



Apex Public School (RECOGNISED)

(SENIOR SECONDARY) ISO 9001:2008 CERTIFIED

A PROJECT OF THE JEANNE CHRISTIAN EDUCATIONAL SOCIETY (REGG.)

APEX AVENUE, SANT NAGAR (BURARI), DELHI-110084

MOB: 9990061747

ROLES & RESPONSIBILITIES OF VARIOUS SCHOOL COMMITTEES 2025-26

REVISED : 20.09.2025

SL. NO.	NAME OF COMMITTEES	ROLES & RESPONSIBILITIES
1.	<p>Grievance Committee on Child Sexual abuse: POCSO ACT 2012 & Internal complaint committee POSH ACT, 2013</p> <p>–Members:</p> <ol style="list-style-type: none"> 1. Dr Dorothy Jonathan (Principal) 2. Ms. Aradhana Dutt 3. Ms. Chanchan B 4. Ms. Aqsa Siddiqui 5. Mrs. Surbhi Rai 6. Mr. Vijendra Singh 7. PTA member 8. Head Boy 9. Head Girl 	<p>The committee works towards safeguarding the students from the challenges they face in their formative years in the school and protecting working women in the school.</p> <ul style="list-style-type: none"> ❖ The committee will take the age –appropriate initiatives to create awareness about sexual exploitation. ❖ The committee will ensure that the children and women know their rights and responsibilities about themselves. ❖ Creating a conducive environment where children and women feel safe to disclose any form of abuse. ❖ Organizing in-house induction sessions for all students and Staff (Teaching and nonteaching staff) ❖ Conducting inquiries about any incident reported and forwarding the recommendation to SMC for taking appropriate action as per the provision of the POCSO Act 2012 and POSH 2013.
2.	<p>Academic Committee:</p> <ol style="list-style-type: none"> 1. Dr Dorothy Jonathan (Principal) 2. Mr. Arvind Kumar Tejyan 3. Mr. Harish Singh Rawat 4. Ms. Kiran Chadha 5. Ms Deepa Sharma 6. HOD'S: MR. HIMANSHU (ENGLISH) MR. KAUSHELENDRA (HINDI) 	<p>Develops and implements curriculum.</p> <p>Monitor academic performance.</p>

	DR. VAISHNAVI (officiating) (SCIENCE) MR. CHAKIT (S.ST) MR. ANKESH KUMAR (MATHS) MS. SAPNA LUTHRA ANAND (COMPUTER) MR. DHRUV: COMMERCE MR. HARISH RAWAT: SPORTS	
3.	School Building Safety and School Disaster Management Committee (SDMC): <ol style="list-style-type: none"> 1. Mr. Harish Rawat (In charge) 2. Mr. Harish Pandey 3. Mr. Mohd Amir Khan 4. Mrs. Manju Sharma 5. Mr. Ujjwal Madan 6. Dr. Vaishnavi Gupta 	<p>The committee conducts various activities to ensure that the school students, teachers, and other staff are well aware-and trained in responding to any emergency.</p> <ul style="list-style-type: none"> ❖ Conduct safety audits once a month as per the directions received from the Department of Education on structural and non structural safety. ❖ Conduct regular mock drills for checking preparedness in an emergency. ❖ Submission of quarterly report via Google form to the DOE through the Admin office. ❖ Maintaining the audio-visual records of Mock drills conducted in the school and producing the same as and when asked by the inspection authorities.
4.	Co – Curricular Committee (Cultural) <ol style="list-style-type: none"> 1. Mr. Himanshu (In charge) 2. Ms. Chanchan 3. Mr. Rajesh 4. Ms. Mamta Khulbe 5. Mr. Nitin Chandra 6. Mr. Louis Makhal 7. Mr. Kaushelendra 8. Mr. Ajay Sundriyal 9. Mr. Ajay Dayal 10. Mr. Vijay Gupta 11. Ms. Harshita Sanwal 12. Mr. Vishal Singh 13. Ms. Sunaina Sharma 14. Ms. Gurjeet Kaur 15. Ms. Kamya Bhagat 16. Ms. Nidhi Pandey 	<p>The Art and cultural committee look after the complete management of school functions and other events of social gathering.</p> <ul style="list-style-type: none"> ❖ Planning the school's Events and functions well in advance and informing the same to the admin staff. ❖ Making the programme list and informing the same to the school authority and concerned persons at least three days before the programme. ❖ Make arrangements for necessary Materials, props, etc. required to conduct the programme. ❖ To provide a requisition list to the VP (Admin) office well in advance to make necessary arrangements. ❖ To make a duty chart for teachers in consultation with the VP (admin)

