

**ST. JOHNS PUBLIC SCHOOL**  
**Mohan Nagar, Nagpur – 440001**

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**OFFICIALS AND COMMITTEES: 2026-2027**

**Manager:** Fr. Kulandairaj      **Principal:** Fr. Arun P      **Vice Principal:** Fr. Vinayanand  
**Administrator:** Fr. Peter Thomas      **Section Head:** Sr. Veronica      **Coordinator:** Ms. Jacqueline P  
**Asst. Coordinator:** Ms. Azra      **Pre-Primary Coordinator:** Ms. Tripti      **PTA Secretary:** Ms. Sheral  
**CBSE Animator:** Ms. Jacqueline P      **Office In-charge:** Ms. Asha

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**SCHOOL TIMING**

The school follows a structured schedule to ensure smooth functioning and discipline across all departments. The prescribed working hours are as follows:

<b>SCHOOL TIME: JUNE TO MARCH</b>			<b>SCHOOL TIME: APRIL &amp; MAY</b>	
<b>S. No</b>	<b>For the Staff</b>	<b>Timing</b>	<b>For the Staff</b>	<b>Timing</b>
<b>1</b>	Service Staff	07.30am to 04.00pm	Service Staff	07.15am to 03.30pm
<b>2</b>	Office Staff	07.45am to 03.30pm	Office Staff	07.30am to 03.00pm
<b>3</b>	Librarian	07.55am to 03.30pm	Librarian	07.40am to 03.00pm
<b>4</b>	Teaching Staff	07.55am to 03.00pm	Teaching Staff	07.40am to 02.30pm
	<b>FOR THE STUDENTS</b>		<b>FOR THE STUDENTS</b>	
<b>1</b>	Pre-Primary	08.50am to 01.00pm	Pre-Primary	08.30am to 10.30am
<b>2</b>	Primary and Secondary	08.15am to 02.00pm	Primary and Secondary	08.00am to 11.30am

**Kindly Note:**

1. While these timings are clearly defined, it is important to recognize that the nature of our profession, especially in an educational institution, often demands flexibility and commitment beyond stipulated hours.
2. There may be occasions such as school events, meetings, student support, administrative responsibilities, or unforeseen situations where additional time and effort are required. In such instances, all staff members are expected to extend their full cooperation and dedication without hesitation.
3. It is essential that we rise above excuses and demonstrate a strong sense of responsibility, professionalism, and teamwork to ensure that all duties are carried out effectively and in the best interest of the institution and our students.
4. Our collective commitment to going the extra mile when needed reflects our integrity and strengthens the overall functioning and reputation of the school.

**THOUGHT FOR LIFE:** Time defines our schedule, but commitment defines our purpose—together, we go beyond the clock to shape futures with dedication, responsibility, and teamwork.”

## 1. CO-ORDINATING COMMITTEE

**Note:** A Coordinating Committee in a school is a **CORE TEAM** responsible for planning, organizing, supervising, and ensuring the smooth execution of all academic and co-curricular activities across different sections and departments. The Coordinating Committee is a structured group of staff members entrusted with the responsibility of overall coordination, communication, and execution of school activities. It acts as a bridge between different sections of the school and ensures that all events, programs, and daily functions are carried out efficiently and on time.

A. Pre-Primary	-	Animator: Fr. Arun P	-	Coordinator: Ms. Tripti
B. Primary (CL: I-V)	-	Animator: Sr. Veronica	-	Coordinator: Ms. Azra
C. Secondary (CL: VI-VIII)	-	Animator: Fr. Vinayanand	-	Coordinator: Ms. Jacqueline P
D. Secondary (CL: IX-X)	-	Animator: Fr. Arun P	-	Coordinator: Ms. Jacqueline P

- ❖ **Discipline Committee** (Dis. Comt) - Mr. Richard Robin
- ❖ **Department of Physical Education** (D.P.E) - Mr. Frederick Peter
- ❖ **Co-Opted Member** - Mr. Fredrick P, Ms. Roshni N (competitions outside the school)
- ❖ **Ad- Hoc. Members** - Item - In-charges (added members as per the need of the competition – outside)
- ❖ **Video, Photograph, Facebook & You Tube** - Mr. Anthony R, Mr. Elyon S; **Assistants:** Robin D’Cruz, Mr. Robin Sebastian
- ❖ **TV Display - Reception** – Ms. Rashmi, Mr. Eylon, Mr. Anthony R and All Office Staff
- ❖ **Thumbnail** (Activities, Programmes, Birthdays: staff & Students, Feasts & Festivals) - Mr. Anthony R, Mr. Eylon, Ms. Rashmi and All Office Staff

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### STUDENTS LEADERSHIP SQUAD (SLS) (Main in-charge: DPE)

S. No	Teacher In-charge	SLS	SENIOR
1	Mr. Frederick Peter & Ms. Kiran Humane	Head Boy	Rehan Rakesh Sharma
2		Head Girl	Vanshika Kailash Meena
3	Ms. Roshni Nehare & Ms. Sheral Paul	Vice Head	Ayan Sheikh
4		Vice Head Girl	Zahra Hussain

