

DAV SR SEC PUBLIC SCHOOL

BARMANA (HP)

Duty Chart (2019-20)

S N	Name of Department/Cell	Name of Teachers on Duty	Team Members
1	Co-ordinators		
	Administrative	Mr Kiran Kumar	
	Managerial	Ms L Quintal	
	CBSE Supervision	Ms Shachi Gupta Ms Rajani Sharma	
2	Examinations	Mr Jitender Kumar	Ms Madhu Sachdeva (LKG-II) Ms Shachi Gupta Mr Nitin Sharma Mr Nav Bharat Mr Gopal Krishan
3	Wing In-charges		
		Pre Primary (LKG – II)	Ms Madhu Sachdeva
		Primary (III-V)	Ms Madhurima
		Middle (VI-VIII)	Ms Kalashnoo Sharma
		Secondary (IX-X)	Mr Ashok Kumar
	Senior Secondary (XI-XII)	Ms Vidisha Chandel	
4 A	Activity In-charge	Ms Anisha Thakur	Hema, Nitin, Manju
B	Asstt Activity In-charge	Ms Anjana	
5	Staff Secretary	Ms Madhurima	Ms Shachi
6	Asset Officer	Mr Nitin Sharma	Mr Gopal/Mr Jagdish/Class IV Employees
7	Heads of Departments		
		English	Ms L Quintal
		Hindi Sanskrit	Ms Kalashnoo Sharma Ms Madhu Sachdeva
		Mathematics	Mr. Kiran Kumar
		Science	Mr Rajani Sharma
		Social Science	Ms Vidisha Chandel
		Computer	Ms Neelam Thakur
		Physical Education	Mr Jitender Kumar
		Art & Craft	Ms Bhupi Sharma
		Dance, Drama, Music	Ms Hema Chauhan
		8	MoD In-charge
9	Student Council In-charge	Ms L Quintal	Mr Jitender
10	Front Desk Officer	Ms Lata Thakur	
11	Kitchen In-charge	Ms Vidisha Chandel	
	Asstt Kitchen In-charge	Ms Saroj Bala	
12	House Keeping In-charge	Ms Bhupi Sharma	
13	Gifts & Parties	Ms Jitender	
14	Teacher Resource Centre	Ms Alisha Chandel	

	In-charge		
15	Teachers' IT Presentation In-charge	Ms Bhawandeep	<ul style="list-style-type: none"> • Nav Bharat
16	Substitution In-charge	Mr Ashok	<ul style="list-style-type: none"> • Ms Reetu
17	House Display Board In-charge	House Masters	
18	Morning Assembly In-charge (Week Wise)	Wing In-charges	<ul style="list-style-type: none"> • Ms Hema • Mr Nitin • Ms Manju
19	Lab In-charges	Chemistry Biology Physics Maths Seminar IP	<ul style="list-style-type: none"> • Rajani Sharma • Dal Bahadur Thapa • Bandana Gupta • Monika Nijhawan • Nav Bharat • Neelam Thakur
20	Checking of Canteen Items	Ms Swati	
21	Photo gallery	Mr Nitin Sharma	
22	EduComp Smart	Ms Anita	<ul style="list-style-type: none"> • Mr Pawan
23	Heritage Museum	Ms Neelam	
24	CCTV Camera & Digital Attendance	Mr Nav Bharat	<ul style="list-style-type: none"> • Ms Lata
25	SMS pertaining to school	Ms L Quintal	
	SMS pertaining to Homework etc	Ms Neelam (Anita)	
26	In-charge Class IV	Ms Lata Thakur	Mr Jagdish
27	PA System Incharge	Mr Ashok	Mr Nav, Mr Joginder,

CELL

1.	First Aid Cell	Ms Bhupi Sharma	<ul style="list-style-type: none"> • Ms Lata
2.	Campus Beautification Cell	Mr Nitin Sharma	<ul style="list-style-type: none"> • Front of School Lawn = Mr Ashok • Side Lawn = Mr Gopal • Inside = Ms Reeta • Badminton Area = Ms Bandana • Basket Ball Area = Ankita • Plants & potted plants - Mr DB Thapa • Enquiry & Principal Office-Ms Lata
3.	Press Coverage & Public Relation Cell	Mr Barun Kumar	<ul style="list-style-type: none"> • Ms Anisha (English) • Ms Kalashnoo (Hindi) • Mr Nitin
4.	Olympiad Cell	Ms Neelam Thakur	<ul style="list-style-type: none"> • Ms Swati Chandel • Ms Reeta Thakur
5.	Result Analysis Cell	(Discussion with Principal) Mr Kiran Kumar	<ul style="list-style-type: none"> • Ms L Quintal • Mr Jitender • Ms Shachi • Respective Class Teachers
6.	Alumni Association Cell	Mr Jitender Kumar	<ul style="list-style-type: none"> • Ms Madhurima • Ms Neelam Thakur
7.	Database Management & School Website Cell	Ms Nav Bharat	Mr Pawan
8.	Decoration cum Beautification of General Display Boards Cell	Ms Bhupi Sharma	<ul style="list-style-type: none"> • Ms Reeta • Ms Swati
9.	Disaster Management & health, Safety & Security (HSS) Cell	Mr Ashok Kumar	<ul style="list-style-type: none"> • Mr Kiran Kumar • Mr Jitender Kumar • Mr Nitin • D.B Thapa
10	Scouts & Guides Cell	Mr Ashok Kumar	<ul style="list-style-type: none"> • Mr Jitender Kumar • Ms Neelam Thakur • Ms Madhurima • Ms Reeta • Ms Swati • Mr Nav Bharat • Ms Saroj Bala • Mr Nitin Sharma

