



# VVPS

## VIDYA VIKAS PUBLIC SCHOOL

MORABADI-BOREYA ROAD, RANCHI-834006

School Committee (ACADEMICSESSION-2021-22)

| Committee                                          | Members                                                                                                                                                                                    | Duties/ Role& Responsibilities |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------|----------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.(SEXUAL HARRASMENT COMMITTEE&amp; POCSCO)</b> | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms. Chandralekha</b></td></tr> <tr><td><b>Ms. SangeetaTulsyan</b></td></tr> <tr><td><b>Ms. Rajiv Ranjan</b></td></tr> </table> | <b>Name</b>                    | <b>Ms. Chandralekha</b> | <b>Ms. SangeetaTulsyan</b> | <b>Ms. Rajiv Ranjan</b> | <p>If any complaint related to immoral behavior towards girl students is received by the committee, the following steps should be taken immediately at Committee level.</p> <p><b>School Level:</b><br/>           A written complaint may be obtained from the students/parents.<br/>           Case may be brought to the notice of Principal/Administrator<br/>           A memorandum may be issued to the teacher by giving the gist of the complaint and in no case copy of the complaint should be given to the teacher<br/>           A committee may be constituted comprising of two or three male/female teachers and executive committee members to conduct the preliminary enquiry.<br/>           The committee may obtain the statement of the victim girl narrated as well as the other students who witness the incident or to whom the victim girl made the complaint initially.<br/>           The committee may ask about the behavior of the accused teacher towards other girl students and other teachers and their statements may also be recorded.<br/>           Views of the Principal may discuss the issue with the accused teacher and his/her statement may be recorded.<br/>           The committee may discuss the issue with the accused teacher and his/her statement may be recorded.<br/>           The Principal may forward the preliminary report with all original statements/documents to Deputy Commissioner of concerned Regional Office. All these exercise of School level has to be completed within three days from the date of the receipt of the complaint.<br/>           The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.<br/>           Committee should open the suggestion boxes every week, collect</p> |
| <b>Name</b>                                        |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ms. Chandralekha</b>                            |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ms. SangeetaTulsyan</b>                         |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ms. Rajiv Ranjan</b>                            |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>2. Sexual Harassment of Women in Work Place</b> | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms. Premlata</b></td></tr> <tr><td><b>Ms. SangeetaKumari</b></td></tr> <tr><td><b>Ms. Ragini</b></td></tr> </table>            | <b>Name</b>                    | <b>Ms. Premlata</b>     | <b>Ms. SangeetaKumari</b>  | <b>Ms. Ragini</b>       | <p>A committee may be constituted comprising of two or three male/female teachers and executive committee members to conduct the preliminary inquiry.<br/>           The committee should be impartial and unbiased. The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the Principal for further action.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Name</b>                                        |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ms. Premlata</b>                                |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ms. SangeetaKumari</b>                          |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Ms. Ragini</b>                                  |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>3. ADMISSION ( fresh):-</b>                     | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Mr. Sanjeev</b></td></tr> <tr><td><b>Mr. Santosh</b></td></tr> <tr><td><b>Mr. Prabhat</b></td></tr> </table>                   | <b>Name</b>                    | <b>Mr. Sanjeev</b>      | <b>Mr. Santosh</b>         | <b>Mr. Prabhat</b>      | <ul style="list-style-type: none"> <li>• Scrutiny of admission forms registration forms as per the admission guidelines</li> <li>• To administer the admission test</li> <li>• Maintenance of admission registers.</li> <li>• Details of admission uploading on the website.</li> <li>• Admissions as per RTE Act</li> <li>• Advertisement, issue of application forms, registration.</li> <li>• Scrutiny of the forms.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Name</b>                                        |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Mr. Sanjeev</b>                                 |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Mr. Santosh</b>                                 |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Mr. Prabhat</b>                                 |                                                                                                                                                                                            |                                |                         |                            |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|                                                |                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Preparation of lists for lots.</li> <li>• Preparation of list for provisional admission.</li> <li>• Admissions to all classes as per school norms,</li> <li>• Maintenance of admission registers.</li> <li>• Monitoring of T.Cs issued,</li> <li>• Monthly updating the students 'enrolment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>4. School Curriculum Advisory Committee</b> | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Mr. Sanjeev</b></td></tr> <tr><td><b>Ms. Premlata</b></td></tr> <tr><td><b>Ms. Reena</b></td></tr> <tr><td><b>Ms. Ragini</b></td></tr> </table> | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Mr. Sanjeev</b> | <b>Ms. Premlata</b> | <b>Ms. Reena</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Ms. Ragini</b> | <ul style="list-style-type: none"> <li>• Curriculum Design &amp; Pedagogy</li> <li>• Annual and Weekly Academic &amp; Activity Planning &amp; execution.</li> <li>• Time Table</li> <li>• Special Arrangement</li> <li>• Monitoring of Scholastic and Co scholastic Curriculum.</li> <li>• innovative practices</li> </ul> |