## 2. HOUSE WARDENS & PREFECTS

### JUNIOR HOUSE (IV – V)

S. No	HOUSE	WARDENS	CO-WARDENS	PLACE ALLOTTED
1	APJ Abdul Kalam (Green)	Ms. Sangeeta	Ms. Monica	Near Sports Room
2	Fr. Peter Mermier (Yellow)	Ms. Dheera	Mr. Richard Robin	Basketball
3	Mahatma Gandhi (Red)	Ms. Pooja T	Ms. Shweta	Badminton
4	Swami Vivekananda (Blue)	Ms. Mary	Ms. Mrunali	Near Stage

**THOUGHT FOR LIFE:** Responsibility is not a burden; it is an opportunity to lead. Leadership is not about position; it is about action and example.

## HOUSE TEACHERS – MEMBERS

S. No	APJ Abdul Kalam (Green)	Fr. Peter Mermier (Yellow)	Mahatma Gandhi (Red)	Swami Vivekananda (Blue)
1	Jacintha Micheal	Dheera Gadkari	Pooja Tembhurne	Mary Panakal
2	Sangeeta Nawange	Relina John	Kiran Humane	Clarine Benjamin
3	Teresa Joseph	Jyoti Kumari	Shweta Cruze	Robin Sebastian
4	Soni Tiwari	Alishiba Daniel	Preeti Dhotekar	Mahima Philips
5	Barkha	Akansha Sontake	Simran Peter	Sheral Paul
6	Monica Nawange	Nickola Morris	Gerald Francis	Mrunali Dongre
7	Robin D'cruz	Rinky Sahu	Mamta Srinivas	Rosaria Daniel
8	Stephy John	Minelle Dalgado	Sana Firdous	Shalin Anthony
9	Pooja Shrivastav	Richard Robin	Oshin Panakal	Anupa Meshram
10	Shivani Yewalkar	Ragniee Joseph	Jennifer Franswah	Vinita Mathew
11	Umesh Chaudhary	Shailaja	Jaspreet	Mercy Lazarus
12	Monalisa	Roselyn Pedron	Ms. Kirti	
13				

## HOUSE PREFECTS AND ASST. HOUSE PREFECTS

S. No	HOUSE	HOUSE PREFECTS (Captains)	ASST HOUSE PREFECTS (Vice Captains)
1	APJ Abdul Kalam (Green)	Shourya Tiwari	Jiyana Sethi
2	Fr. Peter Mermier (Yellow)	Paras Lad	Aradhya Bagde
3	Mahatma Gandhi (Red)	Vedansh Giripunje	Rohanshi Thorat
4	Swami Vivekananda (Blue)	Manas Gajbhiye	Samira Lanclort

## CLASS: VI – X

S. No	Sports/Games Committee			Prize Committee	
	Boy	Vivaan Jangam		Boy	Reuben Charde
	Girl	Rashmita Tembhurne		Girl	Siddhi Dhapodkar
	<b>Discipline Committee</b>			<b>Decoration Committee</b>	
	Boy	Sheldon Machado		Boy	Jordan Joseph
	Girl	Navisha Sakhare		Girl	Haniya Fatema
	<b>Cleanliness Committee</b>			<b>Cultural Committee</b>	
	Boy	Jaskaran Vedi		Boy	Ansh Selukar
	Girl	Punarvi Kanake		Girl	Sachi Khillarkr

**THOUGHT FOR LIFE:** Great schools are not built by buildings, but by committed educators. When we work together, success becomes a habit, not an achievement. A strong team is built on trust, unity, and a shared vision.

1. **LIBRARY COMMITTEE:** Principal, Office Administrator, Section-in-charge, Librarian,  
**Members:** Ms. Mercy L and Ms. Shivani Y
2. **GAMES COMMITTEE:** Department of Physical Education - Mr. Frederick, Ms. Roshni,  
**Members:** Ms. Monalisa, Ms. Preeti and S.L.S students
3. **DISCIPLINE COMMITTEE: Main In-charge:** Mr. Frederick P and Ms. Roshni  
**Members:** 1. Mr. Gerald, 2. Mr. Sebastian Robin, 3. Mr. Richard R, 4. Ms. Akansha, 5. Ms. Dheera, 6. Ms. Raginee, 7. Mr. Robin D'cruz & 8. Ms. Sunita
4. **CULTURAL AND RANGOLI/ DECORATION COMMITTEE**  
**Main Teacher's** – In charge of the respective programme.  
**Members:** 1. Ms. Teresa, 2. Ms. Pooja S, 3. Ms. Pooja M, 4. Ms. Vinita M, 5. Ms. Madhuri, 6. Ms. Nicola, 7. Ms. Shivani, 8. Mr. Gerald, 9. Ms. Barkha M, and 10. Ms. Jacintha M

