

**INGRAHAM ENGLISH MEDIUM SCHOOL
LIST OF COMMITTEE MEMBERS (2026 - 27)**

S.NO.	NAME OF COMMITTEE MEMBERS		DUTIES & RESPONSIBILITIES	SIGN	
ACADEMIC COMMITTEE/SUBJECT COMMITTEE					
1	Mrs. Mohini Sampson (Chairperson)		<ul style="list-style-type: none"> Plan subject-wise curriculum and annual academic schedule Ensure effective teaching methods and lesson planning Develop and review question papers and assessment strategies Monitor student performance and learning outcomes Suggest remedial and enrichment activities Share best practices and innovative teaching ideas Support teacher training and professional development Maintain academic records and documentation 		
2	Mrs. Ritu Jha – Academic Coordinator				
3	HODs	English		Mrs. Archana Singh	
4		Hindi		Mrs. Shalini Massey	
5		Maths		Mr. Madan Mohan	
6		Science		Mrs. Anita Agnihotri	
7		Commerce		Mrs. Taruna Sharma	
8		Middle		Mrs. Rubina Mitra	
9		Primary		Mrs. Shalini Nelson	
10		Special Educator		Mr. Ankur Pathak	
11	Teacher Representative	Primary		Ms. Divyani Shishodia	
12		Middle		Mrs. Ranjana Dass	
13		Senior		Dr. Vivek Mishra	
DISCIPLINE COMMITTEE					
1	Mr. Bhoj Raj Singh (Incharge)		<ul style="list-style-type: none"> Formulating code of conduct covering everything for uniform code to digital citizenship Preventing oversight to discourage bullying or misconduct Inquiry and investigation into report of serious infractions by gathering evidences and interviewing involved parties fairly 		
2	Mrs. Anita Agnihotri				
3	Mrs. Panjy Joseph				
4	Mrs. Ranjana Dass				
5	Ms. Babita Yadav				
6	Mr. Vimal Gaur				
EXAMINATION COMMITTEE					
1	Mrs. Archana Singh (Incharge) Mrs. Divya Dubey & Mrs. Poonam Singh – Class IX to XII		<ul style="list-style-type: none"> To plan the tests-examination schedule well in advance, an intimate student about the dates of tests-exams. Set question paper well in time and after moderation, announce results. Arrange and supply necessary stationery for smooth conduct of the exam. To ensure the availability of all types of anecdotal records in both scholastic and co- scholastic areas. To ensure maintenance of related records with class/subject teachers concerned. Arrangement of the open house of parents after major examinations. Arrange quality stationery in time. Dissemination of information on change of pattern or syllabus to all staff members well in time. 		
2	Mrs. Rubina Mitra (Incharge) – Class VI to VIII				
3	Mrs. Ranjana Dass (Class VI to VIII)				
4	Mrs. Shalini Nelson (Incharge) (Class – I to V) Ms. Divyani Shishodia (Class – I to V)				
5	Mrs. Nazreen (Incharge) - Class Nur, K.G, Prep.				
SCHOOL PEDAGOGICAL COUNCIL/SQAAF & AFFILIATION					
1	Mrs. Mohini B. Sampson (Principal)		Pedagogical Council <ul style="list-style-type: none"> Plan and improve teaching-learning processes Monitor lesson delivery and student outcomes Promote innovative and inclusive pedagogy Support teacher training and development 		
2	Mrs. Anita Agnihotri				
3	Mrs. Ritu Jha				
4	Mrs. Divya Dubey				
5	Mrs. Taruna Sharma				
6	Dr. Vivek Mishra				
7	Mrs. Silky Arora				
8	Mr. Saurabh Arora				
9	Mrs. Rubina Mitra				
10	Mrs. Shalini Nelson				