| <b>Name</b>                                    |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Mr. Sanjeev</b>                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Premlata</b>                            |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Reena</b>                               |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Ragini</b>                              |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>5.Examination (Internal &amp; External)</b> | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Mr. Sanjeev</b></td></tr> <tr><td><b>Mr. Nitesh</b></td></tr> </table>                                                                          | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Mr. Sanjeev</b> | <b>Mr. Nitesh</b>   | <p>a) To prepare an action plan for conducting Periodic test for classes Conducting Periodic Test,Half yearly and Session ending exam as per CBSE norms.</p> <p>b) To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.</p> <p>c) To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Administrator well in advance.</p> <p>d) To conduct the test as per guidelines.</p> <p>e) Declaration of results as per the schedule.</p> <p>f) To maintain and place all the records pertaining to examination</p> <p>g) To issue the notices, circulars of the examinations to the staff from timeto time.</p> <p>h) To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.</p> <p>i) To go through the CBSE website regularly and to complete the task as per the CBSE instructions regarding external exams.</p> <p>j) Correspondence for school affiliation.</p> <p>k) Maintenance and submission of records of result analysis and CBSE exam.</p> <p>l) Maintaining the record of shortage of attendance and correspondence with CBSE board.</p> <p>m) Conducting the CBSE board exam (practical) as per the CBSE norms.</p> <p>Updating school website regularly</p> |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Name</b>                                    |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Mr. Sanjeev</b>                             |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Mr. Nitesh</b>                              |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>Academic Coordinators</b>                   |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>A .Pre Primary- III</b>                     | <b>Ms. ReenaKumari</b>                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• To keep the stock of all teaching aids.</li> <li>• To purchase new teaching aids as required</li> <li>• Guidance regarding the maintenance of teacher diary</li> <li>• Coverage of syllabus as per the split up</li> <li>• Conducting the practical for classes IX to XII as per the split up syllabus</li> <li>• Demo classes by rotation during the subject committee meeting</li> <li>• Uses of computers and other audio visual aids in teaching learning process</li> <li>• Plan of evaluation of home assignment</li> <li>• To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per School/CBSE norms.</li> </ul> |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>B. Class IV- Class VI</b>                   | <b>Ms. Kavita bittu Sinha</b>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>C. Class VII&amp; Class VIII</b>            | <b>Ms.Rashmi</b>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>D. Secondary</b>                            | <b>Ms. Chandralekha</b>                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |
| <b>E. Sr. Secondary</b>                        | <b>Mr. Rajiv Ranjan (Science) &amp; Mr. Harpreet (Commerce)</b>                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |                                                                                                                                                                                                                                                                                                                            |

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|                                   |                      | <ul style="list-style-type: none"> <li>Plan of action for weak students &amp; bright students</li> <li>Remedial teaching for weak students</li> <li>Helping Examination Committee for conduction of Internal &amp; External Examination and inform them about academic progress from time to time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Time Table</b>                 | <b>Name</b>          | <b>TIME TABLE AND ARRANGEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>Ms. Premlata</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>Ms. Nimisha</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>Ms Jaya</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   |                      | <ol style="list-style-type: none"> <li>To maintain the arrangement register</li> <li>To give arrangement work for the teachers.</li> <li>To display copy of arrangement work in the notice board.</li> <li>To prepare the class time table and teachers time table as per CBSE norms.</li> <li>To prepare the special time table &amp; after school hours, summer vacation for the classes X and XII as per the direction of the Principal.</li> <li>To prepare the special time table for remedial teaching (weak students in all classes).</li> <li>Preparation of part time teachers' salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.</li> <li>To maintain teachers' attendance register.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>6. SUBJECT COMMITTEE</b>       | <b>Subject</b>       | <b>Moderator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Subject conveners should convene the meeting with members of their own faculty as per the scheduled given below after the school hours in the last week of every month. Minutes of the meeting are to be submitted to the principal on the last day of the month. Subject convener must invite the principal also for the meeting.</p> <p>Monday – English<br/> Tuesday – Hindi<br/> Wednesday – Maths<br/> Thursday – Science/Discipline<br/> Friday-S.Science and games<br/> Saturday-Computer Science/IT/Library/Sports</p> <p>Subject moderators will discuss the following issues during the meeting :</p> <ol style="list-style-type: none"> <li>Guidance regarding the maintenance of teacher diary</li> <li>Coverage of syllabus as per the split up</li> <li>Conducting the practical for classes IX to XII as per the split up syllabus</li> <li>Demo classes by rotation during the subject committee meeting</li> <li>Uses of computers and other audio visual aids in teaching learning process</li> <li>Plan of evaluation of home assignment</li> <li>To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per School/CBSE norms.</li> <li>Plan of action for weak students &amp; bright students</li> <li>Remedial teaching for weak students</li> <li><b>Review Copy Checking Schedule</b></li> <li>Club activity / Science and social exhibition</li> <li>Book list preparation and selection report preparation.</li> </ol> <p><b>NOTE:</b> As a subject convener, you will be held responsible for non – submission of the record to the Principal.</p> |
