

LIST OF CLASS TEACHERS (2025-26)

PRE-PRIMARY DEPARTMENT

MS SARIKA PASSI : HM (PRE-PRIMARY)

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

*In the absence of HM (PP), Ms Sheuli Ghosh and Ms Manami Ghosh will supervise the functioning of Pre Primary wing.
 Teacher Assistants : Ms Pallavi Kakoti, Ms Neha Srivastava, Ms V Varsha, Ms Rohini Sen

INCHARGES:

S.NO	AREA	NAME OF STAFF
1.	Morning Assembly	Ms Sheuli Ghosh, Ms Vibha Khurana, Ms Kanika Bhatia, Ms Pallavi K
2.	Play Pen Equipment (Procurement & Maintenance)	Ms Kuldeep Sood, Ms. Nitika. Bhatia & Ms Anju R
3.	Visits & Excursions	Ms Neeru Sharma & Ms Anju Raghav
4.	E Newsletters 'Sagarika' (Quarterly Publication) July 2025 Release November 2025 Release February 2025 Release	Ms Sheuli Ghosh & Ms Vibha Khurana Ms Manami Ghosh & Ms Payal Chauhan Ms Kuldeep Sood and Ms Gitika Thapliyal
5.	Photography / Website I/Cs	Ms Nitika Bhatia, Ms Vibha Khurana Ms Payal Chauhan & Activity Incharges
6.	School Transport & Management of Private Vans	Ms Vibha Khurana, Ms Neeru Sharma, Ms Kanika Bhatia & Ms V Varsha
7.	Maintenance of Inventory (Furniture, Fixtures & Electrical Items)	HM (PP) & Respective Class Teachers
8.	Bal Sabha Activities	Ms Kuldeep S, Ms Anju Raghav Ms Kanika B, Ms Khushboo
9.	Time Table (Swimming, Activity Room, Play Pen, Dance & Music)	Ms Sheuli Ghosh & Ms Manami Ghosh
10.	Substitutions	Ms Anju Raghav & Ms Kanika Bhatia
11.	Art Mela	Ms Manami Ghosh, Ms Neeru Sharma & Ms Khushboo & Ms Payal Chauhan
12.	Workshop Coordinators	HM (Pre Primary) & Ms Sheuli Ghosh
13.	Summer Camp I/Cs	Ms Manami Ghosh, Ms Kuldeep S & Ms Anju R
14.	Collaboration Activities (National & International)	Ms Sheuli Ghosh & Ms Gitika Thapliyal
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 Neeru Sharma Ms Pallavi K & Ms Khushboo
17.	Class Libraries	Ms Gitika T, Ms Nitika Bhatia & Ms Pallavi K
18.	Holistic Report Card (Digital/Physical) I/C Class Reps	HM (PP), Ms Sheuli Ghosh & Ms Manami Ghosh & Ms Vibha Khurana
19.	Montessori Activity Room (Upkeep, Repair and Maintenance)	Ms Kanika Bhatia, Ms Anju Raghav & Ms Neha Srivastava
20.	Language and Communication Programme	Ms Sheuli Ghosh & Ms Manami Ghosh Ms Rohini Sen, Ms V Varsha
21.	Montessori Apparatus (Procurement, Activity Schedule and Training)	Ms Sheuli Ghosh, Ms Kuldeep Sood
22.	Senses Panel (Maintenance & Training)	Ms Payal Chauhan & Ms Gitika Thapliyal
23.	Facilitation Modules	HM (PP), Ms Kudeep Sood, Ms Anju Raghav, Ms Gitika Thapliyal
24.	Class Presentations Pre Primary Pre School	Ms Manami Ghosh & Ms Khushboo Ms Payal Chauhan & Ms Nitika Bhatia

Staff members are expected to perform the above duties diligently.

Date : 11 March 2025

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)

