



ADMISSIONS (2018-19)

Overall Incharge : VPL

The Admission Tests for Classes III-V, VII, VIII & XI will be held on 21 April, 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 III – XI	Ms. S. Ghosh & Ms. R. Gupta	(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 Halder to supervise dispersal of children appearing for the test. All Candidates will be dispersed by the Invigilators along with Lab Attendants, Sahayikas & Lady Guards.

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 (PP)

The timings for the test will be from 09.00 a.m. to 10.30 a.m. for Classes III to VIII & and from 09.00 a.m. to 12.00 Noon for Cls XI.

S.NO.	CLASS	NO OF STUDENTS	EXAM VENUE	INVIGILATOR/S
1	Class-III	03	CL V-B	Ms V. Kaul & Ms. M Aggarwal
2	Class IV	03		
3	Class V	01		
4	Class VII	03		
5	Class VIII	01		
6	Class XI	15	CL V-C	Ms Aayesha Khan & Ms. Radhika Kaim

ASSESSMENT : SUPERVISION - HM (PP)

S.NO.	CLASS	*EVALUATORS	TIMINGS	VENUE
1	III-V	Ms. P. Chand & Ms. D. Prabhakar (Eng) Ms. Anita Verma & Ms. Ruchika K (Maths)	11.30 to 12.30 p.m.	Sr Library
2	VII-VIII	Ms. Manisha Arora (Eng) & Ms. D.A. Khan (Maths)		
3	XI	Ms. R. Sondhi and Ms. Rumpa B. (Eng) Ms. Ruby Singh (Comm) Mr. Manish, Ms. Indula M (Sci) Ms. Anita Panda (Social Studies) & Ms. Aditi Gaur (General Awareness)	12.00 to 01.00 p.m.	

* Evaluators are required to collect the answer scripts from HM (PP) and report to Senior Library for Evaluation work as per the timing mentioned above.

- HM (PP) will coordinate with Mr YR Malik for the total number of enrolments. **Ms Y R Malik 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 **VPL Action : HM (PP)**.
- Final Result Sheet is to be compiled by **Ms. Meetu Tripathi & Ms. Alka Rai along with Ms Ruchika Khanna (Pr), Ms Manisha Arora (Middle) & Ms. Ruby Singh (Sr. Secondary)** under the supervision of VPL, latest by 01.00 p.m. The same will be submitted to Principal by 01.15 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 (PP) IN THE SENIOR LIBRARY.**

Asha Prabhakar
(Principal)

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एक कदम स्वच्छता की ओर

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