




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

**Annual Schedule (Tentative)
Session 2024-2025**

April 02	New Academic Session begins (Classes K.G. to X & XII)
April 08	New Academic Session begins for classes Pre-Nursery & Nursery
April 08	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 08	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 12	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 18	Syllabus for the 1 st Term, Unit Tests & Project Work in different subjects to be given.
April 18	Provisional Session begins for Class XI
April 18	World Heritage Day – Speech (Heritage Club - Miss Manju Sharma and Mrs. Manvind Kaur) & Quiz (GK Club –Ms. Bhavika Kalia and Ms. Sumiran Aggarwal)
April 22	Clay Modelling (Classes I-V) (Mrs. Jagdeep Kaur & Ms. Ambika Marya)
	World Earth Day :- <ul style="list-style-type: none">- Speech & Planting of Medicinal Plants (Eco club – Mrs. Nirmala James, Mrs. Megha Sharma, Ms. Jasmine Arora & Mrs. Bindu John)- Poster Making Competition (Classes VI-XII) (Mrs. Megha Sharma & Mrs. Shruti Garg)
April 23	Calligraphy Contest (Seniors) (English Literary club - Mrs. Nisha Malpotra, Mr. Abhinav Chahar, Ms. Bhavika Kalia)
April 24	Bookmark Making Competition (Classes VI-VIII) (Art and Craft Club)- Mrs. Shruti Garg & Mrs. Jagdeep Kaur

April 25	World Dance Day:- - Semi Finals of Solo Dance Competition (Classes III-V)- Dance Club
April 26	- Finals of Solo Dance Competition (Classes III – V)- Dance Club
April 25 to May 01	Celebration of International Labour Day- Activity classes VI – XII. (Integrity Club - Mrs. Sonam Sood & Ms. Hiteshi)
May 04	Inter-School Competition by Social Science Department- Ms. Manju Sharma
May 04	P.T.M. for Foundational Wing & Primary Wing
May 07	School Cabinet Initiation Ceremony [Deptt. of Sports/Phy.Edu.](Ms. Shammi Dhillon) Poetry Recitation to mark the birth anniversary of Dr. Rabindranath Tagore. (Literary Club - Hindi and English) Mrs. Nisha Malpotra, Mr. Abhinav Chahar, Ms. Bhavika Kalia, Mrs. Arritu Dange & Mrs. Nisha Rani
May 10	Activities on National Technology Day (Science Club- Activity & Speech) Mrs. Amuda Dalal , Ms. Harleen Kaur, Mrs. Kavita Sharma & Mrs. Maninder Sehmi.
May 14	World No Tobacco Day –Activity (Health & Wellness Club)- School Doctor World Environment Day- Activity (Eco Club)- Mrs. Nirmala James, Mrs. Megha Sharma, Ms. Jasmine Arora & Mrs. Bindu John
May 15	Martyrs Day (Punjabi Department)- Mrs. Sarita Pahuja Poster Making and Slogan Writing Competition, Theme “ Stop Child Labour” (Literary Club) –Hindi: Mrs. Arritu Dange and Mrs. Nisha Rani English: Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia Write-ups on National Anti-Terrorism Day. (Disaster Management Club – Ms. Shammi Dhillon, Ms. Jaskamal Kaur & Mr. Kamal Samuel) Inter-House Fancy Dress Competition- Classes III & IV
May 16	Inter-House Fancy Dress Competition- Class V
May 17	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.) Inter-House Fancy Dress Competition- Classes VI to XII
May 18	P.T.M. for Middle Wing & Senior Wing
May 23	Summer Vacation (Classes Pre-Nursery to XII). 20th May – 30th June.


