

LIST OF CLASS TEACHERS (2022-23)
PRE PRIMARY DEPARTMENT

Ms S. Passi : HM (Pre Primary)

CLASS	SECTION	NAME OF TEACHER	CLASS	SECTION	NAME OF TEACHER
PRE SCHOOL	A	Ms Manami Ghosh (CI Rep)	PRE PRIMARY	A	Ms Sheuli Ghosh (CI Rep)
	B	Ms Gitika Thapliyal		B	Ms Kuldeep Sood
	C	Ms Vibha Khurana		C	Ms Nitika Bhatia
	D	Ms Eva Kulshrestha		D	Ms Anju Raghav
	E	Ms Neeru Sharma		E	Ms Manju Malkoti
				F	Ms Swati Chordia
			G	Ms Payal Chauhan	

Ms Khushboo - Activity Teacher
Ms Pallavi Kakoty - Teacher Assistant
Ms Rohini Sen - Teacher Assistant

INCHARGES :

S.NO	AREA	NAME OF STAFF
1.	Morning Assembly	Ms S. Ghosh, Ms V Khurana & Ms M Anand
2.	Play Pen Equipment (Procurement & Maintenance)	Ms K. Sood, Ms. N. Bhatia & Ms A Raghav
3.	Visits & Excursions	Ms V. Khurana & Ms N. Sharma
4.	School Publication – Pre Primary Magazine ‘Sagarika’	Ms S. Ghosh (Editor), Ms K Sood (Co-Editor) Ms V. Khurana & Ms P. Chauhan (Technical Support)
5.	Photography / Website I/Cs	Ms M. Ghosh, Ms V Khurana & Ms P Chauhan
6.	School Transport & Management of Private Vans	Ms V. Khurana, Ms N. Bhatia
7.	Maintenance of Inventory (Furniture, Fixtures & Electrical Items)	HM(PP) Respective Class Teachers
8.	Bal Sabha Activities	Ms Anju R & Ms E Kulshrestha
9.	Time Table (Swimming, Activity Room, Play Pen, Dance & Music)	Ms N Sharma & Ms M Malkoti
10.	Substitutions	Ms A. Raghav & Ms E. Kulshreshtha
11.	Inter School Competitions	Ms M. Malkoti & Ms S. Ghosh
12.	Workshop Coordinators	HM (Pre Primary) & Ms S. Ghosh
13.	Summer Camp I/Cs	Ms K. Sood, Ms M. Malkoti & MS M Anand
14.	ISA Activity Coordinators	Ms M. Ghosh, Ms S Ghosh
15.	Resource Material (Procurement, Distribution & Stock Taking)	HM (PP) Members : Ms K. Sood, Ms. N. Bhatia, Ms A Raghavi & Ms N. Sharma
16.	Display Boards (Preparation of Topics for Display Board- Pre School & Pre Primary)	Class Reps Ms P. Chauhan & Ms E. Kulshrestha
17.	Class Libraries	Ms M. Ghosh & Ms G Thapliyal
18.	Digital Report Card	Ms Sheetal Joshi, Ms P Chauhan & Ms Vibha Khurana
19.	Montessori Activity Room (Upkeep, Repair and Maintenance)	Ms A Raghav & Ms S Ghosh
20.	Language and Communication Programme	Ms Gitika Thapliyal & Ms Eva Kulshrestha

Staff members are expected to perform the above duties diligently.

Date : 18 Nov, 2022



Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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