COMMITTEE

11	Vedic Activities Committee	Ms Hema Chauhan	<ul style="list-style-type: none"> • Ms Madhurima • Ms Ankita • Ms Sunita • Mr Manju • Ms Bhavna • Shashtri
12	Health & Wellness Committee	Mr DB Thapa	Health & Nutrition <ul style="list-style-type: none"> • Ms L Quintal • Ms Mahurima • Ms Banerjee
Physical Edu <ul style="list-style-type: none"> • Mr Jitender • Mr Nitin • Ms Pratima Mukhejee 			
Safety & Security <ul style="list-style-type: none"> • Mr Ashok Kumar • Ms Shachi • Ms Saroj Pandey 			
13	Vasundhra ECO Club Committee	Mr DB Thapa	Blue Soldier <ul style="list-style-type: none"> • Ms Kaushal Green Soldier <ul style="list-style-type: none"> • Ms Bandana
14	Sexual Harassment Committee	Ms L Quintal	<ul style="list-style-type: none"> • Mr Kiran Kumar • Mr Ashok
15	Purchase Committee	Mr Kiran Kumar	<ul style="list-style-type: none"> • Mr Jitender Kumar • Ms L Quintal • Ms Shachi Gupta
16	Grievance & Irritant Removal Committee	Ms Kiran Kumar	<ul style="list-style-type: none"> • Ms L Quintal • Ms Rajani • Mr Jitender • Ms Shachi
17	Repair & Maintenance Committee	Mr Ashok Kumar	<ul style="list-style-type: none"> • MrJitender Kumar • Ms Neelam • Mr Nitin • MrJagdish (LA)
18	Admission & Entrance Committee	Mr. Kiran Kumar	<ul style="list-style-type: none"> • Ms L Quintal • Mr Jitender Kumar • Ms Shachi
19	Anti Ragging & Discipline Committee	Mr Kiran Ms Rajani Ms L Quintal Mr Ashok Ms Shachi Mr Jitender	
20	Excursion Committee	Mr Kiran Kumar Ms L Quintal	<ul style="list-style-type: none"> • MrJitender • Mr Barun • Ms Shachi • Ms Madhurima
21	GK	Shachi	<ul style="list-style-type: none"> • Mr Thapa, Ms Neelam • Ms Bhawandeep, Mr Gopal • Ms Swati, Ms Purnima
22	Cyber Congress	Ms Neelam	<ul style="list-style-type: none"> • Mr Nav, Ms Swati, Ms Reetu

SCHOOL CLUBS

Sr No	Departments	Convenor	Members
1	Art & Craft	Ms Bhupi Sharma	<ul style="list-style-type: none">• Ms Reetu
2	Arya Yuva Samaj	Mr Nishant	<ul style="list-style-type: none">• Ms Ankita
3	Beauty & Make-up	Ms Alisha	<ul style="list-style-type: none">• Ms Bhawandeep
4	Community Outreach	Ms Madhurima	<ul style="list-style-type: none">• Ms Bandana Kapoor
5	Data Collection + Survey	Ms Vidisha	<ul style="list-style-type: none">• Ms Monika
6	Eco Club	Mr DB Thapa	<ul style="list-style-type: none">• Ms Vandana Kaushal
7	Heritage	Ms Neelam Thakur	<ul style="list-style-type: none">• Ms Kalashnoo
8	Kitchen & Cuisine	Ms Rajani	<ul style="list-style-type: none">• Ms Saroj Bala
9	Language + Communication	Mr Gopal	<ul style="list-style-type: none">• Ms Purnima• Ms Sunita
10	Performing Arts	Mr Hema	<ul style="list-style-type: none">• Mr Joginder• Ms Manju
11	Science Club	Mr Ashok Kumar	<ul style="list-style-type: none">• Ms Swati

HOUSE MASTERS

S No	House	House Master	Members
1	BEAS	Ms Madhurima	Rajni, Bhawandeep, Alisha, Ritu, Ankita, Mukherjee, Pooja,
2	CHENAB	Ms Bhupi	Swati, Nav, Kaushal, Purnima, Saroj Pandey, Bhawana.
3	RAVI	Mr Ashok Kumar	Kalashnoo, Visisha, Bandana Kapoor, Gopal, Jyoti, Shweta Soni, Gautam
4	SATLUJ	Ms Monika Nijhawan	Neelam, Thapa, Saroj Bala, Sunita, Banerjee, Nishant, Awasthi,