

**INDEX**

<b>Sr. No.</b>	<b>Activity Department</b>	<b>Page No.</b>
1	Admission Plan	2
2	Exam Schedule	3
3	House Activities	4
4	Ist class Bagless Activities	5,6,7
5	2nd Class Bagless Activities	8,9
6	Common Activities	10
7	Games Plan	11
8	Math's Activities	12
9	Science Activities	12
10	Jyanties & Festivals	13,14
11	Teacher Training Programme	15
12	Cultural Department	16
13	Sanskrit Bodh Planning	17
14	Educational Tour	18
15	Swadeshi Week	19
16	Sanskrit Week	20
17	Parents Contact Plan	21
18	Matri bharti Meeting	22
19	Acedemic Council Session	22
20	Balika Shiksha	23
21	Cleaning Department	24
22	PTA	25

## Annual Year Planning (2020-21)

### Admission Planning

#### Detail of documents required:

For 1<sup>st</sup> to 8<sup>th</sup>

• School leaving certificate
• Birth certificate
• Aadhar card(Father, Mother & student)
• Photos (2) (Father, Mother & Student)
• Previous Class report card
• Caste certificate if any
• Test copy

#### Requirements for Admission Committee:-

• Class Wise fee structure
• Concession Application Form
• Fee Card
• Prospectus (for new Students )
• Documents Required, form

#### Fee Concession

<b>Sibling concession</b>
(a) 2 <sup>nd</sup> ward concession- Ist to 5 <sup>th</sup> Rupees-200/- 6 <sup>th</sup> to 8 <sup>th</sup> Rupees-300/-
(b) 3 <sup>rd</sup> and 4 <sup>th</sup> ward concession- Ist to 5 <sup>th</sup> Rupees-400/- 6 <sup>th</sup> to 8 <sup>th</sup> Rupees-500/-
(c) Teacher's ward-Nursery to 5 <sup>th</sup> –Rupees-600/- 6 <sup>th</sup> to 8 <sup>th</sup> –Rupees-800/-
(d) For non-teaching staff and weaker section- Nursery to 5 <sup>th</sup> –Rupees-800/- 6 <sup>th</sup> to 8 <sup>th</sup> –Rupees-1100/-
(e) <b>Students admitted under (134 –A):</b> As per Haryana Govt. Rules

Head of Department

Co-Ordinator

Principal

Annual Planning of Exam Branch

Sr. No.	Particulars	Months
1	First periodic Test	May
2	Second Periodic Test	July
3	Mid Term Exam	September
4	Third Periodic Test	November
5	Fourth Periodic Test	January
6	Final term Exam	March

### **Monthly Test**

Sr.No.	Particulars	Months
1	First Monthly Test	April
2	Second Monthly Test	August
3	Third Monthly Test	October
4	Fourth Monthly Test	December
5	Fifth Monthly Test	February

1. **Result of Monthly test will also submitted in exam branch.**
2. **Parent's teacher meeting will be held on second and last Saturday in a week of every month.**
3. **List of extra exams will also submit in exam branch.**

**Head of Department**

**Co-Ordinator**

**Principal**

### House wise School Activities (2020-21)

Months	Class	Activity
April	III, IV	Calligraphy(Hindi, English)
	V,VI	Tux paint on computer
	VII, VIII	Collage Making Competition
Important Days		April-7 World health day
		April -22 Earth Day
May	III, IV	Clay Molding
	V,VI	Collage Making Competition
	VII, VIII	English, Hindi Debate Competition
Important Days		Mother day
July	III, IV	Fancy Dress Competition
	V,VI	Drawing Competition
	VII, VIII	Origami (paper craft)
Important Days		5june-Environment day,3rdSunday-father day
August	III, IV	Rakhi Making
	V,VI	Pot Decoration
	VII, VIII	Patriotic Poem and songs Competition
Important days		15 August-Independence day
		29 August-National sports day
October	III, IV	Paint activity on computer
	V,VI	Best out of waste
	VII, VIII	English Quiz
Important days		1st October –International day for elderly
		4-October World animal welfare day
November	III, IV	Poem Competition (In Hindi)
	V,VI	Diya decoration competition
	VII to VIII	Best out of waste
Important days		14-Nov-Children day
December	III to IV	Mental Maths Quiz
	V to VII	Poster making competition
	VIII	Creating students record in MS-Excel
Important Days		22-December Maths day

