

## **Standard Operating Procedure for admission of students**

1. Student seeking admission along with parents shall visit the reception after entry formalities at the security gate.
2. Receptionist to fill the enquiry form and intimate the admission department about the enquiry. Update the enquiry in manual register and immediately post details in the ERP.
3. Admission department to depute a support staff to assist the enquirer in the campus tour. (café, covid-19 security arrangement, swimming pool, model hostel, sports fields, dining and kitchen area, hospital, library, student counselor, career counselor, computer science lab, assembly area, physics lab, chemistry lab, robotics lab, biology lab, dance room, art room, music room, math lab, auditorium, 400mtr track, NCC, laundry, saloon, horses, classroom, school admin block reception and photos of cows, firing range, RO plant, softener plant). The support staff must submit the enquiry form to the admission counselor.
4. Admission counselor to arrange for an aptitude test after brief discussion and requisite hospitality.
5. While the child writes the entrance test, brief the parent about the school's admission policy, academic policy, inclusion policy and fee. Also brief parent about sports, cultural, literary activities, clubs and others inter and intra school activities in detail. Explain about accommodation and food. Handle parent queries.
6. Evaluate the answers of the child and file it with the enquiry form. If the performance is good consider to admit the child. If the performance is not satisfactory or if the child is CWSN, refer the child and the parents to the learning support department to make a decision on admission and brief the parent about transition plans.
7. Once the decision is made by the learning support department and the student counselor, produce the details to the Principal/Dean for a brief discussion with Dean/Principal.
8. The parent shall decide as follows –
  - a. Take the application form.
  - b. Will seek time to decide.
9. Update the status of the enquiry on ERP and assign a tele caller for follow-up.
10. In case the parent takes the application, give to the parent the following –
  - a. List of documents to be submitted along with filled application form.
  - b. TC letter.
  - c. Brochure
  - d. Contact details of the admission counselor and the account department with account details for fee and store fee remittance.
  - e. The tele caller assigned shall follow-up and update the same on ERP.
11. In case the parent does not take application, assigned tele caller will follow-up. The admission counselor will seek feedback about admission process.
12. In case the parent decides to enroll, the following needs to be done –
  - a. Collect the requisite documents along with photographs.
  - b. Issue TC letter, liaison officer to follow-up to receive TC copy immediately.
  - c. Receive the initial deposit of 50% of the fees and issue receipt.
  - d. Take measurement for uniform.

- e. Issue books, seek details for ID card.
  - f. Allot hostel room if admission for residential. Obtain the fully filled hostel admission form, health form, club choice and sports choice, transportation details if applicable.
  - g. Create mess ID and direct the parent to do the medical checkup's
  - h. The admission counselor and the liaison officer to assist the parent in the whole process.
  - i. Update ERP (class, section, lab batch, languages, optional subject, clubs, sports etc.)
  - j. Create ERP login ID credentials for the student and parent.
13. Share the student's details to the Academic department.
14. Final verification of all the admission related documents and submission of the same to the office.