

DAV SR SEC PUBLIC SCHOOL

BARMANA (HP)

Duty Chart (2022-23)

S N	Name of Department/Cell	Name of Teachers on Duty	Team Members
1	Co-ordinators		
	Administrative	Mr Kiran Kumar	
	DAV Affairs	Mr Ashok Kumar	Ms Deepti Sharma
	CBSE/ Texting	Ms Shachi Gupta	Ms Deepti Sood Mr Nav
	Examinations	Ms Rajani Sharma	Ms Madhu Sachdeva (LKG-II) Mr Gopal Ms Monika Nijhawan Mr Nitin Sharma
	Discipline	Mr Jitender Mehta	Mr Nitin Sharma Ms Vandana Chandel
	State Affairs (DDHE/ECO CLUB/CSC)	Mr D.B. Thapa	Mr Pawan
	Activities	Ms Anisha Thakur	Ms Anjana III-V Ms Reetu VI-VIII Ms Bhawandeep IX-X Ms BabitaChahar XI-XII
2	Wing In-charges	Pre Primary (LKG – II)	Ms Madhu Sachdeva
		Primary (III-V)	Ms Madhurima
		Middle (VI-VIII)	Ms Kalashnoo Sharma
		Secondary (IX-X)	Ms Neelam Thakur
		Senior Secondary (XI-XII)	Ms Vidisha Chandel
3	Staff Secretary	Ms Saroj Bala	Mr Nitin Sharma
4	Asset Officer	Mr Nitin Sharma	Mr Gopal Mr Rajneesh Mr Vinod
5	Heads of Departments	English	Ms Anisha Thakur
		Hindi	Ms Kalashnoo Sharma
		Sanskrit	Ms Madhu Sachdeva
		Mathematics	Mr. Kiran Kumar
		Science	Ms Rajani Sharma
		Social Science	Ms Vidisha Chandel
		Computer	Ms Neelam Thakur
		Physical Education	Mr Jitender Kumar
		Humanities	Ms Shachi Gupta
	Dance, Drama, Music, Art and Craft	Mr Kamal Sunil	
6	Floor In-charges		Top Floor – Ms Reena Ground Floor – Ms Manju
7	Student Council In-charge	Ms Shachi Gupta	Mr Jitender Ms Vidisha

8	In-charge Reprography (Database Management, School Website)	Mr Nav Bharat	Mr Pawan
9	Front Desk Officer & Class IV In-charge	Ms Dipty Sharma	
10	Kitchen In-charge	Ms Garima	Ms Bhawandeep Ms Ankita Sharma
11	House Keeping In-charge	Ms Dipty Sharma	
12	Teacher Resource Centre In-charge	Ms Monika Nijhawan	
13	Teachers' IT Presentation In-charge	Ms Babita	• Nav Bharat
14	Substitution In-charge	Mr Ashok	• Ms Reetu
15	House Display Board In-charge	House Masters	-----
16	Morning Assembly In-charge (Week Wise)	Mr Jitender	• Mr Kamal • Mr Nitin • Mr Joginder • Ms Manju • Ms Anita
17	Lab In-charges	Chemistry Biology Physics Maths Seminar IP	• Rajani Sharma • Dal Bahadur Thapa • Dr Anil Kumar • Monika Nijhawan • Nav Bharat • Neelam Thakur
18	Checking of Canteen Items	Ms Vandana Kaushal	
19	Photo gallery	Mr Nitin Sharma	• Mr Joginder
20	Ebix Smart Class	Ms Anita	• Mr Pawan
21	Heritage Museum	Ms Priya	
22	CCTV Camera & Digital Attendance	Mr Nav Bharat	• Ms Dipty Sharma
23	SMS pertaining to school SMS pertaining to Homework etc	Ms Shachi Gupta Ms Anita	
24	PA System Incharge	Mr Nav Bharat	• Mr Nitin, • Mr Joginder, • Mr Rajneesh
25	Mentor for Enhancing Communication Skills	Mr Gopal Krishan	-----
26	Aquarium	Mr Nitin Sharma	• Mr Kamal • Ms Priyanka

CELL

1	First Aid Cell	Ms Bhupi Sharma	<ul style="list-style-type: none">• Mr Nitin• Ms Deepti
2	Press Coverage & Public Relation Cell	Mr Pawan Kumar	<ul style="list-style-type: none">• Ms Anisha (English)• Ms Kalashnoo (Hindi)• Mr Nitin
3	Olympiad Cell	Ms Saroj	<ul style="list-style-type: none">• Ms Vandna Kaushal
4	Result Analysis Cell	(Discussion with Principal) Mr Kiran Kumar	<ul style="list-style-type: none">• Mr Ashok• Mr DB Thapa• Ms Rajani• Ms Shachi• Respective Class Teachers
5	Alumni Association Cell	Mr Jitender Kumar	<ul style="list-style-type: none">• Ms Madhurima• Ms Neelam Thakur
6	Decoration cum Beautification of General Display Boards Cell	Ms Priyanka	<ul style="list-style-type: none">• Ms Deepti Sood• Ms Anita
7	Disaster Management	Mr Ashok Kumar	<ul style="list-style-type: none">• Mr Kiran Kumar• Mr Jitender Kumar• Mr Nitin• Vandna Chandel
8	Scouts & Guides Cell	Mr Ashok Kumar	<ul style="list-style-type: none">• Mr Jitender Kumar• Ms Neelam Thakur• Ms Madhurima• Ms Reeta• Mr Nav Bharat• Ms Saroj Bala• Mr Nitin Sharma
9	Women Empowerment Cell	Ms Shachi	<ul style="list-style-type: none">• Neelam• Vidisha• Ms Reena Rana
10	Water Supply Cell	Mr Ashok	<ul style="list-style-type: none">• Dr Anil• Mr Nishant• Mr Rajneesh
11	Guidance & Counselling Cell	Dr Anil	<ul style="list-style-type: none">• Ms Reena Rana• Ms BabitaChaher