|                                   | <b>English</b>       | <b>Ms. Premlata</b><br><b>Mr. Kunal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>Hindi</b>         | <b>Ms. Kavita</b><br><b>Ms. Nidhi</b><br><b>Ms. Rakhi</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>Mathematics</b>   | <b>Mr.Rajiv</b><br><b>Mr. Arvind Jha</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>Science</b>       | <b>Mr.Sanjeev (Bio)</b><br><b>Mr. Vikash (Chem)</b><br><b>Mr. Ashish (Phy)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>S.Science</b>     | <b>Ms. Ragini (Eco)</b><br><b>Mr. Sujit (Geog)</b><br><b>Ms. Shikha (His/Civ)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>(Comp)</b>        | <b>Mr.Rajiv</b><br><b>Mr. Amit</b><br><b>Ms. Amrita</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>(Pre Primary)</b> | <b>Ms. Reena</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>7.Transport COMMITTEE&amp;</b> | <b>Name</b>          | To call for the Tender and prepare a panel and to arrange for the vehicles as and when required.<br>Transport safety Certificate,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                   | <b>Mr Santosh</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <b>SOCIAL HYGIENE</b>      | <b>Mr Rohit LalYadav</b>      | GPS and CCTV installation,<br>Driver/Khalasi Details,<br>Maintenance Report of Vehicles, Road Tax, Insurance ,Pollution, Permits renewal from time to time, Vehicle Breakdown Report,<br>Student attendance Register,<br>Monitoring of Vehicle log book, Fuel Consumption record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                            | <b>Ms. SangeetaKumari</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | <b>Mr. Dilip</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>8. Sports Committee</b> | <b>Name</b>                   | a) Division of houses along with house wardens and Associate house wardens & distribution of students of various house<br>b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects alongwith House wardens.<br>c) Procuring badges for Captains, Monitors, and prefects.<br>d) Conduct of investiture( Badge presentation Ceremony)<br>e) Assigning duties to all members of the Student Council House Wise.<br>f) Conduct of monthly meetings with the members of student's council.<br>g) Maintenance of Students council register/record<br>h) Regular conduction of sports events in the school and Interschool/CBSE sports competition<br>i) Arrangement for Investiture Ceremony<br>j) Planning and Execution for Annual Sports Day |
|                            | <b>Mr. Rohit LalYadav</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | <b>M s. SangeetaKumari</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | <b>Mr. Aashish</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | <b>Mr. Harpreet</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>9. Press</b>            | <b>Name</b>                   | i) Preparation of press release for all the activities as well as school functions.<br>ii) Briefing to press during school function or any other occasion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            | <b>Ms. Premlata</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | <b>Mr. Ragini</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                            | <b>Ms. Kavita Bittu Sinha</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------|---------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>10.Discipline</b></p>                                | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms. SangeetaKumari</b></td></tr> <tr><td><b>Mr. Rohit LalYadav</b></td></tr> <tr><td><b>Mr Harpreet</b></td></tr> </table>                                                         | <b>Name</b> | <b>Ms. SangeetaKumari</b> | <b>Mr. Rohit LalYadav</b> | <b>Mr Harpreet</b> | <p>ck personal turn of students during assembly</p> <ol style="list-style-type: none"> <li>To check the late comers during morning assembly</li> <li>To observe the behavior of students inside and outside class room</li> <li>To ensure provision of out pass in all classes and their utilization</li> <li>To initiate proper action as per School norms against undisciplined students</li> <li>To check the girls and boys uniform daily.</li> <li>To check the bags once in a week.</li> <li>To confiscate the mobiles and other prohibited appliances.</li> <li>To take the regular meeting of student councils, prefect, monitors.</li> <li>To ensure discipline</li> <li>To refer the problematic cases to the counselor for diagnosis</li> <li>To inform the parents immediately.</li> </ol> <p>l) Student Council – allotment of duties, discipline, uniform checking etc</p> <p>m) LUNCH BREAK SUPERVISION:-</p> <ol style="list-style-type: none"> <li>To mind the discipline of the students during the lunch break.</li> <li>To see that the students reach their respective class after the lunch.</li> <li>To keep at least two children by rotation in each class to avoid stealing of the students' belongings.</li> <li>Allotment of Duties for Lunch Break supervision, Arrival &amp; dispersal.</li> </ol> <p><b>o)Arrival and dispersal of students</b></p> <p>Timely closing of the gate,<br/>to ensure the safety and security of the students, corridor movement, dispersal of students after school hours,</p> <p>p) issue of ID cards, Out pass, Visitor's pass, Parent ID etc</p> <p>Checking of late comers, uniform, dispersal of students after school hours.</p> |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Name</b>                                                |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ms. SangeetaKumari</b>                                  |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Mr. Rohit LalYadav</b>                                  |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Mr Harpreet</b>                                         |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>11. Display Board &amp; Campus Beatification</b></p> | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>MsRanjeeta Singh</b></td></tr> <tr><td><b>Ms. Jaya</b></td></tr> <tr><td><b>Ms. Payal</b></td></tr> <tr><td><b>Ms. Sneha</b></td></tr> <tr><td><b>Mr. Dilip</b></td></tr> </table> | <b>Name</b> | <b>MsRanjeeta Singh</b>   | <b>Ms. Jaya</b>           | <b>Ms. Payal</b>   | <b>Ms. Sneha</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Mr. Dilip</b> | <p>Decoration of bulletin boards in corridors / class rooms with educational charts.Maintaining the boards inside the classrooms. Decoration during Function/Events/Celebrations.</p> <ol style="list-style-type: none"> <li>To supervise the work of people deployed under Horticulture and beautification of School campus.</li> <li>To procure ornamental plants and other fruit bearing plants in consultation with Principal.</li> <li>To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.</li> <li>To procure fertilizers, manure, pesticides in consultation with Principal.</li> <li>Preparation of placards in different areas of garden.</li> <li>Numbering of trees and potted plants.</li> <li>Celebration of Vanamahostava in consultation with Principal and forest dept.</li> <li>To motivate the children for gardening and beautification.</li> <li>To develop medicinal plant garden in the campus.</li> <li>To display the quotations in the corridors and class rooms.</li> <li>To fix bulletin board in the class room for display of educational charts.</li> <li>To decorate the corridor and common areas with paintings, photographs of National leaders, Scientists.</li> <li>To ensure the display of material in the bulletin boards.</li> </ol> |
