



**ADMISSIONS (2018-19)**

**Overall Incharge : VPL**

The Admission Tests for Classes III – XI will be held on 07<sup>th</sup> 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 P Khanna Ms Nitika M Ms Aaysha K	(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"> <li>Mr. A Dixit &amp; Mr. A Haldar to supervise dispersal of children appearing for the test.</li> <li>All Candidates will be dispersed by the Invigilators along with Lab Attendants, Sahayikas &amp; Lady Guards.</li> </ul>

**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 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-III	05	1-5	CL V-B	Ms Sharmishtha, Ms Sumana Ms Aditi G, Ms Radhika Kain
2	Class IV	06	6-11		
3	Class V	03	12-14		
4	Class VII	05	15-19	CL V-C	Ms Rumpa B, Ms Rani V
5	Class VIII	09	20-28		
6	Class X	01	29		
7	Class XI	13	30-42		

**ASSESSMENT : SUPERVISION - HM (PP)**

S.NO.	CLASS	EVALUATORS	TIMINGS	VENUE
1	III-V	Ms Sharmishtha, Ms M Sethi Ms Mukul S	12.30 to 02.00 p.m.	Sr Library
2	VII - XI	Ms Rumpa B, Ms Namrata, Ms Umesh K, Ms Richa M Ms Trilochan K, Ms Shailly W Ms Aditi G, Ms Rani V	12.30 to 02.00 p.m.	

- 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)**.
- Final Result Sheet is to be compiled by **Ms. Meetu Tripathi along with Ms Mukul S (Pr), Ms Namrata G (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 (PP) IN THE SENIOR LIBRARY.**

**Distribution**

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

**Asha Prabhakar**  
(Principal)

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एक कदम स्वच्छता की ओर