



ADMISSIONS (2023-24)

The Admission Tests for Classes PP – XI will be held on 04 Feb, 2023.

- Duration : 09.00 to 10.00 a.m. (For PP to Class II).
09.00 to 10.30 a.m. (For Classes III to VI)
08.45 to 10.45 a.m. (For Classes VII to XI)
Candidates will be allowed inside the school premises 30 minutes before the time of the exam.
- Overall Supervision : **Ms Komal Mendiratta under the supervision of Vice Principal**

The Admission Tests will be conducted in two phase – **Online Interactions** for Outstation candidates and **Offline Admission Test** for the remaining candidates.

PHASE –I (ONLINE INTERACTIONS)

The interaction will be done using the Google Link by the Class Teachers as instructed, each candidate is to be given ten minutes for the interaction, parents may remain present during the interaction.

CLASS	TIMINGS	NO OF CANDIDATES FOR ONLINE INTERACTION	TEACHERS ON DUTY
Pre Primary	08.20 am – 09.15 am	04	Ms Manami Ghosh & Ms Gitika Thapliyal
Class-I	08.20 am – 09.15 am	04	Ms Sheuli Ghosh & Ms Kuldeep Sood
Class-II	08.20 am – 09.15 am	05	Ms Monika P & Ms Leena
Class-III	08.20 am – 09.15 am	04	Ms Arpita & Ms Dhanya Patil
Class-IV	08.20 am – 09.15 am	04	Ms Nandini & Ms Mukul Srivastav
Class-V	08.20 am – 09.00 am	04	Ms Charu & Ms Anita V
Class-VI	08.20 am – 10.05 am	07	Ms Ruchika Khanna & Ms Sharmishtha C
Class-VII	08.20 am – 09.10 am	03	Ms Rumpa B, Ms Namrta & Mr Prabhat K
Class-VIII	08.20 am – 10.10 am	06	Ms Kamna J, Ms Subha R, Ms K Shreya
Class-IX	08.20 am – 09.50 am	07	Ms Manisha A, Mr Anshul D, Ms Nivedita B
Class-X	08.20 am – 09.00 am	03	Ms Poonam S, Ms A Dixit, Ms Sabari M
Class-XI	08.20 am – 09.10 am	03	Ms Rachna S & Ms Anjali S

Result of the Online Interactions are to be filled in the Google Doc with the compilers of the result by 12 Noon at 04 Feb, 2023

PHASE –II

FOLLOWING TEACHERS ARE REQUIRED TO REPORT FOR THE DUTY AS LISTED BELOW:

(Only candidates will be allowed inside the school premises, subject to producing the Receipt of the Application Form) Students are allowed to carry stationery boxes, writing pad and water bottle. In case of PP-2 to Class III it is mandatory to wear an ID card. names of the children are to be written on the back of their hands.

CLASSES	ENTRY GATE AND TIMINGS	GATE DUTY (08.30 TO 09.00 A.M.)	ESCORT DUTY TIMINGS 08.30 TO 9.30	DISPERSAL DUTY TIMINGS 10.00 TO 11.00 A.M.
PP - Class-III	Gate No 1 08.30 am – 08.45 am	Ms Pallavi K, Ms Rohini S Ms Khushboo, Ms Tanvi S, Mr Shiv	LG Anjali, LG Dolly, LG Anuradha, LG Shobha, LG Jaya, Sahayikas Geeta, Maya, Rajni & Manorama. LG Anjubala in Pre School corridor. Rubina to remain on duty in Class IV corridor	Mr. Vardhan, Mr Shiv & Mr Ashutosh to ensure smooth dispersal of children appearing for the test from Gate No1. The above team is required to report on time for each group of students.
Classes-IV-VI	Gate No 1 08.30 am – 08.45 am	Ms Rani Negi, Mr Ramesh C, Ms Sumana S	LG Jyoti, LG Sangeeta, LG Vibha, LG Khushboo, LG Kusumlata & LG Pinky. Bina to remain on duty in Class IV corridor	
Classes VII-X	Gate No 2 08.15 am – 08.30 am	Mr D Bist, Mr Raj Bali Mr Tara	Mr Jagatpal, Deepak, Mr Sunder & Mr Ompal. Mr Sohnvir to remain on duty in Class IX corridor	

Mrs. Binu and Mr. Yog Raj Malik will remain present with their laptop to help identify the students who are not carrying their admission slip/resolve any discrepancy related to admission test.

ADMISSION TESTS : I/C - HM (P r) & HM (PP)

Distribution of Question paper in all classes will be done by Ms. Anita Verma and Ms Komal M and Mr. Narender and Mr. Dipti.

Attendance sheet will be circulated in all classes at the beginning of admission test and collected back by the same team at 09.30 a.m.

