



STANDARD OPERATING PROCEDURE

GRADE -XI

PROCEDURE FOR REGISTRATION

- Registration form is available online on the school website. **(ENCLOSED)**
- Documents submit along with registration form (Attested photocopies):
 - Address proof
 - Mark sheet class X (PRE-BOARD)
 - Aadhar card of parents and student
 - Caste certificate issued by competent authority (if belongs to 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 Teachers.
- Respective teachers will prepare the list of applicant mentioning result of test and interaction with their recommendation.
- Recommendation for admission candidates list will send to Principal Sir for final approval.

PROCEDURE FOR ADMISSION

- Once the admission is confirmed, parents will be notified about the admission through e-mail mentioning subject OFFER OF ADMISSION attached with admission form and fee details. **(ENCLOSED)**
- The fee has to be deposited within the stipulated time period.
- Once received the admission form and fee along with required documents and details, we reconcile the payment with bank statement.
- After receiving all requisite details in order we assign the admission number to the students.
- Share the details of new admissions with respective Head Mistress or Head Master to assign the sections.
- Send an email to parent mentioning subject WELCOME TO AHLCON PUBLIC SCHOOL, where we share admission number, class section and other requisite details with parent.
- Inform parent that the student will be allowed to attend the classes only after the submission of TRANSFER CERTIFICATE in original.
- Request to parents to submit photocopy of original mark sheet once they received from CBSE.

NOTE: - **1.** The admission procedure for every academic session commences from the month of Jan. of the previous session.

2. Please note till the submission of the transfer certificate, admission will be considered as provisional.