	Mrs. Gurmeet Kaur	<ul style="list-style-type: none"> Review academic performance and suggest improvements 	
		<p>SQAAF (School Quality Assessment & Assurance Framework)</p> <ul style="list-style-type: none"> Conduct regular self-assessment of school quality Maintain records and evidence of academic practices Identify gaps and implement improvement plans Ensure standards in teaching, infrastructure, and student well-being Use data for continuous improvement 	
		<p>CBSE Affiliation</p> <ul style="list-style-type: none"> Comply with CBSE affiliation bye-laws and norms Maintain proper infrastructure and safety standards Appoint qualified staff and required committees Follow CBSE curriculum and assessment guidelines Keep records ready for inspection and audits 	
CO-CURRICULAR COMMITTEE (Students Related)			
Internal Committee			
1	Mrs. Mercy James (Incharge)	<ul style="list-style-type: none"> To see the arrangement of assembly programme and proper implementation of all the activities in consultation with housemasters. Arrange for evaluation and prize distribution. Prepare the list of competitions and plan accordingly. From sub-committees for different competitions and allot duties to teachers whenever necessary. Redistribution of medals and certificates of competitions in the morning assembly on merit base. 	
2	Mrs. Silky Arora		
3	Mrs. Anita Jennifer Prasad		
4	Ms. Divyani Shishodia		
5	Mrs. Nitoo		
6	Mrs. Priya Chaudhary		
External Committee (Olympiads etc)			
1	Mrs. Ashu Rathi (Incharge)		
2	Mrs. Pooja Sharma		
3	Mrs. Priyanka Bansal		
4	Ms. Sneha Bisht		
5	Mrs. Gurmeet Gaur		
SOCIAL WELFARE COMMITTEE			
1	Dr. Lynnette Martina (Incharge)	<p>Staff well-being & health</p> <ul style="list-style-type: none"> Health check-up camps Mental health support Ergonomic awareness <p>Professional Recognition & Motivation</p> <ul style="list-style-type: none"> Celebrations Awards and Appreciation Farewell Ceremonies <p>Financial & Administrative Liaison</p> <ul style="list-style-type: none"> Welfare fund management 	
2	Mrs. Chanchal Sharma		
3	Mrs. Preeti Sharma		
4	Ms. Babita		

		<ul style="list-style-type: none"> • Policy Advocacy • Grievance Redressal <p>Team building & Socializing</p> <ul style="list-style-type: none"> • Staff Retreats • Hobby Clubs • Cultural Integration <p>Support Systems</p> <ul style="list-style-type: none"> • Orientation for New Joinees • Family Engagement 	
ASSEMBLY, RECORD KEEPING, ANNOUNCEMENT & DAY TO DAY RECORD COMMITTEE			
	<p>OLD BLOCK</p> <p>Assembly, Announcement Record - Mrs. Silky Arora Mrs. Priyanka Bansal Mrs. Shalini Massey Mrs. Pooja Sharma</p> <p>Computer Record - Mrs. Nazma</p>	<p style="text-align: center;">ASSEMBLY</p> <ul style="list-style-type: none"> • Plan and schedule daily/weekly assemblies with relevant themes (values, national days, current events, etc.). • Assign roles to students and staff (prayer, thought for the day, news, speech, etc.). • Ensure proper discipline, order, and decorum during the assembly. • Coordinate special assemblies on occasions like Independence Day, Teachers' Day, etc. • Promote student participation to build confidence and leadership skills. <p style="text-align: center;">RECORD KEEPING</p> <ul style="list-style-type: none"> • Maintain attendance records of students and staff. • Keep documentation of school events, competitions, and celebrations. • Organize and preserve student records, achievements, and disciplinary reports. • Assist in preparing reports for inspections, audits, or annual day presentations. • Ensure proper archiving and confidentiality of sensitive data. <p style="text-align: center;">ANNOUNCEMENT</p> <ul style="list-style-type: none"> • Make timely and clear announcements regarding school activities, schedule changes, competitions, and notices. • Coordinate with teachers and Principal for verified information before broadcasting. • Maintain a logbook of all announcements made. • Ensure announcements are made in a clear, respectful, and student-friendly tone. • Manage the PA (Public Address) system and ensure it is in working condition. 	
	<p>NEW BLOCK</p> <p>Assembly, Announcement Record - Mrs. Mercy James Mrs. Ranjana Dass</p> <p>Computer Record - Mr. Shivansh Singh</p>		
FURNITURE, STOCK & MAINTENANCE, PURCHASE & CONDEMNATION COMMITTEE			
1	Dr. George Prince (Incharge)	<ul style="list-style-type: none"> • To maintain the stock of all furniture at Ingraham English Medium School. • Prepare Condemnation report for broken furniture. Prepare a room wise inventory of furniture and fix 	
2	Ms. Babita Yadav		
3	Mrs. Shalini Massey		
4	Mr. Vimal Gaur		
5	Mr. Ankur Pathak		
6	Mrs. Nazreen		

