



DUTIES AND RESPONSIBILITIES (SESSION 2022-23)

S.N	AREA	TEACHER-IN-CHARGE(S)		
	ACADEMICS			
	Exam Cell I/Cs	SR SECONDARY	MIDDLE & SECONDARY	PRIMARY
1.	a) For Classes I to V Mismuster Exam/ Holiday Homework	--	--	Ms Mukul S Ms Pooja K Class Reps
	b) For Classes VI – X Exam Cell Holiday Home.Work	--	Mr U Verma (VI-VIII) Ms K Mendiratta (IX & X) Class Reps	--
	c) For Classes XI & XII Exam Cell Holiday Home Work	Ms Neha G Ms Sheetal J Ms Anjali S	--	--
2.	Assignment I/Cs	Ms Rani V	Subject Coordinators & Ms Deepti M	Ms Syed Humera
	Open Exams	--	Ms Indula M	Ms Arpita S
	a) CBSE			
	CBSE Expression Series CBSE Circulars	Ms Rumpa B	Mr Niladri S Das Ms Vaishali M	Ms Sona R Ms Deepa C
	CBSE (AISSE (X) AISSCE (XII))	--	VPL / HM(Sr) /Ms Ruby S & Ms Asha M	--
3.	Submission of Data (Online) for Classes 9,10,11 & 12	Ms Meetu T & VPL	Ms M Gulati & HM (Sr)	--
	b) Olympiads / UPSTSE / NTSE / Aryabhata / INSPIRE / Vidya Manthan & Others	--	Aryabhata – Ms S Renakumar INSPIRE – Mr U Verma VVM & NTSE – Ms Indula M	Aryabhata – Ms Ruchika K BRICS Math – Ms Shilpi S Olympiad – Ms Arpita
4.	Inter School Activities	--	Ms K Pandey & Ms Nishi S	Ms Ruchika G & Ms Sumana S
5.	Nodal Teacher Supervisor for Training Programme	Ms Vibha Jain to be assisted by Ms Nishi N, Ms Meena Aggarwal and Ms Vibha Khurana		
6.	Advocacy Programmes	Dr Surbhi		Ms Rajeshwari Ravi
7.	Substitutions	Ms Anjali S	Mr Mohit Bhola	Ms Mamta M
8.	Transport Duty Roster	--	Mr Anoop D	Ms Mukul S
9.	KHAN'S ACADEMY - TABLAB	--	Ms Vaishali M	Ms Anita V & Ms Palak G
10.	House Coordinator(s)	--	Ms Manisha A	Ms Leena & Ms Smriti S
11.	Time Table	Ms Anita P & Ms Anjali S	Ms Namrta K & Mr Anshul D	Ms Ruchika K & Ms Mukul S
12.	Tour & Travel	Ms S Walia	Mr D Bist	Ms Dhanya P & Ms Monika P
13.	All Clubs including the outsourced ones	--	HM (Pr) & Ms K Shreya	Ms P Khanna & Ms Sonam M
14.	Atal Tinkering Lab	Ms Rani V	Mr U Verma & Mr Ranjeet S	Ms Dhanya P
15.	My Class Board	Ms Meetu T	Ms Meenakshi G & Ms Asha M	Ms Sonam & Ms Sheetal
16.	Solan Co-ordinator	Mr Sanjay Dua	Ms Samra R	Ms Ruchika K & Ms Renu U
		Overall I/Cs : Ms Komal M & Ms Manisha A		
17.	Smart Class / Interactive Panels / Extramarks Modules	--	Ms Meenakshi G & Class Reps Overall I/C : HM (Sr)	Ms Palak G
18.	Model United Nations	Ms S Walia & Legal Studies Teacher	Ms Samra R, Ms Nivedita & Ms Deepti M	--
19.	Interact Club	Ms Anjali S & M Neha G	--	Ms P Khanna & Ms Meena A
20.	Artificial Intelligence Lab / coding	Ms Sheetal J	Ms Asha M	Ms Sonam M
21.	Awakened Citizen Program	--	Ms Deepti M	--
22.	School Assembly			
	For Primary School	--	--	Ms Sumana S, Ms Rani N Ms Nisha R & Ms Rashi A
	For Senior School	--	Mr P Pallavi, Mr D Bist, Mr Swapan M and Ms M Arora	Mr Vardhan S
23.	Discipline	Mr D Bist	Mr Vardhan S	Ms Rani N
24.	School Publication SAGARIKA - ANNUAL JOURNAL	Ms Rachna S	Ms Kamna J	Ms Charu G & Ms Deepa C

