

AREA/ SUBJECTWISE RESPONSIBILITES

Session 2019-20

S.No.	Committee	Teacher(s) In-charge
1	Academic Director	MS. PRAMILA MISHRA
2	Coordinator (XII)	MS. USHA SHUKLA
3	Coordinator (XI)	MS. BINDU DHAM
4	Coordinator (IX-X)	MS. PUSHPLATA DHINGRA MS. NEERAJ GUPTA
5	Coordinator (VI)	MS. SHALINI GUPTA
6	Coordinator (VII)	MS. JASWINDER KAUR
7	Coordinator (VIII)	MS. SUNILA NARANG
	SUBJECT WISE HOD	
	ENGLISH	MS. BHAWNA SANDUJA
	PHYSICS	MS. SHWETANKI
	CHEMISTRY	MS. SEEMA MANOCHA
	BIOLOGY	MS. SUMAN RAJYAN
	MATHEMATICS	MR. A.K. SINGH
	ACCOUNTANCY	MR. MUKESH KUMAR
	BUSINESS STUDIES	MS. RAKHI GUPTA
	HOME SCIENCE	MS. ARCHANA DIKSHIT
	ECONOMICS	MS. SANDHIYA P.
	POLTICAL SCIENCE	MS. USHA SHUKLA
	GEOGRAPHY	MS. PREM KUMARI
	HISTORY	MS. USHA SHARMA

	PHY. EDUCATION	MS. ANITA
	COMPUTER SCIENCE AND INFORMATICS PRACTICES	MR. SWAPAN KAPURIA
	HINDI	MS. RAJNI ARORA
	SANSKRIT	MR. DINESH CHANDER
	FRENCH	MS. SIMRAN KAUR
	INDIAN MUSIC	MR. DASS TRILOK SINGH
	WESTERN MUSIC	MR. RAVI KUMAR
	DANCE	MR. DEEPAK KUMAR CHANDER
	THEATRE	MR. MADHU SUDAN
	FINE ARTS	MR. SHARWAN
	INTEL / SMART CLASS COORDINATOR	MS. AMARPREET KAUR
	TIME TABLE INCHARGE	MS. PREETI MAKHIJA MS. NEELAM BARAWAL
	INTERNAL EXAMINATION	MS. SWATI GAUTAM (CONTROLLER OF EXAMINATION) MS. BINDU DHAM (XI – XII) MS. PUSHPLATA DHINGRA (IX-X) MS. SHALINI GUPTA (VI-VIII) MS. POONAM MALHOTRA (IV – V) MS. MANSI BEHEL (III) MS. SUDARSHNA BHARDWAJ (I – II)
	BOARD EXAMINATION / EXTERNAL EXAMINATION	MR. MUKESH KUMAR MS. SEEMA MANOCHA
	PREFECTORIAL BODY SELECTION COMMITTEE	MS. PRAMILA MISHRA MS. PUSHPA JINDAL MS. DIVYA BHARDWAJ MS. BHAWNA SANDUJA
	TEACHER'S DAY CELEBRATION COMMITTEE	MS. SUDARSHNA BHARDWAJ MS. SHIVANI RAWAT MR. SUSHANTA DAS MS. JASWINDER KAUR
	FAREWELL COMMITTEE	MS. USHA SHUKLA MS. BINDU DHAM MS. RAKHI GUPTA
	TEACHERS WORKSHOP AND ORIENTATION PROGRAMMES	MS. PREET PAL MS. TOSHIKA NEGI
	BRITISH COUNCIL PROGRAMME INCHARGES	MS. SEEMA KUMAR MS. PREET PAL MS. SONALI SINGH MS. REKHA MISHRA

	INTER SCHOOL COMPETITIONS	MS. DOLLY MENDIRATTA MR. KARNA ARORA MS. NISHA MR. DASS TRILOK SINGH
	IN-HOUSE COMPETITIONS (CULTURAL)	MR. DEEPAK KUMAR CHANDER
	HOUSE MISTRESS / MASTERS	GANDHI HOUSE – MS. SEEMA MANOCHA SUBHAS HOUSE – MS. BHAWNA SINDUJA VIVEKANAND HOUSE– MS. SUMAN RAJYAN NEHRU HOUSE– MS. DIVYA BHARDWAJ
	Teacher Representatives of Literary Club	Ms. Rajni Arora Ms. Vinita Saraswat Ms. Sakshi Jain Ms. Neelam Godwal Ms. Nidhi Grewal Ms. Hemlata More Ms. Seema Kumar Ms. Rita Mutreja
	Teacher Representatives of Eco Club	Ms. Prem Kumari Ms. Amandeep Kaur Basra Ms. Anju Wadhwa Ms. Meenu Sharma Mr. Swapan Kapuria
	Teacher Representatives of Ramanujan Club	Mr. A.K. Singh Mr, Sushanta Dash Mr. Nitin Hans Mr. Deepender
	Teacher Representatives of Heritage Club	Ms. Shiwani Rawat Ms. Usha Shukla Ms. Sandhiya P. Ms. Usha Sharma
	Teacher Representatives of A P J Abdul Kalam Club	Ms. Swati Gautam Mr. Mukesh Maurya Mr. Amit Pandey Ms. Shwetanki Ms. Nidhi Grewal
	Teacher Representatives of Cultural Club	Ms. Kuldeep Kaur Ms. Rekha Mishra Ms. Priyanka Mishra Ms. Pooja Kumari
	Teacher Representatives of Sewa Club	Mr. Karina Arora Ms. Babita Ms. Kiran Soni Ms. Rakhi Gupta
	Teacher Representatives of Creative Club	Mr. Sharwan Ms. Hemlata Rastogi Mr. Madhusudan Mr. Deepak Chander

