

**Duty list for collection of notebooks on 9<sup>th</sup> August, 2021  
(9 am – 10 am)**

**Overall Incharges: Ms. Poonam Vig and Ms Archana Sharma (Dance)**

CLASS TEACHER	CLASS	Support Staff	TEACHERS ON DUTY, (9 am – 10 am)	GATE NO.	Room allotted for storing
Ms. Kritika Verma	VII A	Tara Chand	Ms. Sonia Bhardwaj	1	LKG A
Ms. Rimpay	VII B	Harminder	Ms. Rimpay Khera		LKG B
Ms. Devinderjit	VII C	Kuldeep Mishra	Ms. Soviya Sharma		LKG C
Ms. Suman Arora	VII D	Surinder			LKG D
Ms. Harpreet	VII E	Yudhveer	Ms. Bandhan Preet	2	LKG E
Ms. Pooja Dhir	VII F	Bihari	Ms. Kanchan Devi		LKG F
Ms. Shailja	VII G	Suresh Chand	Ms. Kirandeep		LKG G
Ms. Mandeep	VII H	Mohan			Pre KG A
Ms. Ravneet	VIII A	Jatinder	Ms. Suman Arora	3	Pre KG B
Ms. Suman Thakur	VIII B	Karnail	Ms. Sumit Kaur		Pre KG C
Ms. Chander Rekha	VIII C	Paramjit	Ms. Sakshi Jain		Pre KG D
Ms. Harleen Kaur	VIII D	Anil Rana			Pre KG E
Ms. Rumjit Kaur	VIII E	Umed	Ms. Beena Sharma	4	Pre KG F
Ms. Tanvir Kaur	VIII F	Gurmeet	Ms. Priya Sharma		Pre KG G
Ms. Shruti Raswant	VIII G	Thamman	Ms. Silky Dhir		UKG A
Ms. Beena Sharma	VIII H	Surinder(Library)			UKG B

**NOTE:**

- Teachers on gate should arrange tables for keeping the notebooks.
- Respective class teacher should collect the notebooks from the duty staff on the same day.
- Class teachers will further segregate the notebooks subject wise and will hand over the same to respective subject teachers.
- Class/ Subject teachers are free to use the rooms on the ground floor for checking as well as for making packets before returning the notebooks to parents.

**J.K. Sidhu  
Principal cum ARO**