



**MOUNT CARMEL SCHOOL
SECTOR 47-B, CHANDIGARH**

**Annual Schedule (Tentative)
Session 2023-2024**

April 05	New Academic Session begins (Classes Pre-Nursery to X & XII)
April 06	Teachers to check the books, notebooks etc. of each student with the list and make sure that they are covered and labelled properly. The notebooks for class work, H.W., tests etc, needed in the school only to be kept back. Class Time Table to be given. House list, Conveyance list, Activities, games/ sports list etc. to be prepared. Students to be told to get the diary statements filled up. Attendance to be taken on sheets of paper for the first week and then the registers to be filled up. Sections to be written in Books/ Note Books by the students
April 07	World Health Day Speech (Science Club -Mrs Amuda Dalal), Awareness Session (Health & Wellness Club)- School Doctor. Activity by Nutrition Club (Mrs. Gurpreet Kaur)
	International Day of Sports- Awareness Campaign & A Talk Show (Ms. Shammi Dhillon)
April 11	Activities Lists etc. to be submitted in the office. (Class Teachers).
	Activity list to be prepared by the Teachers' In-charge of each Activity/Club and to be handed over to the Cultural In-charges to submit in the office of the Principal for approval. Approved copy to be submitted in the office of the Directors.
	- Games/Sports list to be prepared by the Physical Education teachers and submitted in the Office of the Founders & Directors and Principal. (Ms. Shammi Dhillon)
April 12	Origami Paper Folding Competition (Classes III-V)- Mrs. Jagdeep Kaur
April 17	Syllabus for the 1 st Term, Unit Tests & Project Work in different subjects to be given.
April 17	Provisional Session begins for Class XI
April 18	World Heritage Day – Speech (Heritage Club - Miss Manju Sharma and Mrs. Kavita Sahani) & Quiz (GK Club -Mrs. Deepti Kanwar and Ms. Julianna Thomas)
April 19	Bookmark Making Competition (Classes VI-X) (Art and Craft Club)- Mrs. Parveen Sinha
April 21	Clay Modelling (Classes I-II) (Mrs. Jagdeep Kaur)
	World Earth Day :- - Speech & Planting of Medicinal Plants (Eco club – Mrs. Nirmala James, Mrs. Megha Sharma, Mrs. Kavita Sharma & Mrs. Bindu John) - Poster Making Competition (Classes VI-X) (Mrs. Megha Sharma & Mrs. Shruti Garg)
April 25 to May 01	Celebration of International Labour Day (Integrity Club - Mrs. Manvind Kaur & Mrs. Sonam Sood)
April 26	School Cabinet Initiation Ceremony [Deptt. of Sports/Phy.Edu.](Ms. Shammi Dhillon)
	Calligraphy Contest (Seniors) (English Literary club - Ms. Sarita Sharma and Mrs. Nisha Malpotra)
[April-2023: No. of Working Days = 23; No. of Teaching Days = 17]	

May 02	Poetry Recitation to mark the birth anniversary of Dr. Rabindranath Tagore. (Literary Club - Hindi and English) Mrs. Nisha Malpotra, Mrs. Dupinder Dhamija, Mrs. Arritu Dange & Mrs. Nisha Rani
May 06	P.T.M. for Foundational Wing & Primary Wing
May 11	Activities on National Technology Day (Science Club) Mrs. Amuda Dalal , Ms. Harleen Kaur & Mr. Vinod Jain
May 17	Martyrs Day (Punjabi Department)- Mrs. Sarita Pahuja
	Poster and Slogan Writing Competition, Theme “ Stop Child Labour” (Literary Club) – Hindi: Mrs. Arritu Dange and Mrs. Nisha Rani English: Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija
May 18	World No Tobacco Day –Activity (Health & Wellness Club)- School Doctor
	World Environment Day- Activity (Eco Club)- Mrs. Nirmala James, Mrs. Megha Sharma, Mrs. Kavita Sharma & Mrs. Bindu John
May 19	International Yoga Day – Activity(Sports Department) – Ms. Jaskamal Kaur
	The World of Biodiversity (Collages / Power Point Presentation) (Junior’s Science Club)- Mrs. Bindu Sharma & Mrs. Rupinder Kaur (Sr.)
May 20	P.T.M. for Middle Wing & Senior Wing
May 23	Write-ups on National Anti-Terrorism Day. (Disaster Management Club – Ms. Shammi Dhillon, Ms. Jaskamal kaur & Mr. Kamal samuel) Summer Vacation (Classes III to XII). 23rd May – 3rd July.
[May-2023: No. of Working Days = 16; No. of Teaching Days = 14]	
July 04	School Re-opens
	New Academic Session begins (Class XI)
July 05	Activities highlighting the emergence of “Ek Bharat Shresth Barat” (Ms. Manju Sharma & Mrs. Kavita Sharma).
July 07	Tree Plantation –Vanmahotsava Week Eco Club: Mrs. Nirmala James, Mrs. Megha Sharma, Mrs. Kavita Sharma & Mrs. Bindu John N.S.S.- Dr. Sumita & Mrs. Jaskamal Kaur
July 11	Musical Chairs-Classes Nursery & K.G. (Mrs. Bhavna Jaitley)
	World Population Day (Science Club- Speech /Awareness Session – Mr. Vinod Jain, Ms. Harleen Kaur & Mrs. Amuda Dalal)
July 12	Adventure Club (Jr.) Tug of War (Mrs. Jyoti Sharma & Mrs. Samriti)
July 14	Hand Wash Day (Juniors First Aid Club) (School Doctors)
	Poster Making Competition (VI-X) (Art and Craft Club- Mrs. Jagdeep kaur & Ms. Ambika Marya)
	Slogan Writing Competition (Save Paper, Save Planet- Classes VIII-X) (Nature Club) (Mrs. Kavita Sharma, Ms. Bindu John, Mrs. Nirmala James & Mrs. Megha Sharma)