| <b>Name</b>                                                |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>MsRanjeeta Singh</b>                                    |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ms. Jaya</b>                                            |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ms. Payal</b>                                           |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ms. Sneha</b>                                           |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Mr. Dilip</b>                                           |                                                                                                                                                                                                                                                |             |                           |                           |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>12.Publication<br/>/Magazine</b>       | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Mr. Kunal</b></td></tr> <tr><td><b>Ms. Kavita</b></td></tr> <tr><td><b>Ms. Kiran</b></td></tr> <tr><td><b>Ms. Rakhi</b></td></tr> </table> | <b>Name</b> | <b>Mr. Kunal</b>        | <b>Ms. Kavita</b>         | <b>Ms. Kiran</b>                                                                                                                                                                                                                                               | <b>Ms. Rakhi</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>a) Class teachers will identify the children with talent. These talents are to be nurtured.</p> <p>b). Editorial board will collect the article from the students. Articles are to be arranged section wise(English section, Hindi section, drawing and painting etc.</p> <p>c). Editorial board should take concerted efforts to bring about class magazine Class teachers of class III to XII will identify the children with talent. These talents are to be nurtured.</p> <p>b). Editorial board will collect the article from the students. Article is to be arranged section wise (English section, Hindi section, drawing and painting etc.</p> <p>c). Editorial board should take concerted efforts to bring about class magazine by the end of the December 2021.</p> <p>d). Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine</p> <p>e). Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.</p> <p>Editorial board can invite the article from teacher's side also.</p> |
| <b>Name</b>                               |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Mr. Kunal</b>                          |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Kavita</b>                         |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Kiran</b>                          |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Rakhi</b>                          |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>13.Grievances<br/>Cell</b>             | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Dr RS Singh</b></td></tr> <tr><td><b>Mr. Sanjeev</b></td></tr> <tr><td><b>Ms.Premalata</b></td></tr> </table>                              | <b>Name</b> | <b>Dr RS Singh</b>      | <b>Mr. Sanjeev</b>        | <b>Ms.Premalata</b>                                                                                                                                                                                                                                            | <p>GENERAL GRIEVANCE OF STUDENTS (CORPORAL PUNISHMENT, ABUSING OF THE STUDENTS BY THE TEACHERS)</p> <p>If any complaint related to immoral behavior towards girl students or corporal punishment or tarnishing the image of the students, abusing the students on caste, creed, religion or family background or on personal appearance or threatening the students to join the private tuitions or forcing them to bring the eatables or eating their tiffin and asking some students to blame or abuse slow learners or comment on family background and occupation of the parents should be dealt by the committee.</p> <p>STAFF GRIEVANCE CELL COMMITTEE</p> <p>If any complaint related to immoral behavior towards any staff dealtby the committee under the supervision of Principal.</p> <p>Dealing with the grievances of teachers and students once a fortnight. Maintenance of register with proper records.</p> <p>To attend to all discipline cases in the school.</p> <p>To reply to all RTI and RTE related information</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Name</b>                               |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Dr RS Singh</b>                        |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Mr. Sanjeev</b>                        |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms.Premalata</b>                       |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>14.Guidance &amp;<br/>Counseling</b>   | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms. Shilpi</b></td></tr> <tr><td><b>Ms. Nidhi</b></td></tr> </table>                                                                       | <b>Name</b> | <b>Ms. Shilpi</b>       | <b>Ms. Nidhi</b>          | <ol style="list-style-type: none"> <li>1. Taking care of students of special needs.</li> <li>2. Addressing the complaints and maintenance of suggestive measures. Steps taken.</li> <li>3. Dealing the matters with students, teachers and parents.</li> </ol> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Name</b>                               |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Shilpi</b>                         |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Nidhi</b>                          |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>15. Health &amp;<br/>Medical Cell.