

DUTIES AND RESPONSIBILITIES (SESSION 2021-22)

S.N	AREA	TEACHER-IN-CHARGE(S)
	Exam Cell I/Cs	
1.	a) For Classes I to V Mismuster Exam/ Holiday Homework	Ms Anita Verma Ms V Kaul Respective Class Representatives
	b) For Classes VI – X Exam Cell Holiday Home Work	Ms Asha Menon & Mr Umesh Verma (VI-VIII), Ms M Gulati & Ms K Mendiratta (IX & X)
	c) For Classes XI & XII Exam Cell Holiday Home Work	Ms Meetu Tripathi Ms Neha G (Mismuster)
2.	Assignment I/Cs	Mr Umesh Verma, Ms Rajni G, Ms Sharmishtha C & Ms Leena Madan
3.	Open Exams	Overall I/C – Ms Indula Mishra (For Pr & Sr School), Ms Monika P (Pr Co-ordinator)
	a) CBSE	Overall I/C : VPL & HM (Sr)
	CBSE Expression Series	Mr Prabhat, Mr Niladri, Ms Dhanya Patil & Ms Pranjali M
	Generation of Circulars	Ms Samra R/ Ms Uzma Khan / Ms Leena Madan / Ms Rashmi Anand
	CBSE (AISSE (X) AISSCE (XII)	Ms Ruby Singh / Ms Asha Menon / VPL / HM (Sr)
	Submission of Data (Online) for Classes 9,10,11 & 12	Ms Meetu Tripathi (XI & XII)/ VPL, & Ms Meenakshi Gulati (IX & X) / HM (Sr)
	b) Olympiads / UPSTSE / NTSE / Aryabhata / Inspire / Vidya Manthan & Others	Aryabhata – Mr Anshul Dubey, Ms Anita Verma & Mr Anoop Dixit Olympiads – Ms Shilpi Singh and Ms Sonam Malik (Pr) Ms Indula Mishra (Sr), Ms Asha Menon
c) CTET / NEET / UPSC	Ms M Gulati / Ms Meetu Tripathi / VPL	
4.	Inter School Activities	Ms Nishi Sourabh (Sr), Ms Kavita P (Sr), Ms Sumana S (Pr) and Ms Ruchika G (Pr)
5.	Nodal Teacher Supervisor for Training Programme	Ms Vibha Jain / & Ms Anita Panda (VI-XII) & Ms Meena Aggarwal (PP-V)
6.	Advocacy Programme	VPL, HM (Pr), Ms Ruby Singh & Ms Meena Aggarwal
7.	Substitutions	Ms Abha Bhardwaj & Ms Aditi G / Ms Mamta Maggu
8.	Transport Duty Roster	Mr Anoop D, Mr Mohit Bholra & Ms Mukul S
9.	KHAN'S ACADEMY - TABLAB	Ms Vaishali Mittal, Mr Prabhaat Mishra & Ms Alka R & Ms Palak Goel
10.	House Coordinator(s)	Ms Manisha A, Ms Pooja and Ms Meena
11.	Time Table	Ms Anjali Sharma, Ms Anita Panda, Ms Namrta Kaushik, Mr Anshul D, Ms Ruchika K & Ms Arpita S. (Any 3 to work at ONE time)
12.	Tour & Travel	Mr D Bist, Ms Ruby Singh & Ms Smriti S
13.	Club Coordinators	HM (PP), Ms Neerja B & Mr Omkar
14.	Atal Tinkering Lab	Ms Rani Vaid, Mr Omkar Sahu & members of Science, Maths and IT Dept.
15.	Website	Mr Sachin K, Mr Yograj M. Overall supervision : Ms Meetu T
16.	Updation of Data on School Website	HMs & VPL. Assistance : Mr Sachin & Mr Yograj
17.	Report Bee Coordinator	Ms Meetu T & Respective HMs
18.	Solan Co-ordinator	Ms Komal Mendiratta, Ms Manisha A, Ms Archana Dhar
19.	Smart Class / Interactive Panels / Extramarks	Ms Meenakshi Gulati, & HM (Pr) & HM (Sr)
20.	Model United Nation	Ms S Walia & Ms Nivedita B
21.	Interact Club	Ms Anjali Sharma, Ms Neha G, Ms P Khanna and Ms Manisha Sethi
22.	Printing of Stationery	VPL, Ms Abha & Ms Anita Verma
23.	Artificial Intelligence Lab	Ms Sheetal S, Ms Asha Menon, Ms Alka, Ms Sonam M & Mr Prabhat Mishra
24.	School Assembly	Ms Sumana Sengupta & Ms Nisha
	a) For Primary School b) For Senior School	Mr P Pallavi & Ms Manisha A
25.	Discipline	Mr D Bist, Ms Rani Negi (Pr), Mr Vardhan S
26.	Hospitality	Ms Neha G, Ms Shally W, Ms Manisha Sethi (Pr) (includes SMC Meetings)
27.	School Publication SAGARIKA - ANNUAL JOURNAL	Ms Rachna S & staff of Language Dept(s).
28.	Teachers Hand Book	Ms Rumpa B & Ms K Shreya (Sr), Ms Arpita Singh (Pr)
29.	Disaster Management Mock Drills	Ms Kritika Shreya, Ms Nivedita Bhattacharjee & Ms Smriti Sharma
30.	Horticulture Team	Ms Neerja Bhatnagar, Mr Umesh Verma & Ms Yasha Sharma
31.	School Bag Weight	Mr Anshul, Mr Mohit B & Ms Palak Goel
32.	Environment Club	Ms Neerja B & Ms Yasha S
33.	Health Club	Ms Vidhi O & Ms Archana Dhar
34.	School Calendar	HM (PP)
35.	Social Media Co-ordinator	Ms Ruby Singh & Ms Nandini B
36.	SMC Report	Overall I/C : HM (Sr). Assistance : HMs / VPL

- Staff members are required to remain present in the assigned areas and report on time. During Assembly / Stretch Time / Mass PT days, staff is not permitted to sit in respective classes /staff rooms.
- All the respective incharges are required to forward the reports to HM (Sr) for compilation of SMC Report.
 - All staff members are requested to strictly adhere to the above duties and responsibilities.

Asha Prabhakar
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 (Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

VPL, HM (Sr), HM (Pr), HM (PP), Staff (via e-mail)
 Website, A/R (File)