	17. Ms. Jesika Minz	<ul style="list-style-type: none"> ❖ To maintain all records (Result sheets (if any), ❖ Photographs of the events, etc.)
5.	<p>Internal Complain / Anti- Bullying Committee:</p> <ol style="list-style-type: none"> 1. Mr. Arvind Kumar (In Charge) 2. Mr. Harish Rawat 3. Mr. Dhruv Kumar 4. Mrs. Kiran Chadha 5. Ms. Harshita Sanwal 6. Mrs. Surbhi Rai 7. Ms. Mahima Balodi 8. Ms. Anju Sachdeva 9. Ms. Vandana Sharma 10. Head Boy 11. Head Girl 	<p>Bullying is unwanted, aggressive behavior among school students that involve a real or perceived power imbalance. This behavior is repeated or potential to be repeated over time. Both kids who are bullied and who bully may have serious lasting problems.</p> <p>The committee dealt with looking into any incident related to bullying.</p> <ul style="list-style-type: none"> ❖ The committee will cognize any incidence related to Bullying in school. ❖ To educate students and parents about bullying including cyberbullying and to take effective steps to stop such incidence. ❖ To Organize house induction sessions for all students and Staff (Teaching and nonteaching staff) to create awareness among them. ❖ Conducting inquiries about any incident reported and forwarding the recommendation to SMC for taking appropriate action.
6.	<p>Discipline Committee (For Students):</p> <ol style="list-style-type: none"> 1. Mrs. Sapna Anand (In Charge) 2. Mrs. Kiran Chadha 3. Mrs. Rachana Behl 4. Mrs. Jyoti Sharma 5. Mr. Rahul Singh (PET) 6. Ms. Saakshi Takyar 7. Ms. Tanuja Bisht 8. Mr. Swapan Chandra Raj 9. Ms. Rachana Behl 10. Ms. Ranjana Prasad 11. Mr. Ujjwal Madan 12. Ms. Simranjeet Kaur 	<p>The committee will ensure that students obey rules and remain orderly and peaceful under the educational objectives:</p> <ul style="list-style-type: none"> ❖ To ensure the students are following the dress code. ❖ To ensure that the students are reaching school on time. ❖ To ensure during school hours all students must abide by the rules and regulations of the school. ❖ To conduct surprise visits for checking bags and other belongings of students to prohibit carrying a mobile phone and other articles banned in the school. ❖ To take effective measures to stop using abusive and filthy/foul language by the students on the school premises. ❖ Conduct regular sessions with students to make them aware of the school discipline.