 Dr. Parveena John Singh
 Principal
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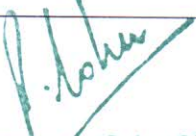
July 01	School Re-opens
	New Academic Session begins (Class XI)
July 05	Activities highlighting the emergence of "Ek Bharat Shresth Barat" (Ms. Manju Sharma & Mrs. Manvind Kaur).
July 09	Tree Plantation –Vanmahotsava Week Eco Club: Mrs. Nirmala James, Mrs. Megha Sharma, Ms. Jasmine Arora & Mrs. Bindu John N.S.S.- Dr. Sumita & Mrs. Jaskamal Kaur
July 10	World Population Day (Science Club- Activity / Speech /Awareness Session – Mrs. Kavita Sharma, Ms. Harleen Kaur, Mrs. Amuda Dalal & Mrs. Maninder Sehmi)
	Celebration of Doctor's Day (Juniors First Aid Club - Classes III to V)
	Teachers to submit Question Papers for the Terminal Examination (Academic Co-ordinator Senior)
July 11	Musical Chairs-Classes Nursery & K.G. (Mrs. Bhavna Jaitly)
July 12	Adventure Club (Jr.) Tug of War (Mrs. Jyoti Sharma & Mrs. Samriti)
July 15	Class-wise Counselling will begin from Classes VI to XII (Ms. Bhawna Dhamija & Ms. Ashmeet Bhatia)
July 16	Excursion (Adventure Club- Senior)- Mrs. Veena Garg & Mr. Gaurav Gupta
	Inter-House Quiz Contest- Classes VI to X- (G.K. Club- Ms. Bhavika Kalia & Mrs. Sumiran Aggarwal)
July 19	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)
July 24	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 III–V), Hindi Literary Club [Mrs. Vicky Singh & Mrs. Virta Pahuja]
July 26	Science Quiz- Classes III-V (Mrs. Bindu Sharma)
July 27	Swar Udgam – Inter-School Classical Vocal Music Competition – Music Department (Mrs. Shruti Garg & Mrs. Parveen Sinha)
July 29	Eng. Story Telling / Recitation Contest- Classes III – V (English Literary Club)- Mrs. Bhavna Jaitly & Mrs. Shivani Khanna
	Poster Making Competition (VI-X) (Art and Craft Club- Mrs. Shruti Garg, Mrs. Jagdeep Kaur & Ms. Ambika Marya)
	Slogan Writing Competition (Save Paper, Save Planet- Classes VIII-X) (Nature Club) (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Ms. Jasmine Arora)
	Hand Wash Day (Juniors First Aid Club) (School Doctors)
	World Nature Conservation Day – Speech –Nature Club (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Ms. Jasmine Arora)

July 30	'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 & Ms. Jasmine Arora
	Planner for the Heats (Selection) for Sports Day to be submitted- Ms. Shammi Dhillon (Sports Heats to be conducted in August)
Aug. 02	Founders' Week Functions' Programme Sheets to be given to Class Teachers. (Mrs. Shruti Garg & Mrs. Parveen Sinha)
Aug. 03	Programme Sheet & Duty list for Independence Day Celebration to be submitted (Cultural In-charges)
	Parent Teacher Meeting- Classes VI to XII
Aug. 06	- 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. 07	Activities related to National Handloom Day (Classes VI-X) – Heritage Club (Ms. Manju Sharma & Mrs. Manvind Kaur)
	Greeting Card Making "Thank You Card" (Classes I – XII) (Mrs. Shruti Garg, Mrs. Jagdeep Kaur & Ms. Ambika Marya)
Aug. 09 & 10	Inter-House Competitions as a part of Independence Day celebrations (House Mistress and Cultural In-charges) (Mrs. Parveen Sinha & Mrs. Shruti Garg)
Aug 10	International Youth Day Activity (NSS: Dr. Sumita & Ms. Jaskamal Kaur) English Literary Club (Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia)
Aug. 13	Semi Final of Extempore Speech (English Literary Club) (Classes VI to VIII & IX to XII) Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia
Aug 14	Final of Paper Reading Contest (Hindi)- Classes III to V
	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, Mr. Abhinav Chahar & Ms. Bhavika Kalia.
	Story Writing Contest (IV-V), English Speakers' & Writers' Club in the classes (Juniors) during the Zero period.(Mrs. Bhavna Jaitly & Mrs. Shivani Khanna)
	Inter-House Competitions on the Celebration of Independence Day
Aug. 15	A skit on Quit India Movement – Hindi Dramatic Club. (Mrs. Poonam Kampani & Mr Yogesh) And English Literary Club (Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia
	Independence Day Celebration (Cultural Co-ordinators)