	Ms. Madhubala	responsibility for maintaining the same. <ul style="list-style-type: none"> • Take measures to prevent breakage of furniture. Arrange for repair of broken furniture if any. Plan purchase as per availability of fund. • To Identify stocks beyond repair for condemnation. To carry out the condemnation procedure and dispose of condemned articles as per prescribed procedure.
GRIEVANCE CELL & INTERNAL COMPLAINT COMMITTEE		
1	Mrs. Anita Agnihotri (Incharge)	<ul style="list-style-type: none"> • To periodically open suggestion box, at least once in a month. • To keep a record of suggestions or grievances received from the students, staff or parents. • To maintain the minutes of the meetings.
2	Mr. Bhoj Raj	
3	Mrs. Divya Dubey	
4	Mrs. Taruna Sharma	
5	Mr. Vivek Mishra	
6	Mrs. Rubina Mitra	
7	Mrs. Shalini Nelson	
8	Mrs. Nazreen (Class Nur, K.G. Prep)	
ANTI BULLYING COMMITTEE		
1	Mrs. Mohini B. Sampson (Principal)	<ul style="list-style-type: none"> • To maintain a complaint box an area not covered by CCTV & check once every 2 days • Monitor Grey zones like school busses, washrooms, corridors, playgrounds • Record keeping – To maintain confidential register
2	Coordinator, Counsellor, Mental Health Expert	
3	Mrs. Anita Agnihotri	
4	Mrs. Richa Ballabh	
5	Parent Representative	
6	Student Representative	
7	Medical Representative	
SCHOOL SAFETY COMMITTEE		
	<ul style="list-style-type: none"> • SITE SAFETY & DISTASTER – Mr. Bhoj Raj (Incharge) • SEARCH & RESCUE – Mr. Vimal Gaur (Incharge) • FIRE SAFETY – Mr. Ankur Pathak (Incharge) • SITE SAFETY – Dr. George Prince (Incharge) • FIRST AID – Dr. Lynnette Martina (Incharge) 	
1	Mr. Bhoj Raj	1. Site Safety & Disaster Management <ul style="list-style-type: none"> • Prepare and implement school disaster management plan • Identify risks (earthquake, fire, flood, etc.) and take preventive measures • Conduct regular safety audits and mock drills • Ensure safe evacuation routes and emergency exits • Coordinate with local authorities during emergencies 2. Search & Rescue Team <ul style="list-style-type: none"> • Evacuate students and staff safely during emergencies • Search for missing or trapped individuals • Assist vulnerable students (young, disabled, injured) • Coordinate with emergency services (police, fire, medical) 3. Fire Safety
2	Mr. George Prince (Checker)	
3	Mr. Ankur Pathak (Checker)	
4	Mrs. Nalini Brave	
5	Mrs. Nazreen	
6	Mrs. Ranjana Dass	
7	Ms. Madhubala	
8	Ms. Divyani Shoshidia	
9	Mrs. Gurmeet Kaur	
10	Dr. Lynnette Martina	
11	Mrs. Shalini Nelson	