July 17	Class-wise Counselling will begin from Classes VI to XII (Ms. Bhawna Dhamija & Ms. Ashmeet Bhatia)
July 18	Excursion (Adventure Club- Senior)- Mrs. Veena Garg & Mr. Gaurav Gupta
	Celebration of Doctor's Day (Juniors First Aid Club - Classes III to V)
July 19	Teachers to submit Question Papers for the Terminal Examination (Academic Co-ordinator Senior)
	List of students in the March Past (Classes VII to XII) to be submitted in the Office of Founders & Directors and Principal. (Ms. Shammi Dhillon)
	Inter-House Quiz Contest- Classes VI to X- (G.K. Club- Ms. Julianna Thomas & Mrs. Poonam Sharma)
July 21	Musical Tribute/ Animation Videos on Kargil Vijay Diwas (IT : Mrs. Deepti Kanwar & Mrs. Prabhjot Kaur) & (Music Club : Ms. Ananya & Mr. Deepak Kumar)
	Paper Reading Contest – (Hindi) in the classes during the Zero Period. (Classes IV–VII), Hindi Literary Club (Mrs. Arittu Dange & Mrs. Nisha Rani)
July 26	Science Quiz- Classes III-V (Mrs. Bindu Sharma)
July 28	Eng. Story Telling / Recitation Contest- Classes IV – IX (English Literary Club)- Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija
July 29	Swar Udgam – Inter-School Classical Vocal Music Competition (Mrs. Gale Bedi & Mrs. Parveen Sinha)
July 31	World Nature Conservation Day – Speech –Nature Club (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Mrs. Kavita Sharma)
	'Celebrating Qudrat'- An Eco Fest (Exhibition of Eco-Friendly Projects and Visit to the School Garden)- Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Mrs. Kavita Sharma
	Planner for the Heats (Selection) for Sports Day to be submitted- Ms. Shammi Dhillon (Sports Heats to be conducted in August)
[July-2023: No. of Working Days = 23; No. of Teaching Days = 21]	
Aug. 01	Founders' Week Functions' Programme Sheets to be given to Class Teachers. (Mrs. Gale Bedi & Mrs. Parveen Sinha)
Aug. 03	Programme Sheet & Duty list for Independence Day Celebration to be submitted (Cultural In-charges)
Aug. 04	Activities related to National Handloom Day (Classes VI-X) – Heritage Club (Ms. Manju Sharma & Mrs. Kavita Sahni)
	Greeting Card Making "Thank You Card" (Classes I – V) (Mrs. Jagdeep Kaur & Ms. Ambika Marya)
Aug. 08	- International Friendship Day- A Talk Show (English Elocution Club – Mrs. Gale Bedi) - Friendship Band Making (Art and Craft Club- Classes VI to VIII (Mrs. Shruti Garg & Mrs. Jagdeep Kaur)

