



**LIST OF CLASS TEACHERS (2024-25)**  
**PRE-PRIMARY DEPARTMENT**

**MS SARIKA PASSI : HM (PRE-PRIMARY)**

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

Activity Teachers : Ms Kanika Bhatia, Ms Poorwa Laldhar  
Teacher Assistants : Ms Khushboo, Ms Pallavi Kakoti

**INCHARGES:**

| S.NO | AREA   | NAME OF STAFF   |
|------|--|---|
| 1.   | Morning Assembly   | Ms Sheuli Ghosh, Ms Vibha Khurana, Ms Kanika Bhatia and Ms Manju M  |
| 2.   | Play Pen Equipment (Procurement & Maintenance)                                     | Ms Kuldeep Sood, Ms. Nitika. Bhatia & Ms Anju Raghav  |
| 3.   | Visits & Excursions  | Ms Neeru Sharma & Ms Poorwa Laldhar   |
| 4.   | School Publication – Pre Primary Magazine ‘Sagarika’                               | Ms Gitika Thapliyal (Editor), Ms Manami Ghosh (Co-Editor) Ms Vibha Khurana & Ms Payal Chauhan (Technical Support) |
| 5.   | Photography / Website I/Cs   | Ms Nitika Bhatia, Ms Eva Kulshrestha, Ms Payal Chauhan & Activity Incharges                                       |
| 6.   | School Transport & Management of Private Vans                                      | Ms Vibha Khurana, Ms Nitika Bhatia & Ms Kanika Bhatia   |
| 7.   | Maintenance of Inventory (Furniture, Fixtures & Electrical Items)                  | HM (PP) & Respective Class Teachers   |
| 8.   | Bal Sabha Activities   | Ms Swati Chordia, Ms Kuldeep S & Ms Manju M   |
| 9.   | Time Table (Swimming, Activity Room, Play Pen, Dance & Music)                      | Ms Sheuli Ghosh & Ms Manami Ghosh   |
| 10.  | Substitutions  | Ms Anju Raghav & Ms Swati Chordia   |
| 11.  | Inter School Competitions  | Ms Manami Ghosh, Ms Neeru Sharma & Ms Poorwa Laldhar  |
| 12.  | Workshop Coordinators  | HM (Pre Primary) & Ms Sheuli Ghosh  |
| 13.  | Summer Camp I/Cs   | Ms Manami Ghosh, Ms Kuldeep S & Ms Manju M  |
| 14.  | ISA Activity Coordinators  | Ms Manami Ghosh, Ms Sheuli Ghosh  |
| 15.  | Resource Material (Procurement, Distribution & Stock Taking)                       | HM (PP)<br>Members : Ms Kuldeep Sood, Ms Nitika Bhatia, Ms Neeru Sharma & Ms V Khurana                            |
| 16.  | Display Boards (Preparation of Topics for Display Board- Pre School & Pre Primary) | Class Reps<br>Ms Anju Raghav & Ms Eva Kulshrestha<br>Ms Pallavi K & Ms Khushboo                                   |
| 17.  | Class Libraries  | Ms Kuldeep Sood, Ms Nitika Bhatia & Ms Pallavi K  |
| 18.  | Holistic Report Card (Digital/Physical) I/C Class Reps                             | 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 Sheuli Ghosh & Ms Manami Ghosh   |
| 21.  | Montessori Apparatus (Procurement, Activity Schedule and Training)                 | Ms Sheuli Ghosh, Ms Kuldeep Sood & Ms Khushboo  |
| 22.  | Senses Panel (Maintenance & Training)  | Ms Swati Chordia & Ms Gitika Thapliyal  |

Staff members are expected to perform the above duties diligently.

Date : 20 Mar, 2024

*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

Kindness, Resilience, Respect

Distribution

VPL, HM (Sr), HM (Pr), HM (Pre Primary), Staff (via e-mail)  
Website, A/R (File)

