



AREAS OF RESPONSIBILITY (2025-26)

S.N	AREA(S)	TEACHER IN-CHARGE(S)		
ACADEMICS				
	Exam Cell I/Cs	SR SECONDARY	MIDDLE & SECONDARY	PRIMARY
01	a) For Classes I to V Exam Cell / Mismuster Exam	--	--	Ms Ruchika K Ms Arpita S
	b) For Classes VI – X Exam Cell	--	Ms Meenakshi G	--
	c) For Classes XI & XII Exam Cell	Ms Neha G,	--	--
	d) Report Card Generation	Ms Meetu T & Ms Asha M	Ms M Gulati & Ms Sonam M	Ms Alka R Ms Garima P Ms Sweta
	School Almanac	Ms Neha Gupta Mr Ankit Shandilya	Ms Suman S Ms Rakhi K	Ms Meena A
	02	Assignments	Mr Sanjay Dua Mr Nilesh Roy	Ms Dipti Mehra Mr Hansraj A
03	Holiday Home Work	VPL	Ms.Ruby Singh	HM (Pr)
	Remedial Classes	VPL, Class Reps (Mr Nilesh Roy to coordinate)	Ruby Singh, Class Reps (Mr Hansraj to coordinate)	HM (Pr), Ms Ankita B Ms Arpita S
	Syllabus Planning and Printing	VPL and Class Reps	Ruby Singh and Class Reps	HM (Pr.), Class Reps & Ms Ruchika Gupta
04	Time Table I/Cs	PPL / Ms Namrta K / Mr Anshul / Mr Vipin		HM (Pr) / Ms Ruchika K Ms Anita V
05	Substitutions	Ms Ruby Singh, Ms Abha B, Mr Ankit S, Mr Vipin		Ms Ruchika K & Ms Alka R
06	Transport Duty Roster	Mr Vipin, Ms S Renakumar		Ms Mukul S
07	Open Exams Olympiads / UPSTSE / NTSE	Ms Indula M, Ms Rakhi K		Ms Mukul S
	Aryabhata	Mr Sanjay Dua		Ms Ruchika K
	INSPIRE / VVM	Mr Umesh V / VPL		--
	Others	Ms Indula M, Ms Rakhi K		Ms Nandini G
	CBSE Expression Series	VPL Mr Yuvraj Ms Rumpa B	Ms.Ruby Singh Mr Niladri S Das Ms Susmita S	HM (Pr) Ms Bhumika C Ms Deepa C, Mr Faiz A Ms Trishita M Ms Brijesh Kumari
	CBSE Circulars	VPL	Ms Ruby Singh	HM (Pr)
	CBSE Capacity Building Workshops	Ms Vibha Jain	Ms Deepti M	Ms Ishu C
	SAFAL	--	Ms Meenakshi G (Class VIII)	Ms Alka R (Class V)
	Submission of Data (Online) for Classes 9,10,11 & 12	VPL Ms Meetu T (XII) Ms Asha R (XI)	HM (Sr) Ms Meenakshi G (X) Ms Sonam M (IX)	--