		<ul style="list-style-type: none"> • Maintain fire extinguishers and alarm systems • Ensure fire safety compliance and certificates • Train staff and students in fire safety procedures • Conduct regular fire drills • Respond quickly to fire incidents 	
		<p>4. First Aid Team</p> <ul style="list-style-type: none"> • Provide immediate medical assistance during injuries/emergencies • Maintain first aid kits and medical supplies • Keep emergency contact and medical records ready • Coordinate with hospitals/ambulance services • Train staff and students in basic first aid 	
BUS SAFETY TEAM			
	Mr. Ankur Pathak (Incharge)	<ul style="list-style-type: none"> • Oversee the safety of students during boarding, travel, and deboarding. • Monitor compliance with transportation safety guidelines and government regulations. • Conduct regular checks to ensure drivers and attendants are trained and follow traffic rules. • Ensure proper maintenance of seat belts, fire extinguishers, emergency exits, first aid kits, and CCTV. • Recommend timely servicing and repairs to avoid breakdowns or accidents. • Verify that all drivers hold valid licenses and have a clean safety record. • Ensure bus drivers and attendants undergo background checks and receive training in child safety, first aid, and emergency response. • Promote courteous and responsible behavior by all transport staff. 	
1	Mr. George Prince		
2	Mrs. Taruna Sharma		
3	Mrs. Nitoo Rani		
4	Mrs. Chanchal Sharma		
WARNING & INFORMATION DISSEMINATION TEAM			
1	Mrs. Mohini B. Sampson (Incharge)	<ul style="list-style-type: none"> • Monitor for signs of potential hazards (e.g. weather alerts, earthquakes, fire alarms). • Promptly disseminate warnings to students, staff, and visitors using the school's communication systems. 	
2	Mrs. Anita Agnihotri		
3	Mrs. Ritu Jha		
4	Mr. Bhoj Raj		
5	Mr. Madan Mohan		
ADMISSION & WITHDRAWAL CELL COMMITTEE			
1	Mrs. Divya Dubey (Science Admission)	Admission Management	
2	Mrs. Nazreen (Nursery Admission)		• Enquiry & Counselling
3	Mrs. Shalini Nelson (Primary Admission)		• Registration & Documentation
4	Mr. Saurabh Agarwal (Commerce Admission)		• Age Eligibility
5	Mrs. Poonam Singh (Commerce Admission)		• Entrance Coordination

6	Office Staff (Record keeping & Documentation)	<ul style="list-style-type: none"> • Direct Admission (X & XII) <p>Student Record Keeping</p> <ul style="list-style-type: none"> • School Register Maintenance • OASIS & LOC • Unique IDs • APAAR IDs <p>Withdrawal and Documentation</p> <ul style="list-style-type: none"> • TC Processing • No-Dues Clearance • Retention Analysis <p>Compliance and Reporting</p> <ul style="list-style-type: none"> • RTE Compliance • U_DISE Updates • Minority/Caste Records 	
EXCURSION & STUDY TOURS COMMITTEE			
1	Mrs. Anita Jennifer Prasad (Incharge)	<p>Planning and Strategy</p> <ul style="list-style-type: none"> • Destination Selection • Educational Mapping • Annual Calendar <p>Safety and Compliance</p> <ul style="list-style-type: none"> • Risk Assessment • Legal Documentation • Transport & Vendor Verification • Medical Preparedness <p>Logistics and Execution</p> <ul style="list-style-type: none"> • Budgeting • Staff-Student Ratio • Itinerary Management <p>Experiential Learning & Reporting</p> <ul style="list-style-type: none"> • Study Kits • Post-Trip Assessment • Feedback Collection 	
2	Mrs. Taruna Sharma		
3	Mrs. Chanchal Sharma		
4	Mrs. Parmita Roy		
SKILL DEVELOPMENT COMMITTEE			
1	Dr. Vivek Mishra (Incharge)	<p>Implementation of Vocational Courses</p> <ul style="list-style-type: none"> • Course Selection • Curriculum Mapping • Faculty Sourcing <p>Workshop and “Maker Space” Management</p> <ul style="list-style-type: none"> • Setting up Skill Labs • Industry Interface • Expert Webinars <p>Soft Skills and Life Skills Training</p> <ul style="list-style-type: none"> • Communication workshops • Financial Literacy • Problem-Solving Challenges <p>Skill Assessment and Certification</p> <ul style="list-style-type: none"> • Project-Based Learning • Competitions • WorldSkills/JuniorSkills <p>Community and Social Integration</p> <ul style="list-style-type: none"> • Local Craft Promotion • Peer Teaching • Activity Reports 	
2	Ms. Priyanka Bansal		
3	Mrs. Poonam Singh		
4	Ms. Divyani		
5	Mr. Shivansh Singh		
6	Mrs. Nazma		

