

CIRCULAR NO 13/2017

- 12 Aug 17 and 14 Aug 17 will be observed as holidays for all the staff and students. However, the participants of different cultural pgmes and the concerning teachers and incharges will come to school at 0900hrs (For rehearsal work) .
- All students will come to school on the occasion of Independence Day (on 15 Aug 17) and their timing is from 0800hrs to 1015hrs.
- All PGTs, TGTs and incharges/teachers involved in different programmes of Independence Day will come to school on 14 Aug 17 at 0900 hrs (including participants).
- Dress Code for Independence Day : White uniform for children.
For Boys : White Pant & White Shirt.
For Girls : White Skirt and White Shirt. *(White Salwar Suit for XI & XII)*
- All adm staff will also come to school on 12 Aug 17 & 14 Aug 17 at 0830 hrs.


(Akshaya Srivastava)

11 Aug 17

DUTY CHART FOR 15 AUG 17

- Reception : Principal, Head Boy _____ and Head Girl _____.
- Plantation & Students arrangement : Mrs Ranju Chaturvedi _____, Mrs Shivali Verma _____ and House Captains.
- Shamiyana & Tent : Mr DS Chauhan _____, Mr SP Singh _____ & Mr Chanchal Sharma _____.
- Seating arrangement : Mr MC Upadhyaya _____, Mr Biram Singh _____, Mr DK Upadhyay _____ & Mr DK Khare _____.
- Photography : Mr Ritesh Saxena _____ & Mr Shahid Rizvi _____.
- Sweets distribution : Mr ND Prasad _____, Mr VK Mishra _____, Mr Nitin Chaturvedi _____, Mr Mohd Jakir _____, Mr Girish Gupta _____ & Mr AP Yadav _____.
- Stage Arrangement : Mr Mohd Asim _____ & Mr Ranjan Belwal _____.
- Discipline Incharge : Mr MC Upadhyay _____, Mr Sarvesh Kumar _____, Mrs Archana Sengar _____, Mr SP Singh _____, Mr Mohit _____ & Mrs Anooopa _____.
- Tea arrangement : Dr Rajesh Pandey _____, Mr RC Mishra _____, Mrs Mini Tandon _____, Sunita Yadav _____ & Mr Nitin Chaturvedi _____.
- Music System & Mike : Mr Ram Kumar _____, Mr Vidya Prakash _____ & Mr Rajat Dixit _____.
- Participants discipline : Mr VK Pandey _____ & Mr Pawan Singh _____.
- Cultural Programme : Mrs Suman Saxena _____ & Mrs Poornima _____.
- Announcement : Dr KK Srivastava _____ & Mrs Uma _____.
- English speech : Mrs Poornima Agnihotri _____.
- Hindi Speech : Mrs Shivali Verma _____ & Mrs Seema Gupta _____.
- Arrangement of sapling & place : Mr VK Mishra _____ & Mr Ram Kumar _____.
- Speech by the Chief Guest : Dr KK Srivastava _____.
- Vote of thanks : Dr KK Srivastava _____.
- Flag arrangement : Mr SP Singh _____.
- Cleanliness : Mr DS Chauhan _____ & Adm Staff _____.
- Decoration : Dr Sandeep Kumar _____, Mrs Madhu _____ & Mrs Kadambari _____.

21. Class teachers will sit on the back of their class row and will be responsible for the discipline of th classes throughout the day.

Note - All the above teachers will report on 14 Aug 17 ^{at 0930 hrs} and will monitor the preparation Also they will give a complete feedback of their assigned duties to the undersigned before leaving the school.


(Akshaya Srivastava)
Principal
11 Aug 17