

**ADMISSIONS (2024-25)**

The Admission Tests for Classes PP – XI will be held on 03 Feb, 2024.

Reporting Time for candidates	: 09.15 a.m.
Duration	: 10.00 to 11.00a.m. (For PP to Class II).
	: 10.00 to 11.30 a.m. (For Classes III to V)
	: 10.00 to 12.00 noon (For Classes VI to XI)

Overall Incharge: VPL

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 to Class II it is mandatory to wear a Personal Information card.

CLASSES	ENTRY GATE AND TIMINGS	GATE DUTY (09.15 TO 10.00 A.M.)	ESCORT DUTY TIMINGS 09.15 TO 10.00 AM	DISPERSAL DUTY TIMINGS 11.00 A.M. TO 12.15 PM
PP to Class-III	Gate No 1 9.15 am to 10.00 am	Ms Pallavi K Ms Kanika B Ms Khushboo Ms Neeru S Ms Neha Y Ms Poorwa	LG Anjali, LG Dolly, LG Anuradha, LG Shobha, LG Pinky, Sahayikas Geeta, Maya, Anjana & Manorama. LG Anjubala in Pre School corridor. Rubina to remain on duty in Class I corridor Mr Deepti and Mr Ompal for escorting children	Mr. Vardhan, Mr Shiv, Mr Raj Bali, Mr Akash, Mr Prateek B & 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 2 9.15 am to 10.00 am	Ms Rashi A Ms Sumana S Ms Mamta M Ms Nisha R Ms Philo	LG Vinita LG , LG Indu, LG Khushboo, LG Madhu, LG Komal Beena to remain on duty in Class IV corridor Mr Narendra and Mr Jagatpal for escorting children	
Classes VII-XI	Gate No 2 9.15 am to 10.00 am	Ms Kamna J Mr D Bist Mr Raj Bali Ms Abha B	Mr Kamal and Mr Harinder for escorting children Mr Sohnavir 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 (Pr) & HM (PP)

Printing of Admission Test Papers to be completed latest by 31 Jan 2024.

Distribution of Question paper in all classes will be done by
Ms Parimeeta Khanna for Classes PP – Class II along with Mr Dipti
Ms Anita Verma for Classes III –VI along with Mr Ompal
Ms Kamna Joshi for Classes VII – IX along with Mr Narendra
Ms Meenakshi G for Classes X & XI and Mr Harinder

Attendance sheet will be circulated in all classes at the beginning of admission test and collected back by the above team at 10.30 a.m. The attendance sheets will be submitted to HM(Sr)

S.NO.	CLASS	INCHARGE	INVIGILATION (10.00 A.M. ONWARDS)	ORAL ASSESSMENTS	ENROL . NOS.	EXAM VENUE
1	PP	Ms Sheuli G	Ms Payal C, Ms Nitika B, Ms Khushboo	Ms Payal C, Ms Nitika B & Ms Khushboo	1-20	PS A
			Ms Sheuli G, Ms Kuldeep S & Ms Anju R	Ms Sheuli G, Ms Kuldeep S & Ms Anju R	21-40	PS B
2	CL-I	Ms Manami G	Ms Neeru S , Ms Kanika B & Ms Gitika T	Ms Neeru S , Ms Kanika B & Ms Gitika T	1-22	PS C
			Ms Manami G, Ms Vibha K & Ms Eva K	Ms Manami G, Ms Vibha K & Ms Eva K	22-45	PS D
3	CI-II	Ms Meena A	Ms Kavita P, Ms Monika P	Ms Meena A	1-17	PS E
			Ms Humera, Ms Leena M	Ms Ruchika G	18-35	PS F

4	CI-III	Ms Parimeeta K	Ms Ankita B Ms Aiman	Ms Parimeeta K Ms Dhanya	1-18 19-36	I A I B
5	CI-IV	Ms Nandini G	Ms Sona R	Ms Nandini G	25	I C
6	CI-V	Ms Charu G	Ms Deepa C	Ms Charu G	29	I D
7	CI-VI	Ms Rashi A	Ms Neelam	Ms Rashi Anand	37	I E
8	CI-VII	Ms Nupur	Ms Sweta G	--	27	II A
9	CI-VIII	Ms Namrata K	Ms Nishi S	--	24	II B
10	CI-IX	Mr Anshul	Mr Mohit B	--	27	II C
11	CI-X	Ms Anoop D	Ms Sonam M	--	02	II D
12	CI-XI	Ms Vidhi O	Ms Sonam M	--	08	II D
11	PWD	Ms Philo M	Ms Abha B, Ms Neha Y	--	--	II E

