



## IMPORTANT DAYS OF THE SESSION

1.	New Session Begins 2024 -24	03 April 2024
2.	Investiture Ceremony/Mothers' Day	10 May (Friday)
3.	School reopen after vacations	3 July (Wednesday )
4.	Class Show / Teej Celebration	August
5.	Unit Tests	3rd week of July & 3rd week of Nov
6.	Half Yearly Exam	9th September (Monday )
7.	Diwali Break	31st Oct to 03 Nov.
8.	Annual Function	November
9.	1st Pre-Board Exam (X and XII)	December
10.	2nd Pre- Board Exam (X and XII)	January
11.	Winter Break	As per weather Condition
12.	Farewell	February

## BELL TIMINGS

### Summer

7:55 – 8:15	Assembly (9th-12th)	20 Min.
8:15 - 8:40	Class Teacher Period for X to XII	25 Min.
8:15 - 9:10	9th Zero Activity period	50 Min.
8:40 - 9:10	6th Period for X to XII	30 Min.
8:50 - 9:10	Nur to 8 Assembly	35 Min.
9:10 - 9:45	1st	35 Min.
9:45 - 10:20	2nd	20 Min.
10:20 - 10:55	3rd	35Min.
10:55 - 11:15	Recess	40 Min.
11:15 - 11:50	4th	35 Min.
11:50 - 12:30	5th	40 Min.
12:30 - 01:05	6th	
1:05 - 1:45	7th	

### Winter

08:30 - 08:55	Assembly (9th-12th)	25 Min.
08:55 - 09:15	Class Teacher Period for X to XII	20 Min.
08:55 - 09:45	9th zero(Activity period	50 Min.
09:15 - 09:45	10th -12th 6 period	30 Min.
09:30 - 09:45	Nur to 8 Assembly	30 Min.
09:45 - 10:20	1st	30 Min.
10:20 - 10:50	2nd	30 Min.
10:50 - 11:20	3rd	20 Min.
11:20 - 11:40	Recess	35 Min.
11:40 - 12:15	4th	12.45 (Transport Bell)
12:15 - 12:50	5th	12:50 (Non Transport bell)
12:50 - 01:25	6th	35 Min.
01:25 - 02:10	7th	35 Min (2.05 NON Transport Bell)

#### School Timings (Summer)

Nursery to II :	08:50 AM - 12:30 PM
Class III to VIII :	08.50 AM - 01:50 PM
Class X, XI & XII :	07:55 AM - 12:30 PM
Class IX :	7:55 AM - 01:50 PM

#### School Timings (Winter)

Nursery to II :	09:30 AM - 12:50 PM
Class III to VIII :	09.30 AM - 02:15 PM
Class X, XI & XII :	08:30 AM - 12:50 PM
Class IX :	8:30 AM - 02:15 PM



## **PARENT TEACHER MEETING SCHEDULE**

**Saturday – Time: 9:00 a.m. to 11:00 a.m.**

1st Meeting	4th Saturday	May
2nd Meeting	4th Saturday	July
3rd Meeting	4th Saturday	August
4th Meeting	1st Saturday	October
5th Meeting	1st Saturday	December
6th Meeting	1st Saturday	February

**\* Student's Dress code - School Uniform**

**\* Meeting with the Principal is allowed on PTMS only**

In case of some urgency meeting timings with Principal

7:30-8:30 am and 1:00-2:00 pm on all working days

## **SCHOOL ASSEMBLY**

Since the time immemorial Indians have tried to formulate a culture which grows up in the lap of nature. We follow the same in the school morning assembly where special emphasis is laid on recitation of vedic mantras, singing of shloks, choir & hymns besides reading of news, thoughts and current topics. Through this, the pupils learn the values like truth, control of senses, sacrifice, charity and regard for human values. Every class gets turn to conduct the school assembly To mark festivals and important days, special assemblies are organized.