25.	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Deepti T	Ms Charu G
26	Annual Report	Ms Rumpa B	Ms Sharmishtha C	--
27	Disaster Management Mock Drills	--	Ms K Shreya & Ms Nivedita B	Ms Smriti S
28	International Collaborations	Ms Rachna S	Ms Kamna J / Ms Sabari M	Ms Mamta M
29	Tony Blair Foundation & Korean Cultural Exchange	--	Ms Sabari M	--
30	Horticulture Team	--	Ms Neerja B & Mr U Verma	--
31	School Bag Weight	Mr Sanjay D	--	Ms Syed H
32	Environment Club	--	Ms Neerja B	Ms Yasha S
33	Health & Wellness Club	--	Ms Vidhi O	Ms Palak G
34	Annual School Calendar (Digital)	--	VPL /Mr Prabhat	Ms Meena A & Ms Smriti S
35	Social Media Co-ordinator	Ms Ruby S	--	--
36	Display Board I/Cs of Corridor	Ms Swati S	Ms Deepti T	Ms Ruchika G
37	School Transport	Mr Anoop D & Mr Prabhat M		
38	Chinmaya Mission – Lectures for students and staff Incharges / ACP	HM (Sr) / Ms Manisha Arora, Ms Renu Pandey & Ms Deepti Mehra		
39	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh Bist, Mr Vardhan S		
ADMINISTRATIVE				
1	Release of School Circular	Ms A Razdan & PPL		
2	NEET /JEE/CBSE/CTET	VPL / HM (Sr) / Ms Meetu T, Ms Ruby S / Ms Asha M / Ms Sheetal J		
3	Updation of Information on School Website (Every fortnight)	Mr Sachin, Ms Meetu T, Mr Yograj, Ms Meenakshi G, Ms Asha M, Ms Sonam M Supervision : VPL, HM (Sr), HM (Pr), HM (PP)		
4	Printing of Stationery (Annual)	VPL		
5	Hospitality	Ms Neha G, Ms Abha B, Ms Parimeeta K, Ms Mamta M, Ms Shally W, Ms Smriti Sharma, Ms Komal M, Ms Arpita S, Ms Pooja Kapoor		
6	Supervision / Counselling / Grooming of Support Staff	Ms Ruchika Gupta, Ms R Gathania & Ms Monika P		
7	Dress Code for Staff	Ms Rajni G, Ms Anjuni R & Ms Parimeeta K		
SMC REPORT				
1	Innovative Pedagogies	--	Ms Deepti Tiwari	Ms Charu G
2	Student's Achievements	--	Ms Sweta G	Ms Smriti S
3	Teacher's Achievements	--	Ms Vidhi Oberoi	Ms Rashi A
4	Alumni Connect	Ms Anita P & Ms Rumpa B	--	--
5	Meritorious Achievements/Awards	Ms Rachna S	--	--
6	School Functions	Ms Rumpa B	--	--
7	Tech Council	Ms Meetu T	--	--
8	Microsoft Reports	--	Ms Asha M	--
9	Smart Classes / Senses Panels	--	Ms Meenakshi G	Ms Sonam Malik & Ms Leena
10	Sports Achievements	--	Mr Vardhan & Ms Poonam	--
11	ISA	Ms Rachna S (Russia)	Ms Sabari M (Overall I/C) Ms Kamna J (US) Ms Abha B (Kazakhstan)	--

- 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) through Reporting Officers for compilation of SMC Report.
- All staff members are requested to strictly adhere to the above duties and responsibilities.

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

VPL, HM (Sr), HM (Pr), HM (PP), Staff (via e-mail)
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