Aug. 9	Semi Final of Extempore Speech (English Literary Club) (Classes VI to X) Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija
Aug. 10 & 11	Inter-House Competitions as a part of Independence Day celebrations (House Mistress and Cultural In-charges) (Mrs. Parveen Sinha & Mrs. Gale Bedi)
Aug. 11	World Senior Citizen's Day- Visit to Old Age Home (Legal Litrary Club – Mrs. Manisha Maan, Mrs. Jhimly Dhar & Dr. Sumita)
	Final of Paper Reading Contest (Hindi)- Classes IV to VII (Mrs. Arritu Dange)
	Final of Spelling Bee Contest (Classes I – X) Classes I-V – Mrs. Jhimly Dhar Classes VI to X – Zero Period (Literary Club) - Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija
	Story Writing Contest (IV-V), English Speakers' & Writers' Club in the classes (Juniors) during the Zero period.(Mrs. Bhavna Jaitly & Mrs. Shivani Khanna)
	International Youth Day (NSS: Dr. Sumita & Ms. Jaskamal Kaur)
Aug. 15	A skit on Quit India Movement – Hindi Dramatic Club. (Mrs. Poonam Kampani & Mr Yogesh) And English Literary Club (Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija)
	Independence Day Celebration (Cultural Co-ordinators)
Aug. 16	- Geometrical Book Mark Making Competition (Classes VI-X) (Maths Club) (Mrs. Neeru Bajaj & Mrs. Punam Anand) - Creative Writing by English Literary Club (Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija)
Aug. 17	Date Sheet for the Terminal Exams to be given. (Mrs. Mamta Handa)
Aug. 17 Onwards	Revision for Terminal Exams.
Aug. 18	Programme Sheet & Duty list for Teacher's Day Celebration to be given (Cultural In-charges)
	Final of Extempore Speech (English Literary Club) in the classes during the Zero Period (Classes VI to X)
Aug. 19	Mount Carmel's Girls' Parliament (Social Science Department)- Ms. Manju Sharma
Aug. 23	Numero Adventure (VI-X) Maths Club (Mrs. Neeru Bajaj & Mrs. Punam Anand)
Aug. 29	Celebration of National Sports Day Classes VI – X (Quiz Competition) (Ms. Shammi Dhillon)
Aug. 31	Teachers to handover the list of participants for the Founders' Week: Classes Pre- Nursery to V (Mrs. Gale Bedi) Classes VI to XII (Mrs. Parveen Sinha)
[August-2023: No. of Working Days = 25; No. of Teaching Days = 21]	
Sep. 01	Calligraphy Contest (Kindergarten Group) (Mrs. Veerpal Sharma)
	Inter-House Clay Modelling Competition (Classes I-V) (Art & Craft Club) (Mrs. Jagdeep Kaur & Ms. Ambika Marya)

Sep. 04	Activities related to Teachers Day (Cultural Co-ordinators)
Sep. 05	Teachers' Day Celebration (Cultural Co-ordinators)
Sep. 07	Fancy Dress Competition (Classes Pre-Nursery & Nursery – Mrs. Bhavna Jaitly & Mrs. Poonam Sharma)
Sep. 08	Quiz on Indian National movement, G.K. Club. (Mrs. Deepti Kanwar & Ms. Julianna Thomas)
	Hindi Divas –Speech & Activity (Hindi Literary Club- Mrs. Arritu Dange & Mrs. Nisha Rani)
	International Day for Preservation of Ozone Layer – Speech & Activity (Eco Club) (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Mrs. Kavita Sharma)
Sep. 09	Celebration of International Literacy Day (UNESCO) – Talk-Show and activity (Integrity Club)- Mrs. Sonam Sood & Mrs. Manvind Kaur
Sep. 11 to 30	Terminal Examination (Classes VI-XII)
Sep. 16	P.T.M. for Foundational Wing & Primary Wing
Sep. 26	NSS Day Celebration (Dr. Sumita & Ms. Jaskamal Kaur)
Sep. 28	Salad Making Competition (Juniors) (Non-Flame Cooking Club)- Mrs. Sonia Chhabra & Mrs. Gurpreet Kaur
Sep. 30	P.T.M. for Middle Wing & Senior Wing
[September-2023: No. of Working Days = 22; No. of Teaching Days = 7]	
Oct. 04	Heritage Walk to two Heritage Sites (Heritage Club) (Ms. Manju Sharma Mrs. Kavita Sahni)
	International Day of Non-Violence (Activity by Integrity Club)- Mrs. Manvind Kaur & Mrs. Sonam Sood
Oct. 05	Poster Making on Energy Conservation (Art & Craft- Classes IOV to X) (Mrs. Shruti Garg & Mrs. Jagdeep Kaur)
	Collage Making Competition 'World Habitat Day' (Classes VI-X) Science Club (Mr. Vinod Jain, Mrs. Amuda Dalal & Ms. Harleen Kaur)
Oct. 7	Trip to Zoological Park (Science Club) (Mr. Vinod Jain, Mrs. Amuda Dalal & Ms. Harleen Kaur)
Oct 11-12	Rashtriya Poshan Maah –Activities (Health & Wellness Club- School Doctor & Nutrition Club- Mrs. Gurpreet Kaur & Mrs. Romi Halder)
Oct. 12	Rhymes & Songs Day (Pre-Nursery, Nursery & K.G. (Mrs. Bhavna Jaitley)
	Class Teachers to submit the Achievement Lists of the students of their respective classes in different fields separately , i.e. Literary (Spelling Bee, Essay Writing, Debate, Story Writing etc.)/ Cultural activities (Dance, Singing, Theatre etc.) / Sports & Games / Fine Arts/ Olympiads / Special Achievements, etc. to Mrs. Parveena Sinha