</b> | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms. Chandralekha</b></td></tr> <tr><td><b>Ms. SangeetaKumari</b></td></tr> <tr><td><b>Ms. Binita</b></td></tr> </table>                    | <b>Name</b> | <b>Ms. Chandralekha</b> | <b>Ms. SangeetaKumari</b> | <b>Ms. Binita</b>                                                                                                                                                                                                                                              | <ol style="list-style-type: none"> <li>a). To procure the required number of medical cards in the beginning of the academic session.</li> <li>b). To distributes the medical cards to the class teachers based on strength.</li> <li>c). To arrange the medical checkup once in a year</li> <li>d). To ensure the follow up action after the medical checkup.</li> <li>e) To keep track of requirement of First Aid in the School.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Name</b>                               |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Chandralekha</b>                   |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. SangeetaKumari</b>                 |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Ms. Binita</b>                         |                                                                                                                                                                                                        |             |                         |                           |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>16. Library Committee /Book list Preparation Committee</b>                                                                                                                                                                                                                                                                                               | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms. Jaya</b></td></tr> <tr><td><b>Mr. Ritesh</b></td></tr> <tr><td><b>Ms. Ranjeeta</b></td></tr> </table>                                     | <b>Name</b> | <b>Ms. Jaya</b>    | <b>Mr. Ritesh</b>                                                                                                                                                                               | <b>Ms. Ranjeeta</b> | a) The meeting is to be convened at least once in a month.<br>b) Committee will submit the list of books to be procured subject wise in the beginning of academic session.<br>c) Books review.<br>d) To inculcate reading habits among the staff & children.<br>e) To organize books exhibition on important occasions.<br>f) Digitalization of library. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Ms. Jaya</b>                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Mr. Ritesh</b>                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Ms. Ranjeeta</b>                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>17.SUGGESTION BOX</b>                                                                                                                                                                                                                                                                                                                                    | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms Amrita</b></td></tr> </table>                                                                                                              | <b>Name</b> | <b>Ms Amrita</b>   | a) Box meant for general complaints / suggestion, should be opened fortnightly<br>b) Register for recording the complaints / suggestions should be maintained and handed over to the Principal. |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Ms Amrita</b>                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>18. Stock taking &amp; Maintenance</b><br>MAINTENANCE AND REPAIR OF SCHOOL BUILDING AND CONTINUOUS SUPPLY OF DRINKING WATER<br>Gardening<br><u>FURNITURE:</u><br><br><u>CLEANLINESS OF School BUILDING AND PREMISES (SWACHH BHARAT ABHIYAN) Water points, toilets, corridors:</u><br><br><b>House Keeping &amp;PURCHASE COMMITTEE</b><br><b>Printing</b> | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Dr RS Singh</b></td></tr> <tr><td><b>Mr. Dilip</b></td></tr> <tr><td><b>Mr. Santosh</b></td></tr> <tr><td><b>Mr.Ritesh</b></td></tr> </table> | <b>Name</b> | <b>Dr RS Singh</b> | <b>Mr. Dilip</b>                                                                                                                                                                                | <b>Mr. Santosh</b>  | <b>Mr.Ritesh</b>                                                                                                                                                                                                                                                                                                                                         | a). To maintain a register related with deficiencies noted in the School building.<br>b). To undertake maintenance of school building on war footing basis.<br>c) To ensure the proper functioning of Aqua guard installed in school building<br>d) To ensure the cleaning of over head tanks in school building<br>e) To ensure the chlorination of water stored in tanks after cleaning<br>f) To ensure the proper functioning of water coolers.<br><br>a). To maintain the record of room wise/dept. wise distribution of furniture.<br>b). To take initiative to see that the broken furniture is repaired regularly.<br>c). To Prepare the list of broken furniture which are to be condemned.<br>d). To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function).<br>e). To see any shortages, deficiency of furniture and report to the Principal.<br>f). To ensure regularly that no furniture is lying in the corridors or in the open space.<br>g). To store and stock the broken or old furniture properly.<br>h). To maintain the stock register.<br>i) To supervise the work of the gardener.<br>J) To procure materials for gardening<br><br>a). To ensure the cleanliness of the class rooms, corridor, toilets and other common areas.<br>b). To ensure the provision of dustbins in all the class rooms.<br>c). To appraise the Principal about the cleanliness of school building from time to time.<br><br>a).To supervise the work of the people deployed under housekeeping.<br>b). To give suitable instruction to the people deployed under housekeeping regarding cleanliness of campus.<br>c). To make the arrangements to dispose the garbage and miscellaneous trash collected in School Building and other parts of campus.<br>d).To clear the wild bushes and thorny plants that are growing in different parts of school campus.<br>e). to ensure cleanliness of open drains for smooth flow of water during the rainy seasons.<br>f). To ensure cleanliness of area around the staff quarters.<br>g). To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.<br>h). In – charge can delegate the work wing – wise for efficient functioning and for fixing the responsibility. But the In – charge will be held responsible for the lapses and the deviations of the orders. |
