is revised, the annual income for eligibility shall be enhanced accordingly.

B/ Workflow for School Registration, Admission

1. School Registration:

Vernacular medium unaided and non minority Private schools have to initiate the registration process in the online portal by submitting required documents and information.

- o School Registration in the online portal Consists of four steps
 - Step-1: **School Profile, Registration** along with **necessary documents**, which will generate **login credentials** for subsequent steps.
 - Step-2: Login using the credentials generated in step-1, and submit the **Class Strength** form.
 - Step-3: Submit **fee details and necessary documents**.
 - Step-4: Preview application and if needed do necessary edits/ corrections in the respective sections.

C/ Verification and Approval:

Director Elementary Education OR the Director Secondary Education as the case may be, using the dedicated login credentials, prepares a verification report for each applicant school and subsequent steps are as follows:

- a. If the school fulfils the permission norms, Director approves the registration.
- b. If any violation of government norms is found, Director rejects the registration

D/ Child Online RTE Application:

- a. After school registration in the online portal is completed, the School name as a registered school shall be visible in the online portal.
- b. Thereafter, the student belonging to weaker sections and disadvantaged groups can apply online for admission under Section 12 (1) C.

E/ Admission Application Verification:

- i. Schools will receive admission applications from students claiming eligibility under the category of weaker sections and disadvantaged groups as per the RTE and Government norms.
- ii. Schools will verify each application and shall ensure that the applicant complies with government norms and guidelines and endorse the same to the DEEO or the IS of the respective District.
- iii. The DEEO or the IS as the case may be, shall check, authenticate and approve the eligibility of the students as per the Government norms.
- iv. Schools then shall admit the students based on the verification outcomes.

F/ TIMELINE

- i) All vernacular medium unaided and non minority Private schools of Assam have to complete the process of applying before 15th March 2025
- ii) The verification process at the Directorate level has to be completed by 25th March 2025
- iii) Once the verification process is completed and accepted, the names of the registered schools shall apply in the Dashboard
- iv) Students belonging to weaker sections and disadvantaged groups shall have to apply online by 31st March.
- v) After the registered Schools receive admission applications from eligible students under RTE., Schools shall verify each application and ensure that they comply with government norms and guidelines.
- vi) Once verification in the School and District level is completed, Schools admit, confirming the eligibility of the students under the category of weaker sections and disadvantaged groups before the start of the academic session.

REMOVAL OF DIFFICULTIES

- i). The Department in conformity with the principles in the Guidelines shall undertake such modifications as the case may be in compliance to the Acts and Rules in force.

Signed by
Narayan Konwar
Secretary to the Government of Assam
Department of School Education
Date: 04-03-2025 15:34:57

Memo No. E -247809/793-A

Copy to:

1. MD, SSA, Assam for kind information and request to instruct the Technical team, SSA, to closely monitor the operation of the Portal.
2. Director Elementary and Director Secondary, Assam for necessary information and action
3. The DEEOs/Inspector of Schools to instruct All vernacular medium unaided and non minority Private schools in their respective districts to apply and register themselves within the stipulated time .The DEEOs /Inspector of schools are directed to login the portal using the login credentials and take steps accordingly
4. PS To Honourable Minister, Education for kind appraisal of HME

By Orders etc.,
Digitally signed
Secretary to the Govt of Assam
Department of School Education