



DAV PUBLIC SCHOOL

Co-educational, English Medium and CBSE Pattern School)

(Directly managed by: - DAV College Managing Committee, New Delhi

Contact No.:- 01908-222188, 9816057965

Website:- www.davjnagr.in E-mail:- davjnagr@gmail.com

School Timing:- 8:40 am-2:40 pm

VARIOUS TEACHERS' COMMITTEE INCHARGE AND MEMBERS SESSION: - 2022-23

COMMITTEE:-

- I) ACADEMIC COUNCIL:-
- English :- Ms.Shilpa Rana.
 - Hind i: - Ms. Asha
 - S.ST:- Ruchi
 - Science: - Ms.Neha
 - Computer Science: - Ms.Anshu
 - Maths: - Mr. Rajesh

Cross – Verify the Correction Work of notebooks for the Academic Year.

- To ensure the distribution of split up syllabus to students of all classes.
- To monitor teaching learning process.
- To monitor the conduct of extra classes for low achievers.

2) Examination (Internals & externals) :- In-charges & Members:-

- Ms.Shilpa (VI to X)
- Ms.Beena Verma (I-V)
- Ms Saroj Sharma (Nur to II).

DUTIES:-

- To conduct Internal Exams as per the schedule given in activity calendar.
- To update the report cards & make list format as per the latest DAV & HPBOSE directions.
- To provide the Record Register to Various subjects teachers.

- To distribute the Time Table for Exam.
- To collect question paper patterns.
- To conduct retest as per norms.

3) Co-curricular Activities:- Staff Incharge & Members

- i) Ms Meenakshi.
- ii) Ms.Asha Devi
- iii) Ms.Aruna
- iv) Ms. Beena Verma.

DUTIES:-

- To Prepare the CCA calendar of activities.
- To ensure the class-room/ground Assembly programmes as conducted in stipulated days.
- To organise programmes on special days.
- To ensure maximum participation of students.
- To organise Annual Day & distribution CCA prizes.

4) Time Table:- Staff In-charge & Members:-

Mr. Rajesh & Mr. Mohit.

DUTIES:-

- To prepare the School time table as per the latest guidelines & DAVCMC & HPBOSE.
- To make arrangement for teachers on leave & vacant post.
- To maintain register for teachers to enter the date of leave in advance for the smooth conducted of the school activities.
- To ensure that teachers attendance in their arrangement periods.
- To monitor the presence of teachers in all the classes.
- To make a remedial time table for low achievers.

5) Admission Panel:- Staff In-charge & Members:-

- i) Mr.Prakash Bhatt
- ii) Mr.Rajesh.
- iii) Ms.Minakshi.

DUTIES:-

- To display notice regarding the Admission open, Registration & submission of Admission Form.
- To maintain a proper register regarding Registration & verification of Admission forms.
- To inform the correspondent regarding the registration & admission.

6) Library: - Staff In charge and members

i) Mr. Mohit

ii) Ms. Anshu

- To purchase books as per the guidelines.
- Suggestions from Staff members in purchasing new books or issuing books.
- Books should not be issued for a long time to an individual.
- To encourage students to read books & magazine.
- Good quotations related to books & reading to be displaced in the library.

7) First Aid: - Staff in-charge

Mr. Baldev

- To ensure 1st aid box available at the entrance/reception.
- To ensure the contents of the First –aid box/check the expiry of medicines.

8) Discipline:- Staff In-charge & members

i) Mr. Baldev

ii) Ms Shilpa

- To monitor the discipline of students during the entry /exit & lunch Break.
- To check the bags of students in regular intervals to ensure that they don't bring any electronic gadget to school.
- Uniform checking & late comers.
- To assign duties to the committee members to monitor the uniform of students & late comers.
- To maintain the detail of defaulters in the register.

9) Furniture Committee:- Mr. Mohit

- To ensure furniture in each classroom.
- To ensure that no furniture is lying stock register.

x) Guidance & Counselling:- Staff In-charge & Members

i) Ms Shilpa .

ii) Ms Ruchi

iii) Ms Shanta

- To plan guidance & counselling of activities for the academic year.
- To have a counselling hour on every Saturday for difficult students of master class.

XI) Display Board committee: - All Class teachers

- To ensure the display boards are decorated as per the topic is given monthly basis.
- The activities displayed should be verified by the teachers.

Committee:- Literacy Club:-

I. English :- Ms Shilpa

II. Hindi:- Ms Asha

Duties:-

- **To plan activities for the academic year.**
- **To conduct activities as per the schedule.**
- **To display self composed articles/poems & stories of students.**
- **To celebrate literacy day.**
- **To organise book fair.**
- **To develop Reading habits among children.**

Nature Club: - Ms Neha.

- **To Plan the club activities.**
- **To take up project for national National Children Seminar Congress.**

Maths Club: - Mr. Rajesh

- **To organise mathematical show.**
- **To prepare students for Maths Olympiad.**