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

S.NO	CLASS	NAME OF STAFF	TIMINGS	VENUE
1	PP	Ms Payal C, Ms Nitika B, Ms Khushboo, Ms Sheuli G, Ms Kuldeep S & Ms Anju R	11.30 am – 12.30 pm	Sr Library
	I	Ms Neeru S, Ms Kanika B, Ms Gitika T, Ms Manami G, Ms Vibha K & Ms Eva K	11.30 am – 12.30 pm	Sr Library
2	II	Ms Monika P, Ms Meena A, Ms Ruchika G & Ms Leena	11.30 am – 12.30 pm	Sr Library
3	III	Ms Arpita, Ms Parimeeta K, Ms Ankita B & Ms Dhanya Patil	12.00 noon – 01.30pm	Sr Library
4	IV	Ms Nandini, Ms Sona R, Ms Minnakshi J & Ms Mukul Srivastav	12.00 noon – 01.30pm	Sr Library
5	V	Ms Charu, Ms Suniti, Ms Mansi T & Ms Anita V	12.00 noon – 01.30pm	Sr Library
6	VI	Ms Ruchika Khanna, Ms Yasha S, Ms Rashi A & Ms Medha	12.30 pm – 02.00 pm	Sr Library
7	VII	Ms Deepti T, Ms Nupur, Ms Indula M & Ms Nivedita	12.30 pm – 02.00 pm	Sr Library
4	VIII	Ms Kamna J Ms Namrata, Ms Neerja B & Ms Srishti	12.30 pm – 02.00 pm	Sr Library
5	IX	Ms Poonam S, Mr Anshul, Mr Umesh V & Ms Shreya	12.30 pm – 02.00 pm	Sr Library
6	X	Ms Kamna, Mr A Dixit, Ms Rakhi, Ms Neerja & Mr Umesh	12.30 pm – 02.00 pm	Sr Library
7	XI	Ms Poonam S, Ms Subha R Kumar, Ms Sabari M, Ms Smriti S	12.30 pm – 02.00 pm	Sr Library

ASSESSMENT OF TEST PAPER WILL BE DONE STRICTLY UNDER THE SUPERVISION OF HM (Sr) and HM (PP).

A Google Drive Link will be shared with the below mentioned teachers for entry of marks by Mr Yograj Malik under the supervision of HM(PP).

Ms Vibha K (For Classes PP & I), Ms Alka R (For Classes II to IV), Ms Garima P (For Classes V & VI), Ms Sonam M (For Classes VII to IX), Ms Meenakshi Gulati ((For Classes X & XI).

Teachers responsible for compilation and verification of Results:

- Ms Sheuli G and Ms Manami G (For Classes PP & I)
- Ms Ruchika K and Ms Mukul R (For Classes II to VI)
- Ms Indula M & Ms Anshul (For Classes VII to IX)
- Ms Neerja B and Mr Anoop Dixit (For Classes X & XI)

The above team of teachers will collect the result sheets on completion of evaluation work, tally the entries made in the result sheet with the copies of the candidates along with the evaluators, re-total, 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. Neerja B & Ms Meetu Tripathi** latest by 02.30 p.m. The same will be reviewed by VPL and then finally submitted to Principal at 03.00 p.m.

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 (Hard copy and Soft copy) will be generated by Mr. Yog Raj Malik and handed over to Ms. Parimeeta K, Ms Anita V, Ms Kamna J & Ms Meenakshi G and all HMs/VPL.
- Photocopying of the Question Papers will be done by **Ms Neeru S, Ms Ruchika K, Ms Komal M** under the supervision of the respective HM (Pr) & HM (PP) on 30 and 31 Jan 2024.
- **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

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution

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