**Head of Department**

**Co-Ordinator**

**Principal**

**Class 1st**

**Saturday (Bag less Day) Activities (2020-2021)**

<b>April</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: inspirational story on (monkey or cat)	1. Discuss with students about the function of body parts	1. Basis steps of dance	1. Fill color in sweet home
2: count and write	2. Race	2. Writing	2. Writing
3: Writing		3.Paste 5 picture of parts of body	3. Frog race
<b>May</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: Recognition of fruits and vegetables	1: Bag and uniform competition	1:Gunny race	1. G.K question
	2: Paste pictures of sense organs in scrap book	2: Board activities	2. Colours in drawing book
	3: Writing	3: Writing	3. Story telling
<b>June : (Summer vacation)</b>			
<b>July</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
Poem recitation	Draw an apple	1: Draw a balloon and colour it	1: Recognition fruits and vegetables
Back counting	Musical chairs	2: Writing	2: G.K. questions
Writing			3: Water to plants
<b>August</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: Familiar the student with computer	1: Importance of water by story	1: School Tour	1: Learn counting
2: Steps of dance	2: G.K. questions	2: Opposite words	2: Discuss with students about the joint and small family.
3: Ring activity	3: Frog race	3: Paste good habits in scrap book	3: Garden activity
<b>September-(September exam)</b>			
<b>October</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: Lemon race	1: Recognition of colours by showing flag of India	1: Cleaning of garden	1: Stick the glase paper
2: Tables	2: Discuss with students about the pet and wild animals	2: Race	2: Writing
3: Reco	3: Garden activity	3: Recognition parts of computer.	3: G.K. questions
<b>November</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>

1: Draw a traffic light.	1: Introduce the student about the keys of the keyboard.	1: Garden activity	2: Steps of dance
2: Ascending and descending order by using height of the students.	3: Writing	2: G.K. question.	3: Diya decoration.
3: Draw a flag and fill colour.			
<b>December</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: G.K. question.	1: Poem Competition	1: Make a family tree in Scrapbook.	1: Writing.
2: Fancy dress competition.	2: Paste the picture of coin and currency in Scrapbook.	2: GK question.	2: Drawing activity.
3: By showing difference objects tell the concept of long and short.	3: Drawing activity.	3: Board activity.	3: Telling the watch
<b>January</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: G.K. questions	1: Paste the picture of shapes	1: Paste the pictures of five animals in Scrapbook	1: Paste the picture of means of transports
2: Tear and pasting.	2: Draw ice cream and fill colour	2: Drawing activity (colouring )	2: GK question
3: Writing.	3: Story telling	3: Discuss with students about the importance persons.	3: Drawing activity
<b>February</b>			
1: Discuss about direction			
2 : Paste the picture of birds in scrapbook			

**Head of Department**

**Co-Ordinator**

**Principal**

**Class 2nd**  
**Saturday (Bagless Day Activities) 2020-2021**

<b>Write one page of Hindi English writing in every week.</b>			
<b>Draw and colour one page of drawing book in every week.</b>			
<b>April.</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1. Storytelling day	1. Poem recitation	1. Make five sentences by using five things in your classroom	1. Tear and pasting in scrapbook
2. Draw national flag in scrapbook	2. Showing flash card of numbers activity	2. Draw smiley faces in scrapbook	3. Banana race
<b>May</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: Unwanted sound activity	1: Find the sangya words in classroom	1: Opposite word activity	Summer vacation
2: Play of heaven, hell and ground	2: Learn pratesmran shlok	2: Magnetic board activity	June summer vacation
3: Clay modeling	3: Game of farmer and fox	3: Plastic ring activity	
<b>July</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1. Basic steps of dance	1: Paste pictures of Shape in scrapbook	1: Telling good things about your mother in your classroom	1: Play to enact the story of tree
2. Rope jumping	2: Game of make counts	2: Make painting with the help of ladyfinger	2: Lemon race
<b>August</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: Make any five fruit picture in scrapbook	1: Make a model of clock	1: Make any five vegetables pictures in scrapbook	1: Towing game
2: Black board game	2: Draw cloud in scrapbook	2: Gunny bag activity	2: Thumb painting
3: Draw a traffic light			
<b>September exam</b>			
<b>October</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>
1: Identify different types of plants in garden	1: Make Parts of the body pictures and write its function in scrapbook	1: Measurement activity	1: Game-“Netaji is hare bdlo”
2: Hide and Seek game	2: Kho kho game		2: Movie on projector
	3: Identify things by watch and taste		
<b>November</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	<b>4th week</b>