		• Skill Portfolios	
GENDER SENSITIVITY COMMITTEE			
1	Dr. Lynnette Martina (Incharge)	<ul style="list-style-type: none"> • Encourage equal participation of all genders in academics, sports, leadership roles, and extracurricular activities. • Ensure school policies and practices are fair and inclusive to all genders. • Monitor for incidents of bullying, harassment, or gender-based violence. 	
2	Mrs. Anita Agnihotri		
3	Mr. Ankur Pathak		
4	Mrs. Alka Anand		
5	Mrs. Nazma		
6	Mr. Madan Mohan		
SPORTS & NATIONAL FLAG HOISTING COMMITTEE			
1	Mr. Bhoj Raj Singh (Incharge)	1. Sports Committee <ul style="list-style-type: none"> • Plan and organize sports activities and annual sports day • Promote physical fitness and participation of all students • Identify and train students for competitions • Maintain sports equipment and playgrounds • Ensure safety during sports activities • Coordinate inter-school competitions 	
2	Mr. Vimal Gaur		
3	Ms. Madhubala		
4	Mrs. Ashu Rathi		
		2. National Flag Hoisting Committee <ul style="list-style-type: none"> • Organize flag hoisting on national events (e.g., Independence Day, Republic Day) • Ensure proper protocol and respect for the national flag • Arrange assembly, cultural programs, and student participation • Maintain discipline and decorum during ceremonies • Prepare venue, sound system, and logistics 	
HEALTH, HYGEINE, SANITATION & WELLNESS COMMITTEE			
1	Dr. Lynette Martina (Incharge)	1. Health Promotion <ul style="list-style-type: none"> • Create awareness about personal health, nutrition, and disease prevention • Organize health check-ups, vaccination drives, and wellness programs 2. Hygiene Maintenance <ul style="list-style-type: none"> • Encourage good personal hygiene practices (handwashing, cleanliness, grooming) • Ensure availability of basic hygiene facilities like clean water, soap, and toilets 3. Sanitation Management <ul style="list-style-type: none"> • Monitor cleanliness of premises (classrooms, washrooms, common areas) • Ensure proper waste disposal, segregation, and pest control measures 	
2	Ms. Mamta Raizada		
3	Ms. Babita Yadav		
4	Mr. Madan Mohan		
5	Dr. Prince George		
6	Ms. Sneha Bisht		
7	Mrs. Nitoo Rani		
8	Mrs. Chanchal Sharma		
9	Mr. Ankur Pathak		

