

NEW HORIZON PUBLIC SCHOOL

North of Humayun's Tomb, Mathura Road, New Delhi - 110013

House System {2018 - 2019}

Abdul Kalam

C V Raman

Maulana Azad

JyotibaPhule

Abdul Kalam House

C V Raman House

Maulana Azad House

JyotibaPhule House

↓
Ms. Surya Shanthan
In-Charge

↓
Ms. Asma
In-Charge

↓
Ms. Shahnaz
In-Charge

↓
Mr. Manzar
In-Charge

↑
Ms. Mehreen
Mr. Sirajuddin
Iftexhar Alam
Ms. EishaKhateeba
Ms. SarikaSawhney

↑
Ms. Madhu Kumar
Ms. PummyAneja
Ms. Jyoti

↑
Ms. Jaweria
Ms. SariaNizami
Ms. Deepa
Ms. Uzma Ahmad

↑
Ms. Rashi Gupta
Mr. Md.
Ms. Shivani Khan

Note:

- ❖ House List to be collected from Mr. Wahab Khan by the House In-charge on April 30, 2018.
- ❖ Class Teacher to allocate the House to the students in their respective classes and enter it in the class register.

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Project: School as a Family (Guardian Teacher Concept) 2018-19

Class	Guardian Teacher
PS and PP	Ms. Deepa
I – II	Ms. Uzma
III – V	Ms. Mehreen
VI – VIII	Ms. Shahnaz

Note: The guardian teacher works in co-ordination with the class teacher and the special educator

Class	Class Teachers
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Pre – School A	: Ms. Shivani Khan
Pre – School B	: New Teacher
Pre – Primary A	: Ms. Deepa
Pre – Primary B	: Ms. SarikaSawhney
I A	: Ms. Jaweria
I B	: Ms. EishaKhateeba
II A	: Ms. PummyAneja
II B	: Ms. Uzma Khan
III A	: Ms. Rashi Gupta
III B	: Ms. SariaNizami
IV A	: Ms. Jyoti
IV B	: Ms. Mehreen
V	: Ms. Madhu Kumar
VI	: Ms. Surya
VII	: Ms. Asma
VIII	: Ms. Shehnaz

NOTE: Guardian teacher meeting will be held every 1st Wednesday of the month in the 6th and 7th periods.

The guardian teacher is supposed to get all the personal details of the students allocated to them in proforma given and maintain a file with the academic progress attached. The guardian teacher should be aware of any family problem or illness the child may be going through and other details what so ever.

The in-charge should see to the smooth functioning of the meetings every 1st Wednesday and should check the records updated by the guardian teacher.

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Duties and Responsibilities of the teachers – 2018 - 2019

- ❖ **Discipline Committee**
- ❖ **Mr. Sirajuddin – In-charge**
 - Ms. Shahnaz
 - Ms. Rashi Gupta
 - Mr. Md. Manzar Hussain
 - Mr. Mohd Iftekhara Alam
- ❖ **Time Table and Arrangement In-charge**
- ❖ Mr. Sirajuddin
- ❖ Ms. Syeda Jaweria Khanam
- ❖ **Attendance In-charge**
- ❖ Ms. Syeda Jaweria Khanam
- ❖ **Transport In-charge**
- ❖ Mr. Md. Manzar Hussain
 - Ms. Pummy Aneja
 - Ms. Deepa
- ❖ **Examination & Aptitude Test**
- ❖ Ms. Surya Shanthan
- ❖ Ms. Asma
- ❖ **REMEDIAL CLASSES / COUNSELLING SESSIONS**
- ❖ Ms. Shahnaz – In-charge
 - Ms. Eisha Khateeba
 - Ms. Uzma Ahmed
- ❖ **Arrival and Departure**
- ❖ Mr. Sirajuddin
- ❖ Class Teachers
- ❖ **Activity department**
- ❖ Ms. Rashi Gupta (In-charge)
 - Ms. Syed Jaweria Khanam
 - Ms. Pummy Aneja
 - Ms. Madhu Kumar
 - Ms. Deepa
 - Ms. Syeda Saria Nizami
- Ms. Shivani Khan
- ❖ **Newsletter and Magazine**
 - Ms. Surya Shanthan (English)
 - Ms. Asma (Hindi)
 - Mr. Md. Manzar Hussain (Urdu)
- ❖ **Entrar Uploading and Record keeping**
 - Ms. Jaweria
- ❖ **Syllabus and Assignment**
- ❖ Ms. Mehreen Ahmed – In-charge
- ❖ **NHPS Web Portal (In-charge)**
 - Ms. Surya Shanthan
 - Ms. Rashi Gupta
- ❖ **Snap Homework**
 - Ms. Rashi Gupta (In-charge)
- ❖ **Identity Card**
 - Ms. Rashi Gupta (In-charge)
- ❖ **Fee Concession**
 - Ms. Surya
 - Ms. Asma
- ❖ **Safety and Security in the school premises**
 - Mr. Manzar (In-charge)
 - Mr. Sirajuddin
 - Ms. Shahnaz
 - Ms. Surya
 - Ms. Sarika Sawhney
 - Ms. Saria Nizami
- ❖ **Disaster Management Team**
 - Ms. Shahnaz
 - Ms. Rashi
 - Mr. Sirajuddin
 - Ms. Sarika
- ❖ **ACADEMICS**
 - **English**
 - Ms. Saiqa Rizwani (H.M)
 - **Ms. Surya Shanthan (HOD)**
- Ms. Syeda Saria Nizami
- **Hindi**
 - **Ms. Asma Waseem (HOD)**
 - Ms. Rashi Gupta
- **Urdu**
 - Mr. Md. Manzar H. (In-charge)
 - IV to VIII
 - Mr. Iftekhara Alam (In-charge)
 - Pre - School to III
- **Hifz & RT**
 - Mr. Fakhre Alam (In-charge)
 - Pre – School to VIII
 - Ms. Faiza
- **Science / EVS**
 - **Ms. Mehreen Ahmed (HOD)**
 - Ms. Uzma Ahmed
 - Ms. Eisha Khateeba
- **Social Sci. / GK / Couns. / L. Skills**
 - **Ms. Shahnaz (HOD)**
 - Ms. Uzma Ahmed
 - Special Educator
- **Mathematics**
 - **Ms. Jyoti Bansal (HOD)**
 - Ms. Pummy Aneja
- **Computer**
 - Ms. Syeda Jaweria Khanam
- **Art and Craft**
 - Ms. Madhu Kumar
- **Sports**
 - Mr. Sirajuddin
- **Kindergarten**
 - Ms. Sarika Sawhney
 - Ms. Deepa
 - Ms. Shivani
- **Library**
 - Mr. Adil Iqbal