

ION/27/2017-18

Date : 16 Nov, 2017

ANNUAL DAY 2017-18
REPORTING AND DISPERSAL TIME FOR TEACHING STAFF

17 NOV, 2017 (FRIDAY)

Timings : 07.50 a.m. - 09.00 p.m. (tentatively)

<u>BREAK TIMINGS (17 NOV, 17)</u>	
• Pre Primary Staff	: 11.30 a.m. to 12.30 p.m.
• Other Teaching & Non-Teaching Staff	: 01.30 to 03.30 p.m.

EVENING REHEARSALS : All staff members are to remain present from 03.30 p.m. onwards, and P P staff to take charge from 01.30 p.m. onwards.

Dispersal of PP children at 07.00 p.m will be under the supervision of Class teachers from the School Gate-1.

Marking of student attendance and maintenance of attendance records on 17 & 18 Nov 17 is a must.

Action: **HM (Mont)**

DISPERSAL TIME (EVENING HOURS)

- Teaching Staff attached with all Items except Mughal-E-Azam and Hospitality team : 09.00 p.m. (After dispersal of all students involved in the respective items)
- For teachers attached with Dance Drama Mughal-E-Azam : 10.30 p.m. (After minimum 2 stage rehearsals and upon Dispersal of students)
- Audio Visual team & Stage props team : Upon instructions from VPL.
- Dispersal Time of Non-Teaching Staff : Upon instructions from A.O. and Principal.

Note : 1) Staff is required to punch the cards in Morning and Evening Hrs. Action : **Mr Santhosh Kumar**

2) Stage decoration team working late hours will be provided dinner by the school. Action : **VPL**

3) Marking of Student attendance (Morning and Evening Hours) by concerned staff on 17 & 18 Nov 2017.

18 NOV, 2017 (SATURDAY)

Reporting Time (except for make up team) : 12.30 p.m. (For Staff), 01.00 p.m (For students)

(HIGH TEA COMMENCES AT SHARP 05.00 P.M. AND THE CULTURAL PROGRAMME COMMENCES AT 05.30 P.M.)

Make up Team : 12.00 Noon

The Seating Arrangement, Stage / Sprucing up / Decoration / Wings /Hospitality /High Tea Teams are to report at 10.00 a.m. sharp on 18 Nov 17.

• Distribution of Refreshments to students and staff : Between 03.30-4.00 p.m. Action: **Ms. K. Shreya and Team**

• Dispersal Time of Teaching Staff : 9.15 p.m. onwards (After dispersal of students)

• Dispersal Time of Non-Teaching Staff : Upon instructions from Principal and A.O.

(PLEASE BE INFORMED NO LEAVE WILL BE ACCORDED ON 17 AND 18 NOV, 17 TO THE STAFF.)

• It will be mandatory for all the staff members to punch the attendance on 18 Nov, 2017 in the **afternoon and late evening hrs.**

• After the Cultural Event, the nominated team for hosting dinner to VIPs shall disperse at 10.00 p.m after the dispersal of VIP's.

• Leaving school premises without a Gate Pass duly signed by VPL/PPL will be treated as employee '**ABSENT**' for the day between 17 and 18 Nov 17.

* Usage of Dustbins and cleanliness standards to be maintained by respective item coordinators / A.O

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution

- VPL, HMs / All teaching staff, Tpt I/C
- Website I/C, File
- A.O. (FOR INFORMATION TO SECURITY)