Oct. 13	Speech / Declamation Competition on National Unity Day (Hindi Literary Club)- Mrs. Arritu Dange & Mrs. Nisha Rani
	International Day of the Girl Child-Speech & Activity (Integrity Club)- Mrs. Manvind Kaur & Mrs. Sonam Sood
	Talk-Show (Ek Bharat Shresth Bharat Club) - Ms. Manju Sharma & Mrs. Kavita Sahni
Oct. 17	World Students' Day (Dr.APJ Abdul Kalam's birthday – A motivational presentation on the life of Dr. A.P.J. Abdul Kalam, English Literary Club (Classes VI-X)- Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija
Oct. 21	Mount Carmel Model United Nation (MC MUN)- Social Science Department (Ms. Manju Sharma)
Oct. 24	PPT and discussion on Netaji Subhash Chandra Bose & I.N.A. (Classes III-X) I.T. Club (Mrs. Deepti Kanwar & Mrs. Prabjot Kaur) and Ek Bharat Shreshtha Bharat Club- Ms. Manju Sharma & Mrs. Kavita Sahni
Oct. 25 to 29	Vigilance Awareness Week – Various Activities by Integrity Club- Classes VI to X (Mrs. Manvind Kaur & Mrs. Sonam Sood)
Oct. 26	Programme Sheet & Duty List for Children's Day Celebration to be given(Cultural In-charges)
	Final of Spelling Bee Contest (Classes I to V) (Mrs. Jhimly Dhar)
Oct. 27	Rally for the Unity (Peace Club)- Mrs. Manvind Kaur & Mrs. Sonam Sood
[October-2023: No. of Working Days = 22; No. of Teaching Days = 20]	
Nov. 01	National Integration Day – Speech/ Talk (Integrity Club)- Mrs. Manvind Kaur & Mrs. Sonam Sood
	Greeting Card Making Competition.(Classes VI-X) (Art and Craft Club)- Mrs. Jagdeep Kaur & Ms. Ambika Marya
Nov. 02	Programme Sheet & Duty List for Annual Sports Day to be given (Sport's HOD)
	Coloring Contest (Class Nursery) (Ms. Ambika Marya)
Nov. 08	Slogan Writing/Poster Making Competitions on Anti-Crackers.(Nature Club- Juniors & Seniors)
	Anti Cracker / Anti Pollution Rally (Classes VI– X) Eco Club & NSS (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James, Mrs. Kavita Sharma, Dr. Sumita and Ms. Jaskamal Kaur)
	World Science Day for Peace and Development. – Model Making (Science Club) (Mr. Vinod Kumar Jain, Mrs. Amudha Dalal & Ms. Harleen Kaur)
Nov. 09	Diya Decoration Competition. (Classes III-V) (Mrs. Jagdeep Kaur)
	Programme Sheet & Duty List for Founders' Week Functions to be submitted. (Cultural In-charges & Mrs. Mamta Handa)

Nov. 09 & 10	Children's Day Celebration and Inter-House Competitions (Mrs. Parveen Sinha & Mrs. Gale Bedi)
Nov. 10	Best out of Waste Competition (Classes III-V) (Science Club)- Mrs. Bindu Sharma & Mrs. Rupinder Kaur
Nov. 11	Essay Writing –‘Say No to Single Use of Plastic (Literary Club- Seniors: Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija)
Nov. 17	Poster Making Competition & Article Writing Competition in MS Word (I.T. Club- Classes IV&V) (Mrs. Deepti Kanwar & Mrs. Preeti Mathur)
	Poetry Recitation Competition (Nursery &K,G.) (Mrs. Bhavna Jaitley)
Nov. 22	Inter-School Science Quiz Competition (Science Club) (Mr. Vinod Jain, Mrs. Amudha Dalal & Ms. Harleen Kaur)
Nov. 25 to Dec. 03	Founders' Week Celebrations (Cultural In-charges)
Nov. 28 & 29	Celebration of Indian Constitution Day- Legal Literacy Club (Mrs. Jhimly Dhar & Mrs. Manisha Mann)
[November-2023: No. of Working Days = 19; No. of Teaching Days = 17]	
Dec. 07	International Anti-Corruption Day (A Talk Show)- Integrity Club (Mrs. Sonam Sood & Mrs. Manvind Kaur)
Dec. 11 to 22	Classes X & XII First Pre-Boards.
Dec. 12	(Dumb Charades /Name the Good Word Inter-House Contest etc.) During the Zero period (Classes VI-IX- English Literary Club) (Mrs. Nisha Malpotra & Mrs. Dupinder Dhamija)
Dec. 13	Poster Making / Slogan Writing on Pollution- Pollution Prevention Day – Classes VI-X (Eco Club) (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Mrs. Kavita Sharma)
Dec. 15	National Mathematics Day- Speech and Activity (Mathematics Club)- Mrs. Neeru Bajaj & Mrs. Punam Anand
Dec. 21	Christmas Celebration and School Closes for Christmas Break (Cultural In-charges) (Charity for Winters to be collected and sent)- Cultural In-charges & N.S.S.
Dec. 23, 2023 to Jan.05, 2024: Christmas Break	
[December-2023: No. of Working Days = 18; No. of Teaching Days = 16]	
2024	
Jan. 08	School Re-opens
Jan. 10	Inter-House Mathematical Rangoli Making Competition –Maths Club- Classes VI –IX (Mrs. Neeru Bajaj & Mrs. Punam Anand)
	Teachers to submit Question Papers for the Final Examination. (Mrs. Mamta Handa)
	Programme Sheet & Duty List for Republic Day Celebration to be submitted. (Mrs. Gale Bedi & Mrs. Parveen Sinha)