7.	Staff Welfare Fund Committee: <ol style="list-style-type: none"> 1. Mrs. Kamyra Bhagat 2. Mrs. Vandana Sharma 	<p>The SWF committee is formed to handle the staff funds and make use of it most effectively for the staff.</p> <ul style="list-style-type: none"> ❖ The committee will keep a record of funds and ensure the availability of funds for various purposes related to staff such as Marriage, Retirement, Birthday, etc. ❖ The committee will generate funds in the form of staff contributions on a monthly or quarterly basis. ❖ The amount of funds can be determined on time-to-time basis depending upon the need in consultation with the principal. ❖ The committee members will use the funds for purchasing goods/gift/use of funds as per the suggestions given by the admins. ❖ The cashbook is to be maintained for this purpose which is to be produced for audit every three months.
8.	Morning Assembly in charges: <ol style="list-style-type: none"> 1. Ms. Nidhi Pandey 2. Mrs. Sanju Madan 3. Mr. Himanshu 4. Mr. Kaushelendra 5. Mr. Santosh Sundriyal 6. Ms. Jyoti Sharma 7. Mr. Swapan Raj 	<p>Morning assembly is an integral part of the school system. It helps students to gather a lot of energy to do well and be good in their day.</p> <ul style="list-style-type: none"> ❖ The time of morning assembly is 8:15 am to 8:30 am. ❖ The morning assembly is to be conducted daily except under special circumstances. ❖ The morning assembly should be qualitative and informative. ❖ The morning assembly should be planned and must be scrutinized to ensure it's free from any error. ❖ The class-wise assembly chart is to be made a month in advance and information should be given to the concerned class teachers for preparation on time. ❖ On the last working day of the week, the House assembly is to be organized. ❖ A record is to be maintained of all special assemblies conducted during the year. ❖

<p>9.</p>	<p>Exam Committee (Internal & CBSE):</p> <ol style="list-style-type: none"> 1. Mr. Dhruv Kumar (Controller of Examinations) 2. Mohd. Amir Khan 3. Mr. Raju K. A 4. Mr. Varun Bhardwaj 5. Ms. Mahima Balodi 6. Mohd. Tayyab Malik 	<p>An examination system evaluates factual understanding, conceptual understanding, and global understanding of the prescribed syllabus and designed curriculum. The examination system assesses an individual's capability to interpret learning in his language. It is not merely a test of knowledge. The examination system evaluates the persistent and consistent quality of an individual. It tests the attitude of an individual i.e. how an individual performs better under extreme pressure. Examination examines an individual's overall personality. Examination systems examine student's desire to learn, desire to explore, desire to investigate, and desire to apply learning in real-life situations. The assessment ensures a quality teaching-learning process.</p> <ul style="list-style-type: none"> ❖ Prepare guidelines for teachers to prepare question papers for different examination ❖ Prepare precise and lucid instructions regarding (a) the pattern of the question paper (b) the types of questions (c) rational marks allotted to different types of questions (d) the language of instruction etc. ❖ Collection of subject test paper/chapter-wise test/unit test /term test/end-year Examination. ❖ Giving advanced circulars to the teachers signed by the principal regarding submitting question papers, mark sheets on time, and any other required documents ❖ Preparation of Question Bank: - In charge of preparing the subject-wise question bank in coordination with the subject teacher ❖ Form a subject expert committee to ensure the quality of the question paper ❖ Ensure preparation of question paper i.e. final printout before 48 hours of the Exam date. Preparation of standard question paper subject-wise according to guidelines given by the CBSE. The question paper should be in a proper format. Grammatical mistakes should not be there in the question paper. Question paper must not exceed or less than the
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		<p>prescribed marks for the particular examination.</p> <ul style="list-style-type: none"> ❖ Ensure necessary items to conduct the examination i.e. question paper, answer sheets, Mark sheets, thread, and other stationary items. Give advance requirements to the administration or officer. ❖ Making proper seating arrangements for students for different examinations. ❖ Making examination Date sheets with the consent from the principal. ❖ Prepare examination duty charts for the teachers. ❖ Form a subject expert committee (HOD) to ensure the quality correction of answers in exams. ❖ The teacher will prepare a marking scheme of questions with the question paper and submit it to the Examination In charge ❖ Teacher will submit corrected answer sheets within Three days after the examination or prescribed by the Examination In charge. The spot Evaluation system is to be followed. ❖ Keeping records of all the examinations held in the school in soft as well as hard copy. ❖ The teacher will show the mark list/Mark Register to the principal before finally entering the Report Card. ❖ Preparation of Mark sheets format for different examinations. ❖ The exam In Charge will ensure the final printing of the report card before 48 hours of the results. ❖ Conducting Result PTM and keeping records of PTM attendance and Feedback. ❖ Conduct examinations from other agencies and make proper arrangements for them. ❖ Or any other work deemed fit to improve the examination system in the school.
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10.	Library Committee: <ol style="list-style-type: none"> 1. Ms. Rashi 2. Mr. Himanshu 3. Mr. Kaushelendra 4. Ms. Mahima Balodi 5. Ms. Chanchan B 6. Ms Deepa Sharma 7. Ms Sunaina 	Manages library resources and services. Promotes reading and research skills.
11.	Sports Committee: <ol style="list-style-type: none"> 1. Mr. Harish Singh Rawat 2. Mr. Ujjawal Madan 3. Mr. Rahul Singh 4. Ms. Sakshi Takyar 5. Mr. Ishan 6. Mr. Faizaan 7. Mr. Shyam 8. Ms. Antim Sharma 	Organizes sports and games activities. Promotes physical education and teamwork.
12.	Substitution duties in charges: <ol style="list-style-type: none"> 1. Mr. Raju K A 2. Mr. Varun Bhardwaj 	Teachers often take leave due to some emergency or other reasons. It is important to make arrangements for substitute teachers in the early hours of school on daily basis for smooth operation. <ul style="list-style-type: none"> ❖ To make of list of teachers who will be on leave. ❖ To Make substitution duties by 8:30 am and same to be informed the concerned teachers well in time. ❖ To maintain the records of substitution duties for analysis. ❖ Ensure substitution is given preference to the teaching teacher in the class if available. Try to compensate for the teaching period from time to time. ❖ Making Recess duties for teachers. ❖ Making afternoon dispersal duties for teachers. ❖ To ensure that teachers follow the given schedule. ❖ To arrange duties for activity period or practice sessions during functions.