#### 5. GATE DUTY

- Main Gate** : Mr. Frederick; Mr. Sebastian Robin; Mr. Richard Robin
- a) **April 3 to July 31** : Ms. Clarine B
  - b) **July 31 to Oct 1** : Ms. Jyotikumari
  - c) **Oct 3 to Dec 22** : Ms. Monica N
  - d) **Jan 2 to Mar 01** : Mr. Robin D'Cruz
  - e) **March 2 to April 30:** Ms. Sana Firdous
  - f) **Pre-Primary Gate** : Ms. Roshni, Gerald, Pooja S
  - g) **April 3 to July 3** : Ms. Anupa Meshram
  - h) **July 31 to Oct 1** : Ms. Mamta Srivas
  - i) **Oct 3 to Dec 22** : Ms. Sangeeta Nawange
  - j) **Jan 2 to Mar 01** : MS. Sunita W
  - k) **March 2 to April 30:** Ms. Roselyn
  - l) **Corridor duty** : All the teachers free during the last period
  - m) **Break Duty** : All the teachers free during the fourth and fifth period
  - n) **General Supervision in the Campus** (Especially During Interval): Mr. Frederick & Ms. Roshni

6. **PUNCTUALITY COMMITTEE:** Entrance Main Gate, Students Lobby, Reception  
1) Mr. Gerald 2) Ms. Jyotikumari, 3) Ms. Pooja S, 4) Ms. Roselyn

#### 7. CLEANLINESS COMMITTEE

**Note:** The Cleanliness Committee is responsible for maintaining hygiene, discipline, and a healthy environment within the school premises. The committee ensures that cleanliness becomes a habit among students and staff.

1. **Within the Classroom** : The last period teacher/s
2. **Within the Building** : All the Class/Subject Teachers
3. **School Campus** : Ms. Roshni, Mr. Fredrick, Ms. Raginee, Ms. Jennifer

#### 8. EXAMINATION COMMITTEE

- ❖ **Secondary Coordinator** : Ms. Jacqueline P
- ❖ **Members** : 1. Ms. Jennifer, 2. Mr. Richard R, 3. Ms. Akansha, 4. Ms. Sunita, 5.
- ❖ **Primary Coordinator** : Ms. Azra
- ❖ **Members** : 1. Ms. Minelle, 2. Ms. Sheral, 3. Ms. Mary, 4. Ms. Monalisa, 5. Ms. Shweta

**THOUGHT FOR LIFE:** Every child is a different kind of flower, and together they make this school a beautiful garden.

## 9. PRIZE COMMITTEE

- ❖ **Pre-Primary** : Ms. Lilian, Ms. Anita
- ❖ **Primary** : Ms. Roselin P, Ms. Jacintha M, Mercy
- ❖ **Secondary** : Ms. Soni T, Ms. Shalin A

## 10. PRAYER COMMITTEE

- ❖ **Pre-Primary** : Ms. Martina
- ❖ **Primary** : Ms. Vinita Mathew
- ❖ **Secondary** : Ms. Akansha S

## 11. FETE COMMITTEE:

- ❖ **In-charge** : Ms. Nickola M and Simran
- ❖ **Members** : All the Teachers

## 12. RESEARCH AND DEVELOPMENT COMMITTEE

- ❖ Fr. Principal, Fr. Administrator, Section Head, Coordinators (Secondary & Primary)
- ❖ **Convenor:** Ms. Shalin
- ❖ **Members:** Ms. Relina, Ms. Dheera, Ms. Preeti, Ms. Kiran, Ms. Akansha, Ms. Anupa & Staff Invitees

### **Subject Advisory Committee: Objectives:**

1. To advise the Principal on matters pertaining to academic subjects.
2. To help the Principal in curricular planning and evaluation.
3. To help acquire adequate reference books, reading materials and teaching aids.
4. To identify defects if any in the existing teaching-learning process and apparatus of the particular subject.
5. To carry out the orders of the Principal on matters pertaining to academic subjects.

## 13. EDITORIAL TEAM

### **CURRENTS (Class Magazine)**

1. **Chief Editors:** Ms. Minelle, Ms. Relina (1<sup>st</sup> Issue - April to November 2026-2027)  
Ms. Oshin, Ms. Sheral (2<sup>nd</sup> Issue - December to March 2026 - 2027)
2. **Contact Persons:** Ms. Jacqueline, Ms. Azra

## 14. ANNUAL SCHOOL MAGAZINE: INVICTUS

- **Chief Editor** : Ms. Jacqueline P
- **Associate Editor** : Ms. Jennfier
- **Asst. Editor** : Ms. Sheral
- **Hindi Section** : Ms. Preeti
- **Marathi Section** : Ms. Sunita
- **Pre-Primary** : Ms. Tripti
- **Art and Layout** : Mr. Gerald and Student Editors
- **Designing** : Mr. Aman and Mr. Anthony Raibole

## 15. STAFF COMMITTEE (OFFICE BEARERS)

- **President** : Fr. Arun
- **Vice-President** : Ms. Jacqueline
- **Secretary** : Ms. Azra
- **Treasurer** : Ms. Tripti & Administrator

