



DUTIES AND RESPONSIBILITIES (SESSION 2023-24)

S.N	AREA	TEACHER(S) IN-CHARGE		
1.	ACADEMICS			
	Exam Cell I/Cs	SR SECONDARY	MIDDLE & SECONDARY	PRIMARY
	g) For Classes I to V Mismuster Exam/ Holiday Homework	--	--	Ms Mukul S, Ms Pooja K Class Reps & HM (Pr)
	h) For Classes VI – X Exam Cell Holiday Home.Work	--	Mr Mohit B (VI-VIII) Ms Meenakshi G (IX & X) Class Reps	--
	i) For Classes XI & XII Exam Cell Holiday Home Work	Ms Neha G, Ms Philo M	--	--
2.	Assignment I/Cs	Mr Sanjay D, Ms.Sithara	Subject Coordinators & Ms Deepti M, Ms Srishti M	Ms Syed Humera, Ms Charu G
3.	Open Exams	--	Ms Indula M & Ms Sonam M	Ms Nandini G, Ms Garima Priya Ms Dhanya P
	c) CBSE			
	CBSE Expression Series HM (Pr) / (Sr)	Ms Rumpa B, Ms Abha B Mr Rajkumar	Mr Niladri S Das Ms Sweta G	Ms Arpita S, Ms Poonam
	CBSE Circulars VPL	Mr Rajkumar, Mr Narender	--	--
	CBSE (AISSE (X) AISSCE (XII) VPL	Ms Ruby S	Ms Asha M	--
	Submission of Data (Online) for Classes 9,10,11 & 12	VPL & Class Reps Ms Meetu T	HM (Sr.) & CIs Reps Ms M Gulati	--
	Olympiads / UPSTSE / NTSE / Aryabhata / INSPIRE / Vidya Manthan & Others HM (Sr)	--	Aryabhata – TGT (Maths) Ms Subha R Mr Anshul D INSPIRE – Mr U Verma VVM & NTSE – Ms Indula M IT Olympiads – Ms Meetu T Ms Asha M Ms M Gulati Ms Sonam M	Aryabhata – Ms Ruchika K Ms Ankita T BRICS Math – Ms Anita V Olympiads Ms Nandini G, Ms Dhanya Ms Garima
4.	Inter School Activities	--	Ms K Pandey & Ms Nishi S	Ms Rashi Anand & Ms Sumana S
5.	Nodal Teacher Supervisor for Training Programmes of CBSE	Ms Vibha Jain is to be assisted by Ms Namrta K, Ms Meena Aggarwal and Ms Vibha Khurana		
6.	Advocacy Programmes	Counsellor / VPL/HM (Sr) / HM (Pr) / HM (PP)		Ms Phillo Maria
7.	Substitutions	Mr Vipin	Ms Abha B	Ms Alka Rai
8.	Transport Duty Roster	--	Mr Anoop D, Mr Mohit B	Ms Aiman S
9.	House Coordinator(s)	--	Ms Manisha A, Ms Abha B	Ms Leena M & Ms Sona R
10.	Time Table	--	Ms Namrta K & Mr Anshul D	Ms Mukul S, Ms Ruchika K & Ms Ankita T
11.	Tour & Travel	Ms Abha B	Mr D Bist	Ms Nandini G & Ms Monika P
12.	School Clubs including outsourced Clubs	--	HM (Sr) & Ms K Shreya	Ms P Khanna & Ms Yasha S
13.	Atal Tinkering Lab	--	Mr U Verma & Mr Rajkumar Ms Nupur Agarwal	Ms Suniti, Ms Dhanya, Ms Yasha S
14.	My Class Board	Ms Meetu T & Ms Asha M	Ms M Gulati & Ms Sonam M	Ms Alka R & Ms Garima Priya
15.	Solan Co-ordinator(s)	Mr Sanjay Dua	Ms Nishi S	Ms Pooja & Ms Anita V
		Overall I/Cs : Ms Komal M & Ms Manisha A		
16.	Smart Class / Interactive Panels	Ms M Gulati & Class Reps	Ms Meenakshi G & Class Reps Overall I/C : HM (Sr)	Ms Ruchika G & Class Reps
17.	Model United Nations	--	Ms Nivedita & Ms Deepti M	--
18.	Interact Club	Ms Neha G / Ms Rumpa B	Ms Sweta G	Ms Deepa C & Ms Meena A
19.	Artificial Intelligence Lab / Coding	Ms Asha M	Ms Sonam M	Ms Alka R & Mr Rajkumar
20.	Awakened Citizen Program	--	Ms Deepti M & Ms Deepti T	--
21.	School Band	--	Mr Tara Singh	Ms Mamta M
22.	School Assembly For Primary School	--	--	Ms Sumana S, Ms Rani N Ms Nisha R & Ms Monika P
	For Senior School	Mr P Pallavi, Mr D Bist, Mr Swapan M and Ms M Arora	--	--
23.	School Discipline	Mr D Bist	Mr Vardhan S	Ms Rani N
24.	School Publication SAGARIKA–Annual Journal	Ms Rachna S	Ms Kamna J	Ms Rashi A, Ms Sona & Ms Deepa C
25.	Moot Court	Shally W and Divyansh	Ms. Sabari M	--
26.	Remedial Classes	Mr S Dua, Class Rep and Co Class Rep	Ms Smriti S Respective Co Class Reps	Ms Ankita B, Ms Arpita S
27.	Career Conclave	VPL, Ms Ruby S, Ms Sithara & Ms Asha M	--	--