13.	<p>House In charges:</p> <ol style="list-style-type: none"> 1. St. Andrew's House: Mrs. Anjali Tyagi 2. St. Francis' House: Mrs. Sunaina Sharma 3. St. George's House: Ms. Dimple Sharma 4. St. Patrick's House: Mrs. Sapna Anand 	<p>The house system is followed in the school to provide a spirit of competition among the students. It helps in conducting various sports and cultural competitions with in the school students. It develops team spirit and a sense of belongingness to the school.</p> <ul style="list-style-type: none"> ❖ To plan for yearlong house events. ❖ To encourage students and teachers to participate in various events with Zeal and enthusiasm. ❖ To maintain records/House points of various events. ❖ To help the cultural and sports teachers to identify students for taking part in Zonal and intra-school competitions. ❖ To provide effective leadership to the students for their overall development. ❖ To assist the school authorities in the conduct of school functions and events by sharing duties and responsibilities with the office bearers.
15.	<p>Grievance /Complaint and Redressal Officer (CBSE):</p> <ol style="list-style-type: none"> 1. Mr. Arvind Kumar Tejyan Manager / (VP (Admin)) 	<p>To handle all grievances and complaints of all the stakeholders of the school and provide Solutions/Remedies/Redressal with the consultation of the principal.</p>
16.	<p>U–DISE In Charge:</p> <ol style="list-style-type: none"> 1. Mr. Dimple Sharma 2. Mr. Anish James 3. Mr. Arpan 4. Ms Nidhi Patwal 	<p>Unified District Information System (U- Dise) is a database about schools in India under MOE, Government of India. It maintains detailed records about the school going children in the country.</p> <ul style="list-style-type: none"> ❖ To update the details of existing students on the portal. ❖ To enter the records of new admissions. ❖ To update the details of existing staff on the portal. ❖ To enter the details of new appointments on the portal ❖ To ensure the correctness of students' details in the admission file and ERP. ❖ To verify details from the portal before issuing TC certificates to the students.