S.NO.	CLASS	INCHARGE	INVIGILATION (08.45 A.M. ONWARDS)	ORAL ASSESSMENTS	ENROL. NOS.	EXAM VENUE
1	PP	Ms Manami G	Ms Manami G, Ms Gitika T Ms Vibha K, Ms Payal C Ms Neeru S, Ms Eva K	Ms Manami G, Ms Gitika T Ms Vibha K, Ms Payal C Ms Neeru S, Ms Eva K	80	PS A,B & PP G
2	CL-I	Ms Sheuli G	Ms Sheuli G, Ms Kuldeep S Ms Nitika B, Ms Anju R Ms Manju M, Ms Swati C	Ms Sheuli G, Ms Kuldeep S Ms Nikita B, Ms Anju R Ms Manju M, Ms Swati C	84	PS C,D & E
3	CI-II	Ms Meena A	Ms Kavita P, Ms Ruchika G Ms Poorwa L, Ms Humera	Ms Meena A	45	I A & B
4	CI-III	Ms Parimeeta K	Ms Mamta M, Ms Ankita B Ms Sumana , Ms Pushpita	Ms Parimeeta K	43	I C & D
5	CI-IV	Ms Sona R	Ms Renu U, Ms Rupali Ms Palak G	Ms Sona R	34	IV C & D
6	CI-V	Ms Yasha S	Ms Nisha, Ms Tanvi S Ms Deepa C, Ms Sweta G	Ms Charu	43	IV B & C
7	CI-VI	Ms Rashmi Anand	Ms Smriti S, Ms Minakshi J Ms Nishi S, Ms Surabhi T	Ms Rashmi Anand	29	IV A & V-A
8	CI-VII	Ms Prabhat K Mishra	Ms Rani V & Mr U Verma	Ms Kamna J	23	IX-A
9	CI-VIII	Ms Deepti M	Ms Vidhi O	Ms Poonam S	21	IX-B
10	CI-IX	Ms Nivedita	Ms Neerja B	Ms Rumpa B	23	IX-C
11	CI-X	Ms Sabari M	Ms Indula M	Ms Manisha A	02	IX-D
12	CI-XI	Ms Neha G	Mr Sanjay Dua	--	06	IX-D
11	PWD	Ms Philo M	Ms Abha B, Ms Neha Y	Ms Philo M & Ms Neha Y	--	X-D

ASSESSMENT : OVERALL I/C : HM (Sr) & HM (PP)

S.NO	CLASS	NAME OF STAFF	TIMINGS	VENUE
1	PP – I	Ms Manami G, Ms Gitika T, Ms Payal C, Ms Vibha K, Ms Eva K, Ms Neeru S	10.00 am – 11.30 am	PS A,B & PP G
		Ms Sheuli, Ms Kuldeep, Ms Nitika M, Ms Anju R, Ms Manju M, Ms Swati C	10.00 am – 11.30 am	PS C,D & E
2	II	Ms Monika P, Ms Meena A, Ms Ruchika G & Ms Leena	10.00 am – 11.30 am	II-A
3	III	Ms Arpita, Ms Parimeeta K, Ms Ankita B & Ms Dhanya Patil	10.30 am – 11.45 am	II-A
4	IV	Ms Nandini, Ms Sona R, Ms Palak G & Ms Mukul Srivastav	10.30 am – 11.45 am	II-B
5	V	Ms Charu, Ms. Poonam Sharma Ms Minnakshi J & Ms Anita V	10.30 am – 11.45 am	II-B
6	VI	Ms Ruchika Khanna, Ms Yasha S, Ms Anita V & Ms Sharmishtha C	10.30 am – 11.45 am	II-C
7	VII	Ms Kamna J, Ms Namrta K, Ms Samra R	10.45 am – 12.15 pm	II-C
4	VIII	Ms Kamna J, Ms Subha R, Ms K Shreya	10.45 am – 12.15 pm	II-D
5	IX	Ms Poonam S, Mr Anshul D, Ms Nivedita B	10.45 am – 12.15 pm	II-D
6	X	Ms Poonam S, Mr A Dixit, Ms Sabari M	10.45 am – 12.15 pm	II-E
7	XI	Ms Rumpa B, Ms Anjali S, Ms. Vibha Jain, Rani Vaid and Vidhi Oberoi Ms. Shally Walia	10.45 am – 12.15 pm	II-E

- **ASSESSMENT OF TEST PAPER WILL BE DONE STRICTLY UNDER THE SUPERVISION OF HM (Sr) and HM (PP).**
- The Hardcopy of result sheet will be issued to the Evaluators by M. Gulati, Ms. Asha Menon, Meetu Tripathi as per classes allocated. Ruchika K and Ms Mukul, : Indula M & Anshul : Neerja B and Anoop Dixit will collect the result sheet on completion of evaluation work, tally the entries made in the result sheet with the copies of the candidates along with the evaluators, retotal, append their signatures and finally obtain the signatures of HM (Sr.) /HM (PP) before submitting it to IT teachers
- The Final Result Sheet is to be compiled by **Ms. Vibha Khurana K, Ms M Gulati, Ms. Indula Mishra, Ms Asha M, Ms. Neerja B & Ms Meetu Tripathi** latest by 02.00 p.m. The same will be reviewed by VPL and then finally submitted to Principal at 02.30 p.m.

Google Drive Link will be shared with the below mentioned teachers for entry of marks

PP to Class III - Ms Meenakshi G, Class IV – VI - Ms Asha M, Class VII- X - Ms Meetu T

General Instructions

- The Overall Incharge for Admission Test will confirm the number of enrolment with Mr Yog Raj Malik and Ms Binu Baby.
- Attendance sheets will be generated by Mr. Yog Raj Malik and handed over to Ms. Komal M. The soft copy of Ms. Komal M and all HMs/VPL.
- Photocopying of the Question Papers will be done by **Ms Rajni G, Ms Anita V & Ms Payal C** under the supervision of the respective HMs on 02 and 03 Feb 2023.
- **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.**



Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

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