28	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Deepti T	Ms Charu G
29	Annual Report	Ms Rumpa B	Ms Manisha A	--
30	Disaster Management Mock Drills	--	Ms K Shreya & Ms Nivedita B	Ms Smriti S, Ms Poorwa L
31	International Collaborations	Ms Shally Walia	Ms Kamna J	Ms Medha B, Ms Rashi A
32	Tony Blair Foundation & Korean Cultural Exchange	--	Ms Sabari M	Ms Arpita S
33	Horticulture Team	--	Ms Neerja B & Mr U Verma	Ms Suniti
34	School Bag Weight	Mr Sanjay D	--	Ms Syed H, Ms Mansi T
35	Environment Club	--	Ms Neerja B, Ms Nupur A	Ms Minakshi J
36	Health & Wellness Club	--	Ms Vidhi O	Ms Poorwa L
37	Quiz Club	--	Mr Anshul D, Ms Smriti	--
38	Annual School Calendar (Digital)	Ms M S Sithara	Ms Sonam M	Ms Garima P
39	Social Media Co-ordinator	Ms Ruby S	--	--
40	School Transport	Mr Ravindra, Mr Anoop D		
41	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh Bist, Mr Vardhan S, Ms. Rani Negi		
42	Hardware I/C	Ms Meetu T & Ms Sonam M		
43	Software I/C	Ms Asha M, Ms Alka R & Mr Rajkumar		
44	Mashmari	Ms Sonam Malik & Mr Rajkumar C C		
45	Embibe	Ms Meenakshi G & Ms Meetu T		
46	Student Recommendations/LOR	Ms Philo M / School Counselor / Ms Khushi P		
47	TOI Survey	Ms S Walia, Ms Rachna S, Ms Neerja B & Ms Rashi A		
48	Annual Play	Ms Rachna / Ms Umesh K		
49	Press Release	Ms Mamta M		
	ADMINISTRATIVE			
1	Release of School Circulars	Ms A Razdan & PPL		
2	NEET /JEE/CBSE/CTET	VPL / Ms Meetu T / Ms Ruby S / Ms Asha M		
3	Updation of Information on School Website (Every fortnight)	Mr Raj Kumar, Ms Meetu T, Mr Yograj, staff as per areas allocated. Overall Supervision : VPL, HM (Sr), HM (Pr), HM (PP)		
4	Printing of Stationery (Annual)	VPL		
5	Hospitality	Ms Neha G, Ms Abha B, Ms Pooja Kapoor		
6	Supervision / Counselling / Grooming of Support Staff	Ms Kamna J, Ms Vidhi O, Ms Ruchika Khanna and Ms Manami G		
7	Dress Code for Staff	A.O (Support Staff), VPL & HMs		
	SMC REPORT			
1	Innovative Pedagogies	Ms Ruby Singh	Ms Subha R	Ms Charu G
2	Student's Achievements	Ms M S Sithara	Ms Sweta Gupta	Ms Arpita S
3	Student's Workshop	Ms Philo M	Ms Khushi P, Ms Neha	Ms Mukul S
4	Teacher's Achievements	Ms Shagun S	Ms Vidhi Oberoi	Ms Dhanya P
5	Alumni Connect	Ms Rumpa B	Ms Kamna J	--
6	School Achievements / Awards	Ms Rachna S	--	--
7	School Functions	Ms Rumpa B	--	--
8	Tech Council	Ms Meetu T & Ms Sonam M	--	--
9	Microsoft Reports	--	Ms Asha M	Ms Alka R
10	Smart Classes / Senses Panels	--	Ms Meenakshi G, Ms Sonam M	Ms Alka R & Ms Poorwa L
11	Sports Achievements	Mr Dinesh B	Mr Vardhan & Ms Poonam	Ms Rani N
12	ISA/International Collaborations	Ms S Walia	Ms Sabari M (Overall I/C) Ms Kamna J, Ms Abha B	Ms Rashi A
13	My Class board	Ms Meetu T	Ms Sonam M	Ms Alka R
14	ATL	--	Mr U Verma	Ms Suniti
15	School Innovation Cell	Ms Swati C, Mr Sanjay D	Mr Anshul D	--
16	Standards Club	Mr Vipin Kumar	Ms Rakhi Kumari	--
17	Inter School Activities	--	Ms Kavita P, Ms Nishi S	Ms Sumana S, Ms Ruchika G
18	Teachers' Workshops	Ms Vibha J	Ms Manisha A	Ms Meena A
19	Teachers' Inhouse Workshops	Ms Philo M	Ms Srishti M	--
20	CFSI	Ms Philo M Alexander	--	Ms Neha Y
21	Open Exam	--	Ms Indula M	Ms Arpita S, Ms Nandini, Ms Garima P
22	Clubs	--	Ms K Shreya, Ms Sonam M	Ms Parimeeta K & Ms Alka R
23	Bal Sabha	Ms Abha B	Ms Manisha A	Ms Sona, Ms Leena
24	School Publications	Ms Asha M	Ms Meenakshi G	Ms Rashi, Ms Sona R & Ms Deepa
25	Important Days	Ms Khushi Pallavi	--	--
26	Exam Cell	Ms Neha Gupta	Ms Meenakshi G, Mr Mohit B	Ms Mukul S, Ms Pooja K

- 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.
- Concerned staff is required to submit timely reports to HM (Sr) for preparing the **Principal's Report**.
- All staff members are requested to strictly adhere to the above duties and responsibilities.
- HMs / VPL are requested to note the assigned areas of responsibility.

Asha Prabhakar
Asha Prabhakar
 (Principal)

Kindness, Resilience, Respect



Distribution

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