| <b>Name</b>                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Dr RS Singh</b>                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Mr. Dilip</b>                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Mr. Santosh</b>                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Mr.Ritesh</b>                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                           |             |                    |                                                                                                                                                                                                 |                     |                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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|                                                                                   |                                                                                                                                                                                                                                           | <p>Committee will supervise and monitor the purchase of every item as per the requirement of different department.</p> <p>Printing work related to admission, school magazines, students and teacher's diaries, invitation cards, letterhead, feebook, Flex, voucheretc., under the supervision of committee incharge.</p>                                                                                                                                                                                                                                                                                                                                                                |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| 19. Trips/<br>Excursion/Workshop                                                  | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Mr. Sujit Kr Yadav</b></td></tr> <tr><td><b>Mr. Ashish</b></td></tr> <tr><td><b>Mr. Rajiv Ranjan</b></td></tr> </table>                                                       | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Mr. Sujit Kr Yadav</b>                                                 | <b>Mr. Ashish</b> | <b>Mr. Rajiv Ranjan</b>                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Planning and arrangement of educational tours/Trips for students and staff.</p> <p>Planning and arrangement of Workshops conducted by different agencies.</p>                                                                                                                                    |                 |                                                                                                                                              |
| <b>Name</b>                                                                       |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Sujit Kr Yadav</b>                                                         |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Ashish</b>                                                                 |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Rajiv Ranjan</b>                                                           |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| 20. Class teachers                                                                |                                                                                                                                                                                                                                           | <p><b>Classroom maintenance:</b> Cleanliness, Decoration, Information, Class room Inventory, ICT equipments,<br/>Information regarding any damage of Class Property should be immediately informed to the Administrator in writing.</p> <p><b>Students Discipline:</b><br/>Student's uniform, late comers, etc., immediately bring it to the notice of Academic Coordinator and inform the parents.<br/>Maintain the Anecdotal record of students.</p> <p><b>Others:</b> All leave letters, Fee concession letters, TC. Application forms and any official letters should be certified by Class teachers or Co-class teachers before reaching to the Principal for counter signature.</p> |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| 21.<br>Olympiads/Aptitude<br>Test Committee                                       | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Amrita</b></td></tr> <tr><td><b>Mr. Kunal</b></td></tr> <tr><td><b>Mr. ArvindJha</b></td></tr> <tr><td><b>Ms. Rashmi</b></td></tr> <tr><td><b>Mr. Amit</b></td></tr> </table> | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Amrita</b>                                                             | <b>Mr. Kunal</b>  | <b>Mr. ArvindJha</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Ms. Rashmi</b>                                                                                                                                                                                                                                                                                   | <b>Mr. Amit</b> | <p>To inform and train the students for the various Olympiads.</p> <p>Registration for different Olympiads,<br/>To maintain the records.</p> |
| <b>Name</b>                                                                       |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Amrita</b>                                                                     |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Kunal</b>                                                                  |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. ArvindJha</b>                                                              |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Ms. Rashmi</b>                                                                 |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Amit</b>                                                                   |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| 22. Technical<br>Committee<br>Including<br>Photography, video<br>preparation etc. | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Mr. Amit</b></td></tr> <tr><td><b>Mr. Nitesh</b></td></tr> </table>                                                                                                           | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Mr. Amit</b>                                                           | <b>Mr. Nitesh</b> | <p>To assist for Office work as per instructions received. Purchase &amp; Maintenance of PA system related items. Ensuring the functioning of this during daily assembly and also during all the meetings, workshops, seminars and celebrations at school.