

PRE PRIMARY-I ADMISSIONS (2018-19)

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

- Mrs V Pujari HM (Pr)
- Mrs S Passi HM (Pre Pr)
- Mr J M Pant (Web Administrator)
- Mrs S Ghosh (Member)
- Mrs Anjani Razdan (For sale of forms/computation/reporting on day-to-day basis to Chairperson, Admission Committee.)
- Yograj Malik / Santhosh / Binu (Computation of assessed data)

S NO.	TASK	TARGET DATE	ACTION I/C
1.	Advertisement in Newspaper	29 & 30 July, 2017 (Sat & Sun) – NavBharat times &The Times of India	Ms A Razdan
2.	Issue of Application Forms from the School Counter	31 July - 10 Aug, 2017	Ms Anjuni Razdan Ms Binu K Baby Mr Santhosh
3.	Receipt of filled in forms	01-11 Aug, 17 (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	11 Aug, 17 onwards	PPL / Mrs S Passi/Mr Malik
5.	Informal Interactions with Shortlisted Candidates	08 Aug onwards	Ms Aditi Gaur (Counselor) Ms P Khanna Ms K Sood
6.	Display of List of Selected Candidates	09 Aug,17 onwards on the school website as well as the Notice Board	PPL / Ms A Razdan / Ms Binu
7.	Admission Formalities	10 Aug, 17 onwards	AR / Binu / Santhosh
8.	Closure of Admission	23 Aug, 2017	--
9.	Availability of Prospectus and Admission Form	31 July, 17 onwards	HM (Pre Pri)

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

- a) Overall monitoring of Admission process commencing w.e.f. 31 July, 17.
- b) Ensuring that the norms and criteria specified by the school for Mont 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) 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 09 Aug, 2017 onwards.

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