



GAYATRI GIRLS INTERNATIONAL SCHOOL

Kemri Road, Talmahavar, Bilaspur, Rampur

www.ggis.in, gayatrigschool@gmail.com

Dated: 19-11-19

N: 059/19

This is to inform all the teachers and students of class 1 to 4 that the school is going to organize a **PARENT ORIENTATION PROGRAMME** on **Thursday (21-11-19)** for the betterment of parent- teacher and parent-children relationship. Attendance of at least one f the parent is compulsory.

Teachers are requested to inform the students accordingly and make it sure that they must convince their parents to attend the programme.

[Principal]



GAYATRI GIRLS INTERNATIONAL SCHOOL

Kemri Road, Talmahavar, Bilaspur, Rampur

www.ggis.in, gayatrigschool@gmail.com

Dated: 15-10-19

N: 048/19

This is to inform all the teachers that **ORIENT BLACK SWAN PUBLICATION** is going to conduct a teacher's counselling workshop in our campus on 17-10-19 (Thursday). It is mandatory for all the teachers to attend the session, hence 100% attendance on Thursday is must.

[Principal]



GAYATRI GIRLS INTERNATIONAL SCHOOL

Kemri Road, Talmahavar, Bilaspur, Rampur

www.ggis.in, gayatrigschool@gmail.com

Dated: 12-09-19

N: 044/19

DUTY CHART AND INSTRUCTIONS FOR SUMMATIVE ASSESSMENT-I 2019-20

<u>DATE</u>	<u>R1</u>	<u>R2</u>	<u>R3</u>	<u>R4</u>	<u>R5</u>
16 SEPT	GA+MK	RK+GS	SK+MA	AK+AG	SS+NS
17 SEPT	RK+MA	IK+GK	SK+GS	SS+AK	NS+AG
18 SEPT	IK+MK	GK+GA	MA+GS	NS+AG	SS+AK
19 SEPT	SK+IK	RK+GA	NS+AK	SS+AG	GK+MK
20 SEPT	GA+MK	SS+NS	IK+GK	RK+GS	SK+MA
21 SEPT					
22 SEPT	MA+GS	GK+GA	RK+IK	AK+SK	NS+AG
23 SEPT	GA+GS	RK+MA	AG+SK	IK+GK	NS+MK
24 SEPT	MK+GK	IK+GA	MA+GS	AG+NS	SS+AK
25 SEPT	AK+SK	RK+MK	IK+GA	AG+MA	SS+NS
26 SEPT	MK+MA	AG+IK	RK+GK	SK+GS	SS+AK
27 SEPT	GA+MK	GK+GS	SK+RK	SS+AK	IK+MA
28 SEPT		SK+RK	GS+GA	GK+MK	AK+AG

<u>NAME</u>	<u>INITIAL</u>	<u>NAME</u>	<u>INITIAL</u>
Gulnaz Amir	GA	Samrandeep kaur	SK
Mandeep Kaur	MK	Ramandeep Kaur	RK
Sundus Suhail	SS	Misbah Aslam	MA
Naghma Sahar	NS	Geeta Singh	GS
Aleena Khan	AK	Iram Khan	IK
Anupam gangwar	AG	Gursharan Kaur	GK

READ THE INSTRUCTIONS OVERLEAF

- None of the staff member is allowed to take leave during examination (from 16th September to 1st October).
- **One C.L. taken will be counted as two C.L.**
- All the teachers have to report on 7:45am in the examination room.
- Teacher should not forget to sign their duties before the examination.
- The exam timing will be from 8:15a.m. to 11:15a.m.
- Teachers can get their subject copies issued after 11:45a.m.
- All the teachers must sit in their own classes after 11:45a.m. everyday.
- Final tabulation must be completed and submitted in the examination cell before 12:00 noon.

N.C. TO U.K.G. - 24.09.2019

1ST AND 2ND - 27.09.2019

3RD TO 8TH - 29.09.2019

- Last date for getting the report card signed by the Principal.

N.C. to U.K.G. - 26.09.2019

1ST AND 2ND - 29.09.2019

3RD TO 8TH - 30.09.2019

STRICT FOLLOW UP OF THE RULES AND REGULATIONS IS EXPECTED FROM ALL

[Principal]

[Director]



GAYATRI GIRLS INTERNATIONAL SCHOOL

Kemri Road, Talmahavar, Bilaspur, Rampur

www.ggis.in, gayatrigschool@gmail.com

Dated: 17-10-19

N: 050/19

SPORTS DAY PREPARATION

This is notify to all the teachers that the school is going to hold its Annual Sports Day in the month of November. Preparations are to be made accordingly. Teachers have to take care of the following events accordingly.