SEWA/WORK EDUCATION COMMITTEE			
1	Mr. Madan Mohan (Incharge)	1. Promotion of Work Culture <ul style="list-style-type: none"> Encourage respect for manual work and self-reliance Develop a positive attitude toward community service 2. Community Service (SEWA Activities) <ul style="list-style-type: none"> Plan and conduct social service activities (cleanliness drives, helping the needy, awareness campaigns) Promote participation in community welfare programs 3. Organization of Work Education Programs <ul style="list-style-type: none"> Prepare schedules and supervise work education periods Ensure proper use of materials and safety during activities 6. Value Building <ul style="list-style-type: none"> Instill teamwork, discipline, cooperation, and responsibility Develop empathy and social commitment 7. Monitoring & Evaluation <ul style="list-style-type: none"> Assess student participation and progress in work education Maintain records and suggest improvements 	
2	Dr. Lynette Martina		
3	Mrs. Divya Dubey		
4	Mr. Ankur Pathak		
5	Mr. Vimal Gaur		
6	Mrs. Priyanka Bansal		
7	Ms. Divyani Shishodia		
PHOTOGRAPHY COMMITTEE			
1	Ms. Madhubala (Incharge)	<ul style="list-style-type: none"> Organize and store digital and printed photos in a systematic archive. Label and catalog photos by event, date, and theme for easy retrieval. Provide photos for the school magazine, newsletters, brochures, yearbooks, and official reports. 	
2	Mr. Shivansh Singh		
3	Mrs. Mercy James		
5	Head Boy		
6	Head Girl		
SCHOOL MAGAZINE, E. NEWS, BLOG, SCHOOL JOURNAL & PERIODICAL REVIEW COMMITTEE			
	ENGLISH	Content Curation and Editorial <ul style="list-style-type: none"> Editorial Board Management Creative Solicitation Fact-Checking and Proofreading Interviewing Publication Management <ul style="list-style-type: none"> Theme Selection Layout and Design Advertising and Sponsorship Distribution Digital Presence <ul style="list-style-type: none"> Blog Maintenance Timely Updates Multimedia Integration Periodical Newsletters <ul style="list-style-type: none"> Monthly/Termly Editions Student Achievement Spotlight 	
1	Mrs. Silky Arora (Incharge)		
2	Mrs. Archana Singh		
3	Mrs. Pooja Sharma		
	HIINDI		
1	Mrs. Shalini Massey (Incharge)		
2	Mrs. Anita Jennifer Prasad		
3	Mrs. Ranjana Dass		
4	Mr. Shivansh Singh		
5	Mrs. Nazma		
6	Mrs. Preeti Sharma		

		<ul style="list-style-type: none"> Principal's Desk <p>Archive and Documentation</p> <ul style="list-style-type: none"> Digital Archiving Photography Coordination <p>Legal and Ethical Compliance</p> <ul style="list-style-type: none"> Plagiarism Checks Privacy Sensitivity 	
GREEN SCHOOL, ECO & GARDENING COMMITTEE			
1	Ms. Sneha Bisht (Incharge)	<ul style="list-style-type: none"> To inculcate a sense of cleanliness among staff and students in the school. To Maintain the campus a beautiful one. To arrange cleaning campaign a regular programme in the school. 	
2	Mrs. Anita Agnihotri		
3	Mrs. Shalini Nelson		
4	Mrs. Divya Dubey		
5	Mrs. Chanchal Sharma		
6	Mr. Ankur Pathak		
7	Ms. Madhu Yadav		
8	Mrs. Poonam Singh		
TIME-TABLE & SUBSTITUTION COMMITTEE			
1	Mrs. Anita Jennifer Prasad (Coordinator)	<p>Master Timetable Construction</p> <ul style="list-style-type: none"> Resource Allocation CBSE Compliance Workload Management Special Room Scheduling <p>Daily Substitution Management</p> <ul style="list-style-type: none"> Morning Coordination Optimizing Proxy Periods Emergency Cover <p>Staff and Room Logic</p> <ul style="list-style-type: none"> Teacher Profile Block Scheduling Movement Control <p>Examination & Special Event Scheduling</p> <ul style="list-style-type: none"> Exam Timetable Special Event Adjustments <p>Documentation and Technology</p> <ul style="list-style-type: none"> Digital Integration Record Keeping Communication 	
2	Mrs. Shalini Nelson		
3	Mr. Shivansh Singh		
4			
LITERARY COMMITTEE			
1	Mrs. Silky Arora (Incharge)	<ul style="list-style-type: none"> Plan and conduct events like debates, essay writing, elocution, storytelling, poetry recitations, and quiz competitions. Identify and nurture literary talent among students. 	
2	Mrs. Rubina Mitra		
3	Mrs. Archana Singh		
4	Mrs. Shalini Massey		
5	Mrs. Ranjana Dass		
6	Mrs. Rakee Singh		
7	Mrs. Pooja Sharma		
8	Mrs. Shalini Nelson		
CBSE REGISTRATION & UDISE COMMITTEE			
1	Mr. Saurabh Aggrawal (CBSE Incharge)	<p>Core Registration Responsibilities</p> <ul style="list-style-type: none"> Data Collection & Verification Subject Selection APAAR ID Linking Document Uploads <p>The Registration Pipeline</p> <ul style="list-style-type: none"> OASIS Update 	
2	Mr. Rahul Masih		