**THOUGHT FOR LIFE:** Commitment to excellence is what transforms ordinary work into extraordinary results. Every role you take up contributes to the success of the whole institution

**16. CO-CURRICULAR ACTIVITIES AND COMPETITIONS**

CLASS: I - V			
S. No	Competitions	In-Charge Teachers	
1	Spell-spire	Ms. Mary Panakal	Ms. Jaspreet
2	Hallmark	Ms. Minelle D	Ms. Mahima P
3	Solo Dance	Ms. Simran P	Ms. Mrunali D
4	Penmanship-English	Ms. Mercy	Ms. Teresa J
5	Math Master (Quiz)	Ms. Clarine B	Ms. Monica G
6	Solo Singing	Ms. Shivani Y	Ms. Pooja M
7	SJPS Picasso	Ms. Oshin P	Mr. Gerald
8	Penmanship-Hindi	Ms. Madhuri	Ms. Mamta S
9	Scientia (Quiz)	Ms. Sheral P	Ms. Shivani Y
10	Tell - A - Tale	Ms. Nickola	Ms. Soni
11	Chronicles	Ms. Mary P	Ms. Rosaria D
12	Tech –Master (Quiz)	Ms. Sana	Ms. Sana
13	Essay Writing	Ms. Shalin A	
14	English Poetry Recitation	Ms. Shraddha	Ms. Shailaja
15			

**17. CO-CURRICULAR ACTIVITIES AND COMPETITIONS**

CLASS: VI – X		
S. No	Competitions	In-Charge Teachers
1	Quizoid	Ms. Shweta F
2	Math Master (Quiz)	Ms. Rinky S; Mr. Richard R
3	SJPS Picasso	Mr. Gerald
4	Essay Writing	Ms. Shalin A
5	Hindi Prepared Speech	Ms. Sunita W; Ms. Sangeeta N
6	Scientia (Quiz)	Ms. Akansha S; Ms. Dheera G
7	Techno Savvy	Mr. Robin D’Cruz
8	Debate	Ms. Ragniee A; Ms. Shalin A
9	English Prepared Speech	Ms. Kiran
10	Penmanship-English	Ms. Mercy
11	Penmanship-Hindi	Ms. Madhuri

**THOUGHT FOR LIFE:** Coordination is the key to smooth execution and success. Communication builds clarity, and clarity builds confidence. Planning with purpose leads to performance with excellence. Every successful event is the result of teamwork behind the scenes.

## 18. IMPORTANT PROGRAMMES

CLASS: VI – X		
S. No	Programs / Activities	In-Charge Teachers
1	Reopening Prayer Service	April (Yellow House Assembly)
2	Investiture Ceremony	Red House In charge
3	Maharashtra Day	Class III
4	Reopening Prayer Service	June (Blue House Assembly)
5	International Yoga Day	Physical Education Teachers
6	Tree Plantation Day	Class VII Assembly
7	Group Dance Competition	Class VIII
8	Raksha Bandhan Celebration	Ms. Sunita and Ms. Barkha Class II, IV
9	Ganesh Chaturthi Celebration	Class VI Assembly
10	Teachers Day Celebration	Class X and SLS members
11	Founders Day	Class V
12	Grandparents Day	Class I and II
13	Garbha Celebration	Ms. Shraddha and Ms. Monalisa
14	Diwali Celebration	Class IX
15	Reopening Prayer Service	(After Diwali) Red House Assembly
16	Children's Day	Ms. Shalin
17	Constitution Day	Class IV Assembly
18	Annual Parents Day	Main in-charge – Ms. Raginee; Asst. – Ms. Sheral
19	Christmas Celebration	Class VII and Pre-Primary
20	Reopening Prayer Service	(After Christmas) Green House Assembly
21	Feast of St. Francis de Sales	Class VI and VIII
22	Republic Day	Class III and V
23	Annual School Fete	Ms. Nickola and Ms. Simran
24	Farewell to X	Class IX
25	International Women's Day	Mr. Anthony; Mr. Elyon and male Staff
26	Excursion and Picnic	Mr. Robin D'cruz
27	Staff picnic	Ms. Jacqueline and Mr. Aman
28	International Men' Day	Ms. Simran and Ms. Monica
29	Summer Camp	Mr. Robin D'cruz and PE Teachers
30	Symphony of Gratitude / Success	Throughout the year activities – Fr. Principal, Sr. Veronica, Ms. Jacqueline and Ms. Stephy
31	Extra-Curricular Sports Activities	PE Teachers - Kindly note if special classes being conducted during school hours no separate incentives.
32	SLS Assembly (Last assembly)	SLS Teachers (SLS Students)
33	Christmas Sharing	Pre-primary Teachers
34	Bring and Share Party (Teachers Sharing)	Bring and Share Party (Pound Party) Each one will bring food and we will share
35	Robotic and Science Exhibition	Akansha, Richard Kirti, Robin D'Cruz and All Science Subject Teachers
36	Traffic Duty	House Warden and Students

**THOUGHT FOR LIFE:** A teacher affects eternity; no one can tell where their influence stops. Teaching is not a profession; it is a mission to shape the future.