Aug. 17	Twirls of Freedom- Inter-School Patriotic Dance Competition.
	Date Sheet for the Terminal Exams to be given. (Mrs. Mamta Handa)
Aug. 17 Onwards	Revision for Terminal Exams.
Aug. 19	Programme Sheet & Duty list for Teacher's Day Celebration to be given (Cultural In-charges)
Aug. 20	- Geometrical Book Mark Making Competition (Classes VI-VIII & IX - XII) (Maths Club) (Mrs. Neeru Bajaj & Mrs. Punam Anand) - Creative Writing Contest- Classes VI to VIII. English Literary Club (Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia)
Aug. 21	World Senior Citizen's Day- Visit to Old Age Home (Legal Litrary Club – Mrs. Manisha Maan, Mrs. Jhimly Dhar). (NSS: Dr. Sumita & Ms. Jaskamal Kaur)
	Numero Adventure (VI-X) Maths Club (Mrs. Neeru Bajaj & Mrs. Punam Anand)
Aug 23	Final of Extempore Speech (English Literary Club) in the classes during the Zero Period (Classes VI to X)
Aug. 28	Celebration of National Sports Day Classes VI – X (Quiz Competition- G.K. Club- Ms. Bhavika Kalia & Ms. Sumiran Aggarwal) Speech & Activity (Ms. Shammi Dhillon)
Aug. 31	Teachers to handover the list of participants for the Founders' Week: Classes Pre- Nursery to V (Mrs. Shruti Garg) Classes VI to XII (Mrs. Parveen Sinha)
Sep. 04	Calligraphy Contest (Kindergarten Group) (Mrs. Veerpal Sharma)
	Activities related to Teachers Day (Cultural Co-ordinators)
Sep. 05	Teachers' Day Celebration (Cultural Co-ordinators)
Sep. 06	Fancy Dress Competition (Classes Pre-Nursery & Nursery – Mrs. Bhavna Jaitly & Mrs. Poonam Sharma)
Sep. 07	Celebration of International Literacy Day (UNESCO) – Talk-Show and activity (Integrity Club)- Mrs. Sonam Sood & Mrs. Hiteshi
Sep. 10	Quiz on Indian National movement, G.K. Club. (Mrs. Sumiran Aggarwal & Ms. Bhavika Kalia)
Sept. 11	Hindi Divas –Speech & Activity (Hindi Literary Club- Mrs. Arritu Dange & Mrs. Nisha Rani)
Sep. 13	International Day for Preservation of Ozone Layer – Speech & Activity (Eco Club) (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Ms. Jasmine Arora)

Sep. ____ to ____	Terminal Examination (Classes VI-XII)
Sep. 16	P.T.M. for Foundational Wing & Primary Wing - Mrs. Jhimly Dhar
Sep. 24	NSS Day Celebration Activity by (Dr. Sumita & Ms. Jaskamal Kaur)
Sep. 28	Salad Making Competition (Juniors) (Non-Flame Cooking Club)- Mrs. Sonia Chhabra & Mrs. -----
Oct. 01	Heritage Walk to two Heritage Sites (Heritage Club) (Ms. Manju Sharma Mrs. Hiteshi)
	International Day of Non-Violence (Activity by Integrity Club)- Mrs. Manvind Kaur & Mrs. Sonam Sood Classes VI to VIII- Slogan Writing (Hindi Literary Club) Classes IX to XII: Article Writing (English Literary Club)-
Oct 05	PTM- Classes VI to XII and Art & Craft Exhibition – Mrs. Parveen Sinha
Oct. 08	Poster Making on Energy Conservation (Art & Craft- Classes IV to X) (Mrs. Shruti Garg & Mrs. Jagdeep Kaur)
	Collage Making Competition ‘World Habitat Day’ (Classes VI-VIII) & Speech Science Club (Mrs. Kavita Sharma, Mrs. Amuda Dalal, Ms. Harleen Kaur & Mrs. Maninder Sehmi)
Oct. 09	International Day of the Girl Child-Speech & Activities (Integrity Club)- Mrs. Manvind Kaur & Mrs. Sonam Sood. Hindi Literary Club (Mrs. Arritu Dange & Mrs. Nisha Sharma) & English Literary Club (Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia)
	Talk-Show (Ek Bharat Shresth Bharat Club) - Ms. Manju Sharma & Mrs. Manvind Kaur
Oct 11-16	Rashtriya Poshan Maah –Activities (Health & Wellness Club- School Doctor & Nutrition Club- Mrs. Gurpreet Kaur & Mrs. Romi Halder)
Oct.14	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. 15	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-VIII)- Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia
Oct. 16	Trip to Zoological Park (Science Club) (Mrs. Kavita Sharma, Mrs. Amuda Dalal & Mrs. Maninder Sehmi)
	Kala Utsav Competitions- Hindi Dramatics Club, Music Department & Art Department.

