



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
Teacher Assistants : Ms Khushboo, Ms Pallavi Kakoti, Ms Neha S

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 Neha S
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 Neha S
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) 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 Ms Anju Raghav & Ms Eva Kulshrestha 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 : 09 July, 2024

Asha Prabhakar

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(Principal)

Kindness, Resilience, Respect

Distribution

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