EVENTS	CLASSES	INCHARGES
	NC A & B	Ms. Maliha khan & Ms. Muniza Khan
	LKG A & B	Ms. Ramandeep & Ms. Pawanpreet
	UKG A & B, I-A & B	Ms. Shiwani, Ms. Komal, Ms. Iram , Ms. Gursharan
Aerobics	II & III GIRLS	Ms. Karam, Ms. Misbah, Ms. Geeta
Martial Arts	II & III BOYS	Mr. Amit, Ms. Mandeep , Ms. Gulnaz
Dumb bell Drill	IV & V	Ms. Ramandeep, Ms. Samrandeep, Ms. Sundus
Lazium	VI,VII VIII	Ms. Naghma, Ms. Arshi, Ms. Anupam
Pyramids	Boys	Mr. Amit, Mr. Sukhwinder
Fire Drill	Boys	Mr. Amit, Mr. Sukhwinder
March Past	All	All teachers
Welcome Song	School Choir	Ms. Naghma, Ms. Arshi

All the in charges are requested to manage the classes properly. No disturbance must be observed at any place. The decorum of the school must be maintained.

[Principal]

[Director]



GAYATRI GIRLS INTERNATIONAL SCHOOL

Kemri Road, Talmahavar, Bilaspur, Rampur

www.ggis.in, gayatrigschool@gmail.com

Dated: 01-10-19

N: 046/19

Dear staff members,

This is with reference to the duties previously assigned to you in different areas of school arena. Here is a renewal of the same.

AREA	TEACHER
Recess duty	Ms. Naghma Sahar
Dispersal duty	Ms. Anupam Gangwar
Kitchen	Ms. Samrandeep Kaur
Staffroom	Ms. Gulnaz Amir
Teacher's uniform	Ms. Gulnaz Amir
Saturday schedule (NC, LKG, UKG)	Class teachers & coordinators
Saturday schedule (I,II, III)	Ms. Misbah Khan & Ms. Iram Khan
Saturday schedule (IV - VIII)	Ms. Arshi Naaz & Ms. Sundus Suhail
Discipline & uniform (NC, LKG, UKG, I)	Class teachers & coordinators
Discipline & uniform (II-V)	Ms. Mandeep Kaur & Ms. Samrandeep Kaur
Discipline & uniform (VI-IX)	Ms. Anupam & Ms. Gulnaz
Display Board in the reception area (Principal's wall)	Ms. Naghma Sahar & Ms. Ramandeep Kaur
Display Board in the reception area (Staffroom's wall)	Ms. Karamjeet kaur
Notice Board in the gallery	Notices from concerned departments (decoration by Ms. Amandeep & Ms. Shiwani)
Stationary	Ms. Karamjeet Kaur
First aid	Ms. Karamjeet Kaur
Sports equipments	Ms. Karamjeet Kaur
Assembly (NC,LKG,UKG)	Class teachers & coordinators
Assembly (I-IV)	Ms. Samrandeep & Ms. Ramandeep
Assembly (V-IX)	Ms. Sundus Suhail & Ms. Arshi Naaz
Weekly test	Ms. Iram Khalid
Exam coordinator	Ms. Iram Khalid
Campus cleanliness	Mr. Sukhwinder Singh

ALL THE TEACHERS HAVE TO SIT AT THE WORK PLATFORMS PRESCRIBED TO THEM. NO ONE SHOULD LOITER ANYWHERE IN THE CAMPUS.

Primary Wing Coordinator

Ms. Iram Khalid

Ms. Iram Khan, Ms. Gursharan, Ms. Shivani, Ms. Amandeep,

Ms. Ramandeep, Ms. Pawanpreet , Ms. Maliha , Ms. Muniza

Senior Wing Coordinator

Ms. Sundus Suhail, Ms. Arshi Naaz, Ms. Naghma Sahar, Ms. Anupam

Staffroom

Ms. Misbah Khan, Ms. Ramandeep KAur, MS. Mandeep, Ms. Geeta,

Ms. Gulnaz, Ms. Samrandeep

Account office

Mr. Sukhwinder & Mr. Amit

Teachers are not allowed to sit unnecessarily on the reception. Ms. Karamjeet should take care of it.

[Principal]

[Director]