Oct. 19	'YOUNG PICASSOS'- Inter-School Drawing & Painting Competition – Art Department.
Oct. 20	World Science Day for Peace and Development. – Model Making (Science Club) (Mrs. Amudha Dalal, Ms. Harleen Kaur, Mrs. Maninder Sehmi & Mrs. Kavita Sharma)
Oct. 22	Mount Carmel Model United Nation (MC MUN)- Social Science Department (Ms. Manju Sharma)
Oct. 24	PPT and discussion (Classes VI – XII) on Netaji Subhash Chandra Bose & I.N.A. I.T. Club (Mrs. Deepti Kanwar & Mrs. Prabjot Kaur) and Ek Bharat Shreshtha Bharat Club- Ms. Manju Sharma & Mrs. Manvind Kaur
Oct. 25 to 29	Vigilance Awareness Week – Various Activities by Integrity Club- Classes VI to X (Mrs. Hiteshi & 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. Hiteshi & Mrs. Sonam Sood
Oct. 29	Speech / Declamation Competition on National Unity Day (Hindi Literary Club)- Mrs. Arritu Dange & Mrs. Nisha Rani Integrity Club (Mrs. Sonam Sood & Mrs. Hiteshi)
	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, Ms. Jasmine Arora, Dr. Sumita and Ms. Jaskamal Kaur)
	Diya Decoration Competition. (Classes III-V) (Mrs. Jagdeep Kaur)
Nov. 02	Programme Sheet & Duty List for Annual Sports Day to be given (Sport's HOD)
	Coloring Contest (Class Nursery) (Ms. Ambika Marya)
Nov. 05	Essay Writing –'Say No to Single Use of Plastic – Classes VI to VIII & IX to XII (Literary Club- Seniors: Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia)
Nov. 09	Programme Sheet & Duty List for Founders' Week Functions to be submitted. (Cultural In-charges & Mrs. Mamta Handa)
Nov. 10	Best out of Waste Competition (Classes III-V) (Science Club)- Mrs. Bindu Sharma & Mrs. Rupinder Kaur
Nov. 12	Children's Day Celebration and Inter-House Competitions (Mrs. Parveen Sinha & Mrs. Shruti Garg)


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Nov. 17	Poster Making Competition & Article Writing Competition in MS Word (I.T. Club- Classes III to V) (Mrs. Deepti Kanwar & Mrs. Preeti Mathur)
	Poetry Recitation Competition (Nursery &K,G.) (Mrs. Bhavna Jaitley)
Nov. 19	National Integration Day – Speech/ Talk (Integrity Club)-Mrs. Sonam Sood & Ms. Hiteshi
Nov. 22	Inter-School Science Quiz Competition (Science Club) (Mrs. Kavita Sharma, Ms. Harleen Kaur, Mrs. Amudha Dalal & Mrs. Maninder Sehmi)
Nov. 23	Celebration of Indian Constitution Day- Legal Literacy Club (Mrs. Jhimly Dhar & Mrs. Manisha Mann. Ek Bharat Sreshth Bharat Club- Ms. Manju Sharma & Mrs. Manvind Kaur.
Nov. 25 to Dec. 03	Founders' Week Celebrations (Cultural In-charges)
Nov. 27	Poster Making / Slogan Writing on Pollution- Pollution Prevention Day – Classes VI-X (Eco Club) (Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Ms. Jasmine Arora)
Dec. 06	International Anti-Corruption Day (A Talk Show)- Integrity Club (Mrs. Sonam Sood & Mrs. Hiteshi)
Dec. 09 to 20	Classes X & XII First Pre-Boards.
Dec. 11	(Dumb Charades /Name the Good Word Inter-House Contest etc.) During the Zero period (Classes VI-VIII- English Literary Club) (Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia)
Dec. 17	Inter-House Mathematical Rangoli Making Competition –Maths Club- Classes VI –IX (Mrs. Neeru Bajaj & Mrs. Punam Anand)
Dec. 20	National Mathematics Day- Speech (Mathematics Club)- Mrs. Neeru Bajaj & Mrs. Punam Anand
	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, 2024 to Jan.04, 2025: Christmas Break	
2025	
Jan. 06	School Re-opens
Jan. 09	National Youth Day Activities (Integrity Club)- Classes VI to VIII [Mrs. Sonam Sood & Ms. Hiteshi) English Literary Club (Mrs. Nisha Malpotra, Mr. Abhinav Chahar & Ms. Bhavika Kalia)


