



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	VPL	Mr A Dixit, Mr Mohit , Ms Neha, Ms Mukul S (Overall Supervision : Mr Anoop D)	HM (Pr) & HM (PP)
	Holiday Homework			
	Assignments			
	b) For Classes VI – X Exam Cell			
	Holiday Home Work			
	Assignments			
c) For Classes XI & XII Exam Cell				
	Holiday Home Work			
2.	Time Table I/Cs	Ms Namrta K, Ms Subha R, Ms Ruchika K and Mr Vipin K		
	Open Exams	Ms Indula M, Ms Anita V and Ms Nisha Bisht		
	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 Mamta M
	CBSE Circulars	VPL		
	CBSE Capacity Building Workshops	Ms Vibha Jain		
3.	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		Ms Meetu T (XII) Ms Asha R (XI) Ms Meenakshi G (X) Ms Sonam M (IX)	
	Olympiads / UPSTSE / NTSE / Aryabhata / INSPIRE / VVM & Others	Mr Birender S, Mr Sanjay D, Ms Indula M, Ms Anita V, Ms Ruchika K, Ms Minakshi J		
4.	Inter School Activities	Ms Kavita P, Ms Sumana S, Ms Poonam S		
5.	Nodal Teacher Supervisor for Training Programmes of CBSE	VPL, Ms Vibha Jain	HM (Sr), Ms Nupur B	HM (PP), Ms Meena A
6.	Student Advocacy Programmes	Class Reps & Counselor		
7.	Substitutions	Ms Abha B, Ms Alka Rai		
8.	Transport Duty Roster	Mr Mohit B, Mr Anoop D		
9.	House Coordinator(s)	Ms Rachna S	Ms Meenakshi G	Ms Leena M & Ms Sona R
10.	Time Table	Ms Ruby S, Ms Divya M	Ms Namrta K	Ms Ruchika K
11.	School Almanac	VPL	Ms Poonam S	Ms Ishu C
12.	Tour & Travel	Ms Abha B & Mr D Bist	--	Ms Monika P, Ms Charu
13.	School Clubs including outsourced Clubs	--	HM (Sr), Ms K Shreya Ms Saakshi P	Ms Suniti, Ms Yasha S
14.	Atal Tinkering Lab	Ms Divya M	Mr U Verma	Ms Suniti, Ms Yasha S
15.	School Innovation Cell	Ms Swati C, Mr Sanjay D, Mr Birender Sahu, Ms Divya M and other Depts.		
16.	My Class Board	Ms Meetu T & Ms Asha M	Ms M Gulati & Ms Sonam M	Ms Alka R & Ms Garima Priya
17.	Solan Co-ordinator(s)	Mr Sanjay Dua	Ms Nishi S	Ms Deepa C
18.	Solan Co-ordinator (For Sister Units)	Ms Komal M & HM (Sr)	--	--
19.	Smart Class / Interactive Panels	Ms M Gulati & Class Reps	Ms Meenakshi G & Class Reps	Ms Ankita B & Class Reps
20.	Youth Parliament	Mr Nilesh R	Ms Sakshi P	--
21.	Model United Nations	--	Ms Nivedita & Ms Deepti M	--
22.	Interact Club	Ms Neha G / Ms Rumpa B	Ms Sweta G	Ms Minakshi J, Ms Sapna C
23.	Artificial Intelligence Lab / Coding	Ms Asha M	Ms Sonam M	Ms Garima P & Mr Rajkumar Ms Alka R & Ms Diksha T
24.	Awakened Citizen Program	--	Ms Deepti M & Ms Deepti T	--
25.	School Band	--	Band Master	Mr Akash
26.	School Assembly	Ms Rachna S	Mr P Pallavi, Mr D Bist, Mr Swapan M	Ms Sumana S, Ms Nisha R & Ms Bhumika C
27.	School Discipline	Mr D Bist	Mr Vardhan S	Ms Rani N
28.	School Publication SAGARIKA–Annual Journal	Ms Rachna S	Ms Komal M, Ms Kamna J	Ms Ishu C, Ms Charu G Ms Bhumika C
29.	Moot Court	Mr Nilesh R, Ms Sakshi S	--	--

