



DUTIES AND RESPONSIBILITIES (SESSION 2024-25)

S.N	AREA	TEACHER(S) IN-CHARGE		
	ACADEMICS			
	Exam Cell I/Cs	SR SECONDARY	MIDDLE & SECONDARY	PRIMARY
1.	a) For Classes I to V Exam Cell / Mismuster Exam	--	--	Ms Mukul S, Ms Pooja K
	Holiday Homework	--	--	Class Reps (Under the supervision of HM (Pr))
	Assignments	--	--	Ms Minakshi J, Ms Garima P
	b) For Classes VI – X Exam Cell	--	Mr Mohit B, Mr Anshul D	--
	Holiday Home Work	--	Class Reps	
	Assignments	--	Ms Deepti M, Mr Hansraj A	
c) For Classes XI & XII Exam Cell	Ms Neha G, Ms Sabari M	--	--	
	Holiday Home Work	VPL		
2.	Open Exams	Mr Sanjay D	Ms Indula M, Ms Sonam M & Ms Nupur	Ms Nandini G, Ms Anita V
	CBSE			
	CBSE Expression Series	VPL, Ms Rumpa B, Ms Abha B	HM (Sr), Mr Niladri S Das Ms Sweta G, Ms Susmita S	HM (Pr), Ms Charu G, Ms Reena R, Mr Faiz A
	CBSE Circulars	VPL, Mr Rajkumar	HM (Sr), Mr Hansraj A	Ms Aiman S, Ms Bhumika C
	CBSE - AISSE (X) AISSEE (XII)	VPL, Ms Meetu T, Ms Vibha J	HM (Sr), Ms Meenakshi G,	--
	SAFAL (Pilot Programme)	--	Ms Meenakshi G – Nodal Tr for Class VIII	Ms Alka R Nodal Tr for Class V
	Submission of Data (Online) for Classes 9,10,11 & 12	VPL / System Administrator Ms Meetu T, Ms Asha M, Class Teachers & Reps	HM (Sr.), Ms M Gulati, Class Teachers and Reps	--
	Olympiads / UPSTSE / NTSE / Aryabhata / INSPIRE / VVM & Others	Aryabhata – Mr Vipin K Mr Birender S ANCQ – Ms Vibha J IT Olympiads – Ms Meetu T Ms Asha M	Aryabhata – Mr Sanjay D Ms Subha R Mr Anshul D VVM & NTSE – Ms Indula M IMO – Mr Sanjay D IT Olympiads – Ms M Gulati Ms Sonam M	Aryabhata – Ms Anita V Ms Mansi T BRICS Math – Ms Ruchika G Olympiads Ms Ankita T KAMP – NASTA - Ms Ruchika K Ms Minakshi J
	3. Inter School Activities	--	Ms Neha Y, Ms Kavita P	Ms Ankita T & Ms Sumana S
	4. Nodal Teacher Supervisor for Training Programmes of CBSE	VPL, Ms Vibha Jain	HM (Sr), Ms Nupur B	Ms Meena A, Ms Vibha K
5. Student Advocacy Programmes	Ms Philo M & Class Reps	Ms Neha Y & Class Reps	Ms Sanjam B & Class Reps	
6. Substitutions	Mr Anoop D	Ms Abha B	Ms Alka Rai, Ms Ruchika K	
7. Transport Duty Roster	--	Mr Mohit B, Mr Hansraj A	Ms Aiman S	
8. House Coordinator(s)	Ms Rachna S	Ms Meenakshi G	Ms Leena M & Ms Sona R	
9. Time Table	Mr Vipin, Ms Ruby S	Ms Namrta K & Mr Anshul D	Ms Anita V, Ms Ruchika K	
10. School Almanac	Ms Ruby S	Ms Nupur B	Ms Meena A	
11. Tour & Travel	Ms Abha B & Mr D Bist	--	Ms Monika P, Ms Charu	
12. School Clubs including outsourced Clubs	--	HM (Sr), Ms K Shreya Ms Saakshi P	Ms Suniti, Ms Yasha S	
13. Atal Tinkering Lab	Ms Divya M	Mr U Verma	Ms Suniti, Ms Yasha S	
14. School Innovation Cell	Ms Swati C, Mr Sanjay D	--	--	
15. My Class Board	Ms Meetu T & Ms Asha M	Ms M Gulati & Ms Sonam M	Ms Alka R & Ms Garima Priya	
16. Solan Co-ordinator(s)	Mr Sanjay Dua	Ms Nishi S	Ms Deepa C	
17. Smart Class / Interactive Panels	Ms M Gulati & Class Reps	Ms Meenakshi G & Class Reps	Ms Ankita B & Class Reps	
18. Youth Parliament	Mr Nilesh R	Ms Sakshi P	--	
19. Model United Nations	--	Ms Nivedita & Ms Deepti M	--	
20. Interact Club	Ms Neha G / Ms Rumpa B	Ms Sweta G	Ms Minakshi J, Ms Sapna C	
21. Artificial Intelligence Lab / Coding	Ms Asha M	Ms Sonam M	Ms Garima P & Mr Rajkumar Ms Alka R & Ms Diksha T	
22. Awakened Citizen Program	--	Ms Deepti M & Ms Deepti T	--	
23. School Band	--	Band Master	Mr Akash	
24. School Assembly	Ms Rachna S	Mr P Pallavi, Mr D Bist, Mr Swapan M	Ms Sumana S, Ms Nisha R & Ms Rashmi A	
25. School Discipline	Mr D Bist	Mr Vardhan S	Ms Rani N	
26. School Publication SAGARIKA–Annual Journal	Ms Rachna S	Ms Komal M, Ms Kamna J	Ms Ishu C, Ms Cnharu G Ms Bhumika C	
27. Moot Court	Mr Nilesh R, Ms Sakshi S	--	--	