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Jan. 10	Teachers to submit Question Papers for the Final Examination. (Mrs. Mamta Handa)
	Programme Sheet & Duty List for Republic Day Celebration to be submitted. (Mrs. Shruti Garg & Mrs. Parveen Sinha)
Jan. 13 to 31	Classes X & XII- Second Pre-Boards. Classes IX & XI – Revision Examination. (Mrs. Mamta Handa)
Jan. 15	Best Out of Waste (Inter-House Competitions by Art & Craft Club- Classes VI to VIII (Mrs. Shruti Garg & Mrs. Jagdeep Kaur)
Jan. 16	Inter-House G.K. Quiz (Classes VI-VIII) G.K. Club (Ms. Bhavika Kalia & Mrs. Sumiran Aggarwal)
Jan. 17	Neta Ji Shubhash Chandra Bose Jayanti - Activities (Ek Bharat Shreshtha Bharat.) (Ms. Manju Sharma & Mrs. Manvind Kaur)
Jan. 18	PTM, Classes IX to XII
Jan. 22	Activity on National Voter's Day - Electoral Literacy Club (Mrs. Jhimly Dhar, Dr. Sumita & Mrs. Manisha Mann)
	Inter-House Competitions on Republic Day Celebration
Jan. 24	Activity on National Tourism Day (Heritage Club)- Ms. Manju Sharma & Mrs. Manvind Kaur
Jan. 26	Republic Day Celebration (Cultural In-charges) Martyr's Day-Speech by Heritage club (Ms. Manju Sharma & Mrs. Manvind Kaur)
Jan. 31 & Feb. 01	MCC 2023 (Carnival Committee) + Subject-wise Exhibitions.
Feb. 10 to 22	Classes X & XII – Third Pre-Boards Classes IX & XI – Final Examination (Mrs. Mamta Handa)
Feb. 11	International Day of Women & Girls (Talk Show- Legal Literacy Club)- Mrs. Jhimly Dhar, & Mrs. Manisha Mann
Feb. 15	Admit Cards to be given- Classes X & XII
Feb. 18	World Wide Day- Social Justice – Talk (Legal Literacy Club- Mrs. Jhimly Dhar & Mrs. Manisha Mann
Feb. 21	International Mother Tongue Day (Mrs. Nisha Malpotra, Mrs. Sarita Pahuja & Mrs. Priyanka Puri)
Feb. 28	National Science Day (Speech- Science Club) (Mrs. Kavita Sharma, Mrs. Amuda Dalal & Mrs. Maninder Sehmi)
	National Immunization Day (Health and Wellness Club)- School Doctor

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 03	World Wildlife Day Speech (Eco Club- Mrs. Megha Sharma, Ms. Bindu John, Mrs. Nirmala James & Ms. Jasmine Arora)
March 06	Result of Classes IX & XI
	Syllabus (Classes I to X) to be submitted for the New Academic Session (2024-2025).
March 07	International Women's Day (Role play "Empowering Women"- Integrity Club- Mrs. Manvind Kaur & Mrs. Hiteshi)
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)

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	Mrs. Nisha Malpotra
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	Academic Coordinator Senior – Classes VIII to XII (Assessment Schedule, Time Table , Date Sheet and Arrangements / Wing In-charge (Classes X - XII)
Mrs.JhimlyDhar	Academic Coordinator Junior – Classes III to VII (Assessment Schedule, Time-Table & Arrangements) / Wing In-charge (Classes III to V)
Mrs. Bhavna Jaitely	Wing In-charge for (Pre-Primary-II)
Mrs. Manisha Rajpal	Wing In-charge for classes VI & VII
Mrs.SaritaPahuja	Wing In-charge (VIII & IX) and Discipline Co-ordinator for (VI to X).
Mrs. Parveen Sinha	Senior Cultural In-charge
Mrs. Shruti Garg	Junior Cultural In-charge