1: Make any picture of your favourite festival	1: Balloon game	1: Mask activity	1: Paste five freedom fighter pictures of country in your scrapbook
2: Game-“Ganga paar krwao”	2: Magic words activity		2: Plastic bags activity say no to plastic
<b>December exam</b>			
<b>January</b>			
<b>1st week</b>	<b>2nd week</b>	<b>3rd week</b>	
1: Draw solar system in scrap book	1: Draw rainbow in scrap book	1: Draw National flag	
2: Simple race			
<b>February</b>			
Draw number line on floor and students jump on number to understand multiplication on number.			

**Head of Department**

**Co-Ordinator**

**Principal**

**Common activities (2020-2021)**

<b>May</b>	<b>October</b>
Samuhik bhozan ( Third Saturday)	Samuhik bhozan( any one day)
<b>July</b>	<b>November</b>
Trip	Diwali celebration
<b>August</b>	<b>January</b>
Teej celebration	Republic Day celebration
Raksha Bandhan celebration	<b>February</b>
Independence Day	Basant panchami celebration
<b>One week of every two month is a nutrition week</b>	

**Head of Department**

**Co-Ordinator**

**Principal**



### Games Plan (2020-21)

<b>April, May-Inter Section, Inter Class Competition</b>
<ul style="list-style-type: none"><li>• 3<sup>rd</sup> to 5<sup>th</sup> – 100m,200m, 400m,Race, Carom (Game) , Chess, Shot Put, Long Jump, High Jump and Kho-Kho,3<sup>rd</sup> 4<sup>th</sup> motion story.</li></ul>
<ul style="list-style-type: none"><li>• 6<sup>th</sup> to 8<sup>th</sup> – 100m, 200m, 400m, Chess and Wrestling Shot Put, Long Jump, High Jump and Kabaddi, Speed ball (boys,girls)</li></ul>
<b>July, August – Preparation for sankul and State (Competition)</b>
<ul style="list-style-type: none"><li>• 4<sup>th</sup> to 5<sup>th</sup> – Kho-Kho, Kabaddi and Athletics, Dodge ball</li></ul>
<ul style="list-style-type: none"><li>• 6<sup>th</sup> to 8<sup>th</sup> – Kho-Kho, Kabaddi, Throw Ball, Athletics and Wrestling.</li></ul>
<b>Sept. Oct. – Physical fitness and Recreation Activity.</b>
<b>Nov-Annual Sports Day.</b>
<ul style="list-style-type: none"><li>• 3<sup>rd</sup> to 5<sup>th</sup> – Motion Story, run for fun, Frog Race.</li></ul>
<ul style="list-style-type: none"><li>• 6<sup>th</sup> to 8<sup>th</sup> – Making eight, Run for Health, Run for fun.</li></ul>
<b>3<sup>rd</sup> to 8<sup>th</sup> -Battery test twice a year July and Feb</b>
<b>1st &amp; 2<sup>nd</sup> - Growth test twice a year July and Feb.</b>

**Head of Department**

**Co-Ordinator**

**Principal**

### Maths Activities (2020-21)

1. Mathematical Rangoli competition of class 3rd to 8th.(1st week of May)
2. Visit any farmer field and identify the shape of the field and find the area of the field. (Summer vacation).
3. Maths exhibition : July (3rd to 8th)
4. Prepare an assignment of every chapter.
5. Maths Quiz: Class level every 4th Saturday, School level- October

**Head of Department**

**Co-Ordinator**

**Principal**

### Science Activities :( 2020-21)

Sr. No.	Particulars	Month
1	Make charts, working models & Assignment according to syllabus.	Whole year
2	Science Quiz Competition Classes:-3 <sup>rd</sup> to 5 <sup>th</sup>	Ist week of September
3	Science Quiz Competition Classes:-6 <sup>th</sup> to 8 <sup>th</sup>	2 <sup>nd</sup> week of September
4	Organization of Science Fair (3 <sup>rd</sup> to 5 <sup>th</sup> )	Ist week of October
5	Organization of Science Fair (6 <sup>th</sup> to 8 <sup>th</sup> )	2 <sup>nd</sup> week of October