Jan. 12	Best Out of Waste (Inter-House Competitions by Art & Craft Club- Classes VI to VIII (Mrs. Shruti Garg & Mrs. Jagdeep Kaur)
Jan. 15to 31	Classes X & XII- Second Pre-Boards. Classes IX & XI – Revision Examination. (Mrs. Mamta Handa)
Jan. 16	National Youth Day- A Talk Show (Integrity Club)- Mrs. Sonam Sood & Mrs. Manvind Kaur
	National Immunization Day (Health and Wellness Club)- School Doctor
Jan. 17	Neta Ji Shubhash Chandra Bose Jayanti - Activities (Ek Bharat Shreshtha Bharat.) (Ms. Manju Sharma & Mrs. Kavita Sahni)
	Art & Craft Exhibition (Mrs. Parveen Sinha)
Jan. 19	Inter-House G.K. Quiz (Classes IV-IX) G.K. Club (Ms. Julianna Thomas & Mrs. Poonam Sharma)
Jan. 24	Activity on National Voter's Day - Electoral Literacy Club (Mrs. Jhimly Dhar, Dr. Sumita & Mrs. Manisha Mann)
Jan. 25	Activity on National Tourism Day (Heritage Club)- Ms. Manju Sharma & Mrs. Kavita Sahni
Jan. 26	Republic Day Celebration (Cultural In-charges) Martyr's Day-Speech by Heritage club (Ms. Manju Sharma & Mrs. Kavita Sahni)
[January-2024: No. of Working Days = 20; No. of Teaching Days = 18]	
Feb. 02 & 03	MCC 2023 (Carnival Committee) + Subject-wise Exhibitions.
Feb. 06 to 22	Classes X & XII – Third Pre-Boards Classes IX & XI – Final Examination (Mrs. Mamta Handa)
Feb. 07	International Day of Women & Girls (Talk Show- Legal Literacy Club)- Mrs. Jhimly Dhar, Dr. Sumita & Mrs. Manisha Mann
Feb. 15	Admit Cards to be given- Classes X & XII
Feb. 17	Rhymes and Songs Day- Classes Nursery & K.G. (Mrs. Bhavna Jaitly)
Feb. 18	World Wide Day- Social Justice – Talk (Legal Literacy Club- Mrs. Jhimly Dhar, Dr. Sumita & Mrs. Manisha Mann)
Feb. 22	International Mother Tongue Day (Ms. Sarita Sharma & Mrs. Sarita Pahuja, Mr. William Arpit Singh)
Feb. 28	National Science Day (Speech- Science Club) (Mr. Vinod Jain, Mrs. Amuda Dalal & Ms. Harleen Kaur)
[February-2024: No. of Working Days = 23; No. of Teaching Days = 20]	
March 1 to 11	Final Examination- Classes VI to VIII
March First Week	Graduation Ceremony (Classes K.G. & V) (Bhavna Jaitely & Mrs. Jhimly Dhar)
March 04	World Wildlife Day Speech (Eco Club- Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Mrs. Kavita Sharma)

March 06	Result of Classes IX & XI
	Syllabus (Classes I to X) to be submitted for the New Academic Session (2024-2025).
March 08	International Women's Day (Role play "Empowering Women"- Integrity Club- Mrs. Manvind Kaur & Mrs. Sonam Sood)
March 10	Result Declaration (Classes Nursery to V) (Mrs. Jhimly Dhar & Mrs. Bhavna Jaitley)
March 13	Annual Vacation begins (only for students- Classes Nursery to IX) All the teachers to check the answer sheets, recheck and prepare Results in the School
March 16	New Academic Session begins (Classes X & XII)
	Club Presentations
March 22	Result Declaration (Classes VI. To VIII)
March 23	New Parents' Orientation (Classes Pre-Nursery to IX)
[March-2024: No. of Working Days = 26; No. of Teaching Days = 07]	

P.S

For all the competitions, classes will be categorized in the following groups:

Classes Pre-Nursery to II	Foundational Wing
Classes III to V	Preparatory Wing
Classes VI to VIII	Middle Wing
Classes IX to XII	Secondary Wing