## ACTIVITIES TO BE CONDUCTED DURING MORNING ASSEMBLY

Classes : Pre-Nursery to III	Classes : IV & V
<ul style="list-style-type: none"> <li>▷ English Rhymes</li> <li>▷ Hindi Rhymes</li> <li>▷ Counting</li> <li>▷ 1 minute talk in Hindi</li> <li>▷ 1 minute talk in English</li> <li>▷ Thought</li> <li>▷ News (as per age group)</li> <li>▷ Action words</li> <li>▷ New word</li> <li>▷ G K facts</li> <li>▷ Talk by teacher about moral education</li> </ul>	<ul style="list-style-type: none"> <li>▷ Thought of the day</li> <li>▷ News</li> <li>▷ New word with English and Hindi meaning</li> <li>▷ Action word</li> <li>▷ Talk in English</li> <li>▷ Talk in Hindi</li> <li>▷ G K Facts</li> <li>▷ Role Play</li> <li>▷ Talk by teacher about moral education</li> </ul>

## CLASSWISE ASSEMBLY SCHEDULE

Classes : Pre-Nursery to II
<ul style="list-style-type: none"> <li>▷ Monday-Class-Pre-Nursery, Nursery</li> <li>▷ Tuesday-Class-I</li> <li>▷ Wednesday-Class - L.K.G.</li> <li>▷ Thursday-Class - U.K.G.</li> <li>▷ Friday-Class - II-A</li> <li>▷ Saturday-Class - II-B</li> </ul>
Classes : III & V
<ul style="list-style-type: none"> <li>▷ Mondays of April, August, November Class-III A, III B</li> <li>▷ Fridays of April, August, November Class-III B, IV C</li> <li>▷ Monday of May, September, December Class-IV A</li> <li>▷ Fridays of May, September, December Class-IV B</li> <li>▷ Mondays of July, October, January Class-V A</li> <li>▷ Fridays of July, October, January Class-V B, V C</li> </ul>



## DAY CELEBRATION DURING MORNING ASSEMBLY

### Classes - IV to VIII

#### April

Baisakhi, Ambedker Jayanti  
Good Friday  
Mahvir Jayanti  
Earth Day

#### May

Labour Day  
Rabindranath Tagore  
Mother's Day  
Buddha Purnima

#### August

Independence Day/ Tulsidas Jayanti  
Muharram  
Raksha Bandhan  
Janmashtmi

#### September

Ganesh Chaturthi  
Teacher's Day  
Teej  
Anant Chaturdashi

#### October

Gandhi & Shastri Jayanti  
Maharaja Agrasen Jayanti  
Dussehra  
Valmiki Jayanti  
Deepawali

#### November

Guru Nanak Jayanti  
Bal Diwas

#### December

Swami Sharadhanand Baldan Diwas  
Guru Gobind Singh Jayanti

#### January

Swami Vivekanand Jayanti  
Subhash Chander Bose Jayanti  
Republic Day/ Vasant Panchami  
Gandhi Ji's Death Anniversary

#### February

Maharishi Dayanand Jayanti  
Guru Ravidas Jayanti  
Shivratri



## PROJECTS - PRE-PRIMARY WING (PRE-NUR - III)

Month	Pre Nur, Nur & LKG	UKG, I	II & III
April	That is me	That is me	That is me
May	My Happy Home	My Happy Home	My Happy Home
July	Colours around me	Colours around me	Colours around me
August	Shapes	Scenery with Shapes	Freedom Fighters
September	Yummy Food	Healthy Food	Nutritious Food
October	Fun Day	Keep Safe	Keep Safe
November	Birds	Birds & Babies	Birds Nests
December	Good Manners	Happy Habits	Good Etiquettes
January	Transport Talk	Telling Time	Telling Time
February	Aha! Animals	Save Environment	Go Eco friendly

### Pre-Nur - III

#### STUDENT DEVELOPMENT PROGRAMME

Month	EVENTS & CELEBRATIONS
April	Welcome Ceremony/ Hawan
May	Mothers' Day/ Class Show
July	Rainy Day, Earth Day, Blue Day
August	Raksha Bandhan / Independence Day/ Janamashtami
September	Teacher day, Plantation day, Dussehra, Green Day
October	Gandhi Jayanti, Dussehra, Deepawali
November	Children's Day, Fancy Dress, Sports Day
December	Christmas, Red Day
January	Republic Day, Orange Day
February	Sports Day, Yellow Day

