



Instructions for Classes 1 to 5

Dear Teachers

1. All the teachers are required to take the same classes as it has been allotted to them in their original time table.
2. If any teacher is taking two sections of the same class then you can shift one of the section to slots 5th and 6th
3. Mutual adjustment is not allowed and if you require one, kindly report it to your HOD as well as coordinator.
4. Regarding Abacus, the class combination can be adjusted between the time slots of 4th to 6th Period and ensure the classes to be taken on the allotted days.
5. Ms Geetanjali will take two sections of class 5 that is 5 B and 5 C.
6. For any further clarification kindly contact your coordinator
 - Pre-primary to class 1 Ms Shubha
 - Class 2 to 5 Ms Ritu Sander
 - Class 6 to 8 Ms Pushpinder Kaur

All the class Incharges are required to frame the time table of their own class after confirming all the information from their respective class subject incharges regarding class timings of their period for each particular day of the week and then only post the time table in their respective class group. Dear teachers, It is expected from you to cordially decide amongst each other regarding the time slots of additional periods (5th and 6th respectively). Please listen to your co partners and make sure they also get the choice of their periods. **Class in-charges are expected to make sure that the above mentioned periods are distributed amongst the concerned teachers with all fairness.** One person should not be given 5th period for all days in the week. We expect wiseness and cooperation from all