## 19. COMMITTEES

<b>S. No</b>	<b>English Committee</b>		<b>S. No</b>	<b>Hindi Committee</b>	
<b>1</b>	Animator	Ms. Raginee & Ms. Stephy	<b>2</b>	Animator	Ms. Anupa & Ms. Soni
	Members	All English Teachers		Members	All Hindi Teachers
<b>Marathi Committee</b>			<b>Mathematics Committee</b>		
<b>3</b>	Animator	Ms. Sangeeta & Ms. Sunita	<b>4</b>	Animator	Mr. Richard, Ms. Dheera
	Members	All Marathi Teachers		Members	All Maths Teachers
<b>IT and Robotic Committee</b>			<b>SST- History, Civic, Geography Committee</b>		
<b>5</b>	Animator	Mr. Robin D'Cruz an Kirti	<b>6</b>	Animator	Ms. Jennifer & Ms. Shalin
	Members	Sana, Aman, Anthony Raibole, and Elyon		Members	All History, Civics & Geography Teachers
<b>Science Committee</b>			<b>Computer and AI Committee</b>		
<b>7</b>	Animator	Ms. Akansha, Ms. Rinky	<b>8</b>	Animator	Mr. Robin, Ms. Sana
	Members	All Science Teachers		Members	All Computer Teachers
<b>Art &amp; Craft Committee</b>			<b>Value Education Committee</b>		
<b>9</b>	Animator	Mr. Gerald, Ms. Shraddha	<b>10</b>	Animator	Ms. Oshin, Ms. Teresa
	Members	All Art and Craft Teachers		Members	All Value Edu Teachers
<b>Music Committee</b>			<b>Dance Committee</b>		
<b>11</b>	Animator	Mr. Sebastian Robin	<b>12</b>	Animator	Ms. Jyotikumari, Ms. Monalisa
	Members	All Music Teachers		Members	All class Teachers
<b>Physical Education Committee</b>			<b>Sewa Committee</b>		
<b>13</b>	Animator	Mr. Frederick, Ms. Roshni	<b>14</b>	Animator	Ms. Mahima P, Ms. Nicola
	Members	All Physical Edu Teachers		Members	All Teachers
<b>General knowledge Committee</b>			<b>On Road Traffic Duty</b>		
<b>15</b>	Animator	Ms. Clarine B, Ms. Kiran	<b>16</b>	Animator	House Wardens
	Members	All Teachers		Members	5 Team Member - House students

**THOUGHT FOR LIFE:** Alone we can do so little; together we can do so much. Your dedication today creates leaders of tomorrow.

## 20. STUDENT & STAFF WELFARE, SAFETY & INSTITUTIONAL DEVELOPMENT COMMITTEES

**Note:** These committees are constituted to ensure the overall well-being, safety, and holistic development of both students and staff. They play a vital role in maintaining a secure, inclusive, and disciplined school environment while also promoting academic excellence, continuous improvement, and institutional growth. Through coordinated efforts, these committees address welfare concerns, implement safety measures, uphold statutory guidelines, and support the smooth and effective functioning of the school system. These committees shall meet at least once in each term/quarter to review their functioning, assess progress, and address relevant issues. And meetings may be convened whenever necessary to respond to urgent matters, ensure compliance with guidelines, or take timely decisions in the interest of students, staff, and the institution.

S. No	Action Research Committee		S. No	Vishaka Committee	
1	Chairperson	Fr. Arun P	2	Chairperson	Fr. Arun P
	Coordinator	Ms. Jacqueline P		Coordinator	Ms. Jennifer
	Secretary	Ms. Stephy		Secretary	Ms. Jennifer
	Member	Fr. Vinayanand		Member	Sr. Veronica
	Member	Ms. Jennifer		Member	Ms. Jacqueline
	Member	Ms. Azra		Member	Mr. Robin
	Member	Tripti		Member	Ms. Asha
	Member	One teacher representative from each subject department		Member	Mr. Vishal Pranjape (NGO – Gram Sewa Sangh)
			Member	Ms. Anamica	
3	<b>POCSO Committee</b>		4	<b>Grievance Redressal Committee</b>	
	Chairperson	Fr. Vinayanand		Chairperson	Sr. Veronica
	Coordinator	Ms. Akansha		Coordinator	Ms. Oshin
	Secretary	Ms. Akansha		Secretary	Ms. Oshin
	Member	Ms. Azra,		Member	Ms. Relina
	Member	Sr. Veronica		Member	Ms. Soni
	Member	Ms. Jacqueline P		Member	Ms. Preeti
	Member	Ms. Dheera		Member	Ms. Rashmi
Member	Ms. Stephy	Member	Ms. Bernadette		
<b>Transport / Road Safety Committee</b>			<b>Internal Complaint Committee</b>		
5	Chairperson	Fr. Peter Thomas	6	Chairperson	Fr. Arun
	Coordinator	Ms. Raginee		Coordinator	Ms. Shweta
	Secretary	Ms. Raginee		Secretary	Ms. Shweta
	Member	Ms. Vinita		Member	Ms. Jacqueline
	Member	Mr. Elyon		Member	Ms. Jennifer
	Member	Mr. Aman		Member	Ms. Anupa
	Member	Mr. Vinay (Bus Agent-Paradise)		Member	Mr. Gerald
	Member	Ms. Pooja S		Member	Ms. Minelle
	Member	Mr. Anthony R		Member	Ms. Kanchan
7	<b>Environment Committee</b>		8	<b>Mother Child Safety Committee</b>	
	Chairperson	Sr. Veronica		Chairperson	Ms. Jacqueline P
	Coordinator	Ms. Preeti		Coordinator	Ms. Soni
	Secretary	Ms. Monalisa		Secretary	Ms. Soni
	Member	Ms. Shivani		Member	Ms. Azra
	Member	Ms. Clarine		Member	Ms. Pooja S
	Member	Ms. Sangeeta		Member	Ms. Sunita
	Member	Mr. Pramod		Member	Sr. Veronica
Member	Ms. Martina	Member	Ms. Rinky		