08	Nodal Teacher Supervisor for Training Programmes of CBSE	Overall I/C : HM (Pr)		
		Ms Vibha Jain	Ms Smriti S	Ms Ishu C
09	Student Advocacy Programmes	VPL School Counsellor	Ruby Singh School Counsellor	HM (Pr) Pr School Counsellor
10	Inter School Activities	Ms Kavita P, Ms Neha Y, Ms Nishi S		Ms Sumana S Ms Leena M Ms Vaniti
11	House Coordinator(s)	Ms Neerja Bhatnagar, Ms Meenakshi Gulati, Mr Ankit Shandilya		Ms Sona R Ms Meena A
12	Quality Circle Time / MPT / Aerobics (Every Tuesday and Wednesday)	Sports Department / VPL / HMs		
13	School Band	--	Band Master, (Mr Vardhan Sharma for supervision)	Ms Mamta M (Uniforms)
14	School Assembly	Mr D Bist	Ms Neerja B Ms Meenakshi G Mr P Pallavi Mr Swapan M	Ms Sumana S Ms Nisha R Ms Rani N Ms Rekha G Ms Ruchika G
15	Tour & Travel	Ms Abha B & Mr D Bist		Ms Monika P Ms Kanika P
16	School Clubs including outsourced Clubs	--	Ms Ruby S Ms K Shreya	Ms Yasha S Ms Suniti
17	Atal Tinkering Lab	Overall I/C : VPL	Mr U Verma & Ms Vibha Jain	Ms Yasha S Ms Arpita S
18	School Innovation Cell	VPL Mr Sanjay D	Ms Indula M	--
19	Anveshika	VPL Ms Swati C	Ms Rakhi K	Ms Suniti
20	ATAL Saarthi	VPL Ms Vibha Jain	Mr U Verma	Ms Yasha S Ms Arpita S
21	Youth Parliament / Model Panchayat / Model United Nations/ Ms Sakshi S	Mr Nilesh R Ms Sabari	Ms Nivedita Ms Deepti M TGT History	--
22	Interact Club	Ms Neha G Ms Rumpa B	Ms Sweta G Ms Shalini W	Ms Brijesh Ms Ankita B
23	Awakened Citizen Program	--	Ms Deepti M	Ms. Diksha T
24	Environment Club	--	Ms Neerja B	Ms Suniti Ms Ishu C
25	Health & Wellness Club	--	Ms Vidhi O	Ms Pooja K Ms Pragya S
26	Quiz Club	--	Mr Anshul D	Ms Ankita T Ms Kanika P
27	Astronomy Club	--	Ms Smriti S	Ms Swati P
28	Standard Club	Ms Swati Chawla	Ms. Rakhi K	--
29	Aero Modelling	Ms Swati C	--	Ms Namrata Kumari
30	YUVA Tourism Club	Mr Dinesh Bist	Ms Abha B	--
31	Cyber Safety Club	--	Ms Sonam M	Ms Alka Rai
32	Democracy & Electoral Club	Mr Nilesh Roy	Ms Anjali/TGT History	--
33	School Publications SAGARIKA--Annual Journal & News letters	Ms Rachna S	Ms Komal M, Ms Kamna J Mr Hansraj A	Ms Ritu Bala Ms Nandini G
34	Career Conclave	VPL Ms Philo M Ms Asha M	Ms Ruby S	--

