



DUTIES AND RESPONSIBILITIES (SESSION : 2024-25)

S.N	AREA	TEACHER(S) IN-CHARGE		
	ACADEMICS			
	Exam Cell I/Cs	SR SECONDARY	MIDDLE & SECONDARY	PRIMARY
01.	a) For Classes I to V Exam Cell / Mismuster Exam	--	--	Ms. Mukul S, Ms Pooja K,
	b) For Classes VI – X Exam Cell	--	Mr. Anshul D	--
	c) For Classes XI & XII Exam Cell	Ms Neha G	--	--
02	<u>Assignments</u>	Ms. Swasti. C & Ms. Vibha Jain	Ms. Dipti Mehra and Mr. Hansraj A	Ms. Meenakshi J/ Ms. Manju M and Ms. Garima P
03	Holiday Home Work	VPL	HM (Sr)	HM (Pr) & HM (PP)
04.	Time Table I/Cs	Ms Namrta K, Mr Anshul D, Mr Vipin K, Ms Ruchika K and Ms Anita V		
	Open Exams	Ms Indula M, Ms Anita V & Ms Nandini G		
	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, Mr Faiz A, Ms Mamta M
	CBSE Circulars	VPL		
	CBSE Capacity Building Workshops	Ms Vibha Jain		
05.	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 Mansi T		
06.	Inter School Activities	Ms Kavita P, Ms Sumana S, Ms Neha Y, Ms Ankita T		
07.	Nodal Teacher Supervisor for Training Programmes of CBSE	VPL, Ms Vibha Jain	HM (Sr), Ms Smriti S	HM (PP), Ms Meena A
08.	Student Advocacy Programmes	Class Reps & Counselor		
09.	Substitutions	Ms Abha B, Mr Ankit S, Ms Alka Rai		
10.	Transport Duty Roster	Mr Anoop D, Mr. Niladri, Mr. Faiz		
11.	House Coordinator(s)	Ms Rachna S	Ms Meenakshi G	Ms Leena M & Ms Sona R
12.	Time Table	Mr Vipin K	Ms Namrta K, Mr Anshul D	Ms Ruchika K, Ms Anita V Ms. Manisi T/ Ms. Ankit T (Online Time Table)
13.	School Almanac	VPL	Ms Susmita S	Ms Meena A
14.	Tour & Travel	Ms Abha B & Mr D Bist		
15.	School Clubs including outsourced Clubs	--	HM (Sr), Ms K Shreya Mr Anoop D (outsourced club)	Ms Suniti, Ms Yasha S
16.	Atal Tinkering Lab	--	Mr U Verma	Ms Suniti, Ms Yasha S
17.	School Innovation Cell	Ms Swati C, Mr Sanjay D, Mr Birender Sahu and other Depts.		
18.	My Class Board	Ms Meetu T & Ms Asha M	Ms M Gulati & Ms Sonam M	Ms Alka R & Ms Garima Priya
19.	Solan Co-ordinator(s)	Mr Sanjay Dua	Ms Nishi S	Ms Deepa C, Ms Anita V
20.	Solan Co-ordinator (For Sister Units)	--	Ms Komal M & HM (Sr)	--
21.	Smart Class / Interactive Panels	Ms Meenakshi G & Class Reps		
22.	Youth Parliament	Mr Nilesh R	Ms Sabari M	--
23.	Model United Nations	--	Ms Nivedita & Ms Deepti M	--
24.	Interact Club	Ms Neha G / Ms Rumpa B	Ms Sweta G	Ms Minakshi J,/Ms. Manju M Ms Reena R
25.	Artificial Intelligence Lab / Coding	Ms Asha M	Ms Sonam M	Ms Garima P & Mr Rajkumar Ms Alka R
26.	Awakened Citizen Program	--	Ms Deepti M & Ms Deepti T	Ms Diksha T
27.	School Band	--	Band Master, Mr. Vardhan Sharma for supervision	Ms. Mamta (Uniforms)
28.	School Assembly	Ms Rachna S	Mr P Pallavi, Mr D Bist, Mr Swapan M	Ms Sumana S, Ms Nisha R & Ms Bhumika C
29.	School Discipline	Mr D Bist	Mr Vardhan S	Ms Rani N
30.	School Publication SAGARIKA–Annual Journal	Ms Rachna S and English Dept.	Ms Komal M, Ms Kamna J Mr Hansraj A	Ms Ishu C, Ms Charu G Ms Deepa C, Ms Bhumika C, Ms Divya P
31.	Moot Court	Mr Nilesh R, Ms Sakshi S	--	--

