

S. No	Portfolio	Teacher In-Charges
1	TIME TABLE	a. Mrs Freeda Francis b. Mrs Geetika Arora c. Mrs Priyanka Sharma d. Mrs. Sukhwinder Sethi
2	SUBSTITUTION	a. Mrs. Deepanka Arora b. Mrs. Geetika Arora c. Mrs Amrit Sidhu d. Mr Mukesh Sharma
3	EXAMINATION	a. Mrs Taru Goyal b. Mrs Babita c. Mrs Neetu Gaur d. Mrs Sukhwinder Sethi e. Mr Upendra Singh
4	C.B.S.E	a. Mrs Poonam Yadav b. Mrs Amrit Sidhu c. Mrs. Priyanka Sharma d. Mr Upendra Singh
5.	W.I.F.S	a. Mr Ekram Dwivedi b. Mrs Sanjana Marwah
6.	DEWORMING	a. Mrs Bani Bhakhry Dua b. Mrs Babita
7.	PROPERTY	a. Mrs Manjinder Kaur b. Mrs Charu Dagar
8.	ECO –CLUB	a. Mrs Geetika Arora b. Mrs Jyoti Mavi c. Mrs Bani Bhakhry Dua d. Mr Mukesh Sharma e. Ms Manisha Aggarwal
9	PARENT 'S I -CARD	a. Mr Brajpal Singh b. Mrs Jyoti Mavi c. Mr Sunil Kumar Dubey
10.	STUDENT'S I-CARD	a. Mrs Nishi Trikha (class 6 to 12) b. Mrs Jyoti Mavi (class 1 to 5)
11.	RED CROSS	a. Mrs. Amrit Sidhu b. Anamika
12.	HOUSE -COORDINATOR	a. Mrs. Mukta Kalra b. Mrs Asha (P.E.T.) c. Mr Mandeep
13.	SUBMISSION OF MONTHLY ACTIVITY FOLDER	a. Mrs Mukta Kalra b. Ms Ritu Rani c. Mr Upender Singh
14	WEBSITE IN-CHARGE	SUPERVISION – Mrs Freeda Francis a. Mrs Priyanka Sharma b. Mrs Jyotsna Dharwar c. Dr Nishi Trikha
15.	CPWD/MAINTENANCE	Mrs Freeda Francis All labs – Mrs Priyanka Sharma/ Mrs Manjinder kaur with Lab In-charges 9 to 10 – Mrs Aradhna Dewan

		6 to8 – Mrs Neetu Gaur 1 to 5 -Mrs Sanjana Marwah Mrs Mamta Mr Upendra Singh
16.	DISCIPLINE COMMITTEE	Overall In-charge a. Mrs Deepanka Arora b. Mrs Freeda Francis Classes 1 to 5 a. Mrs Sanjana Marwah (In-charge) b. Mrs Sukhwinder Sethi Classes 6 to 8 a. Mrs Sonia Kapoor (In-charge) b. Mrs Bani Bhakhry Dua Classes 9 to 10 a. Mrs Manjinder Kaur (in-charge) b. Mrs Aradhna Dewan c. Mr Mahesh Chand Classes 11 and 12 a. Mrs Kusum Sharma (In-charge) b. Mrs Taru Goyal c. Mrs Jyotsna Dharwar d. Mrs Anshu Pandey
17	SEXUAL HARASSMENT COMMITTEE	a. Mrs Deepanka Arora b. Mrs Freeda Francis c. Mrs.Taru Goyal d. Mrs. Sukhwinder Sethi e. SMC Secretary f. Head Boy and Head Girl
18.	STAFF REPRESENTATIVES	a. Mrs Aradhana Dewan b. Mrs Neetu Nuna
19.	AUDIO –VISUAL AIDS	a. Mrs Jyoti Mavi
20.	DAILY ATTENDANCE	a. Mrs Bimla Upadhaya b. Mrs. Sanjana Marwah
21.	ADMISSION IN-CHARGE	a. Mrs Kusum Sharma b. Mrs Sukhwinder Sethi c. Mrs Neetu Nuna
22.	ADMISSION COMMITTEE MEMBERS	a. Mrs Amrit Sidhu b. Mrs Bani Bhakhry Dua c. Mrs Charu Dagar d. Mrs Sanjana Marwah e. Mrs Jyoti Mavi
23.	KISHORI YOJNA	a. Ms. Anamika b. Mrs Amrit Sidhu c. Mrs Anuradha
24.	SWATCH ABHIYAN	a. Mrs Manjinder Kaur b. Mrs Aashima House In-charges with their team
25.	ROAD SAFETY	a. Mrs Charu Dagar b. Mr Mandeep c. Mr Shiv Sharma d. Ms Asha (P.E.T.)

