



NAME	TASK	DATE OF SUBMISSION	REMARK
Ms Simran	TC list as of 16 <sup>th</sup> March	18 <sup>th</sup> March	
Class teachers	Promotion list	25 <sup>th</sup> March	
Ms Pooja	Class list (nur to 10)	28 <sup>th</sup> March	
Ms Tauhida	Student count	30 <sup>th</sup> March	
Ms Tauhida	Holiday list	7 <sup>th</sup> March	
Ms Tauhida	Assessment and PTM dates	10 <sup>th</sup> March	
Ms Tauhida	Book rate list (nur to 10)	16 <sup>th</sup> March	
Ms Tauhida & Ms Pooja	Time Table	28 <sup>th</sup> March	
Ms Tauhida	Formats ( CP, LP, WK, AK, SM, Syllabus status etc.....	31 <sup>st</sup> March	
Ms Tauhida	Worksheet schedule	31 <sup>st</sup> March	
Ms Tauhida	Class 9, 10 science lab schedule	31 <sup>st</sup> March	
Ms Sarvar	No of working days	14 <sup>th</sup> March	
Ms Prachi	Olympiad dates	14 <sup>th</sup> March	
Ms Nagma	Inter house competition topics and dates	14 <sup>th</sup> March	
Ms Nabila	Special days and assembly dates	14 <sup>th</sup> March	
Ms Asmat	15 <sup>th</sup> August	1 <sup>st</sup> June	
Ms Prerna	26 <sup>th</sup> Jan	1 <sup>st</sup> June	
Ms Sarvar	Founder's Day 30 <sup>th</sup> August	1 <sup>st</sup> June	
Rahul Sir	Sports day	1 <sup>st</sup> June	
Rahul Sir	House incharge list	1 <sup>st</sup> June	
Rahul Sir	Student council list	1 <sup>st</sup> June	
Ms Juhi	Annual day	1 <sup>st</sup> June	
Ms Suvarna	Teacher's day	1 <sup>st</sup> June	
Ms Marzina	Children's day	1 <sup>st</sup> June	
Ms Ritu	Garba night ( students and Teachers)	1 <sup>st</sup> June	
Ms Pooja	Christmas celebrations	1 <sup>st</sup> June	
Ms Saba	Diwali celebrations	1 <sup>st</sup> June	
Ms Farhana	Long tour	1 <sup>st</sup> June	
Ms Simran	PTA event	1 <sup>st</sup> June	
Ms Roheleah	Staff meetings	1 <sup>st</sup> June	
Ms Farahanaaz	Investiture ceremony Farah Ma'am's birthday( 15 <sup>th</sup> August)	1 <sup>st</sup> June	
Ms Humera	Intra school Competitions	1 <sup>st</sup> June	
Ms Ceylone	PP books, TT, cieculars	1 <sup>st</sup> June	
Ms Jyoti	Field trips plans	1 <sup>st</sup> June	
Ms Parvinder	Project period planning	1 <sup>st</sup> June	