28.	Remedial Classes	Mr Birender S, Class Rep and Co Class Rep	Mr Anoop D, Class Reps and Co Class Reps	Ms Meena A, Ms Ankita B
29.	Career Conclave	VPL, Ms Ruby S, Ms Philo M & Ms Asha M	Ms Neha Y & Class Reps IX & X	--
30.	Syllabus Planning and Printing	VPL, Ms Ruby S, Ms Meetu T, Ms Asha M, Ms Sabari M	HM (Sr), Class Reps, Mr Mohit B	Class Reps, Ms Ruchika G
31.	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Susmita S	Ms Charu G, Ms Sona
32.	Annual Report	Ms Rumpa B	Ms Deepti T	--
33.	Annual Sports Report	Mr D Bist	Mr Vardhan S, Ms Poonam S	--
34.	Disaster Management Mock Drills	--	Ms K Shreya & Ms Nivedita B	Ms Diksha T, Ms Neelam K
35.	International Collaborations	Ms Sabari M	Ms Deepti T	Ms Rashi A, Ms Bhumika C
36.	Tony Blair Foundation & Korean Cultural Exchange			Ms Sona R, Ms Arpita S Ms Sanjam B
37.	Horticulture Team	PPL/AO/Security Supervisor	--	--
38.	School Bag Weight	--	Mr Sanjay D	Ms Syed H, Ms Dhanya P
39.	Environment Club	--	Ms Neerja B	Ms Neelam, Ms Mansi T
40.	Health & Wellness Club	--	Ms Vidhi O	Ms Meena A
41.	Quiz Club	--	Mr Anshul D	Ms Anita V
42.	Astronomy Club	--	Ms Smriti S, Ms Saakshi P	--
43.	Annual School Calendar (Digital)	Ms Ruby S, Mr Vipin	Ms Sonam M, Ms Nupur B	Ms Garima P
44.	Important Days	To be monitored by VPL/HMs	--	--
45.	Social Media Co-ordinator	Ms Ruby S, Ms Meetu T	Mr Yograj M, Mr Rajkumar	--
46.	School Transport	Mr Ravindra, Mr Mohit B, Mr Hansraj A		
47.	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh Bist, Mr Vardhan S, Ms. Rani Negi		
48.	Hardware I/C	Ms Meetu T, Ms Sonam M		
49.	Software I/C	Ms Asha M, Ms Alka R & Mr Rajkumar		
50.	Embibe	Ms Meenakshi G		
51.	Adobe	Ms Asha M, Ms Sonam M		
52.	Extra Marks	Ms Alka R, Ms Garima Priya		
53.	Student Recommendations/LOR	Ms Rachna S, Ms Philo M		
54.	TOI Survey/C-fore /Jagran	Ms Rachna S, Ms Poonam S, Ms Kamna J & Ms Rashi A		
55.	Annual Play	Ms Rachna S, Ms Komal M		
56.	Press Release(s)	HM (Sr), Ms Mamta M, Ms Susmita S, Ms Suman		
ADMINISTRATIVE				
1	Release of School Circulars	Ms A Razdan & PPL		
2	NEET /CBSE/CTET	VPL / Ms Meetu T / Ms Ruby S / Ms Asha M / Mr Birender S		
3	Updation of Information on School Website (Every fortnight)	Mr Raj Kumar, Mr Yograj, staff as per areas allocated. Overall Supervision : VPL, HM (Sr), HM (Pr), HM (PP)		
4	SEO	Mr Yograj M, Mr Rajkumar, Ms Garima P, Ms Alka R		
5	Printing of Stationery (Annual)	VPL, Mr Ompal S		
6	Hospitality	HM (PP), Ms Neha G, Ms Abha B, Ms Parimeeta K, Ms Ankita Batra		
7	Supervision / Counselling / Grooming of Support Staff	Ms Kamna J, Ms Vidhi O, Ms Ruchika Khanna, Ms Manami G, A.O & 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 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
 (Principal)
 Kindness, Resilience, Respect




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