35	Teachers Hand Book (Updation)	Ms Rumpa B	Ms Susmita S, Ms Deepti T	Ms Sona R Ms Dhanya P
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	Ms Ruby Singh Ms Kritika Shreya Soc Sc Dept. Members	HM (Pr)
		(Mock Drills are to be held every quarter.)		
39	International Collaborations / Tony Blair Foundation / Korean Cultural Exchange	Ms Sabari M	Ms Poonam S Ms Deepti T Ms Abha B	Ms Suniti Ms Rajinder K Mr Faiz A Ms Garima P Ms Mamta M
40	Horticulture Team	PPL / A.O. / Security Supervisor / Ms Vidhi O / Mr Umesh Verma		
41	School Bag Weight	Mr Sanjay Dua		Ms Syed Humera & Ms. Diksha T.
		Mr D Bist, Mr Vardhan S Supervision of School Bags (X, XI, XII) To submit fortnightly reports		
42	Solan Co-ordinator(s)	Mr Sanjay Dua	Ms Nishi S	Ms. Ankita B. & Ms. Dhanya P
43	Solan Co-ordinator (For Sister Units)		Ms Komal M Ms Ruby Singh	
44	Smart Class / Interactive Panels	Ms Meenakshi G & Class Reps		Ms Mansi T Class Reps
45	Annual School Calendar (Digital)	HM (PP) & Team		
46	Important Days (Creatives)	Ms Philo M	Ms Susmita S	Ms Pooja Kapoor
		(To be monitored by VPL/HM (Sr) / HM (Pr)		
47	Social Media Co-ordinator	Mr Raj Kumar - (Face Book) HM (Pr) - (Instagram) Ms Ruby S - (Linkedin) VPL - (Twitter)		
48	Local/Zonal Sports Matches (Under the aegis of Sports Council, CES)	Mr Dinesh B	Mr Vardhan S	Ms Rani Negi Ms Rekha G
49	Hardware I/C	Ms Meetu T	Ms Sonam M	--
50	Software I/C	Ms Asha M	--	Ms Alka R
51	Senses Panels	Ms Meenakshi G		Ms Dhanya P Ms Ankita T Ms Ruchika
52	Adobe	Ms Asha M	Ms Sonam M	--
53	Microsoft	Ms Asha Rajan (Mentor)	--	Ms Alka R Ms Garima Priya HM (Pr), HM (PP)
54	Extra Marks	--	--	Ms Alka R Ms Garima Priya HM (Pr)
55	Student Recommendations/LOR	Ms Rachna S Ms Philo M	--	--
56	TOI Survey/Jagran/ Education Work	Ms Rachna S	Ms Deepti T Ms Poonam S	Ms Sona R Ms Charu G Ms Rajinder Kaur
57	Annual Play	Ms Rachna S, Ms Komal M, Mr Swapan M, Mr P Pallavi		
58	Press Release(s)	Ms Ruby S	Ms Sweta G, Susmita S Ms Suman S	Ms Mamta M Ms Deepa C

59	School Alumni I/Cs	2004 - 2013 : Ms Rumpa B & Mr Nilesh Roy 2013 – 2024 : VPL, Ms Kamna J & Ms Eva K			
60	Alumni Initiatives	VPL Ms Rumpa B Mr Dinesh Bist	Ms Kamna J	Ms Eva K	
61	Academic Initiatives	Mr Nilesh Roy	Ms Subha Renakumar	Ms Mehak S Ms Ishu C	
62	Sagarika	Ms Rachna S	Ms Poonam S Ms Susmita S	Ms Ishu C	
63	School Publications (Department-wise Digital Publications)	VPL • Eng. Dept • Maths Dept • ATAL Magazine	HM (Sr) • Hin/San Dept • Soc Sc Dept • Comm. Dept	HM (Pr) • Phy Edu Dept • Env.Club Publication • Commerce Dept	HM (PP) Quarterly Newsletter for Parents
ADMINISTRATIVE					
1	Release of School Circulars	Mr Santosh & PPL			
2	NEET /CBSE/CTET	CBSE : I/Cs - VPL (XI-XII), Ms Ruby S (IX & X) and Ms Meetu Tripathi CTET : I/Cs - Ms Meetu T and HM (Pr) NEET : I/Cs - Ms Meetu T and Ms Ruby Singh			
3	School Website	VPL, HMs, Mr Yograj, Mr Rajkumar			
4	Updation of Information on School Website (Every fortnight)	Overall Supervision: VPL, Ms.Ruby Singh , HM (Pr), HM (PP) Assistance : Mr Yograj			
5	Printing of Stationery (Annual)	VPL, HM (Pr) & Mr Ompal			
6	Hospitality Team	HM (PP), Ms Neha G, Ms Abha B, Ms Parimeeta K, Ms Ankita Batra			
7	Supervision / Counselling / Grooming of Support Staff	VPL, A.O, Ms Philo, Ms Sona Rawat, Ms Gitika Thapliyal, Ms Pragya S (Reporting to Principal once in a month)			
8	Visitor Management	A.O/ UDC / System Administrator			
9	Safety and Security of School campus	A.O / Security Supervisor / VPL / HMs /Mr D Bist / Mr Vardhan S			
10	Dispersal of Students	Mr Dinesh B, Mr Vardhan S and Ms Rani Negi, Sports Coaches and all Class Teachers			