30.	Remedial Classes	Ms Swati C (Science) Ms Sabari M (Commerce) Mr Nilesh (Humanities)	HM (Sr), Ms Neerja B (IX & X) Ms Subha R (VI-VIII)	HM (Pr), Ms Ruchika K (III-V)
31.	Career Conclave	VPL, Ms Ruby S, Ms Philo M & Ms Asha M		--
32.	Syllabus Planning and Printing	VPL and Class Reps	HM (Sr) and Class Reps	HM (Pr) and Class Reps
33.	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Susmita S	Ms Charu G, Ms Sona
34.	Annual Report	Ms Rumpa B	Ms Deepti T	--
35.	Annual Sports Report	Mr D Bist	Mr Vardhan S, Ms Poonam S	--
36.	Disaster Management Mock Drills	VPL, HM (Sr), Soc Sc Dept. Members, HM (Pr) & HM (PP) – (To be held each Quarter)		
37.	International Collaborations and Tony Blair Foundation & Korean Cultural Exchange	Ms Sabari M	Ms Deepti T	Ms Sona R, Ms Bhumiika C, Ms Mamta M
38.	Horticulture Team	PPL / A.O. / Security Supervisor / Ms Neerja B / Ms Vidhi O / Ms Rakhi K		
39.	School Bag Weight	--	Mr Sanjay D	Ms Dhanya P
40.	Environment Club	--	Ms Neerja B	Ms Yasha S
41.	Health & Wellness Club	--	Ms Vidhi O	Ms Dhanya P
42.	Quiz Club	--	Mr Anshul D	Ms Anita V
43.	Astronomy Club	Ms Swati C	Ms Smriti S, Ms Saakshi P	--
44.	Annual School Calendar (Digital)	HM (PP) & Team		
45.	Important Days	To be monitored by Ms Ruby S		
46.	Social Media Co-ordinator	Overall I/C : VPL HM (Sr) - (Face Book) HM (Pr) - (Instagram) Ms.Ruby S - (Linkedin) Ms.Ruby S - (Twitter)		
47.	School Transport	Mr Ravindra, Mr Mohit B, Mr Anoop D and Mr Vipin K*		
48.	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh Bist, Mr Vardhan S, Ms. Rani Negi		
49.	Hardware I/C	Ms Meetu T, Ms Sonam M		
50.	Software I/C	Ms Asha M, Ms Alka R		
51.	Embibe	Ms Divya M, Ms Meenakshi G		
52.	Senses Panels	Ms Meenakshi G, Ms Dhanya P and Ms Nandini G		
53.	Adobe	Ms Asha M, Ms Sonam M		
54.	Extra Marks	Ms Alka R, Ms Garima Priya		
55.	Student Recommendations/LOR	Ms Rachna S, Ms Philo M and Ms Sabari M		
56.	TOI Survey/C-fore /Jagran	Ms Rachna S, Ms Poonam S, Ms Kamna J & Ms Ishu C		
57.	Annual Play	Ms Rachna S, Ms Komal M		
58.	Press Release(s)	HM (Sr), Ms Mamta M, Ms Susmita S, Ms Sweta G		
59.	School Alumni I/Cs	2004 - 2013 : Ms Rumpa B 3013 – 2024 : VPL, Ms Kamna J & Ms Eva K		
ADMINISTRATIVE				
1.	Release of School Circulars	Ms A Razdan & PPL		
2.	NEET /CBSE/CTET	CBSE : I/C - Ms Ruby S (XII) and Mr Birender S (X) CTET : I/C - Ms Meetu T and HM (Pr) NEET : I/C - VPL and HM (Sr)		
3.	Updation of Information on School Website (Every fortnight)	Overall Supervision : VPL, HM (Sr), HM (Pr), HM (PP) Assistance : Mr Yograj M		
4.	SEO	Mr Yograj M, Mr Rajkumar, Ms Garima P, Ms Alka R		
5.	Printing of Stationery (Annual)	VPL, HM (PP) and 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 (Reporting to Principal once in a month)		

*Mr Vipin will check the Transport Registers and submit a fortnightly report to the office of Principal.

- 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

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution

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