Streams Co-ordinators: (Classes XI & XII)

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

P.R. /ADMISSION/SOCIAL MEDIA IN-CHARGE & OUT SOURCE ACTIVITIES INCHARGE:

Ms. Rashi Bhatia	Admission Counsellor
Mrs. Damanjeet Kaur	Social Media Co-ordinator
Ms. Manpreet Kaur Sahota	Front Desk Executive & PRO / External Activities Co-ordinator

[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 X to XII
Mrs. Sarita Pahuja	Classes VIII & IX
Mrs. Manisha Rajpal	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 Kumari (Librarian) & Mrs. Parveen Sinha

RECEPTION NOTICE BOARD & NOTICE BOARD IN THE OFFICE OF EXECUTIVE ASSISTANT 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


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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. Manisha Rajpal
Classes VIII & IX	Mrs. Sarita Pahuja
Classes X 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
Wing In-charges	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	Mrs. Priyanka Puri
Teacher Representatives	Mrs. Nazma

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)
Accounts	Mr. Santosh Kumar
Teachers	Mr. Kamal Samuel Ms. Shammi Dhillon Ms. Jaskamal Kaur

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

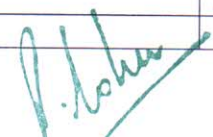
Principal	Dr. Parveena John Singh
Administrative Officer	Mr. Joy Thomas
Teachers	Mrs. Mamta Handa Mrs. Sarita Pahuja Mrs. Manisha Rajpal Mrs. Jhimly Dhar (Report Record) Mrs. Bhavna Jaitly
School Counselor	Ms. Bhawna Dhamija
Special Educator	Mrs. Priyanka Thakur
Music Teacher	Ms. Ananya Mr. Deepak Kumar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

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

Chairperson	Dr. Parveena John Singh
Other Members & assigned areas in case of Crisis / Disaster	
Mr. Joy Thomas	Over All
Mr. George C. Ipe	Over All
Mrs. Mamta Handa	(Classes X-XII)
Mrs. Sarita Pahuja	(Classes VIII & IX)
Mrs. Manisha Rajpal	(Classes VI & VII)
Mrs. Jhimly Dhar	(Classes I -V)
Mrs. Bhavna Jaitly	(Pre-Primary Classes)
Mrs. Leena Nair	(Classes I & II)
Mr. Kamal Samuel	IInd Floor (A Block)
Mrs. Nazma	Ground Floor - A Block
Mr. Abhinav Chahar	Ground Floor- B Block
Mr. Gourav Gupta	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 & Special Educator	With special students
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 In-charges	Mrs. Mamta Handa
	Mrs. Sarita Pahuja
	Mrs. Manisha Rajpal
	Mrs. Jhimly Dhar (Report)
	Mrs. Bhavna Jaitly
Teacher (Report Record)	Mrs. Harmeet Puri
Parent	Mrs. Sonia Mathew
Parent	-----


Dr. Parveena John Singh
 Principal
 Mount Carmel School
 Chandigarh

6. POCSO 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 In-charges	Mrs. Mamta Handa
	Mrs. Sarita Pahuja
	Mrs. Manisha Rajpal
	Mrs. Jhimly Dhar
	Mrs. Bhavna Jaitly
School Counsellor	Ms. Bhawna Dhamija (Report)
Special Educator	Mrs. Priyanka Thakur
HOD (Sports)	Ms. Shammi Dhillon
Teacher Member	Mrs. Amudha Dalal

7. Discipline Committee (Meeting on Third Saturday):

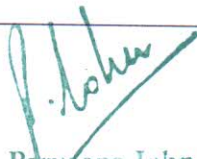
XI & XII	Mrs. Harmeet Puri
	Ms. Shammi Dhillon
IX & X	Mrs. Mamta Handa
	Ms. Jaskamal Kaur
VI - VIII	Mrs. Sarita Pahuja
	Mr. Kamal Samuel
III - V	Mrs. Jhimly Dhar
	Mr. Gourav Gupta
Pre-Primary to II	Mrs. Bhavna Jaitly
	Mrs. Nazma