Responsibilities Assigned for SMC Report

S N	AREAS OF RESPONSIBILITY	SR SECONDARY	MIDDLE	PRIMARY	REPORT COMPILATION
1	Innovative Pedagogies	Mr Nilesh Roy	Ms Subha R	Ms Charu G	Mr Nilesh Roy
2	Student's Achievements	Ms Neha Sondhi	Ms Smriti S	--	Ms Smriti S
3	Student's Workshop	Ms Philo M	Ms Neha G	--	Ms Philo M
4	Teacher's Achievements	Mr Swati C	Ms Vidhi Oberoi	Ms Dhanya P	Ms Vidhi O
5	Alumni Connect	Ms Rumpa B	Ms Kamna J	--	Ms Rumpa B
6	School Achievements/ Awards /Accolades	Ms Rachna S	--	--	Ms Rachna S
7	School Functions	Ms Rumpa B	--	--	Ms Rumpa B
8	Tech Council	Ms Meetu T	--	Ms Garima P	Ms Meetu T
9	Microsoft Reports	--	--	Ms Alka / Ms Garima P	Ms Garima P
10	Smart Classes / Senses Panels / Embibe	--	Ms Meenakshi G	Ms Alka R	Ms Meenakshi G
11	Sports Achievements	Mr Dinesh B	Mr Vardhan Ms Poonam	Ms Rani N	Ms Poonam S
12	ISA	Ms Rachna S / Ms Sabari M	Ms Deepti T Ms Kamna J Ms Abha B	Ms. Suniti	Ms Sabari M

13	CBSE Activities	--	--	--	Ms Deepti T
14	SAFAL	--	Ms Meenakshi G	Ms Alka R	Ms Meenakshi G
15	Adobe	Ms Asha M	Ms Sonam M		Ms Sonam M
16	Club Reports (Paid & Unpaid) Environment – Ms Neerja Health & Wellness – Ms Vidhi Interact – Ms Neha G Quiz – Mr Anshul Standards – Ms Rakhi K	--	Ms Kritika S	Ms Yasha S Ms Suniti	Ms Kritika S
17	CFSI	Ms Philo M	Ms Neha Yadav	Counsellor (Pr)	Ms Neha Y
18	Inter School Activities	--	Ms Kavita	Ms Sumana S	Ms Kavita P
19	ATL	Ms Vibha Jain	Mr Umesh V	Ms Yasha S	Ms Vibha J
20	PTM Dates and Exam Schedule	Ms Neha G	Ms Meenakshi Gulati	Ms Ruchika K Ms Arpita S	Ms Ruchika K
21	Library	--	Ms Abha B	Ms Mamta M	Ms Abha B
22	Teachers' Workshops	Ms Vibha J	--	Ms Meena Aggarwal	Ms Vibha J
23	Inhouse /Capacity Building Workshops (Centralised)	Ms Swati C	--	Ms Ishu C	Ms Swati C
24	Bal Sabha Activities	--	Ms Neerja B Ms Meenakshi G	Ms Sona R Ms Meena A	Ms Meenakshi G
25	Open Exams	--	Ms Indula M Ms Rakhi K	Ms Nandini G Ms Mukul S	Ms Indula M
26	Important Days	Ms Philo	--	Ms Pragya S	Ms Philo M
27	School Publications	Ms Neha Sondhi	--	--	Ms Neha S
28	Visits/Excursions/Tours/Solan	--	Ms Komal M	--	Ms Abha B Ms Komal
29	MUN / Youth Parliament / Model panchayat/ Moot Court	Mr Nilesh R	Ms Nivedita B	--	Ms Nivedita B

All staff members are requested to adhere to the above areas of responsibility.

Date : 27 Mar, 2025

Asha Prabhakar

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect



Distribution

VPL, HMs
All Staff, Website, File