

Standard Operating Procedure (SOP) For Admissions of Students

The objective of this Standard Operating Procedure (SOP) is to ensure a streamlined and transparent admissions process that facilitates the enrollment of students in the school while adhering to regulatory requirements and promoting fairness and equity.

The following SOP is to be followed for admissions in the school.

- Activities for admissions to different classes shall commence every year at least four months before the start of the admission process.
- Advertisements for admission are to be given in the select newspapers and social media platforms and the locals are also communicated in the adjacent areas through banners and posters, even on movable media like our school buses.
- Applications for admission should be made available online and/or in-person at designated locations. Admissions staff should review all submitted applications for completeness and accuracy. The Academic records and supporting documents should be verified to ensure authenticity. Applications should be processed in a timely manner, and applicants should be notified of the status of their application.
- Dates are to be given to the applicants for interaction (for class Nursery to class I) or written test (class II to IX & XI) through website/ WhatsApp/phone call.
- No written test for admission in nursery. Interview of the student with parents/guardian shall be conducted. An interaction panel duly constituted by the Principal shall conduct the interaction. A set of format should be given to the interaction panel to offer remarks about the children.
- The selection of students for admission to class one and ever above are to be made on the basis of a written test in English language, Mathematics, General science or knowledge.
- Those who qualify in the admission test will be called for an interview along with their parents both father and mother or guardian.
- The applicant remarks file should be submitted to the admission in charge which at the end of the interaction process would be submitted to the management for final selection.
- Final list of the selected students will be uploaded on the website as well as notice-board. A date will also be given to the parents for depositing the fee.
- Any specific admission requirements for particular grade levels or programs should be outlined in the admission guidelines.

- In case if required, entrance examinations or assessments should be conducted fairly and transparently. Examination dates, formats, and syllabi should be communicated to applicants in advance. Alternative arrangements should be made for applicants with special needs or disabilities.
- Admission offers should be made based on merit and availability of seats. Offer letters should include details such as admission status, fees, and enrolment deadlines. Accepted applicants should be provided with information on orientation sessions, school policies, and other relevant details.
- In cases where demand exceeds available seats, await list should be maintained. Wait listed applicants should be informed of their status and kept updated on any changes in availability. Clear procedures should be established for offering admission to waitlisted candidates as seats become available.
- Upon acceptance, applicants should be required to complete enrolment formalities, including payment of fees and submission of relevant documents. Payment options, as specified by the management, may be offered to ensure accessibility for all students. The enrolment deadlines should be communicated clearly, and reminders should be sent to applicants who have not completed the process.
- Procedures should be in place for handling appeals and grievances related to the admissions process. Applicants who wish to appeal an admission decision should be provided with a fair and transparent mechanism for doing so. Grievances should be addressed promptly and impartially, with decisions communicated to the affected parties.
- Feedback from applicants, parents, and staff should be solicited regularly to identify areas for improvement in the admissions process.
- The SOP should be reviewed periodically to incorporate changes in regulations, technology, or best practices.
- We should follow advice of State Government on matters of admissions to under- privileged students like the RTE/BPL .

By following this SOP, we aim to ensure a fair, transparent, and efficient admissions process that promotes access to quality education for all students while upholding the values and standards of the school