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32.	Remedial Classes	VPL, Mr Ankit S, Mr Nilesh	HM (Sr), Ms Neerja B (IX & X) Ms Subha R (VI-VIII)	HM (Pr), Ms Ankita B (III-V)
33.	Career Conclave	VPL, Ms Ruby S, Ms Philo M & Ms Asha M		
34.	Syllabus Planning and Printing	VPL and Class Reps	HM (Sr) and Class Reps	HM (Pr), Ms Ruchika G and Class Reps
35.	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Susmita S	Ms Charu G, Ms Sonam
36.	Annual Report	Ms Rumpa B	Ms Deepti T	--
37.	Annual Sports Report	Mr D Bist	Mr Vardhan S, Ms Poonam S	--
38.	Disaster Management Mock Drills	VPL, HM (Sr), Soc Sc Dept. Members, HM (Pr) & HM (PP) – (To be held each Quarter)		
39.	International Collaborations and Tony Blair Foundation & Korean Cultural Exchange	Ms Sabari M	Ms Deepti T, Ms. Abha B	Ms Sonam R, Ms Bhumiika C, Ms Mamta M, Ms. Nandini
40.	Horticulture Team	PPL / A.O. / Security Supervisor / Ms Neerja B / Ms Vidhi O / Ms Rakhi K		
41.	School Bag Weight	Mr Sanjay D	--	Ms Syed Humera
42.	Environment Club	--	Ms Neerja B	Kumari Ritu Bala
43.	Health & Wellness Club	--	Ms Vidhi O	Ms Dhanya P
44.	Quiz Club	--	Mr Anshul D	Ms Anita V
45.	Astronomy Club	--	Ms Smriti S	--
46.	Standard Club	--	Ms. Rakhi K	--
47.	Aero Modelling	Ms Swati C	--	--
48.	Annual School Calendar (Digital)	HM (PP) & Team		
49.	Important Days	Ms Philo M & Ms Susmita S (To be monitored by Ms Ruby S)		
50.	Social Media Co-ordinator	Overall I/C : VPL Mr. Raj Kumar - (Face Book) HM (Pr) - (Instagram) Ms. Ruby S - (Linkedin) HM (Sr.) - (Twitter)		
51.	School Transport	Mr Ravindra, Mr Anoop D and Mr Vipin K*		
52.	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh Bist, Mr Vardhan S, Ms. Rani Negi		
53.	Hardware I/C	Ms Meetu T, Ms Sonam M		
54.	Software I/C	Ms Asha M, Ms Alka R		
55.	Embibe	Ms Meenakshi G		
56.	Senses Panels	Ms Meenakshi G, Ms Dhanya P and Ms Nandini G		
57.	Adobe	Ms Asha M, Ms Sonam M		
58.	Extra Marks	Ms Alka R, Ms Garima Priya		
59.	Student Recommendations/LOR	Ms Rachna S, and Ms Philo M		
60.	TOI Survey/Jagran/ Education Work	Ms Rachna S, Ms Deepti T, Ms Sonam R & Ms Charu G, Ms. Poonam S. Ms. Nandini		
61.	Annual Play	Ms Rachna S, Ms Komal M		
62.	Press Release(s)	HM (Sr), Ms Mamta M, Ms Susmita S, Ms Sweta G . Ms Suman S		
62.	School Alumni I/Cs	2004 - 2013 : Ms Rumpa B 2013 - 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		
4	SEO	VPL, 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)		
8	Society Branding Videos & Creatives	VPL, Mr. Raj Kumar CC, Ms. Deepti Tiwari and Ms. Leena, M		

*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