



REPORTING OF STAFF (ACADEMIC BLOCK)
W.E.F. 13 JULY, 2021

With the Corona wave diminishing and as per the U.P. Govt. directives, as well as the directives of Chairman, SMC, following routine will be adhered by the staff w.e.f. 13 July, 2021 (Tuesday).

MARKING OF ATTENDANCE : **07.50 A.M.** } Santosh, Office Assist. to ensure Face Recognition
REPORTING TO CLASS : **08.00 A.M.** } Machines are in order

WING	DAY	TIMINGS	REPORTING DAYS FOR HMs / VPL
Pre Primary	Tuesday	08.00 a.m. to 02.00 p.m.	Tuesday / Wednesday
Primary	Wednesday	08.00 a.m. to 02.00 p.m.	Tuesday / Wednesday
Middle / Secondary	Thursday	08.00 a.m. to 02.00 p.m.	Thursday / Monday
Sr Secondary	Friday	08.00 a.m. to 02.00 p.m.	Friday / Monday

- HM (PP) & HM (Pr) will ensure that the Mont Advisor / Primary Advisor for Classes I & II visits the school to hold In-house sessions.
- PRT / TGT / PGT Staff reporting to the school will be preparing the Critical Thinking, Project Based Assignments class wise, besides taking online classes.
- Invites for Reverberations should reach the Principal's desk latest by 25 July, 2021.
- Assessments : Primary / Middle / Secondary / Sr Secondary Assessment Criteria and schedule is to be uploaded on website for the perusal of parents. The same was discussed in the G B Meeting.
- Mr Sachin, Mr Narender and Mr Yograj Malik will ensure that the lease line network is available minus any glitches to the staff for ONLINE CLASSES.
- HMs and VPL will check the Internet availability a day in advance for a smooth day of staff in school.

A. Prabhakar
Asha Prabhakar
(Principal) *6.7.21.*
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Copy to :

- A.O./ Sachin / Yograj
- VPL, HM (Sr), HM (Pr), HM (PP)
- Chairman, SMC