	Teacher Representatives of Health & Wellness Club	Ms. Pooja Sharma Mr. Gavender Singh Mr. Amit Kumar Pandey Mr. Rohit Kumar
	Teacher Representatives of Sports Club	Mr. Sandeep Singh Mr. Akash Yadav Mr. Srikesh Mr. Vishal Kumar Ms. Poonam Ms. Anita Mr. Nand Kishor
	TOURS / TRAVELS & PICNICS	Ms. Pushpa Jindal Mr. Naresh Anand
	PRIZE CERTIFICATES & MOMENTOES	MS. PUSHPA JINDAL MR. NARESH ANAND (MANAGER)
	HOSPITALITY FOR FUNCTIONS	MS. SHAKTI VERMA MS. SUNITA PAL MS. PREETI MAKHIJA
	ASSEMBLY INCHARGE	CLASS TEACHERS OF THE RESPECTIVE CLASSES
	ADMISSIONS	MS. NEELAM BARAWAL MR. NARESH ANAND
	ATTENDANCE	COORDINATORS FOR THE RESPECTIVE CLASSES
	EDITORIAL BOARD	MS. PRAMILA MISHRA MS. RAJNI ARORA MS. BHAWNA SANDUJA MS. AMARPREET KAUR
	MEDIA COORDINATOR	MS. PUSHPA JINDAL
	OLYMPIAD	MS. SEEMA MANOCHA MR. A.K. SINGH MS. DIVYA BHARDWAJ MS. RAJNI ARORA
	TRANSPORT INCHARGE	MS. HEMLATA ALANG
	WEBSITE UPDATION	MS. AMARPREET KAUR
	NEWS PAPER DISTRIBUTION	MS. VEENA AGGARWAL
	STATIONARY INCHARGE	MS. PREETI MAKHIJA
	STUDENTS ID CARDS	MR. GAURAV KAPOOR MS. AMARPREET KAUR
	DISCIPLINE INCHARGE	MS. ANITA MS. POONAM SHOKEEN MR. AAKASH YADAV MR. SUNDEEP SINGH MR. VISHAL KUMAR MR. SHRIKESH

	COMMUNITY OUTREACH & WELLNESS PROGRAMME	MS. PUSHPA JINDAL
	CAMERA SURVILLANCE	MR. GAURAV KAPOOR

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Session 2019-20

CLASS I - V

S.NO.	COMMITTEE		TEACHER(S) INCHARGE
1	COORDINATOR COORDINATOR COORDINATOR	I & II	MS. SUDERSHANA BHARDWAJ
		III	MS. MANSI BEHEL
		IV & V	MS. POONAM MALHOTRA
2	HOD	ENGLISH	MS. AVNEET KAUR
		HINDI	MS. MANPREET KAUR
		MATHS	MS. ANITA CHAUHAN
		SCIENCE	MS. POOJA VERMA
		SOCIAL SCIENCE	MS. JASWEEN KAUR
3	TIME TABLE INCHARGE		MS. RACHNA BHATNAGAR
4	EXAMINATION INCHARGE		MS. MONIKA GULATI
5	ACTIVITY INCHARGE INTER & INTRA	I & II	MS. PREETI SHARMA
		III TO V	MS. VANDANA CHAUHAN
6	COMPETITIONS CULTURAL		MS. KAJAL RAO
7	COMPETITIONS SPORTS		MS. POONAM SHOKEEN MR. VISHAL KUMAR
8	HOUSE MISTRESS	GANDHI HOUSE	MS. AAKANSHA RAJPUT
		SUBHASH HOUSE	MS. KALPANA SHARMA
		VIVEKANAND HOUSE	MS. MANVI SHARMA
		NEHRU HOUSE	MS. DEEPSHIKHA SHARMA
9	ASSEMBLY INCHARGE		RESPECTIVE CLASS TEACHERS
10	PREFECTORIAL BODY INCHARGE		MS. MANSI BEHEL
11	ADMISSION		MS. NEELAM BARAWAL MR. NARESH ANAND

12	SMART CLASSES		MS. NITIKA KUMARI MS. PUSHPANJALI
13	EDITORIAL BOARD	ENGLISH HINDI	MS. SONIA KAMACHI MS. MANPREET KAUR
14	ATTENDANCE	I & II	MS. SHWETA CHHIKARA
		III TO V	MS. MANVI SHARMA
15	TRANSPORT INCHARGE		MS. SHARANJEET KAUR MS. REKHA RANI
16	WEBSITE UPDATION		MS. AMARPREET KAUR
17	NEWS PAPER DISTRIBUTION		MS. ISHA AHUJA
18	STUDENTS IDENTITY CARD		MR. GAURAV KAPOOR MS. AMARPREET KAUR

19	DISCIPLINE INCHARGE		MS. POONAM SHOKEEN MR. VISHAL KUMAR MR. DEEAPK
20	TOUR/ TRAVELS AND PICNICS		ALL THE RESPECTIVE COORDINATORS
21	PRIZE / CERTIFICATE & MOMENTOES		MS. AVNEET KAUR
22	SOFT BOARD INCHARGE	I & II	MS. SHWETA CHIKARA
		III TO V	MS. RACHNA BHATNAGAR
23	STATIONERY INCHARGE		MS. PREETI MAKHIJA