

SANJIVANI INTERNATIONAL SCHOOL, KHARGHAR
SESSION : 2017-2018

Date : 10.02.2018

Dear Teachers,

Kindly note, the **Note Book Audit** schedule for the Second Term 2017-2018 is as follows -

Date	Day	Class & Div.	Subject
14.02.18	Wednesday	I A, I B, II A, II B	- English, Hindi, Maths, EVS, I T, G. K.
15.02.18	Thursday	III A & III B	- English, Hindi, Maths, Science, Social Studies, I T, G. K., Marathi
16.02.18	Friday	IV A & IV B	- English, Hindi, Maths, Science, Social studies, I T, G. K., Marathi
20.02.18	Tuesday	V A, V B, V C	- English, Hindi, Maths, Science, Social studies, I T, G. K., Marathi, Sanskrit, French
21.02.18	Wednesday	VI A & VI B	- English, Hindi, Maths, Chemistry, Physics, Biology, History, Geography, Marathi, Sanskrit, French, I T, G. K.
22.02.18	Thursday	VII A & VII B	- English, Hindi, Maths, Chemistry, Physics, Biology, History, Geography, Marathi, Sanskrit, French, I T, G. K.
23.02.18	Friday	VIII A & VIII B	- English, Hindi, Maths, Chemistry, Physics, Biology, History, Geography, Marathi, Sanskrit, French, I T, G. K.

- Note Books Audit will be done by the respective HODs.

Subject	HOD/Auditor
English (V to VIII)	Ms. Maxilin
English (I to IV)	Ms. Soumya
Hindi (V to VIII)	Ms. Rekha
Hindi (I to IV)	Ms. Kranta
Mathematics (V to VIII)	Mr. Praveen Batra
Mathematics (I to IV)	Ms. Deepika
Science (I&V) & Biology	Ms. Bornali
Science (II&IV) & Chemistry	Ms. Leena
Science (III) & Physics	Mr. Pritam
History, Geography	Ms. Rajashree
S.St(III & IV)	Ms. Sanita
IT	Ms. Kavita
G. K.	Ms. Anupa

- Note Books Audit of HODs will be done by the Vice Principal.

Note :All the Note Books are submitted for the audit as per the given date and inform the students about the same. Format for Audit will be provided to the Auditors.

- The following things to be looked into for the Note Book Audit -
 - Completion of the Index by the students and signed by the teachers.
 - Regular correction work by the teacher.
 - Appropriate remarks.
 - Rectified: wrong spellings/answers.
 - Follow up of the previous remarks.

Mrs. Ritu Sarvahi
10/2/18

Vice Principal

Mrs. Vrinda J. Ma

Principal