



COMMITTEES FOR THE ACADEMIC YEAR 2020-21

Committees Name
1. Academic Council
2. Examination
3. CCA
4. Time Table
5. Admission
6. Library
7. Discipline
9. System Admin
10. Furniture
11. Guidance & Counseling
12. Parent Teacher Association
13. Display Board
14.1 Club Activities-Art Club
14.2 Chess
14.3 Taekwondo
14.4 Skating
14.5 Football
14.6 Music
14.7 Dance
14.8 Instrumental

Committee	Members
1. Academic Council	1. English - Ms. Farah Khan 2. Hindi - Ms. Preeti Mishra 3. S.St - Ms. Priya Silas 4. Science - Ms. Ayesha Siddiqui 5. Computer Science - Ms. Dolly Varshney 6. Maths - Ms. Poonam Jhandai 7. Spanish - Ms. Prerna Sharma 8. Sanskrit - Mr. Rakesh Tiwari 9. Co-ordinator 10. Principal - Principal

Duties

1. To prepare the list of notebooks for the Academic year.
2. To ensure the distribution of split-up syllabus to students of all classes.
3. To monitor the teaching-learning process.
4. To monitor the upkeep of CCE documents.
5. To monitor the conduct of Remedial class for low achievers.

Committee	Members
2. Examination (Internal)	1. Ms. AkankshaAgarwal (VI-VII) - Convenor 2. Ms. Ayesha Siddiqui (I-V) 3. Coordinator 4. Principal

Duties

1. To conduct internal exams as per the schedule is given by the calendar of activities.
2. To update the Report cards and Mark list format as per the latest CBSE directions.
3. To provide CCE registers to various subject teachers.
4. To distribute the Timetable for Exam.
5. To collect Question papers from paper setters, along with Blueprint & Marking scheme.
6. To conduct retest as per norms.
7. To analyze the Results of internal.

Committee	Members
3. CCA	1. Ms. Sonakshi Ayesha Lall -Convenor 2. Ms. Varsha 3. Ms. Nisha Sharma 4. Coordinator 5. Principal

Duties

1. To prepare the CCA calendar of Activities.
2. To conduct Co-Curricular Activities.
3. To ensure the morning assembly programmes are conducted in stipulated time.
4. To prepare students for morning assembly.
5. To ensure the quality of the items presented on stage.
6. To ensure the Assembly Register is updated regularly.
7. To organise Programmes on Special days.
8. To ensure maximum participation of students.
9. To organise Annual Day & distribute CCA prizes.

Committee	Members
4. Time Table	1. Ms. AkankshaAgarwal Convenor 2. Ms. Ayesha Siddiqui 3. Coordinator 4. Principal

Duties

1. To prepare the School timetable as per the latest guidelines from CBSE.
2. To make arrangement for teachers on leave & vacant posts.
3. To maintain a register for teachers to enter the date of leave in advance wherever possible and to ensure it is maintained for the smooth functioning of the school activities.
4. To ensure that Teachers attend their arrangement Periods.
5. To monitor the presence of Teachers in all the classes if not to remind teachers.
6. To make a remedial timetable for low achievers.

Committee	Members
5. Admission	1. Ms. Shipra Sharma- Convenor 2. Ms. Sonika Kulshrestha 3. Coordinator 4. Principal

Duties

1. To display notice regarding the sale, registration and submission of Admission forms.
2. To display forms/Annexure.
3. To get the Admission form & Brochures printed.
4. Registration, Verification of the Admission forms, preparation of master list, and admission of students.
5. To give information regarding Registration & Admission to the Correspondent.
- 6.

Committee	Members
6. Library	1. Ms. Deepika Srivastava - Convenor 2. Ms. Sweta Gupta 3. Coordinator 4. Principal

Duties

1. To purchase books as per guidelines.
2. The suggestion from staff members for the purchase of new books to be taken.
3. To ensure books are circulated as per the requirement of students & staff members as per Library rules.
4. Books should not remain with the same individual for a long period when there is a demand for it from others.
5. The library should be open during lunchtime for students to read books & magazines.
6. Students should be encouraged to write a Book Review.
7. Guidance & Counselling corner or table to be maintained.
8. Good quotations related to Books and Reading to be displayed in the Library.

Committee	Members
7. Discipline	1. Farah Khan - Convenor 2. Pramod Kumar 3. Coordinator 4. Principal

Duties

1. To monitor the discipline of students during the assembly.
2. To check whether students are attending the assembly or not.
3. To check the bags of higher class students at regular intervals to ensure that they do not bring mobiles & i-pods to school.

Committee	Members
8. System Administration	1. Richa Gupta - Convenor 2. Coordinator 3. Principal

Duties

1. To monitor the use of AV room as per AV room time table.
2. To ensure the AV room logbook is maintained.
3. To ensure Av room Timetable is displayed in the AV room as well as on the door outside.
4. To collect the e-lessons from teachers for all the subjects and to display the CDs in the AV room for use by other teachers.
5. A catalogue of CDs to be prepared.

Committee	Members
9. Furniture	1. Ashwani Kumar - Convenor 2. Coordinator 3. Principal

Duties

1. To ensure the furniture in each classroom is of uniform nature as far as possible.
2. To check whether any furniture requires repair & to bring it to the notice of the Furniture I/C.
3. To ensure that no furniture is lying in the corridors.
4. To ensure that any furniture taken for any function to be replaced in its proper place.

Committee	Members
10. Guidance and Counseling	1. Dahleia - Convenor 2. Nishant Sharma 3. Coordinator 4. Principal

Duties

1. To plan guidance & counseling activities for the academic year.
2. To maintain Guidance & counseling register.
3. To arrange talks by experts.
4. To have a counseling hour every Wednesday for difficult students of various classes.

Committee	Members
11. Parent-Teacher Association	1. Principal 2. Coordinator 3. Ms. Ayesha Siddiqui 4. Ms. Priya Silas 5. Ms. Prachi Pant 6. Ms. Shipra Sharma 7. Ms. Farheen 8. Ms. Pragya Saraswat

Duties

1. To intimate parents about PTA meetings.
2. To take the signature of parents attending the meeting.
3. To take Parents suggestions during PTA meetings.
4. To inform parents about the action taken.

Committee	Members
12. Display board	1. All Class Teachers 2. Coordinator 3. Principal

Duties

1. To ensure the display boards are decorated as per the topic is given monthly basis.
2. The articles displayed should be verified by the teacher.

Committee	Members
13. Club Activities	<p>14.1 Art Club Rinku-Convenor</p> <p>14.2 Chess - Farheen</p> <p>14.3 Taekwondo - Pankaj</p> <p>14.4 Skating - Pramod</p> <p>14.5 Football - Khusboo</p> <p>14.6 Music - Prachi</p> <p>14.7 Dance - Suparna</p> <p>14.8 Instrumental - Nilesh</p> <p>Co-ordinator</p> <p>Principal-</p>

Sheesh & Shepherd.
SALVATION TREE SCHOOL

PRINCIPAL