S. No	Discipline Committee		S. No	Spors Committee	
9	Chairperson	Fr. Arun P	10	Chairperson	Fr. Vinayanand
	Coordinator	Mr. Frederick		Coordinator	Mr. Frederick
	Secretary	Mr. Frederick		Secretary	Ms. Roshni N
	Member	Sr. Veronica		Member	Mr. Robin D
	Member	Ms. Roshni		Member	Mr. Sebastian Robin
	Member	Ms. Pooja S		Member	Ms. Roselyn
	Member	Ms. Sana		Member	Ms. Jyotikumari
	Member	Mr. Richard Robin		Member	Ms. Nicola
	Member	Ms. Relina		Member	Ms. Shivani
<b>Lesson Plan Committee</b>			<b>Special Education Committee</b>		
11	Chairperson	Fr. Arun P	12	Chairperson	Sr. Veronica
	Coordinator	Sr. Veronica		Coordinator	Ms. Shailaja
	Secretary	Ms. Kiran		Secretary	Ms. Shailja
	Member	Fr. Vinayanand		Member	Ms. Sheryl
	Member	Ms. Shailaja		Member	Ms. Rinky
	Member	Ms. Monalisa		Member	Ms. Jaspreet
	Member	Ms. Ragniee		Member	Ms. Pooja S
	Member	Ms. Jacqueline P		Member	Ms. Pooja M
<b>Sakhi Savitri Committee</b>			<b>School Management Committee</b>		
13	Chairperson	Ms. Raginee	14	President	Fr. Provincial
	Coordinator	Ms. Relina		V-President	Fr. Arun
	Secretary	Ms. Relina		Secretary	Fr. Arun P
	Member	Ms. Nicola		Member	Fr. Kulandai Raj
	Member	Mr. Mahima		Member	Fr. Peter Thomas
	Member	Mr. Rosaria		Member	Fr. Vinayanand
	Member	Ms. Shraddha		Member	Sr. Veronica
	Member	Ms. Pooja S		Member	Ms. Jacqueline
	Member	Mr. Anthony R		Member	

## 21. RECORD MAINTENANCE

S. No	In-charge Teachers	Record Maintenance
1	Ms. Mary	First Aid Kit Record Reg
2	Mr. Frederick	Sports Article Stock Reg
3	Ms. Raginee	Health Care Reg.
4	Mr. Frederick	P.E Activity Record
5	Ms. Akansha	Science Lab
6	Mr. Richard Robin	Maths Lab
7	Mr. Robin D	Computer Lab and AI Lab
8	Ms. Jacqueline	Academic Results

**THOUGHT FOR LIFE:** Start each day with a positive thought and a grateful heart. Success is the sum of small efforts repeated day in and day out. Do your best today, and tomorrow will take care of itself. Believe in your work, and success will follow. Small acts of responsibility lead to big achievements.

## 22. COMMUNITY FEASTS: (To be taken care by the in-charges of Message and Announcement)

- ❖ **Raksha Bandhan** - Ms. Soni Tiwari and Ms. Sangeeta Nawange
- ❖ **General Staff Meeting** - Ms. Jennifer (Secretary)  
**Minutes of the Meeting** - Ms. Sheryl (in the absence of Jennifer)
- ❖ **Awareness Meeting (Section Awareness Meet)**
  - Pre-Primary : Ms. Tripti P
  - Primary : Ms. Azra
  - Secondary : Ms. Jacqueline
  - Office : Ms. Asha
  - Service Staff : Ms. Anamika
- ❖ **Thought Display Board: Ground Floor – First Floor - Second Floor Staffroom**
  - April : Ms. Jyoti K; Ms. Clarine
  - June 2026 : Ms. Sangeeta; Ms. Anupa
  - July 2026 : Ms. Mamta S Ms. Sunita
  - August 2026 : Ms. Sana; Ms. Sangeeta N
  - September 2026 : Mr. Monica N; Mr. Gerald
  - October 2026 : Ms. Pooja; Mr. Robin
  - November 2026 : Mr. Sebastian R; Ms. Monica N
  - December 2026 : Ms. Jyoti; Ms. Pooja S
  - January 2027 : Ms. Anupa; Mr. Gerald
  - Feb & March 2027 : Ms. Sana; Ms. Mamta

