

LIST OF CLASS TEACHERS (2023-24)
PRE PRIMARY DEPARTMENT

Ms S. Passi : HM (Pre Primary)

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

INCHARGES :

S.NO	AREA	NAME OF STAFF
1.	Morning Assembly	Ms Manju Malkoti, Ms Eva Kulshrestha and Ms Kanika Bhatia
2.	Play Pen Equipment (Procurement & Maintenance)	Ms Kuldeep Sood, Ms. Nitika. Bhatia & Ms Anju Raghav
3.	Visits & Excursions	Ms Neeru Sharma & Ms Eva Kulshrestha
4.	School Publication – Pre Primary Magazine ‘Sagarika’	Ms Payal Chauhan (Editor), Ms Neeru Sharma (Co-Editor) Ms Vibha Khurana & Ms Swati Chordia (Technical Support)
5.	Photography / Website I/Cs	Ms Eva Kulshrestha, Ms Payal Chauhan & Activity Incharges
6.	School Transport & Management of Private Vans	Ms Vibha Khurana, Ms Nitika Bhatia
7.	Maintenance of Inventory (Furniture, Fixtures & Electrical Items)	HM(PP) Respective Class Teachers
8.	Bal Sabha Activities	Ms Manju Malkoti & Ms Kuldeep Sood
9.	Time Table (Swimming, Activity Room, Play Pen, Dance & Music)	Ms Sheuli Ghosh & Ms Gitika Thapliyal
10.	Substitutions	Ms Anju Raghav & Ms Eva Kulshrestha
11.	Inter School Competitions	Ms Sheuli Ghosh & Ms Manami Ghosh
12.	Workshop Coordinators	HM (Pre Primary) & Ms Sheuli Ghosh
13.	Summer Camp I/Cs	Ms Manju Malkoti & Ms Anju Raghav
14.	ISA Activity Coordinators	Ms Manami Ghosh, Ms Sheuli Ghosh
15.	Resource Material (Procurement, Distribution & Stock Taking)	HM (PP) Members : Ms Kuldeep Sood, Ms. Nitika Bhatia, Ms Anju Raghav & Ms Neeru. Sharma
16.	Display Boards (Preparation of Topics for Display Board- Pre School & Pre Primary)	Class Reps Ms Anju Raghav & Ms Eva. Kulshrestha
17.	Class Libraries	Ms Kuldeep Sood and Ms Nitika Bhatia
18.	Holistic Report Card (Digital/Physical)	Ms Payal Chauhan & Ms Vibha Khurana
19.	Montessori Activity Room (Upkeep, Repair and Maintenance)	Ms Kuldeep Sood, Ms Anju Raghav & Ms Kanika Bhatia
20.	Language and Communication Programme	Ms Gitika Thapliyal & Ms Eva Kulshrestha
21.	ESPRIT (2023 – 24)	Ms Manami Ghosh & Ms Neeru Sharma

Staff members are expected to perform the above duties diligently.

Date : 17 Mar, 2023



Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

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