



# G.D. GOENKA INTERNATIONAL SCHOOL

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Circular No – Jan/03/2025-26

Date : 25-01-2025

**25th January 2025, Saturday**

**PTM DAY, Flag Hoisting Day , Students Model Exhibition & Parents Performance**

**Venue : G.D. Goenka International School Rohtak**

**Start of the Programme: 9:45 am onwards**

**Dress Code: Winter Uniform**

- 1. Flag Hoisting 9:45 am** (Front of our School) National Anthem & Dance performance of students.  
All School staff gather there with Students (Parents if they will present at that time)
- 2. Class incharges** will reach their respective allotted class along with their **Exam record register and necessary documents from the Principal's office.**
- 3. Class Incharges** will get **Fee Defaulter Parents list in the class , Say to those parents Kindly meet first at Account office Mr. Sunil.**
- 4. Class Incharges** will decorate their **white board including the name of first three position holders of their respective classes with good educational quotes** and update your classroom as per your convenience.
- 5. Volunteers will do their duties**
  - Front office
  - Authorities office
  - Ground floor (in front of every class with their Tokens for Parents)
  - First floor for monitoring Parents as well as Exhibition and help of junior students for explaining their models with discipline.
- 6. Slides** will display by **Mr. Umesh** in all classes on Smart Board. (Ground floor)
- 7. Parents Performance Start by 10:30 am on the stage**  
Duties on Stage:
  - **Mr. Navdeep**
  - **Ms. Reeya & Volunteers****Note:** Dance Performance (second time) on stage by the students
- 8. Stage Decoration Mr. Arun & Mr. Manoj (Complete before 10:00 am)**
- 9. Flower Decoration Duty (Ground Floor) instructions given by Principal Ma'am**
  - **Ms. Priti, Ms. Riya Bhatia and Ms. Manisha**
- 10. Music & Mike Arrangement :** Mr. Navdeep & Mr. Umesh
- 11. Video & Photography :** Mr. Pankaj
- 12. Overall Discipline:** All Educators and Coaches
- 13. First floor Corridor :** Mr. Pawan

**All The Best!!**

Principal

Principal  
GD Goenka International School  
Rohtak