Subject Co-ordinators:

English	Ms. Sarita Sharma
Hindi & Punjabi	Mrs. Sarita Pahuja
Maths	Mrs. Harmeet Puri
Science	Mrs. Amudha Dalal
Social Science	Ms. Manju Sharma
Information Technology	Mrs. Manisha Rajpal
Physical Education	Ms. Shammi Dhillon
Art & Craft	Mrs. Parveen Sinha

Mrs. Mamta Handa	Academics Co-ordinator, Time Table and Substitute In-charge for Classes VI-XII) and Wing Co-ordinator for (VIII to XII)
Mrs. Sarita Pahuja	Wing Coordinator (VI & VII) and Discipline Co-ordinator for (VI to X).
Mrs. Jhimly Dhar	Academics Co-ordinator (I-V) and Wing Co-ordinator for Primary (Classes III-V)
Mrs. Bhavna Jaitely	Wing Co-ordinator for (Pre-Primary-II)
Mrs. Parveen Sinha	Co-ordinator for Cultural Activities for seniors (VI-XII)
Mrs. Gale Bedi	Co-ordinator for Cultural Activities for Pre-Primary & Primary Wing (Pre-Nursery-V)

Subject Streams: (Classes XI & XII)

Mrs. Amuda Dalal	Co-ordinator (Classes XI & XII – Science)
Mrs. Nistha Khaira	Co-ordinator (Classes XI & XII – Commerce)
Ms. Manju Sharma	Co-ordinator (Classes XI & XII – Humanities)

PR /ADMISSION/SOCIAL MEDIA IN-CHARGE & OUT SOURCE

ACTIVITIES INCHARGE: Ms. Rashi Bhatia

[P.S. All the grievances to be reported to our Office by the Committee members. A meeting of all the Committee members to be held in the office of the Principal before the final decision is taken.)

UPDATION & ASSESSMENT OF HOUSE BOARDS

Mrs. Mamta Handa	Classes VIII to XII
Mrs. Sarita Pahuja	Classes VI & VII
Mrs. Jhimly Dhar	Classes III to V
Mrs. Bhavna Jaitley	Classes Pre-Nursery to II

HOUSE MISTRESSES

Milton House	Mrs. Megha Sharma
Wordsworth House	Mrs. Jaswinder Sharma
Shakespeare House	Mrs. Harmeet Puri
Keats House	Mrs. Prabhjot Kaur
Tennyson House	Mrs. Sarita Pahuja

NEWS BOARD: Mrs. Poonam Sharma (Librarian) & Mrs. Parveen Sinha

RECEPTION NOTICE BOARD & NOTICE BOARD IN THE OFFICE OF EXECUTIVE ASSISTANT (E.A.) TO THE DIRECTORS & PRINCIPAL: Mrs. Parveen Sinha

SCHOOL ACADEMIC COUNCIL

Dr. Annie Charles Samuel
Dr. Earnest Charles J. Samuel
Dr. Parveena John Singh
Mrs. Mamta Handa
Mrs. Sarita Pahuja
Mrs. Jhimly Dhar
Mrs. Bhavna Jaitly
All the Stream & Subject Co-ordinators

BEST KEPT CLASS , MOST DISCIPLINED CLASS & BEST DRESSED CLASS ASSESSMENTS

Classes Pre-Nursery to II	Mrs. Bhavna Jaitly
Classes III to V	Mrs. Jhimly Dhar
Classes VI & VII	Mrs. Sarita Pahuja
Classes VIII to XII	Mrs. Mamta Handa

Assessment of House on Duty - Ms. Shammi Dhillon

1. SCHOOL INCLUSION COMMITTEE (To address issues concerning children with Special needs- CBSE Circular No. Acad – 22/2015) (Meeting on First Saturday)

Principal	Dr. Parveena John Singh
Administrative Officer	Mr. Joy Thomas
Co-ordinators	Mrs. Mamta Handa (IX to XII)
	Mrs. Sarita Pahuja (VI & VII)
	Mrs. Jhimly Dhar (III to V)
	Mrs. Bhavna Jaitly (Pre-Nursery to II)
School Counselor	Ms. Bhawna Dhamija (Report Record)
Special Educator	Ms. Ashmeet Kaur
Teacher Representatives	Dr. Guneet Rawal

2. School Transport Committee: (Meeting on First Saturday)

Principal	Dr. Parveena John Singh
Transport Manager	Mr. Joy Thomas
Transport In-charge	Mr. Aryan Massey (Report record)
Teachers	Mr. Kamal Samuel
	Ms. Shammi Dhillon
	Ms. Jaskamal Kaur