**Head of Department**

**Co-Ordinator**

**Principal**

**Teacher Training Programme (2020-2021)**

**Expected-10**

**Possibility-8**

**Skill Development class will be conducted on 2<sup>nd</sup> Saturday in every month of the year.**

Sr No.	Date	Topic
1	11 April,2020	Question paper making
2	9 May,2020	Training for evaluation process
3	9 July,2020	Homework Checking
4	8 August,2020	Teaching Aids Making
5	9 September,2020	Computer Education
6	9 October,2020	Teacher/Student diary writing
7	14 November,2020	Calligraphy
8	9 December,2020	Activity Based Learning
9	13 February,2021	Ideal form of Prayer
10	13 March,2021	Girl Education

- Seniority wise teacher names will be decided for the intellectual session.
- Skill Development class will be conducted in every month.
- At least two classes will be attempted out of school.
- Sports Competition will be organized at least throughout the year.

**Department Head**

**Principal**

**जयंती एवं त्योहार**

अप्रैल : राम नवमी –(2 अप्रैल)- भगवान श्री राम की जीवनी पर प्रकाश डाला जाएगा ।
डॉ भीमराव अम्बेडकर जयंती :- 1 (14 अप्रैल) डॉ भीमराव अम्बेडकर की जीवनी बताना। 2. सबिधान से सम्बंधित प्रश्नोत्तरी करवाना ।
मई 1. माता दिवस :- (22 मई) माँ हमारे लिए क्या है । ये सब बच्चों को बताना ।
जून 1. (21जून)-अंतराष्ट्रीय योग दिवस : विद्यालय में तीन दिवसीय योग कार्यशाला लगेगी।
जुलाई 1. तीज :- (23 जुलाई) हरियाली तीज क्यों मनाई जाती है । इसका मनाने का क्या कारण है । ये सभी बातें बच्चों को बताना ।
2. कारगिल विजय दिवस : (26 जुलाई) कारगिल विजय दिवस के बारे में बच्चों को जानकारी देना ।
अगस्त 1. रक्षाबंधन :- (3 अगस्त)रक्षाबंधन के त्योहार से सम्बंधित कथा बच्चों को बताना
2. जन्माष्टमी :- (12अगस्त) जन्माष्टमी उत्सव विद्यालय में मनाना , भगवान श्रीकृष्ण के अलग अलग रूपों की झाकियाँ लगाना ।
3. स्वतन्त्रता दिवस :- (15 अगस्त) विद्यालय में तिरंगा ध्वज फहराना गीत, नाटिका प्रस्तुत कर कार्यक्रम का आयोजन करना ।
सितम्बर 1. हिंदी दिवस-(14 सितम्बर) विद्यालय में हिंदी पखवाडा मनाना और एक दिन हिंदी दिवस पर कार्यक्रम मनाना।
2. हरियाणा शहीदी दिवस : (23 सितम्बर) देश की स्वतंत्रता में हरियाणा प्रांत का योगदान क्या है इसके बारे में बच्चों को बताना ।
अक्टूबर 1. गांधी जयंती, लाल बहादुर शास्त्री जयंती (2 अक्टूबर) इन दोनो महापुरुषों के जीवन के बारे में बताना ।
2. महर्षि बाल्मीकि जयंती : (11 अक्टूबर ) महर्षि बाल्मीकि कैसे कवि थे उनके द्वारा रचित ग्रंथ उन्हें क्यों याद किया जाता है इन सभी प्रश्नों के उत्तरों से बच्चों को अवगत करवाना ।
3. दशहरा :- (25 अक्टूबर) दशहरा किसका प्रतीक है यह क्यों मनाया जाता है इसके बारे में बच्चों को बताना ।
नवम्बर 1. हरियाणा दिवस :- (1 नवम्बर) हरियाणा दिवस क्यों मनाया जाता है।
2. करवा चौथ (4 नवम्बर) करवा चौथ मनाने के पीछे पौराणिक कथा को बच्चों को बताना।
3. बाल दिवस :- (14 नवम्बर )विद्यालय में बाल सभा का आयोजन करवाना।
4. दीपावली :- (14 नवम्बर) दीपावली को मनाने का ढंग क्यों मनाई जाती है इसके बारे में बच्चों को बताना।
5. गुरुनानक जयंती :- (30 नवम्बर) गुरुनानक के प्रकाशोत्सव पर प्रकाश डालना
दिसम्बर 1. बाबा गेनू बलिदान दिवस :- (12 दिसम्बर 1930) बाबा गेनू के बलिदान के बारे में बच्चों को बताना
जनवरी 1. गुरू गोविंद सिंह जयंती (2 जनवरी) गुरू गोविंद सिंघ के बलिदान के बारे में बच्चों को बताना
2. मकर सक्रांति :- (14 जनवरी) मकर सक्रांति के मानने का कारण बताना
3. गणतंत्र दिवस :- (26 जनवरी) गणतंत्र दिवस पर विद्यालय में झण्डा फहराया जाएगा, बाल सभा कार्यक्रम का आयोजन किया जाएगा
4. स्वामी विवेकानंद जयंती : (12 जनवरी) स्वामी विवेकानंद की जीवनी पर प्रकाश डाला जाएगा।
फरवरी 1. गुरू रविदास जयंती :- (9 फरवरी) गुरू रविदास के प्रकाशोत्सव पर प्रकाश डाला जाएगा ।
2. महाशिवरात्री :- (21 फरवरी) महाशिवरात्री से सम्बंधित पौराणिक कथा बच्चों को बताई जाएगी ।
मार्च 1. सुरक्षा दिवस : - (4 मार्च) स्वयं की रक्षा कैसे की जाए । इस प्रकार का हुनर बच्चों को बताना ।
2. होली : (10 मार्च) होली से सम्बंधित पौराणिक कथा बच्चोंको बताई जाएगी
3. शहीदी दिवस :- (23 मार्च )देश को स्वतंत्र कराने में अपने प्राणों की आहूति देने वाले बलिदानों को याद किया

