

ADMISSIONS (2018-19)

Overall Incharge : VPL

The Admission Tests for Classes Pre Primary II – XI will be held on 23 Mar, 2018 at 08.30 a.m.

FOLLOWING TEACHERS ARE REQUIRED TO REPORT FOR THE DUTY AS LISTED BELOW:

(Only to allow entry of candidates, subject to producing the Receipt for submission of the Application Form)

CLASSES	GATE DUTY (08.30 TO 09.00 A.M.)	ESCORT DUTY TIMINGS 08.30 TO 9.00	DISPERSAL DUTY TIMINGS 12.00 NOON TO 12.15 P.M.
Classes PP II - VI	Ms Shalini K, Ms Nisha	(Mr Jagatpal, Mr Sunder, 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. A Haldar to supervise dispersal of children appearing for the test. • All Candidates will be dispersed by the Invigilators along with Lab Attendants, Sahayikas & Lady Guards.
Classes VII – XI	Ms Deepika A K Ms Richa M		

The above team is required to report on time. Parents are not to be allowed inside school premises due to the ongoing Board Examinations.

ADMISSION TESTS : SUPERVISION : HM (PR)

The timings for the test will be 09.00 a.m. to 11.00 a.m. for PP II & Class I and from 09.00 a.m. to 12.00 noon for Classes III to XI.

S.NO.	CLASS	NO OF STUDENTS	ENROLMENT NOS.	EXAM VENUE	INVIGILATOR/S
1	Class PP II	43	1-22 23-43	PP I-A PP I-B	Ms Ruchika G, Ms Meena A Ms Nitika M, Ms Vibha K
2	Class I	53	1-20 21-40 41-53	PP I-C PP I-D PP I-E	Ms Kuldeep s, Ms Manami G Ms P Khanna, Ms Aayesha K Ms Manju M, Ms Nishi M
3	Class-III	19	1-19	CL I-A	Ms Deepa P, Ms Sumana
4	Class IV	15	1-15	CL I-B	Ms Ishita J, Ms Sharmishtha
5	Class V	13	1-13	CL I-C	Ms Aastha S, Ms Deepa K
6	Class VI	25 01	1-25	CL V-A	Ms S Tyagi, Ms Kamna J
7	Class VII		01	CL V-A	
8	Class VIII	15	1-15	CL V-B	Ms Abha B
9	Class IX	09	1-09	CL V-B	
10	Class X	03	1-03	CL V-C	Mr Umesh V
11	Class XI	09	1-09	CL V-C	

ASSESSMENT : SUPERVISION - HM (Sr)

S.NO.	CLASS	EVALUATORS	TIMINGS	VENUE
1.	PP II	Ms Ruchika G, Ms Meena A Ms Nitika M, Ms Vibha K	09.00 AM to 11.00 AM	
2.	I	Ms Kuldeep S, Ms Manami G Ms P Khanna, Ms Aayesha K Ms Manju M, Ms Nishi M		
3	III-V	Ms Anita V, Ms Illashree Mr Prabhat, Ms Deepa K, Ms Deepa P, Ms Anju B	12.30 to 02.00 p.m.	Sr Library
4	VI & VII	Ms Kamna J, Ms Namrata Ms Nishi N, Ms Richa M Ms Neerja B	12.30 to 02.00 p.m.	
5	VIII, IX & X	Ms Manisha A, Ms S Renakumar Ms Komal M, Ms K Shreya		
6	XI	Ms Meetu T		

- HM (PP) will coordinate with Ms Anjani R for the total number of enrolments. **Ms Anjani R to provide the attendance sheets for all the classes in triplicate to HM (PP)** (One copy for entry team, second for invigilators and third for evaluators)
- Photocopying of the Question Papers will be done under the supervision of **HM (Pr) and Ms Anju B.**
- Final Result Sheet is to be compiled by **Ms. Meetu Tripathi along with Ms Ruchika G (PP), Ms Deepa K (PR), Ms Deepika A Khan (Middle/Sec)** under the supervision of VPL, latest by 02.30 p.m. The same will be submitted to Principal by 02.30 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) IN THE SENIOR LIBRARY.**

Distribution

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

Asha Prabhakar
(Principal)

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