</p> <p>Arrangement of photographer for School programmes. Maintenance of album.<br/>Uploading of photos after every event on the Website and publishing in the newspaper.</p> |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Name</b>                                                                       |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Amit</b>                                                                   |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Nitesh</b>                                                                 |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| 23..Reception &<br>Refreshment<br>Committee for all<br>the occasion-              | <table border="1"> <tr><td><b>Name</b></td></tr> <tr><td><b>Ms. Amrita</b></td></tr> <tr><td><b>Mr. Payal</b></td></tr> <tr><td><b>Ms. Sneha</b></td></tr> </table>                                                                       | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Ms. Amrita</b>                                                         | <b>Mr. Payal</b>  | <b>Ms. Sneha</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>The committee is responsible to get the front elevation of the School fully decorated and reception formalities shall be made to the perfection.</p> <p>a. Refreshment procurement and arrangement to be done meticulously.<br/>b. Fixing and arranging the arena for refreshment of Guests.</p> |                 |                                                                                                                                              |
| <b>Name</b>                                                                       |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Ms. Amrita</b>                                                                 |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Mr. Payal</b>                                                                  |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Ms. Sneha</b>                                                                  |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| 24.Cultural                                                                       | <table border="1"> <tr><td><b>Name</b></td></tr> </table>                                                                                                                                                                                 | <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Arrangement and coordination for School cultural items and events.</p> |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |
| <b>Name</b>                                                                       |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                     |                 |                                                                                                                                              |



|                                                                   |                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------|----------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Committee</b>                                                  | <b>Ms. Ragini</b>          |  | To organize cultural activities during all school related functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                   | <b>Ms. Rakhi</b>           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms Jaya</b>             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>a) Special &amp; thematic Morning &amp; Dispersal Assembly</b> | <b>Name</b>                |  | <p>a) To see that morning assembly programme conducted within stipulated time.</p> <p>b) To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average</p> <p>c) To prepare the schedule for conducting morning assembly programme,</p> <p>d) To arrange the PA system, musical instrument well in advance before the start of morning assembly.</p> <p>e) Annual Planning of CCA activities –house wise.</p>                                                                                                                                                                                                                                                     |
|                                                                   | <b>Ms. Ragini</b>          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms Kavita</b>           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Shilpi</b>          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Kiran</b>           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Payal</b>           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Sneha</b>           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>b) CCA &amp; School Function:</b>                              | <b>Name</b>                |  | <p>a) Maintains of result of CCA activities.</p> <p>b) Purchase and distribution of CCA prizes &amp; medals.</p> <p>c) Maintaining CCA Activities register</p> <p>d) Planning of activities, conduction of programme, preparation and announcement in assembly.</p> <p>Maintenance of Register for activities conducted,<br/>Details of students getting prizes, distribution of CCA prizes to students.<br/>Planning, preparation and arrangement of important days and celebrations guidelines.<br/>Student Council – allotment of duties, discipline, uniform checking etc.<br/>To collect data from various departments for annual report.</p>                                                                                       |
