

ADMISSIONS (2019-20)

- The Admission Tests for Classes PP-II – IX will be held on 16 Feb, 2019.
- Duration : PP-II & CI-I from 09.00 to 11.00 a.m.
: CI-II to IX from 09.00 a.m. to 12.00 Noon
- Overall Supervision : Vice Principal

FOLLOWING TEACHERS ARE REQUIRED TO REPORT FOR THE DUTY AS LISTED BELOW:
(Only to allow entry of candidates, subject to producing the Receipt of the Application Form)

CLASSES	GATE DUTY (08.30 TO 09.30 A.M.)	ESCORT DUTY TIMINGS 08.30 TO 9.30	DISPERSAL DUTY TIMINGS 10.15 TO 10.45 A.M.
Classes PP-II & CI-I	Ms Parimeeta K, Ms Neeru S Ms Tushar M, Ms Shalini K	(Mr Jagatpal, Mr Dipti, Mr Harender, Mr Narendra and Mr Debraj will guide the children enrolment wise) to the examination venues (Class Rooms).	<ul style="list-style-type: none"> • Mr A Dixit & Mr. Vardhan to ensure smooth dispersal of children appearing for the test. • The above team is required to report on time.
Classes-III - VI	Ms Preety P, Ms Radhika K		
Classes VII – X	Ms A Bhardwaj, Ms Aditi G		

ADMISSION TESTS : I/C - HM (Pr)

S.NO.	CLASS	INCHARGE	INVIGILATION	ENROLMENT NOS.	EXAM VENUE
1	PP-II	Ms Meena A	Ms Ruchika, Ms Parimeeta, Ms Manju, Ms Anju R & Ms Neeru	79	PP-I A to F
2	CL-I		Ms Vibha, Ms Sheuli, Ms Manami, Ms Aayasha & Ms Kuldeep	108	PP-II A to F
3	CI-II	Ms Deepa K	Ms Vandana, Ms Monika	40	I A
4	CI-III		Ms Arpita, Ms Pooja K	37	I B
5	CI-IV		Ms Deepa P & Ms Ilashri	34	I C
6	CI-V		Ms Sharmishtha C & Ms Manisha Sethi	25	I D
7	CI-VI		Ms Shawoli B & Ms Deeksha	29	I E
8	CI-VII	Ms S Walia	Ms S Tyagi, Ms Rajni G & Ms Poonam	16	IV A
9	CI-VIII			14	IV B
10	CI-IX		Ms Indula M, Ms N Nigam & Mr Mohit	14	IV C
11	CI-X			01	IV C

ASSESSMENT : OVERALL I/C : HM (Sr)

S.NO.	CLASS	NAME OF STAFF	TIMINGS	VENUE
1	PP-II	Ms Ruchika, Ms Parimeeta, Ms Manju, Ms Anju R & Ms Neeru	12.00 Noon to 02.00 p.m.	PP-I A to F
		Ms Vibha, Ms Sheuli, Ms Manami, Ms Aayasha & Ms Kuldeep	12.00 Noon to 02.00 p.m.	PP-II A to F
2	II-VI	Ms Sharmishtha, Ms D Khanna, Ms Mukul, Ms Archana D, Ms Ruchika, Ms Shalini G, Ms Anita V, Ms S Taak, Ms Priya S, Ms V Kaul, Ms Monika P, Mr Prabhat & Ms D Prabhakar	12.00 Noon to 02.00 p.m.	Jr Library
3	VII	Ms K Shreya S, Ms Deepika A K & Ms Kamna	12.00 Noon to 02.00 p.m.	Sr Library
4	VIII	Ms Nandini B, Ms Namrata K & Ms Sabari M		
5	IX X	Ms Vaishali, Ms Manisha A & Ms Richa M Ms Poonam, Mr Anoop D & Ms Samra		

- The overall Incharge for Admission Test will confirm the number of enrolment with Mr Yog Raj Malik.
- Attendance sheets will be generated by Mr. Yog Raj Malik and handed over to Ms M Gulati along with the Admission Forms.
- Photocopying of the Question Papers will be done by **Ms S Walia & Ms Deepa Khanna** under the supervision of HM (Pr)
- Final Result Sheet is to be compiled by **Ms. Meetu Tripathi and Ms M Gulati** under the supervision of VPL, latest by 03.15 p.m. The same will be submitted to Principal by 03.30 p.m.
- **THE STAFF ON INVIGILATION AND EVALUATION DUTY IS REQUESTED TO ENSURE THAT THE CHILDREN APPEARING FOR ADMISSION TEST ARE NEITHER RELATED NOR KNOWN TO THE FAMILIES OF STUDENTS.**
- **ASSESSMENT OF TEST PAPER WILL BE DONE STRICTLY UNDER THE SUPERVISION OF HM (Sr).**

Asha Prabhakar
(Principal)

स्वच्छ भारत

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Distribution

VPL, HMs, A.O (for guidance to Security)
All Staff, Website, File