COMMITTEE

1	Vedic Activities Committee (AryaYuva Samaj)	Mr Nishant	<ul style="list-style-type: none"> • Ms Madhurima • Ms Ankita • Mr Kamal • Mr Manju • Ms Bhavna • Ms Priya • Mr Joginder
2	Health & Wellness Committee	Mr Jitender	Health & Nutrition <ul style="list-style-type: none"> • Ms Garima • Ms Banerjee
Physical Edu <ul style="list-style-type: none"> • Ms Vandna Chandel • Ms Bhawna 			
Safety & Security <ul style="list-style-type: none"> • Mr Ashok Kumar • Ms Saroj Pandey 			
3	Sexual Harassment Committee	Ms Shachi	<ul style="list-style-type: none"> • Mr Kiran Kumar • Mr Ashok • Ms Rajani • Mr Jitender
4	Purchase & Write off Committee	Mr Kiran Kumar	<ul style="list-style-type: none"> • Mr Jitender Kumar • Ms Ashok Kumar • Ms Shachi Gupta • Ms Madhu Sachdeva
5	Grievance & Irritant Removal Committee	Ms Kiran Kumar	<ul style="list-style-type: none"> • Mr Ashok Kumar • Ms Madhu Sachdeva • Mr Jitender • Ms Shachi
6	Repair & Maintenance Committee	Mr Ashok Kumar	<ul style="list-style-type: none"> • Mr Jitender Kumar • Mr DB Thapa • Mr Nitin • Mr Vinod
7	Admission & Entrance Committee	Mr. Kiran Kumar	<ul style="list-style-type: none"> • Ms Madhu Sachdeva • Mr Rajani Sharma • Ms Shachi
8	Anti Ragging & Discipline Committee	Mr Jitender	<ul style="list-style-type: none"> • Mr Kiran • Mr Ashok • Ms Shachi
9	Excursion Committee	Mr Kiran Kumar	<ul style="list-style-type: none"> • Mr Jitender • Mr Ashok • Ms Shachi • Ms Madhurima
10	Cyber Congress	Ms Neelam	<ul style="list-style-type: none"> • Mr Nav • Ms Vandana Kaushal
11	School App Committee	Ms Neelam Thakur	<ul style="list-style-type: none"> • Mr Nav • Mr Pawan

SCHOOL CLUBS

Sr No	Departments	Convenor	Members
1	Art & Craft	Ms Priyanka	<ul style="list-style-type: none"> • Ms Neelam • Ms Anjana • Ms Deepti Sood
2	Community Outreach & Arya Yuva Samaj	Ms Madhurima	<ul style="list-style-type: none"> • Ms Bhupi • Ms Vandna Chandel • Mr Nishant • Ms Nitin
3	Eco Club	Mr DB Thapa	<ul style="list-style-type: none"> • Mr Jitender • Ms Reetu • Ms Reena Rana
4	Heritage	Ms Monika Soni	<ul style="list-style-type: none"> • Ms Saroj Bala • Ms Babita • Ms Priya
5	Kitchen & Cuisine	Ms Vidisha	<ul style="list-style-type: none"> • Ms Shachi • Ms Garima • Ms Bhawandeep
6	Language + Communication	Ms AnishaThakur	<ul style="list-style-type: none"> • Ms Kalashnoo • Ms Ankita • Mr Gopal
7	Performing Arts	Mr kamal	<ul style="list-style-type: none"> • Mr Ashok • Ms Manju • Ms Anita • Mr Joginder
8	Science & Technology Club	Ms Rajani Sharma	<ul style="list-style-type: none"> • Mr Kiran • Dr Anil • Mr Nav • Ms Vandana Kaushal

HOUSE MASTERS

S No	House	House Master	Members
1	Beas	Ms Madhurima	Bhupi, DB Thapa, SarojBala, Garima, Babita, Kamal, Nishant, Banerjee, Monika Thakur
2	Chenab	Ms Monika Nijhawan	Gopal, Ritu, Ankita, Vandana Chandel, Priya, Manju, Mukherjee, Jyoti
3	Ravi	Ms Neelam Thakur	Vidisha, Dr Anil, Nav, Reena, Priyanka, Anjana, Shweta Soni, Kamli, Bhawana
4	Satluj	Ms Kalashnoo	Rajani Sharma, Nitin, Joginder, Bhawandeep, Vandana Kaushal, Anita, Deepti Sood, SarojPandey, BandanaGautam