		<ul style="list-style-type: none"> ❖ Coordinate with VP (admin) office for keeping and providing various details of students and teachers to the Department of Education.
17.	Zonal Sports and Cultural Activities In charges: <ol style="list-style-type: none"> 1. Mr. Harish Singh Rawat 2. Mr. Ujjwal Madan 3. Mrs. Kiran Chadha 4. Mr. Rahul Singh (PET) 	<p>The Department of Education organizes various sports and cultural events for the students on the district and national levels. It is pertinent to participate in maximum events to give students a platform to showcase their skills and talents.</p> <ul style="list-style-type: none"> ❖ To arrange a schedule of Zonal events (Cultural and Sports) in advance. ❖ To give necessary instructions to the teacher In-charge. ❖ To form the teams in advance and ensure their participation. ❖ To make arrangements for teams for reaching the venue on time. ❖ To obtain NOC from the parents of each participant. ❖ To maintain records of participation and achievements.
18.	Road Safety Club In charges: <ol style="list-style-type: none"> 1. Mr. Harish Pandey 2. Mr. Gagan Pathak 3. Mr. Mohd. Amir khan 4. Mr. Ujjwal Madan 5. Mr. Avnish Shukla 6. Mr. Mohd Tayyab Malik 	<p>Road safety is very important to ensure the safety of students. The road safety club will organize seminars/plays / Nukkad Natak to sensitize students who are future road users about road safety, Lane Discipline, driving rules traffic safety, and guidelines.</p> <p>The Club will provide details of activities conducted by the Department of Education as and when asked for. The club will also maintain the audio-visual records for producing the same to the DOE.</p>
19.	Social Club: <ol style="list-style-type: none"> 1. Mr. Chakit 2. Ms. Janet James 3. Ms. Pooja Sharma 4. Ms. Simranjeet Kaur 5. Ms. Ishu 	<p>The Social club is an effort to educate students about their responsibilities towards society.</p> <p>The Club will work for the following:</p> <ul style="list-style-type: none"> ❖ To organize a donation campaign in the form of “WALL of KINDNESS” to help orphans, poor and needy children. ❖ To encourage the students and staff to contribute to resolving various social issues.

		<ul style="list-style-type: none"> ❖ Organize rallies, seminars, and Painting competitions to create awareness about the social responsibilities of citizens.
20.	<p>Eco Club:</p> <ol style="list-style-type: none"> 1. Mrs. Surbhi Rai 2. Ms. Jesika Minz 3. Ms. Sonia Arora 4. Ms. Poonam 5. Ms. Yukti Sharma 	<p>The Eco club is formed to empower the students to participate in and take up meaningful environmental activities and projects. It is a Platform through which students can influence their friends, parents, and neighborhood communities to promote sound environmental behavior.</p> <p>The Eco Club will undertake the following:</p> <ul style="list-style-type: none"> ❖ Motivate the students to keep their surroundings green and clean by undertaking the plantation of trees. ❖ Promote the ethos of conservation of water by optimizing the use of water. ❖ Motivate students to imbibe habits and lifestyles for minimum waste generation. ❖ Organize seminars, debates, lectures, and popular talks on environmental issues in the school to motivate the students to keep their surroundings green and clean. ❖ Educate students to create awareness amongst public and sanitary workers, to stop the indiscriminate burning of waste which causes respiratory diseases. ❖ Sensitize the students to minimize the use of plastic bags, and not to throw them in public places as they choke drains and sewers, cause water logging and provide breeding grounds for mosquitoes. ❖ Organize tree plantation programs, and awareness programs such as quizzes, essays, painting competitions, rallies, nukkad Natak, etc. regarding various environmental issues and educate children about the re-use of waste material & preparation of products out of waste