**Head of Department**

**Co-Ordinator**

**Principal**

**Cultural Department (2020-2021)**

1. Organize the class wise programme “talent search competition “at school level in May.
2. Janmashtmi (12 Aug.) Jhanki Scenes, Religious programme will be organized at school level.
3. Independence Day – 15 Aug. Flag hosting , Patriotic Singing, Dancing , Programme will be organized at School Level
4. Prepare for the various presentation for kala sangam, programme- November
5. Annual Function – will be organized at the end of November
6. Republic Day – at school level flag hosting, singing, dancing items will be organized
7. Prepare for the presentations at state level and distract level competitions.
8. Prepare for the presentations at radio live programmes at “Aakashwani Kendra” Rohtak 3-4 times in the whole year.
9. Participate in programmes which are organized by various institutions.

**Head of Department**

**Co-Ordinator**

**Principal**

**Sanskriti bodh planning (2020-2021)**

❖ All India essay competition ( For teachers & Students)– In september
❖ Road safety competition – In October
❖ Bahart jano Competition – In november
❖ All India sanskriti gyan quiz – In november (for students)
❖ All India sanskriti gyan exam – In november (for students)
❖ Teachers sanskriti gyan exam (प्रवेशिका, मध्यामा,उत्तमा) In december

❖ All India pragya exam – In december
❖ Narayana Talent Search Exam – In February

**Head of Department**

**Co-Ordinator**

**Principal**

**Educational Tour (2020-2021)**

Sr.No	Month	Classes	Places
1	May	3rd to 8 <sup>th</sup>	Panorama, Krishna Musium, Dharohar, Kalpna Chawla, Planetarium (Kurukshtra)
2	August	1st	Devi Lal Park Sai Mandir (Rohtak)
3	October	2 <sup>nd</sup> to 5 <sup>th</sup>	Parle G Factory (Bahdurgarh) Visit of Post-office, Visit of Bank(Rohtak)
4	December	6 <sup>th</sup> to 8 <sup>th</sup>	Visit of Red Fort (Delhi) Visit of Science Department Visit of Railway Department

**Head of Department**

**Co-Ordinator**

**Principal**

**Swadeshi Week 25 सितम्बर से 2 अक्टूबर-2020-2021**

1	Doing chart and speech competition with children
2	Tour the orphanage of children
3	Staging a short play on Swadeshi
4	Collecting empty rappers from children all week.
5	Burning an effigy of foreign things.

