GOVERNMENT OF PUNJAB
DEPARTMENT OF SCHOOL EDUCATION
SCERT PUNJAB, MOHALI

ADVISORY

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Subject: Procedure for filling 40% Management Quota seats and unfilled seats under 60% Counselling Quota in Private Self-Financed D.El.Ed. Institutions in Punjab.

In continuation of the provisions contained in the State Policy dated 23.04.2012 for setting up District Institutes of Education and Training (DIETs), and the Admission Notice issued by SCERT Punjab for admission to the D.El.Ed. Course for Session 2026–28, the following provisions and procedure are hereby clarified for strict compliance by all Private Self-Financed D.El.Ed. Institutions in Punjab.

1. Provisions under the State Policy dated 23.04.2012

As per the State Policy dated 23.04.2012, the seats in private D.El.Ed. (ETT) institutions duly recognized by NCTE and affiliated with SCERT Punjab shall be divided in the ratio of 60:40, as under:

i. 40% Management Quota:

Forty per cent of the total sanctioned seats shall constitute the Management Quota. The institutions shall be free to admit students against these seats through an appropriate, transparent and fair examination system, duly approved by SCERT Punjab in advance.

ii. 60% Counselling Quota:

The remaining 60% seats shall be filled through the Common Entrance Test conducted by SCERT Punjab or any other selection process prescribed by the State Government. The reservation policy notified by the Department of Welfare shall be applicable to these seats.

iii. Unfilled Counselling Quota Seats:

The State Policy further provides that in case the above-mentioned 60% seats are not filled by SCERT Punjab through the Common Entrance Test or otherwise, the private D.El.Ed. institutions shall be allowed to fill the vacant seats through their own above-mentioned system.

Thus, the State Policy envisages that private institutions shall have the opportunity to fill the 40% Management Quota seats as well as the unfilled seats of the 60% Counselling Quota, subject to following a fair, transparent and merit-based selection procedure duly approved by SCERT Punjab.

2. Procedure for Filling Management Quota and Unfilled Counselling Quota Seats

A. Management Quota – 40% Seats

Forty per cent of the total sanctioned seats in each private institution shall be filled under the Management Quota by the Private Institutions through their own fair, transparent and merit-based examination/selection system, duly approved by SCERT Punjab in advance.

Instead of each institution independently devising and conducting its own examination, a common examination system shall be adopted at the district level through a Centralized District-Level Admission Examination Committee, as detailed in the General Instructions below.

The examination and selection procedure shall be based on an objective and merit-based assessment. The syllabus, examination pattern, question paper, evaluation methodology and selection criteria shall be broadly similar to those followed by SCERT Punjab for the Common Entrance Test conducted for 60% Counselling Quota seats.

The eligibility conditions prescribed by SCERT Punjab for admission to the D.El.Ed. course, including minimum educational qualifications and other applicable conditions, shall be strictly adhered to.

The selection of candidates shall be made strictly on the basis of merit obtained in the common district-level examination. The merit list shall be duly approved by the concerned DIET Principal and uploaded on the SCERT portal before admissions are undertaken.

B. Unfilled Seats under 60% Counselling Quota

After completion of the centralized counselling/admission process by SCERT Punjab, the institutions shall ascertain the number of vacant seats remaining under the 60% Counselling Quota.

The vacant seats shall be permitted to be filled by the concerned institutions in accordance with the enabling provision of the State Policy dated 23.04.2012 and the directions issued by SCERT Punjab.

For filling these vacant seats, the institutions shall follow the same approved, fair and transparent examination and merit-based selection procedure as prescribed for the 40% Management Quota seats.

The institutions shall ensure that the opportunity to apply against such vacant seats is made available to all eligible candidates through adequate public notice and that admissions are made strictly in order of merit.

3. General Instructions

i. Instead of each private institution independently devising and conducting its own examination/selection process, a Centralized District-Level Admission Examination Committee shall be constituted collectively by all the Private Self-Financed D.El.Ed. Institutions functioning in the concerned district. The Principal of the concerned DIET shall be the Chairman of the Committee.

ii. The Committee shall be responsible for planning, coordinating, conducting and monitoring the entire examination and admission process for filling 40% Management Quota seats as well as unfilled seats under the 60% Counselling Quota in all participating private D.El.Ed. institutions of the district.

iii. The Committee shall ensure that a common examination system is adopted by all participating institutions, with a uniform syllabus, examination pattern, question paper, evaluation methodology and merit-based selection criteria. The examination system shall be broadly aligned with the pattern and academic standards of the Common Entrance Test conducted by SCERT Punjab for centralized counselling admissions.

iv. The Committee shall ensure fairness, transparency and uniformity throughout the examination and admission process, including receipt and scrutiny of applications, conduct of examination, evaluation of answer sheets, preparation and publication of merit lists and allocation of seats amongst the participating institutions, as per their respective sanctioned intake and available vacancies.

v. The proposed constitution, examination framework and detailed procedure to be followed by the District-Level Committee shall be submitted to SCERT Punjab for prior approval. No institution or Committee shall initiate the examination or admission process without obtaining the requisite approval of SCERT Punjab.

vi. No admission shall be made on the basis of personal discretion, recommendations, donations or any consideration other than the prescribed eligibility and merit-based selection procedure.

vii. The Committee shall maintain complete records of applications received, candidates appearing in the examination, question papers, evaluation records, marks obtained, merit lists prepared and admissions granted. All such records shall be maintained systematically and made available for inspection/verification by SCERT Punjab, including during examination-related monitoring and observations, as and when required.

viii. All admissions shall be completed within the prescribed admission schedule and timeline notified by SCERT Punjab. No admission shall be made beyond the last date prescribed by the Department/SCERT Punjab. The result and merit list shall be uploaded on the SCERT portal and approved by the concerned DIET Principal before admission.

ix. The institutions shall ensure that no seat is filled in violation of the sanctioned intake, NCTE norms, affiliation conditions or instructions issued by the State Government/SCERT Punjab from time to time.

4. Compliance

All Principals/Managements of Private Self-Financed D.El.Ed. Institutions are hereby advised to ensure strict compliance with the above provisions while undertaking admissions against the Management Quota and unfilled Counselling Quota seats.

The Principals of the concerned DIETs, being Chairpersons of the respective District-Level Admission Examination Committees, shall be responsible for ensuring proper coordination, fairness, transparency, uniformity and effective monitoring of the entire examination and admission process.

Any deviation from the prescribed procedure, or admission made in violation of the eligibility conditions or approved selection process, shall be viewed seriously and may invite appropriate action as per the applicable rules and regulations.

This advisory is issued with the approval of the competent authority.

Director,

SCERT Punjab