		<ul style="list-style-type: none"> • HPE Portal • Data Entry/Upload • Checklist Generation • Final Submission & Fee Payment <p>The Examination Committee's Role</p> <ul style="list-style-type: none"> • Briefing Meetings • Correction Window • CWSN Category 	
ERP & REPORT CARD COMMITTEE			
1	Mrs. Preeti Sharma	Management of ERP System	
2	Mrs. Promila Singh	<ul style="list-style-type: none"> • Oversee the implementation and maintenance of the ERP (Enterprise Resource Planning) system • Ensure all academic, attendance, and administrative data are accurately entered into the system • Monitor ERP functionalities and troubleshoot issues 	
		Data Accuracy and Verification	
		<ul style="list-style-type: none"> • Verify that all student and staff data in the ERP is accurate and up to date • Cross-check marks, attendance, and other academic information before report generation • Ensure consistency between manual records and ERP entries 	
		Report Card Preparation	
		<ul style="list-style-type: none"> • Generate accurate report cards for all students using the ERP • Ensure proper formatting, grading, and inclusion of remarks • Maintain timelines for report card preparation and distribution 	
		Coordination with Departments	
		<ul style="list-style-type: none"> • Collect marks, attendance, and performance details from various departments • Ensure timely submission of academic data for report card generation • Resolve discrepancies or errors in coordination with teachers and administration 	
		Confidentiality and Data Security	
		<ul style="list-style-type: none"> • Ensure student data and academic results are kept confidential • Restrict access to authorized personnel only • Safeguard ERP credentials and sensitive information 	
EK BHARAT SHRESHTHA BHARAT COMMITTEE			
1	Mrs. Chanchal Sharma (Incharge)	Strategic Planning and Pairing	
2	Mrs. Alka	• State-Pairing Integration	
3	Mrs. Panjy Joseph	• Action Plan Development	
4	Mrs. Sapna John	• EBSB Club Formation	
5	Mrs. Pooja Sharma	Linguistic and Cultural Exchange	
		<ul style="list-style-type: none"> • Bhasha Sangam • Culinary Fests • Art Integrated Projects 	

		<p>Youth Engagement and Digital Outreach</p> <ul style="list-style-type: none"> • Yuva Sangam Coordination • Digital Immersions • Celebration of National Unity Day <p>Competition and Talent Scouting</p> <ul style="list-style-type: none"> • Cultural Competitions • Kala Utsav Participation <p>Monitoring and Reporting</p> <ul style="list-style-type: none"> • Monthly Report Submission • Portal and CBSE Pariksha Sangam • Social Media Advocacy • EBSB Corner 	
SAFAL & PARAKH COMMITTEE			
1	Mrs. Ritu Jha - Incharge	<p>1. SAFAL (Structured Assessment for Analyzing Learning)</p> <ul style="list-style-type: none"> • Conduct competency-based assessments for students (especially middle grades) • Evaluate core learning outcomes in key subjects • Analyze school performance and identify learning gaps • Provide feedback for improving teaching-learning processes • Maintain assessment data and reports <p>2. PARAKH Committee <i>(Performance Assessment, Review, and Analysis of Knowledge for Holistic Development)</i></p> <ul style="list-style-type: none"> • Ensure implementation of competency-based and holistic assessment practices • Standardize question paper design and evaluation methods • Analyze student performance data for decision-making • Train and guide teachers on modern assessment techniques • Promote continuous and comprehensive evaluation 	
2	Mrs. Anita Agnihotri		
3	Mrs. Rubina Mitra		
4	Mrs. Shalini Nelson		
5	Mrs. Ashu Rathi		
6	Mrs. Nazma		
7	Mr. Shivansh		
8	Mrs. Priyanka Bansal		
WEBSITE UPDATION, SOCIAL MEDIA & ICT/DIGITAL INFRASTRUCTURE COMMITTEE			
1	Mr. Shivansh Singh (Incharge)	<p>Website Updation</p> <ul style="list-style-type: none"> • Regularly update school website with notices, results, and activities • Ensure mandatory disclosures as per CBSE norms • Maintain accuracy, relevance, and security of information • Upload policies, committee details, and reports <p>Social Media Management</p>	
2	Mrs. Nazma		
3	Mrs. Promila Singh		
4	Mrs. Preeti Sharma		