**Visit & Excursions:- Arya Samaj, Picnic, Water Park, Fun Fair, Traffic Park, Garden**



### MONDAY ACTIVITY CHART (PRE-NURSERY - III)

Date	Pre Nur, Nur	LKG & UKG	I, II & III
15-04-2024	Self – Introduction	Self – Introduction	Self – Introduction
22-04-2024	Colouring	Colouring	Colouring
29-04-2024	Hand Painting	Thumb Painting	Balloon Painting
06 -05-2024	Roll the Ball	Follow the line	Memory Game
13 -05-2024	Shape Concept	Complete the Pattern	English Calligraphy
08-07-2024	Colour Concept	Pair Game	Pair Game
05-08-2024	Fun Race	Fun Race	Fun Race
19-08-2024	Vegetable Painting	Vegetable Painting	Spell Well
26-08-2024	Concept Of Body Parts	Cotton Ball Craft	Origami
02-09-2024	Balancing Game	Circle Time	Circle Time
07-10-2024	Poem Recitation	Shoe Lace	Collage
14-10-2024	Tear & Paste	Show & Tell	Spin -a-Yarn
21-10-2024	Counting Concept	Jumps	Nature Walk
28-10-2024	Table Manners	Table Manners	Table Manners
04-11-2024	Stage Performance	Shape/Size Concept	Hindi Calligraphy
11-11-2024	Hand wash & Hygiene	Stage Performance	Cross Word Puzzle
02-12-2024	Pencil Sharpening	Ribbon Band Activity	Stage Performance
09-12-2024	Ear Bud Activity	Yoga	Stick Puppet
03-02-2025	Hula Hop Activity	Sensory Scavanger Hunt	Dodging Tables
10-02-2025	Pyramid Making	Direction Concept	Tongue Twisters



## STUDENT ENHANCEMENT PROGRAMME

### CLASSES III - V

Month	Celebration/Visit
April	Baisakhi/ Punjabi Dance
May	Mothers' Day, Road Safety, Labour Day
July	A visit to Fun park , support staff Day
August	Teej, Raksha Bhandhan, Independence Day, Patriotic Song
September	Plantation Day , Teachers' Day , Grow Sapling
October	A visit to Museum
November	Diwali, Childrens' Day, Visit to Traffic Park
December	Zero Garbage Campaign, Go Green Drive, Cleanliness of ground and classroom
January	A Tribute to Gandhi ji / Republic Day Celebration
February	Sports Day

Education is most powerful weapon which can be used to change the world. Through these enhancement programmes the students can make themselves empowered. They can contribute towards a humane and just society. We believe that education is not just pulling in but drawing out children's creative powers and general awareness.



### ACTIVITY CHART (IV - IX)

Date	Classes	Competition	Organisors
19-04-2024	4 to 9	Solo Singing	Mr. Anuj
26-04-2024	4 to 9	Solo Dance	Ms. Payal
17-05-2024	All Classes	Display Board	All Class Incharges
12-07-2024	7 to 9	Hindi Debate	Ms. Anshu
02-08-2024	7 to 9	Elocution	Ms. Sonia Sharma
09-08-2024	4 to 6	Maths Poetry	Ms. Anita Aghi
16 -08-2024	7 to 9	Street Play	Ms. Sonika
02-09-2024	9 to 12	English Essay Writing	Ms. Promila
23-08-2024	11,12	Science Quiz	Ms. Paridhi
30-08-2024	4 to 6	Best Dramebaaj	Ms. Sushma
04-10-2024	7 to 9	Brochure Designing	Ms. Jyoti
11-10-2024	7 to 9	Sanskrit Shalok	Ms. Shalini
18-10-2024	9 to 12	Ms Paint & Ms Word Comp.	Ms. Harsha
25-10-2024	9	Wheels on the Run	Ms. Sushma
08-11-2024	7 to 9	English Drama	Ms. Raj Kumari
15 -08-2024	4 to 9	Group Patriotic Song	Mr. Anuj
05-11-2024	11,12	Commerce Quiz	Ms. Anju Malik
15-11-2024	7 to 9	Science Drama	Ms. Parveen Dua
29-11-2024	4 to 6	G.K Quiz	Ms. Renu Bala
05-12-2024	4 to 9	Chaupal	Ms. Shweta Goel

