

PRE PRIMARY-I ADMISSIONS (2019-20)

An Admission Committee under the Chairmanship of PPL, Mrs Asha Prabhakar, has been constituted with following staff as members:

- Mrs S Passi HM (Pre Pr)
- Mr J M Pant For Online Applications
- Mrs Anjani Razdan/Ms Binu (For sale of forms/computation/reporting on day-to-day basis to Chairperson, Admission Committee.)
- Yograj Malik / Santhosh / Binu (Computation of data, Publishing of lists of shortlisted and selected candidates)

S NO.	TASK(S)	TARGET DATE	ACTION I/C
1.	Advertisement in Newspaper	07 & 08 July, 2018 (Sat & Sun) – NavBharat times & The Times of India	Ms A Razdan
2.	Issue of Application Forms from the School Counter	09 to 20 July, 2018	Ms Anjuni Razdan Ms Binu K Baby Mr Santhosh
3.	Receipt of filled in forms	10 to 21 July, 2018 (on all working days) Timings : 08.30 – 11.30 a.m. only	Ms Anjuni Razdan Ms Binu K Baby Mr Santhosh
4.	Display of List for Informal Interactions	13 July, 18 onwards	PPL / Mrs S Passi/Mr Malik
5.	Informal Interactions with Shortlisted Candidates	14 July, 18 onwards	All Pre Primary Teachers Ms Aditi Gaur (Counselor) Ms Saba Naaz (Sp.Educator)
6.	Display of List of Selected Candidates	17 Jul,18 onwards on the school website as well as the Notice Board	PPL / Ms S Passi / Mr Malik/ Santhosh
7.	Admission Formalities	18 Jul, 18 onwards	AR / Binu / Santhosh
8.	Closure of Admission	31 July, 18	--
9.	Deputing support staff on interaction days (including holidays)	--	A.O.

The Functions of the Mont. Admission Committee will be as follows:

- a) Overall monitoring of Admission process commencing w.e.f. 09 July, 18.
- b) Ensuring that the norms and criteria specified by the school for Pre Primary are objectively applied to draw out the Admission List.
 - (i) Ensure each form has a registration number.
 - (ii) Photocopies of the supporting documents are submitted along with Registration Form. (Office I/C, Mrs. A. Razdan to ensure all documents are submitted by the applicant for scrutiny.
 - (iii) In case of any doubt, to ascertain the veracity and correctness of document submitted by the applicant, an informal interaction can only be done on approval from PPL.
 - (iv) Preference under school specific parameters will need approval from PPL's Desk.
- c) Ensuring that the time schedule and other stipulations as given in the prospectus are adhered to.
- d) Attending to the complaint of applicant, if any, in impartial manner and taking remedial corrective action.
- e) Attending and reverting to the concerns of the parents regarding Admission Process on a day-to-day basis.
- f) The school shall display the list of shortlisted candidates for Interaction on the website, **www.bbpsnoida.balbharti.org** as well as on the School Notice Board from 13 Jul, 2018 onwards.
- g) **The staff on duty is requested to ensure that the children appearing for interaction are neither related nor known to the families of students.**

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution

VPL, HMs, A.O.

All Teaching Staff

Website I/C, A Razdan (File)

} via e-mail