**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. Abhinav Chahar
	Mrs. Megha Sharma

9. MEDIA REPORT COMMITTEE:

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


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 Principal
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10. Examinations Assessment Committee:

CBSE Control Room	Dr. Sumita (Deputy Centre Superintendent)
	Ms. Jasmine Arora
	Mr. Gurnider Singh
Senior Secondary Wing: (XI – XII)	Mrs. Mamta Handa
	Mrs. Amuda Dalal
	Mrs. Nishtha Khaira
	Ms. Manju Sharma
Secondary Wing (IX-X)	Mrs. Mamta Handa
	Mrs. Sarita Pahuja
Middle Wing (VI-VIII)	Mrs. Mamta Handa
	Mrs. Manisha Rajpal
	Mrs. Jhimly Dhar
Primary (III-V)	Mrs. Jhimly Dhar
	Mrs. Preeti Mathur
Pre-Primary-II	Mrs. Jhimly Dhar
	Mrs. Bhavna Jaitly
	Mrs. Veerpal Sharma

11. Programmes & Workshops:

Seniors: (VI XII)	
Mrs. Nisha Malpotra	Head (Compering & Announcements)
Ms. Shammi Dhillon	Discipline, N.S.S. & Cabinet Students
Art & Craft Department	Aesthetics (Folders, Board & Badges)
Mrs. Parveen Sinha	(Cultural Co-ordinator) – Overall Co-ordination
Mrs. Mamta Handa	Teachers on Duty
Juniors (I – V)	
Mrs. Bhavna Jaitly	(Compering & Announcements)
Mrs. Bindu Sharma	Arrangements and Discipline
Mrs. Shruti Garg	Aesthetics (Folders, Board & Badges)
Mrs. Parveen Sinha	(Cultural Co-ordinator) – Overall Co-ordination
Mrs. Jhimly Dhar	Teachers on Duty

12. Time Table Committee & Arrangements:

Classes Pre-Nursery to V	Mrs. Jhimly Dhar
Classes VI to XII	Mrs. Mamta Handa

P.S.: All Wing In-charges to sign the same

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Dr. Parveena John Singh
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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.
Juniors	Ms. Shrishti Garg (Pre-Nursery to II)
	Mrs. Preeti Mathur (III-V)

15.

Ek Bharat/ Shrest Bharat Committee (Meeting on Fifth Saturday) i) Mrs. Kavita Sahni (Report Record) ii) Mr. Abhinav Chahar	Legal Literacy Committee (Meeting on Fifth Saturday) i) Ms. Manju Sharma ii) Ms. Hiteshi (Report Record)	Electoral Literacy Committee (Meeting on Fifth Saturday) i) Mrs. Jhimly Dhar (Report Record) ii) Mrs. Manvind Kaur
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15. 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	Dr. Sumita (Report)
7	Ms. Shammi Dhillon
8	School Doctor / Nurse
9	School Counsellor
10	Mr. Jasvir Singh

16. Annual Presentation / Social Media


Mrs. Deepti Kanwar	Classes Pre-Primary to II / Slot-2
Mrs. Preeti Mathur	Classes III-V / Slot-2
Mrs. Prabhjot Kaur	Classes VI-VIII / Slot-3
Mrs. Manisha Rajpal	Classes IX-XII / Slot-4

17. Reports/Write Ups:

Editors for School Magazine & Newsletter	Mrs. Nisha Malpotra & Mrs. Sonam Sood (English Department)
	Mrs. Sarita Pahuja (Hindi & Punjabi Departments)
Regular Reports for Departmental Activities	Mrs. Nisha Malpotra & Mrs. Sonam Sood
Write-up for Social Media & checking the content for the same.	Pre-Primary to II : Mrs. Bhavna Jaitly
	Classes I-V: Ms. Bhavika Kalia
	Classes VI – VIII: Mr. Abhinav Chahar
	Classes IX-XII: Ms. Hiteshi
Duties for uploading the content	Mrs. Anshu (Primary)
	Mrs. Damanjeet Kaur (Seniors)

18. External Activities Co-ordinators: Mrs. Manpreet Sahota & Mrs. Rashi Bhatia

- ❖ 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
Mount Carmel School
Chandigarh


MANAGER
MOUNT CARMEL SCHOOL
Sector 47-B, Chandigarh