

Roles & Responsibilities for the Session 2024-25

Co-ordinator	Ms. Sumedha Sharma (IX to XII) Mr. V.K. Sharma (VI to VIII) Ms. Preeti Gupta (Primary)
---------------------	--

Committees:

Time Table Committee - Mr. Pradeep, Ms. Sumedha, Mr. V.K. Sharma, Mr. Rahul.

DEPARTMENTS -

English		Hindi & Sanskrit		Science		Soc. Science	
Ms. Hema (Subject I/C)		Mr. V.K. Sharma (Subject I/C)		Ms. Sumedha Sharma (Subject I/C)		Mr. S.P. Negi (Subject I/C)	
Mr. Dinesh		Ms. Neelam		Mr. Rahul Gupta		Mr. Sunil Sharma	
Ms. Divya Thakur		Mr. Rajesh		Ms. Preeti Gupta		Ms. Meenu Bragta	
Ms. Sanjeesha		Ms. Sapna		Ms. Parveena Thakur		Ms. Khushboo	
				Ms. Hina Sharma		Ms. Hemlata	
				Ms. Manisha			
				Ms. Sunita Negi			

Maths		Phy. Edu.		Art & Craft		Commerce		Comp. Sci.	
Ms. Suman (Subject I/C)		Mr. Pradeep (Subject I/C)		Ms. Naghma (Subject I/C)		Mr. Sunil (Subject I/C)		Mr. Naval (Subject I/C)	
Ms. Kalpana		Mr. Avtar		Ms. Sangeeta		Ms. Rakhi		Mr. Rajender	
Ms. Renuka		Ms. Ranjana		Ms. Rita				Ms. Sangeeta	
Mr. Bhupesh				Ms. Kritika				Ms. Rita	
Ms. Sangeeta Negi				Ms. Anju					

COMMITTEES -

School Discipline		POCSO Committee		Grievance Redressal Committee		Sanitation & Hygiene Committee	
All Coordinators		Ms. Suman Aggarwal	I/C	Mr. V.K. Sharma	I/C	Mr. Dinesh	I/C
Mr. Pradeep	I/C	Mr. Sunil		Mr. S.P. Negi		Ms. Naval	
Mr. Sunil		Ms. Neelam Sharma		Mr. Sunil Sharma		Ms. Kalpana	
Mr. Dinesh		Mr. Bhupesh Gupta		Ms. Preeti		Ms. Praveena	
Mr. Avtar		Ms. Hemlata		Ms. Hema		Ms. Kritika	
Ms. Ranjna				Ms. Harsha Sharma		Ms. Hina	
Ms. Hina				Ms. Kalpana		Ms. Rita	
Ms. Manisha				Ms. Neelam		Mr. Avtar	
Ms. Harsha						Mr. Bhupesh	

Activity Coordinator		Editorial Board		Sexual Harassment Committee	
Ms. Naghma Sharma (VI – XII)	I/C	Mr. V.K. Sharma	I/C	Ms. Sumedha Sharma	I/C
Ms. Sanjisha (III – V)		Ms. Preeti Gupta		Mr. V.K. Sharma	
Ms. Ambika (I – II)		Mr. Dinesh		Mr. S.P. Negi	
Ms. Manjula (Nur., LKG, UKG)		Ms. Naghma		Ms. Suman	
Mr. Naval Kishore		Mr. Rajesh Verma		Ms. Preeti Gupta	
		Ms. Divya Thakur		Mr. Bhupesh	
		Mr. Nishant			
		Mr. Rajender			

Prize Committee		Event Management Cell		Substitution InCharge		Examination Cell	
Ms. Kalpana Anand	I/C	Ms. Sumedha Sharma	I/C	Mr. Pradeep	I/C	Mr. Sunil I/C	
Ms. Rajesh Verma		Mr. Pradeep		Mr. Rahul Gupta		Mr. Rajesh	
Ms. Rahul Gupta		Mr. V.K.Sharma				Ms. Ranjana	
Ms. Sangeeta Negi		Mr. Rahul Gupta					
Ms. Manjula		Ms. Naghma				CBSE & Comptt. Exams	
Ms. Hemlata Sunail		Ms. Preeti Gupta				Mr. Pradeep I/C	
Ms. Praveena		Ms. Meenu					
Ms. Rita		Ms. Bhupesh Gupta					
		Mr. Roshan					
		Mr. Rajender					
		Mr. Rajesh Thakur					
		Mr. Dinesh					

Office Staff		Hostel		Assembly In charge		Transport	
Mr. Roshan		Mr. Pradeep(I/C)		Ms. Hema		Mr. S.P. Negi (I/C)	
Mr. Krishan		Mr. Nishant		Ms. Meenu		Mr. Rajender (Acc.)	
Mr. Rajinder		Mr. Avtar		Ms. Harsha		Mr. Rahul	
Mr. Nishant		Mr. Rajinder		Ms. Kritika			
		Mr. Tilak		Mr. Pradeep		NCC I/C	
				Mr. Avtar		Mr. Rajesh Verma	
				Ms. Ranjana			

House I/C				ATL / C.Sc. Congress/ V.V.M.		CBSE Work	
House	Warden		Dy. Warden		Mr. Rahul (Co-ord.)		Ms. Sumedha (I/C)
Beas	Ms. Meenu Bragta		Ms. Sangeeta		Mr. Naval		Mr. V.K. Sharma
Ravi	Ms. Neelam Sharma		Ms. Khushboo		Mr. Rajender		Ms. Rakhi
Satluj	Ms. Hema Surin		Ms. Sapna		Ms. Praveena		Mr. Roshan
Yamuna	Mr. S.P. Negi		Ms. Manisha		All Science Deptt.		Mr. Krishan
					Mr. Nishant		

Media Cell		Report Writing		School Website & FB Page		Certificate Writing	
Mr. V.K Sharma I/C		Ms. Preeti Gupta	I/C	Mr. Naval I/C		Ms. Naghma (VI – XII)	
Ms. Preeti		Ms. Hema Surin		Mr. Rajender		Mr. Rahul (VI – XII)	
Mr. Rajesh Verma		Mr. Dinesh		Mr. Nishant		Ms. Sangeeta (III – V)	
Ms. Hema Surin		Ms. Divya		Mr. Rajesh Thakur		Ms. Sunita (III – V)	
Ms. Neelam		Ms. Sanjisha				Ms. Rita (I – II)	
Mr. Nishant		Ms. Manjula				Ms. Anju (Nur. – UKG)	
Excursions & Trips						Workshops	
Ms. Suman Aggarwal			(I/C)			Ms. Praveena	
Ms. Sunita Negi			Nur. – UKG			Ms. Hina	
Ms. Hemlata Mehta			I – V				
Mr. Dinesh Bhandari / Ms. Suman Aggarwal			VI - XII				
Mr. S.P. Negi			Transport Incharge				
Mr. Krishan Verma & Mr. Rajender Duglate			Office				

The duties assigned are tentative and can be changed at any time at the discretion of Principal.

Principal