3. CHILD FRIENDLY SCHOOL COMMITTEE (JOYFUL LEARNING): (Meeting on Third Saturday)

Principal	Dr. Parveena John Singh
Administrative Officer	Mr. Joy Thomas
Teachers	Mrs. Mamta Handa
	Mrs. Sarita Pahuja
	Mrs. Jhimly Dhar (Report Record)
	Mrs. Bhavna Jaitly
	Mr. William Arpit Singh
School Counselor	Ms. Bhawna Dhamija
Special Educator	Ms. Ashmeet Kaur
Music Teacher	Ms. Ananya
	Mr. Deepak Kumar
Dance Teacher	Ms. Eshu
PET	Mrs. Nazma

4. DISASTER MANAGEMENT COMMITTEE: (Meeting on Third Saturday)

Chairperson	Dr. Parveena JohnSingh
Other Members & assigned areas in case of Crisis / Disaster	
Mr. Joy Thomas	Over All
Mr. George C. Ipe	Over All
Mrs. Mamta Handa	(Classes VIII-XII)
Mrs. Sarita Pahuja	(Classes VI & VII)
Mrs. Jhimly Dhar	(Classes I –V)
Mrs. Bhavna Jaitly	(Pre-Primary Classes)
Dr. Guneet Rawal	(Classes I & II))
Mr. Kamal Samuel	IInd Floor (A Block)
Mrs. Nazma	Ground Floor – A Block
	Basement- A Block
Mr. William Arpit Singh	Ground Floor- B Block
Mr. Gourav Gupta	Ground Floor- B Block
Ms. Priyanka Puri	Ist Floor- B Block
Dr. Sumita	IInd Floor- B Block
Mrs. Shruti Garg	(Basement- C Block)
Mrs. Jagdeep Kaur	(Basement- B Block)
Mrs. Gale Bedi	(Basement- A Block)
Mrs. Parveen Sinha	Ist Floor- C Block
Mr. Vipin Kumar	(Ground Floor- C Block
School Counsellor	(Pre-Primary)
Ms. Shammi Dhillon	Main Gate & Over Incharge –Evacuation (Report Record)
Mr. Jasvir Singh & Mr. Aryan Massey	(Evacuation Gate)
DEO / Deputy DEO	
-----	(Parents Representative)
Student Members	Head Boy & Head Girl
Representative of Disaster Management Deptt./ District Administration/ Municipal Corporation	
Representative of Fire Services	
Representative of Police	
Representative of Health Deptt	
A Ward from Civil Defence	

5. STUDENT GRIEVANCE REDRESSAL FORUM & SCHOOL GRIEVANCE CELL (Meeting on First Saturday)

Principal	Dr. Parveena John Singh
Wing Co-ordinators	Mrs. Mamta Handa
	Mrs. Sarita Pahuja
	Mrs. Jhimly Dhar
	Mrs. Bhavna Jaithly
Teacher (Report Record)	Mrs. Harmeet Puri
Parent	Mrs. Sonia Mathew
Parent	Mrs. Saiza

6. POSCO COMMITTEE & INTERNAL COMPLAINT COMMITTEE OF SEXUAL HARASSMENT OF WOMEN AT WORK PALCE : (Meeting on First Saturday)

Principal	Dr. Parveena John Singh
Administrative Officer	Mr. Joy Thomas
Wing Co-ordinators	Mrs. Mamta Handa
	Mrs. Sarita Pahuja
	Mrs. Jhimly Dhar
	Mrs. Bhavna Jaithly
School Counsellor	Ms. Bhawna Dhamija
Special Educator	Ms. Ashmeet Bhatia
HOD (Sports)	Ms. Shammi Dhillon
Teacher Member	Mrs. Manisha Mann

7. Discipline Committee (Meeting on Third Saturday):

XI & XII	Mrs. Harmeet Puri
	Ms. Shammi Dhillon
IX & X	Mrs. Mamta Handa
	Ms. Jaskamal Kaur
VI - VIII	Mrs. Sarita Pahuja
	Mr. Kamal Samuel
III – V	Mrs. Jhimly Dhar
	Mr. Gourav Gupta
Pre-Primary to II	Mrs. Bhavna Jaitly
	Mrs. Nazma

**8. PUBLIC-PRIVATE PARTNERSHIP COMMITTEE/HUBS OF LEARNING:
(Meeting on Fifth Saturday)**

Principal	Dr. Parveena John Singh
Teachers	Mrs. Sarita Pahuja
	Mrs. Manisha Rajpal (Report Record)
	Mr. William Arpit Singh
	Mrs. Megha Sharma

9. MEDIA REPORT COMMITTEE:

Pre-Primary-II	Mrs. Bhvana Jaitly
III-V	Mrs. Jhimly Dhar
VI-XII & Main Occasions	Ms. Sarita Sharma (English)
	Mrs. Sonam Sood (English)
	Mrs. Sarita Pahuja(Hindi)
	Mrs. Nisha Rani (Hindi)