## 23. REMEMBRANCE OF STALWARTS / IMPORTANT DATES

(In charge- Class Teachers - Prepare the students going for message and announcement)

S. No	Teacher In-charge	Stalwarts	Dates
1	Ms. Jacintha	Good Friday	3 <sup>rd</sup> April
2	Ms. Sheral P	Mahatma Jyoti Rao Phule	11 <sup>th</sup> April
3	Ms. Kiran H	B.R. Ambedkar	14 <sup>th</sup> April
4	Ms. Nickola M	Dr. A P J Abdul Kalam	27 <sup>th</sup> July
5	Ms. Sangeeta	Parsi New Year	6 <sup>th</sup> August
6	Ms. Monalisa G	Mother Teresa	26 <sup>th</sup> August
7	Ms. Pooja T	Fr. Peter Marie Mermier	30 <sup>th</sup> September
8	Ms. Shalin A	Gandhi Jayanti	2 <sup>nd</sup> October
9	Ms. Relina J	Ratan Tata	24 <sup>th</sup> October
10	Ms. Robin D	C V Raman	19 <sup>th</sup> November
11	Ms. Shivani Y	Guru Nanak's Jayanti	23 <sup>rd</sup> November
12	Ms. Minelle D	Martyrs Day	30 <sup>th</sup> January
13	Ms. Preeti D	Abraham Lincoln	12 <sup>th</sup> February

## 24. STAFF ROOM IN-CHARGE:

1. Ground Floor Staff Room : Ms. Sunita
2. 1<sup>st</sup> Floor Staff Room : Ms. Mary P
3. 2<sup>nd</sup> Floor Staff Room : Ms. Mamta S

**THOUGHT FOR LIFE:** Excellence is not an act, but a habit. Continuous improvement is better than delayed perfection. Strive not to be perfect but to be better than yesterday. Growth begins when we step beyond our comfort zone.

## 25. CHRONICLES:

1. Pre-Primary - Ms. Tripti
2. Main School - Ms. Azra

## 26. SPECIFIC DUTIES:

1. MASS - Sr. Veronica, Ms. Teresa
2. PAS - Ms. Pooja S / Mr. Gerald (Announcements)
3. Food for Living - Ms. Shweta Ms. Oshin
4. Class Assembly - CTs (class teachers)
5. ELC (English Language Council) - Ms. Jennifer, Ms. Raginee
6. Library - Ms. Pooja

## 27. CLUBS: In-charges of different Club Activities:

### CLASS I TO X:

1. Drawing and Craft Club - Mr. Gerald, Ms. Nicola
2. Environment Club - Ms. Teresa, Ms. Mamta
3. Quiz Club - Ms. Akansha, Ms. Rinky
4. Maths Club - Mr. Richard, Ms. Dheera
5. Science Club - Ms. Relina, Ms. Shivani
6. ECO Club - Ms. Preeti and Ms. Tripti
7. Music Club - Mr. Sebastian

### Note:

1. Teachers in charge of various clubs will submit the list of the students of their respective clubs to Fr. Principal.
2. Only students who are members of their respective clubs are allowed to take part in the competition.
3. Teachers-in-charge of various clubs will select the students from the clubs for competitions.

## 28. SCHOOL OUTINGS:

- ❖ In-charge – Principal, Administrator & Ms. Jacqueline
- ❖ Members – Mr. Robin D’Cruz, Mr. Robin Sebastian, and Mr. Richard

### Duties: -

- ❖ To suggest places of interest and educational importance for educational tours.
- ❖ To suggest necessary changes in the proposals made by the tour operator for the benefit of the students.
- ❖ To collect the names and amount for the trip.
- ❖ To see to the details of implementation and discipline during the trip.

## 29. LESSON PLAN SUBMISSION GUIDLEINES AND EVALUATION POLICY

1. All teachers are required to strictly adhere to the following procedure for lesson plan submission
2. Classes I - V: Submit to Section Head - Sr. Veronica
3. Classes VI - VIII: Submit to Vice Principal - Fr. Vinayanand
4. Classes IX - X: Submit to Principal - Fr. Arun
5. All teachers must submit their lesson plans in the Library.
6. The Librarian will maintain a record/register of submissions.
7. The Librarian will inform the concerned authorities in written format about teachers who fail to submit their lesson plans within the scheduled time.
8. Lesson plans must be submitted every Monday before 08:20am.
9. This rule is mandatory for all teachers, including co-curricular subject teachers.
10. No exemptions will be permitted.
11. All teachers are required to submit their lesson plans in the ERP - CRECA as per the prescribed schedule.
12. Teachers who submit their lesson plans on time will be awarded 5 points for each submission.
13. Teachers who fail to submit within the scheduled time will incur a deduction of 10 points.