|                                                                   | <b>Ms. Premlata</b>        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Riya</b>            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Nimisha</b>         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>c) Club</b>                                                    |                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>i) Eco Club</b>                                                | <b>Name</b>                |  | <p>a). To celebrate Van Mahostasava /Environment Day/ Earth day</p> <p>b). To preserve the beauty of the School campus by taking up the project clean and Green.</p> <p>c). To ensure the watering of plants growing in different parts of the School campus.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                   | <b>Ms. Rashmi</b>          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. SangeetaTulsyan</b> |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ii) Heritage Club</b>                                          | <b>Name</b>                |  | <p>Activities to be planned and implemented.</p> <p>Records to be maintained in the Club Register.</p> <p>Ensure maximum participation of students in the club activities</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                   | <b>Ms. Binita</b>          |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Nimisha</b>         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   |                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>iii) Literary Club</b>                                         | <b>Name</b>                |  | <p>To develop the language skills like reading, writing, speaking, listening skills among the students</p> <p>b) To develop the proper reading habits among the children.</p> <p>c) To give required guidance in the planning and execution of project to students</p> <p>d) To encourage the use of Audio Visual aids in teaching learning process</p> <p>e) To conduct the language games during the teaching periods.</p> <p>f) To preserve the projects prepared by the children.</p> <p>g) To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.</p> <p>h) Training the students for various activities of morning assembly Programme like</p> |
|                                                                   | <b>Ms. Nidhi</b>           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Kiran</b>           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   | <b>Ms. Riya Sengupta</b>   |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                   |                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                 |                                           |                                                                                                                                                  |
|---------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |                                           | pledge, thought for the day, news and special item<br>i) To take care of implementation of all activities of Raj Bhasha Programme in the School. |
| <b>d). House</b>                |                                           |                                                                                                                                                  |
| <b>House</b>                    | <b>House Wardens</b>                      | To prepare the students for various competitions.                                                                                                |
| <b>a)Topaz</b>                  | Ms.KiranTiwary & Mr. ArvindJha            | Seating arrangements for function, events, competition.                                                                                          |
| <b>b)Ruby</b>                   | Ms. Binit Kumari & Mr. Amit Tripathy      | Maintenance of perfects/student's council on duty.                                                                                               |
| <b>c) Emerald</b>               | Ms. SangeetaTulsyan & Mr. Ashish          | Maintain records of competitions.                                                                                                                |
| <b>d)Zircon</b>                 | Ms. Amrita& Mr. Sujit                     | To ensure mass participation in all the activities.<br>To conduct house meeting and maintain house register.                                     |
| <b>e) Activity Coordinators</b> |                                           |                                                                                                                                                  |
| <b>Pre Primary</b>              | <b>Ms. Payal</b>                          | helping in organizing Cultural Events, Special & thematic Morning & Dispersal Assembly& CCA & School Function:                                   |
| <b>Primary</b>                  | <b>Ms. Binita</b>                         |                                                                                                                                                  |
| <b>Middle Section</b>           | <b>Ms. Jaya</b>                           |                                                                                                                                                  |
| <b>Secondary</b>                | <b>Ms. Nidhi</b>                          |                                                                                                                                                  |
| <b>Sr. Secondary</b>            | <b>Ms. Ranjeeta</b>                       |                                                                                                                                                  |
| <b>25 .Lab</b>                  |                                           |                                                                                                                                                  |
| <b>Physics</b>                  | <b>Mr. Ashish &amp; Mr. Arvind</b>        | Conduction of Regular Practical Classes.                                                                                                         |
| <b>Chemistry</b>                | <b>Ms. Rashmi</b>                         | Maintenance of Stock Registers.                                                                                                                  |
| <b>Mathematics</b>              | <b>Mr. Rajiv &amp; Mr. Santosh</b>        | Requisition for Purchase of laboratories materials and apparatus.                                                                                |
| <b>Biology</b>                  | <b>Mr. Sanjeev &amp; Ms. Chandralekha</b> |                                                                                                                                                  |
| <b>Computer</b>                 | <b>Mr. Rajiv&amp; Mr. Amit</b>            |                                                                                                                                                  |

- All the committees are under the guidance and supervision of Principal.
- All the Members / Incharges should prepare their Register for the Session 2021-2022
- Monthly Lesson Plan, Attendance Register, Class Log Book will be submitted on 3<sup>rd</sup> of every month from the Session 2021-22. In case 3<sup>rd</sup> be a holiday, it should be submitted on 4<sup>th</sup>. Delay will not be entertained.
- Committee Registers to be signed/checked by Principal on 5<sup>th</sup> of every month.

**Dr. Manisha Tiwari**  
**Principal**