26.	TOBACCO BAN	a. Mandeep b. Dr. Ekram Dwivedi c. Mr Shiv Sharma d. Mukesh Sharma
27.	PURCHASE COMMITTEE	a. Mrs Geetika Arora b. Mr Amit Kumar Sharma c. Mrs Sukhwinder Sethi d. Mrs Navneeta Sharma
28.	SMC CONVENER	Mrs. Deepanka Arora
29.	CULTURAL COORDINATORS FOR ANNUAL DAY /SPORTS DAY	a. Mrs Deepanka Arora b. Mrs. Freeda Francis c. Mr. Amit Kumar Sharma d. Bani Bhakhry Dua e. Mrs Sukhwinder Sethi f. Mr. Mandeep g. Shiv Sharma h. Mrs Navneeta Sharma i. Mrs Mamta
30.	FIRST AID	a. Mrs Kusum Sharma b. Amrit Sidhu c. Mrs Bani Bhakhry Dua d. Mrs Charu Dagar e. Mrs Sanjana Marwah f. Mrs Ashima
31.	REFRESHMENT TEAM	a. Anamika b. Mrs Amrit Sidhu c. Mrs Sanjana Marwah d. Mrs Asha (Eng)
32.	CAFETERIA INSPECTION	a. Mrs Aradhana Dewan (In-charge) b. Mrs. Neetu Nuna c. Mr. Brajpal Singh d. Mrs Resham Gaur e. Ms Anamika f. Mrs Poonam Yadav g. Mr Amit Kumar Sharma h. Mrs Sanjana Marwah i. Mr Mukesh Sharma j. Purchase Committee Members
33.	DISASTER MANAGEMENT /FIRE EXTINGUISHER	a. Mrs Kusum Sharma b. Mrs Aradhna Dewan (In-charge) c. Mrs Neetu Gaur d. Mrs Charu Dagar e. Mr. Mandeep
34.	SCHOOL CABINET ELECTIONS	a. Mrs Kusum Sharma b. Mrs Aradhna Dewan c. Mrs Neetu Gaur d. Mrs Neetu Nuna e. Mrs Charu Dagar
35.	SARWA SIKSHAABHIYAN	a. Mrs Neetu Nuna b. Mrs Navneeta Sharma

36.	SAFETY AND SECURITY OF STUDENTS	a. Mrs Deepanka Arora b. Mrs Freeda Francis c. Mr Mandeep d. Mrs Kusum sharma e. Mrs Taru Goyal f. Mrs Bani Bhakhry Dua h. Mrs Sukhwinder Sethi i. Ms Sunita
37.	WORKSHOP MANAGEMENT	a. Mrs Deepanka Arora b. Mrs Bani Bhakhry Dua All HoD's Respective class teachers and subject teachers
38.	CONDUCT OF ASSEMBLY + GENERAL DISCIPLINE	a. Mrs Nishi Trikha (Overall In-charge) b. Mr Mandeep c. Mrs. Asha (P.E.T.) d. Mr Shiv Sharma e. Mrs Sukhwinder Sethi f. Mrs Meenu g. House in-charges
39.	INTERNAL COMPLAINTS COMMITTEE	a. Mrs Deepanka Arora b. Mrs Freeda Francis c. Mr. Mandeep d. SMC Member
40.	NCC	Mr Amit Kumar Sharma
41.	BREAK DUTY INCHARGE	Mr Brajpal Supervisors : a. Mrs Deepanka Arora b. Mrs Freeda Francis c. Mrs Jyotsna Dharwar
42.	BOOK LIST	a. Mr Brajpal Singh b. Mrs Sanjana Marwah
43.	TRANSPORT	a. Mr Brajpal Singh b. Mr Mukesh Sharma c. Dr Ekram Diwedi
44.	FITNESS INCHARGE (ASSEMBLY TIME)	1 to 5 - Mr Shiv Sharma 6 to 8 – Mrs Neetu Gaur 9 to 12 – Mr Mandeep Girls – Ms Asha (P.E.T.)
45.	BLOCK INCHARGES	Kalam – Mrs Freeda, Mrs Anshu Pandey Sarabai – Mrs Taru, Mrs Bani Bhakhry Dua Bhabha –Mrs Resham, Mrs Manjinder Kaur Aryabhatta – Mrs Sukhwinder Sethi
46	CO – CLASS TEACHERS	VI A, B, C – Mrs Amrit Sidhu VII A, B – Mr Mahesh VIII A, B, C – Mrs Nishi IX A – Mr Amit Sharma /Mrs Priyanka Sharma IX B – Mr Mukesh Sharma /Priyanka Sharma IX C – Mrs Neetu Nuna/Mrs Anuradha X A – Mrs Poonam Yadav/Mrs Jyotsna Dharwar X B – Mrs Sonia Kapoor/Mrs Asha

		X C – Mrs Mala Kathuria/Mrs Mukta Kalra XI A – Mrs Kusum Sharma/Ms Anamika XI B – Mrs Geetika Arora/Mrs Deepanka Arora XI C – Mrs Anshu Pandey/Mrs Freeda Francis XI D – Resham Gaur/Mrs Manjinder Kaur XII A – Mrs Aradhana Dewan/Ms Anamika XII B – Mrs Taru Goyal/Mrs Deepanka Arora XII C – Mr Brajpal Singh/Mrs Freeda Francis
47.	ROAD SAFETY CLUB	a. Mrs. Deepanka Arora b. Mrs Charu Dagar c. Mrs Jyoti Mavi d. Mr. Mandeep e. Ms. Asha
48.	CWSN	a. Mrs. Freeda Francis b. Mrs. Bani Bhakhry Dua c. Mrs. Sanjana Marwah
49.	SCHOLARSHIP	Mrs Priyanka Sharma
50.	SOCIAL INTERNSHIP PROGRAM (DOE AND LADLI FOUNDATION TRUST)	a. Mrs Jyotsna Dharwar b. Mrs Amrit Sidhu
51.	ROBOTIC LAB	a. Mrs Priyanka Sharma b. Mrs Poonam Yadav c. Mr Amit Kumar Sharma d. Bani Bhakhry Dua
52.	FIT INDIA	a. Mrs Sukhwinder Sethi b. Mr Shiv Sharma c. Mr Mandeep
53.	MISSION BUNIYAAD	a. Mr Mahesh Chand Gupta (In-charge) b. Mrs Bani Bhakhry Dua c. Mrs Sukhwinder Sethi
54.	DISPERSAL OF STUDENTS	a. Primary – All Teachers b. Senior – All Teachers c. Entrance – House Teachers and Campus all other teachers