		<ul style="list-style-type: none"> ❖ Campaign against the use of loudspeakers, motivate students not to use crackers and fireworks, recycling of glass and metals, and use unnecessary horns. ❖ Field visits to environmentally important sites including polluted and degraded sites, wildlife parks, etc. ❖ Action-based activities like tree plantation, and cleanliness drives both within and outside the school campus. ❖ Grow kitchen gardens, maintain vermin composting pits, construct water harvesting structures in school, practice paper recycling, etc. ❖ Any other innovative program on environmental issues.
21.	Social media and photography in-charges: <ol style="list-style-type: none"> 1. Ms. Sunaina Sharma 2. Ms. Sanju Madan 3. Mr. Kaushelendra 4. Ms. Sapna Luthra Anand 5. Ms. Nidhi Pandey 6. Ms. Jyoti Sharma 7. Ms. Keeratleen Kaur 8. Mr. Louis Makhal 9. Ms. Mamta Khulbe 10. Mr. Rajesh 11. Mr. Vijay Gupta 	<ul style="list-style-type: none"> ❖ To update the events on the social media accounts. ❖ To update the contents on school website. ❖ To preserve the photographs of various events.
22.	Activity In – Charge: For K.G.: <ol style="list-style-type: none"> 1. Ms. Jesika Minz 2. Ms. Sonia Arora 3. Ms. Janet James For Classes 1st to 5th : <ol style="list-style-type: none"> 1. Ms. Keeratleen Kaur 2. Ms. Vandana Sharma For Classes 6th to 12th : <ol style="list-style-type: none"> 1. Ms. Harshita Sanwal 2. Ms. Anjali Tyagi 	

23.	New Building In-Charge: Ground Floor: <ol style="list-style-type: none"> 1. Mr. Vijendra Singh 2. Ms. Sapna Anand First Floor: <ol style="list-style-type: none"> 1. Mr. Vishal Singh 2. Mr. Dhruv Kumar Second Floor: <ol style="list-style-type: none"> 1. Mr. Mohd. Tayyab 2. Ms. Anjali Tyagi 	<ul style="list-style-type: none"> ❖ Maintaining Discipline while interchange of periods. ❖ Uniform Check ❖ Handling behavioral issues ❖ Reporting various disciplinary issues to the higher authorities. ❖ Reporting of teachers to the classrooms on time ❖ Cleanliness of Floor and class rooms
24.	Dispersal Committee: <ol style="list-style-type: none"> 1. Mr. Arvind Kumar Tejyan 2. Ms. Kiran Chadha 3. Mr. Harish Singh Rawat 4. Kindergarten Teacher's 5. P.T. Teacher's 6. Dance Teacher's 7. Music Department 	<ul style="list-style-type: none"> ❖ Preparing Dispersal plans. ❖ Ensuring smooth and safe dispersal of students.
25.	Electoral Literacy / Democracy Clubs: <ol style="list-style-type: none"> 1. Mr. Vishal Singh (In Charge) 2. Ms. Manju Sharma 3. Ms. Mahima Balodi 4. Ms. Vandana Sharma 5. Ms. Monika Yadav 6. Ms. Harshita Sanwal 	<ul style="list-style-type: none"> ❖ Refer to the guidelines issued by department of education and CBSE.
26.	Cyber Security Club: <ol style="list-style-type: none"> 1. Ms. Sapna Luthra Anand 2. Ms. Swapan Chandra Raj 3. Mr. Gagan Pathak 4. Mr. Vijay Gupta 	<ul style="list-style-type: none"> ❖ Refer to guidelines issued by department of education
27.	Leave Approvals: (Entire staff)	Ms. Kiran Chadha
28.	Amount Collection: <ol style="list-style-type: none"> 1. Ms. Regina 	All kind of money collections: Eg:- Fine, Picnic, Photos, etc..

By Order

Dr. Dorothy Jonathan [Principal]

Date: 20.09.2025