10. Examinations Assessment Committee:

CBSE Control Room	Mr. Vinod Kumar Jain (Deputy Centre Superintendent)
	Dr.. Sumita / Mrs. Preeti Sharma
	Mr. Gurnider Singh
	Mrs. Dimple Sharma (I.T.)
Senior Secondary Wing: (XI – XII)	Mrs. Mamta Handa
	Mr. Vinod Kumar Jain
	Mrs. Amuda Dalal
	Mrs. Nishtha Khaira
	Ms. Manju Sharma
Secondary Wing (IX-X)	Mrs. Mamta Handa
	Mrs. Manisha Rajpal
Middle Wing (VI-VIII)	Mrs. Mamta Handa
	Mrs. Sarita Pahuja
Primary (III-V)	Mrs. Jhimly Dhar
	Mrs. Preeti Mathur
Pre-Primary-II	Mrs. Jhimly Dhar
	Mrs. Bhavna Jaitley
	Ms. Julianna Thomas

11. Programmes & Workshops:

Seniors: (VI XII)	
Ms. Sarita Sharma	Head (Compering & Announcements)
Ms. Shammi Dhillon	Arrangements and Discipline
Art & Craft Department	Aesthetics (Folders, Board & Badges)
Mrs. Parveen Sinha	(Cultural Co-ordinator) – Overall Co-ordination
Juniors (I – V)	
Mrs. Bhavna Jaitly	(Compering & Announcements)
Mrs. Bindu Sharma	Arrangements and Discipline
Mrs. Shruti Garg	Aesthetics (Folders, Board & Badges)
Mrs. Gale Bedi	(Cultural Co-ordinator) – Overall Co-ordination

12. Time Table Committee & Arrangements:

Classes Pre-Nursery to II	Mrs. Bhavna Jaitly
Classes III-V	Mrs. Jhimly Dhar
Classes VI-VII	Mrs. Sarita Pahuja
Classes VIII & XII	Mrs. Mamta Handa

13. School Aesthetic Committee:

Mrs. Parveen Sinha	Office Areas and Secondary Wing
Mrs. Jagdeep Kaur	Middle Wing
Mrs. Shruti Garg	Primary Wing
Ms. Ambika Marya	Pre-Primary Wing

14. Media & Publicity Committee: For All Events

Seniors	Ms. Rashi Bhatia
	Mrs. Prabhjot Kaur
	Mr. William Arpit Singh
Juniors	Ms. Shrishti Garg (Pre-Nursery to II)
	Mrs. Preeti Mathur (III-V)

15.

Ek Bharat/ Shrest Bharat Committee (Meeting on Fifth Saturday) i) Ms. Manju Sharma ii) Mrs. Kavita Sahni (Report Record)	Legal Literacy Committee (Meeting on Fifth Saturday) i) Mrs. Manisha Maan ii) Mrs. Manvind Kaur (Report Record)	Electoral Literacy Committee (Meeting on Fifth Saturday) i) Mrs. Jhimly Dhar (Report Record) ii) Dr. Sumita
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16. Anti Tobacco Committee/ Nasha Mukti Bharat Abhyan Committee/Club :

1	Dr. Parveena John Singh (Principal)
2	Mr. Joy Thomas
3	Mrs. Parveen Sinha
4	Mrs. Mamta Handa
5	Mrs. Sarita Pahuja
6	Ms. Shammi Dhillon
7	School Doctor / Nurse
8	School Counsellor
9	Dr. Guneet Rawal
10	Mr. Jasvir Singh

17. Annual Presentation / Social Media

Ms. Shrishti Garg	Classes Pre-Primary to II
Mrs. Preeti Mathur	Classes III-V
Mrs. Prabhjot Kaur	Classes VI-VIII
Mrs. Manisha Rajpal	Classes IX-XII

18. Reports/Write Ups:

Editors for School Magazine & Newsletter	Ms. Sarita Sharma & Mrs. Nisha Malpotra (English Department)
	Mrs. Sarita Pahuja (Hindi & Punjabi Departments)
Regular Reports for Departmental Activities	Mrs. Sonam Sood & Mrs. Kalpa Bali
Write-up for Social Media & checking the content for the same.	Pre-Primary to II : Mrs. Bhavna Jaitly
	Classes I-V: Mr. William Arpit Singh
	Classes VI – VIII: Mrs. Dupinder Dhamija
	Classes IX-XII: Mrs. Nisha Malpotra
Duties for uploading the content	Mrs. Shruti Garg (Primary)
	Mrs. Dimple Sharma (Seniors)
	Mrs. Rashi Bhatia (Achievers)

- ❖ All these committees must submit the reports of their committees in the Principal's Office by the end of every month.
- ❖ All the Coordinators must submit their monthly report register in the Principal's office by the end of every month along with the lesson Plan's ,Log books & attendance register for their respective wings.

Dr. Parveena John Singh
Principal