

ADMISSIONS (2018-19)

- The Admission Tests for Classes III – X will be held on 17 Feb, 2018 at 09.00 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 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 12.00 NOON TO 12.15 P.M.
Classes-III - VI	Ms Preety Pandey Ms Deepali	(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. K Subramanian to ensure smooth dispersal of children appearing for the test. The above team is required to report on time.
Classes VII – X	Ms A Bhardwaj Ms Saba Naaz		

ADMISSION TESTS

The timings for all the tests will be 09.00 a.m. to 12.00 Noon

S. NO.	CLASS	OVERALL INCHARGE	INVIGILATION	ENROLMENT NOS.	EXAM VENUE
1	Class-III	Ms Deepa K	Ms Sharmishtha, Ms Vaishali	1-19	CL-VI-A
2	Class IV		Ms Archana M, Ms Kamna	1-32	CL- VI-B
3	Class V		Ms Nishi N, Mr U Verma	1-27	CL- VI-C
4	Class VI		Mr Anshul R, Ms Vibha J	1-27	CL-VI-D
5	Class VII	Ms S Walia	Ms Rani Vaid, Ms Vidhi O	1-14	CL- VII-A
6	Class VIII		Ms R Gathania, Ms T Khurana	1-25	CL- VII-B
7	Class IX		Ms Rani Vaid, Ms Vidhi O	1-17	CL-VII-A
8	Class X		Ms Rani Vaid, Ms Vidhi O	1-2	CL-VII-A

ASSESSMENT : SUPERVISION - VPL

S.NO.	CLASS	NAME OF STAFF	TIMINGS	VENUE
1	III-V	Ms Sharmishtha, Ms D Khanna, Ms Mukul S, Ms Anita V, Mr Prabhat & Ms D Prabhakar	02.00 to 03.00 p.m.	Sr Library
2.	VI	Ms Kamna, Ms Vaishali & Ms K Shreya	12.00 Noon to 02.00 p.m.	
3	VII	Ms Poonam S, Ms Deepika A K & Ms Sabari M		
4	VIII	Ms Manisha A, Ms Namrata K & Ms Richa M		
5	IX & X	Ms Rachna, Ms Subha R & Ms Samra R		

- The overall Incharge 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 S Walia along with the Admission Forms.
- Photocopying of the Question Papers will be done by **Ms. Anjali Sharma and Ms. Deepa Khanna**.
- 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 OVERALL I/C.**

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

Asha Prabhakar
(Principal)
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एक कदम स्वच्छता की ओर