6	Sublimation of subjects in school
7	Organizing the indigenous of Saraswati Yatra in the village.
8	Organizing the indigenous corner
9	To organize a sign campaign.

**Head of Department**

**Co-Ordinator**

**Principal**

**Sanskrit Week 3 to 8 August (2020-21)**

1 Sanskrit shalok vachan competition in prayer (3rd to 5th)
2 Sanskrit Chart Competition (6th & 7th)
3 Sanskrit speech competition ( 8th)
4 Sanskrit word pronunciation in classroom –“ द्वारम्-दरवाजा,वातायनम्-खिडकी “
5 Sanskrit word pronunciation in classroom-“ आगच्छामि महोदया। उपस्थितः अस्मि महोदया ”

**Head of Department**

**Co-Ordinator**

**Principal**

**Parents Contact Plan**

1. School teacher’s visits student’s home four times in a year. During visit, teachers take suggestions about rite of passage, living standard, any problem regarding school or studies. If parents have any problem regarding studies or anything, then problem will be resolve as soon as possible.

**Four contacts in a Year :-**

1. April – May
2. August – September
3. December – January
4. February – March

2. PTM is organized on every last Saturday of months in which discussion will be made on students all around development.

**Head of Department**

**Co-Ordinator**

**Principal**

**Matri Bharti Meeting (2020-2021)**

<b>Sr. No.</b>	<b>Date</b>	<b>Meeting</b>
1	27 April	Admission
2	5 <sup>th</sup> May	Sanskar
3	14 August	Deshprem
4	15 October	Festival
5	4 December	Cleanliness
6	5 February	Student Care
7	5 March	Admission

**Head of Department**

**Co-Ordinator**

**Principal**

**Academic Council Session ( 2020 -21)**

**Four meetings in a year:**

1	In May
2	In September
3	In December
4	In February

**Head of Department**

**Co-Ordinator**

**Principal**

**Balika Shiksha(2020-21)**

Module for children of classes 3 <sup>rd</sup> to 8 <sup>th</sup>
<b>April</b> –(i) I don't like this (ii) Building confidence, sense of equality and mutual respect b/w boys and girls.
<b>May</b> - Body safety rules.
<b>July</b> - (i) Body changes. (ii) Physical changes during adolescence.
<b>August</b> - Hygiene and safety.
<b>September</b> - Dealing with bullying.
<b>October</b> - Enhancing self esteem and confidence.
<b>November</b> – Managing emotions effectively.
<b>December</b> – Peer relationship, friendship, peer influence and attraction
<b>January</b> - Clarifying misconceptions.
<b>February</b> – Understanding and challenging discrimination.

**Head of Department**

**Co-Ordinator**

**Principal**

**Cleaning Department**

1 Clean the watertanks two times in a year.(june or October)
2 Clean the kitchen two times in a year (november or february)
3 Clean the washrooms two times in a day



4 Clean the mirrors ( March , June, August , December )
5 Clean the shishuvatika every month
6 Cleaning the classrooms daily
7 Cleaning of curtains (June)
8 Clean the principal office daily. Cleaning Office's curtains two times in a year.
9 Taking care of trees daily
10 Clean the fans (June & On Diwali)

**Head of Department**

**Co-Ordinator**

**Principal**

### **PTA**

Parent teacher Association work as a bridge between parents and teachers where through mutual co operation both can decide what further steps should be taken so that a child can get most of his/her studies.PTA also works on improving different set of skills and social and emotional aspects of a child.

#### **PTA meeting dates-**

1. 25 April 2020
2. 23 May 2020
3. 25 July 2020
4. 22 August 2020
5. 26 September 2020
6. 24 October 2020
7. 28 November 2020
8. 26 December 2020
9. 23 January 2021
10. 26 February 2021

#### **Members of the PTA Teachers-**

Ist to 5th- Sunita ji, Neetu gaba

6th to 8th- Promila ji, Annu ji

#### **Parents**

1. Mrs. Priyanka
2. Mrs. Sudesh
3. Mrs. Jyoti
4. Mrs. Nisha
5. Mrs. Manisha
6. Mrs. Kavita
7. Mr. Davender
8. Mr. Sunil
9. Mr. Dalbir
10. Mr. Jagdish
11. Mr. Balesh
12. Mr. Vikas
13. Mr. Sukhbir

14. Mrs. Meena

**Head of Department**

**Co-Ordinator**

**Principal**