14. These points will be systematically recorded and included in the overall performance evaluation of the staff.
15. Timely submission reflects professionalism, commitment, and effective planning. All staff members are expected to adhere strictly to this system and procedure to ensure proper academic planning and smooth functioning of the school.

### 30. ACTIVITIES / COMPETITIONS

S. No	Date	Activity
<b>APRIL 2026</b>		
	01-04-2026	Reopening Day
	11-04-2026	Penmanship English
	15-04-2026	Penmanship Hindi
	18-04-2026	Investiture Ceremony
	27-04-2026	Essay Writing Competition
	30-04-2026	Maharashtra Day
<b>MAY 2026</b>		
	01-05-2026	Maharashtra Day
<b>JUNE 2026</b>		
	20-06-2026	International Yoga Day
	23-06-2026	Reopening Day
<b>JULY 2026</b>		
	02-07-2026	Scientia
	03-07-2026	Tree Plantation Day
	15-07-2026	Tell a tale Competition
	18-07-2026	Debate
	22-07-2026	Maths Quiz
	24-07-2026	Quizoid
	25-07-2026	SJPS Picasso
<b>AUGUST 2026</b>		
	03-08-2026	Spell Spire Competition
	03-08-2026	English Poetry Recitation
	05-08-2026	English Prepared Speech
	08-08-2026	Hall Mark Competition
	12-08-2026	Tech Master Quiz; Techno Savvy Quiz
	15-08-2026	Independence Day/ Group Dance Competition
	27-08-2026	Raksha Bandhan Celebration
<b>SEPTEMBER 2026</b>		
	01-09-2026	Solo Singing
	04-09-2026	Teachers Day Celebration
	16-09-2026	Ganesh Chaturthi Celebration
	19-09-2026	Grand Parents Day
	23-09-2026	Solo Dance Competition
	30-09-2026	Founder's Day Celebration

**THOUGHT FOR LIFE:** From every beginning to every celebration, each day is an opportunity to learn, create, compete, and grow together shaping a year filled with knowledge, talent, and memorable moments.

## ACTIVITIES / COMPETITIONS

S. No	Date	Activity
<b>OCTOBER 2026</b>		
	05-10-2026	English Prepared Speech
	06-10-2026	Food For Living
	07-10-2026	Hindi Prepared Speech
	10-10-2026	Robotic and Science Exhibition
	13-10-2026	One day Picnic
	17-10-2026	Bagless Day/ Garba Celebration
	19-10-2026	Chronicles
<b>NOVEMBER 2026</b>		
	04-11-2026	Diwali Celebration
	12.11.2026	Students Excursion
	19-11-2026	International Men's Day
	26-11-2026	Constitution Day Celebration
<b>DECEMBER 2026</b>		
	12-12-2026	Annual Parents Day
	23-12-2026	Christmas Celebration
<b>JANUARY 2027</b>		
	17-01-2027	School Fete
	22-01-2027	Feast of St. Francis de Sales
	26-01-2027	Republic Day Celebration
	30-01-2027	Farewell for class X
<b>MARCH 2027</b>		
	08-03-2027	International Women's Day
	<b>27-03-202</b>	Symphony of Success

### GENERAL GUIDELINES FOR PROGRAMME PLANNING, APPROVAL AND IMPLEMENTATION

- ❖ The newly appointed Officials and Committees for the academic year 2026- 27 shall assume charge with effect from 1<sup>st</sup> April 2026.
- ❖ All teachers in-charge of various programmes, celebrations, festivals, and activities are required to prepare a detailed programme plan. (if necessary - along with the list of participants).
- ❖ The plan must first be discussed with the Vice Principal and necessary suggestions/incorporations should be made. After this, it should be submitted to the Principal for final approval.
- ❖ This entire process must be completed on or before 20<sup>th</sup> April 2026 by all committees and in-charges.
- ❖ In the absence of the concerned authority, teachers are advised to approach and consult the next immediate available authority without delay, rather than waiting.
- ❖ This will help in avoiding unnecessary delays and ensure the timely planning and smooth execution of all programmes and activities.
- ❖ All staff members are expected to be proactive and efficient in coordination to facilitate better preparation and execution.

**THOUGHT FOR LIFE:** Let your work be your prayer and your service be your strength. God blesses the work done with sincerity and dedication. In serving our children in the school, we lead them for a bright future with a greater purpose. With faith, dedication, and unity, nothing is impossible.

ALL THE BEST - GOD BLESS YOU

With Every Good Wish



Principal

**Principal**  
**St. Johns Public School (CBSE)**  
**Mohan Nagar, Nagpur-440001**