### Teej Festival

Mehandi Magic	Ms. Muskan
Millet Bonanza	Ms. Sadhna
Group Folk Dance	Ms. Payal
Nail Art	Ms. Muskan





## HOME WOK INSPECTION SCHEDULE (2024-25)

### Classes - III-VIII

<b>III-VIII</b>	13.05.24	14.05.24	15.05.24	16.05.24	17.05.24	18.05.24
<b>III-VIII</b>	05.08.24	06.08.24	07.08.24	08.08.24	09.08.24	12.08.24
<b>III-VIII</b>	05.11.24	06.11.24	07.11.24	08.11.24	11.11.24	12.11.24
<b>III-VIII</b>	03.02.25	04.02.25	05.02.25	06.02.25	07.02.25	08.02.25
<b>III</b>	EVS/Science	Hindi	Maths	English	Computer/G.K.	
<b>IV</b>	Maths	English	Hindi	EVS/Science	S.KT.	Comp./G.K.
<b>V</b>	English	S.St	Science	Hindi	S.St.	Comp./Skt./G.K.
<b>VI</b>	S.St.	Hindi	Maths	Science	English	Comp./Skt./G.K.
<b>VII</b>	Hindi	English	Science	Maths	S.St.	Comp./Skt./G.K.
<b>VIII</b>	English	Science	Maths	S.St.	Hindi	Comp./Skt./G.K.

### Classes - IX-XII

<b>IX-XII</b>	13.05.24	14.05.24	15.05.24	16.05.24	17.05.24	18.05.24
<b>IX-XII</b>	05.08.24	06.08.24	07.08.24	08.08.24	09.08.24	12.08.24
<b>IX-XII</b>	05.11.24	06.11.24	07.11.24	08.11.24	11.11.24	12.11.24
<b>IX-XII</b>	03.02.25	04.02.25	05.02.25	06.02.25	07.02.25	08.02.25
<b>IX</b>	Maths	S.St.	English	Science	Hindi	IT
<b>X</b>	Science	Hindi	S.S.t	Maths	English	IT
<b>XI</b>	BIO/Maths./ Acc/Histoty	English	Optional	Phy/B.St./ Hindi	Chem./Eco. Pol. Sci.	IT
<b>XII</b>	English	Chem/Ecc./Phy/B.St./ Pol. Sci.	Optional Hindi	Optional	Bio/Maths/Acc. History	IT



### Class Representative

Class	Representative
III	Geeta
IV	Geetanjali
V	Anita Aghi
VI	Manisha
VII	Sonia Sharma
VIII	Suman

Class	Representative
IX	Sonika
X	Rekha
XI – XII Science	Kavita
XI – XII Commerce	Anju Malik
XI – XII Humanities	Kirti Sachdeva

#### Duties of Reps :-

1. To check adjustments, T.T., Discipline, furniture or subject related problem of their classes (All Sections)
2. To submit attendance register at the end of month to principal
3. To ensure timely data entry by class incharges.
4. To submit PTM feedback to principal.
5. To check regular/long absentees to report & improve.

### Head of Department

Subject	Name
English	Meenakshi Arora
Hindi	Anubha Gupta
Junior Wing Incharge	Ritu Goyal
Sanskrit	Neelam Miglani
Science	Shallu
Social Science	Kusum Lata
Commerce	Shweta Grover
Computer	Harsha
PHY. Edu/Sports	Sudesh
Maths	Rekha
Fine Arts	Muskan

### Floor Incharge

Room No./Classes	Teacher's Name
Nur to V	Ms. Sonam
VI , Art Wing,Ramps	Ms. Mamta
101-108	Ms. Anju Malik
51 - 58	Ms. Sudesh
61-68	Ms. Anjali
108-111, Art Lab	Ms. Anjali
71-79	Ms. Sheetal
All Labs	Mr. Naveen
Library	Ms. Promila , Ms. Aarti

#### Duties of Floor Incharges

To check class arrangements,  
Display Board, Cleanliness