



STANDARD OPERATING PROCEDURE (ADMISSION PROCESS)

FOR

G D GOENKA PUBLIC SCHOOL BUDAUN

(Managed by P C CHARITABLE FOUNDATION , UJHANI, BUDAUN)

(Affiliated to the CBSE – Applied For)

4th Km Milestone from Medical college, Bareilly – Mathura Highway, Budaun (Ujhani)- 243639, (U.P.)

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STANDARD OPERATING PROCEDURE

TITLE OF SOP: ONLINE ADMISSION PROCESS

PURPOSE & SPECIFIC USERS: School Administration team will support eligible parents of students entering Pre-Primary or higher classes should follow the process to ensure consistent support and communication is given to all parents. (This SOP is to avoid tours for parents of children that we know that who will not enroll. It avoids giving false hope to these parents and saves time for us.)

ADMISSION COMMITTEE / TEAM:

- Principal
- Administrator
- Admission Counselor/CWSN Counselor
- Examination Team Member For Proficiency Test
- Teachers For Interaction With Students

ADMISSION FOR PRE PRIMARY & GRADE I

ADMISSION CRITERIA :

Age Criteria :

- ✚ Nursery: 3 years completed
- ✚ LKG: 4 years completed
- ✚ UKG: 5 years completed
- ✚ Grade I: 6 years completed

✚ Admission is confirmed only after personal interaction with the student by respective counselor.

RTE/EWS : All the norms laid by state govt are followed .

CWSN :

- ✚ Admission is confirmed only after student & parents personal interaction with CWSN Counselor.
- ✚ Detailed report of the student is presented to Admission Counselor for further proceedings.

ADMISSION RULES :

FOR REGISTRATION:

- ❖ Registration form and schedule of admission process with date is available online on the school website & at

school frontdesk.

- ❖ Submit all required documents along with registration form (Attested photocopies)
- ❖ Date of birth certificate issued by municipal corporation/authority.
- ❖ Address proof (Voter ID/DL/Domicile/Electricity/LL bill (any two)
- ❖ Final mark sheet of previous class(if applicable)
- ❖ Aadhar card of parents and student.
- ❖ Caste certificate issued by competent authority (if belongs to HC/SC/ST/OBC)
- ❖ Merit certificates (if any)
- ❖ Immunization record/Fitness certificate
- ❖ Sibling Proof, if applicable
- ❖ Affidavit in respect of required declaration like first child, girl child etc.
- ❖ On completion of the registration process and after the verification of above documents, the list of selected candidates or short listed will be displayed on the school website and on the notice board at the school gate.

FOR ADMISSION:

- ❖ Once the admission is confirmed, parents will be notified about the admission through e-mail/primary contact mentioning ERP & Class details attached with fee schedule & joining date.
- ❖ The fee has to be deposited within the stipulated time period to avoid fine per day after 15th of every month..
- ❖ Once received the admission form and fee along with required documents and details, A/C office reconcile the payment with bank statement.
- ❖ Share the details of new admissions with respective CTs, Coordinator to assign the sections.
- ❖ Send an email to parent mentioning subject **“Welcome to GD Goenka Public School Budaun”** , where we share admission number, class section and other requisite details with parent.
- ❖ An Orientation session will be informed to parent through e-mail/primary contact once the date is confirmed from respective heads.

ADMISSION PUBLICITY :

- ❖ **Vccancies & Seats Availability:** The respective heads of the school find out the vacancies in the respective classes.
- ❖ **Advertisement :** The school advertises the vacant seats on the school website and the leading newspapers as well.

ADMISSION FOR GRADE II – VIII

ADMISSION CRITERIA :

Age Criteria :

- ✚ Grade 2: 7 years completed
- ✚ Grade 3: 8 years completed
- ✚ Grade 4: 9 years completed
- ✚ Grade 5: 10 years completed
- ✚ Grade 6: 11 years completed
- ✚ Grade 7: 12 years completed
- ✚ Grade 8: 13 years completed

ADMISSION SELECTION PROCEDURE

- ✚ Admission is confirmed only after personal interaction with the student by respective counselor.
- ✚ **RTE/EWS :** All the norms laid by state govt are followed .
- ✚ **CWSN :**
- ✚ Admission is confirmed only after student & parents personal interaction with CWSN Counselor.
- ✚ Detailed report of the student is presented to Admission Counselor for further proceedings.

ADMISSION RULES :

FOR REGISTRATION:

- ❖ Registration form is available online on the school website & at school frontdesk.
- ❖ Submit all required documents along with registration form (Attested photocopies)
- ❖ Date of birth certificate issued by municipal corporation/authority.
- ❖ Address proof (Voter ID/DL/Domicile/Electricity/LL bill (any two)
- ❖ Final mark sheet of previous class.
- ❖ Aadhar card of parents and student.

- ❖ Caste certificate issued by competent authority (if belongs to HC/SC/ST/OBC)
- ❖ Merit certificates (if any)
- ❖ Immunization record/Fitness certificate
- ❖ On completion of the registration process, the selection list of short listed candidates/ parents will be informed about the date of entrance/proficiency test.
- ❖ After test there will be an Interaction of the student with the concerned Counselor.
- ❖ Respective teachers will prepare the list of applicants with the results of test and interaction with respective recommendation.
- ❖ Recommendation for admission of candidate/list will be shared with Principal office for final approval.

FOR ADMISSION

- ❖ Once the admission is confirmed, parents will be notified about the admission through e-mail/primary contact mentioning ERP & Class details attached with fee schedule & joining date.
- ❖ The fee has to be deposited within the stipulated time period to avoid fine per day after 15th of every month..
- ❖ Once received the admission form and fee along with required documents and details, A/C office reconcile the payment with bank statement.
- ❖ Share the details of new admissions with respective CTs, Coordinator to assign the sections.
- ❖ Send an email to parent mentioning subject **“Welcome to GD Goenka Public School Budaun”** , where we share admission number, class section and other requisite details with parent.
- ❖ Inform parent that the student need to submit TRANSFER CERTIFICATE in original within the first week.

ADMISSION PUBLICITY :

- ❖ **Vccancies & Seats Availability:** The respective heads of the school find out the vacancies in the respective classes.
- ❖ **Advertisement :** The school advertises the vacant seats on the school website and the leading newspapers as well.

ADMISSION SELECTION PROCEDURE

- ❖ **EXAM/TEST SYLLABUS :** Get the syllabus from the respective heads or based on previous class syllabus.
- ❖ **RTE/EWS :** All the norms laid by state govt are followed .
- ❖ **CWSN :**
- ❖ Admission is confirmed only after student & parents personal interaction with CWSN Counselor.
- ❖ Detailed report of the student is presented to Admission Counselor for further proceedings.

NOTE: -

- The admission procedure for every academic session commences from the month of January of the previous session.
- Please note till the submission of the transfer certificate, admission will be considered as provisional.