		<ul style="list-style-type: none"> • Share school achievements, events, and announcements • Ensure responsible and appropriate content posting • Maintain school's digital image and reputation • Monitor comments and engagement professionally 	
		ICT / Digital Infrastructure <ul style="list-style-type: none"> • Maintain computers, smart classrooms, and internet facilities • Ensure proper functioning of digital tools and software • Support online classes, exams, and digital learning platforms • Ensure data safety, cybersecurity, and backups • Assist teachers in using ICT for teaching 	
I-CARD COMMITTEE			
1	Mr. Bhoj Raj (Incharge)	<ul style="list-style-type: none"> • Collect student and staff data needed for ID cards (name, class, photo, date of birth, etc.). • Verify the accuracy and authenticity of the submitted information. 	
2	Mr. Vimal Gaur		
3	Mrs. Nalini Brave		
4	Ms. Madhu Bala		
5	Dr. Lynnette Martina		
6	Mr. Ankur Pathak		
POCSO COMMITTEE/CHILD PROTECTION COMMITTEE			
1	Mrs. Mohini B. Sampson (Incharge)	Prevention & Awareness <ul style="list-style-type: none"> • Conduct regular awareness programs for students, staff, and parents about child safety and abuse. • Educate children about good touch-bad touch, safe/unsafe situations, and reporting mechanisms. • Display helpline numbers like 1098 (Childline India) prominently. Policy Implementation <ul style="list-style-type: none"> • Ensure implementation of child protection policies aligned with POCSO guidelines. • Develop a Child Protection Policy for the institution. • Enforce a zero-tolerance policy toward abuse and harassment. Safe Environment Creation <ul style="list-style-type: none"> • Monitor school infrastructure (classrooms, washrooms, transport, hostels) for safety. • Ensure proper supervision of children at all times. • Promote a culture of trust where children feel safe to speak up. 	
2	Mrs. Archana Singh		
3	Ms. Mamta Raizada		
4	Mrs. Taruna Sharma		
5	External Member		
6	Head Boy		
7	Head Girl		
8	Mr. George Prince		

Complaint Handling & Reporting

- Receive complaints related to child abuse or misconduct.
- Maintain **confidentiality and sensitivity** while handling cases.
- Ensure **mandatory reporting** to police or authorities as required under the POCSO Act.
- Coordinate with authorities like Child Welfare Committee (CWC).

Support to Victims

- Provide emotional support and immediate assistance to affected children.
- Facilitate access to counseling and medical care.
- Ensure the child is not re-traumatized during inquiry processes.

Staff Training & Background Checks

- Conduct regular training for teachers and staff on child protection.
- Verify staff credentials and perform background checks before hiring.
- Sensitize staff to identify early signs of abuse.

Documentation & Record Keeping

- Maintain proper records of complaints, actions taken, and follow-ups.
- Ensure documentation is secure and confidential.

Coordination with Authorities

- Work with local police, NGOs, and child protection bodies.
- Follow legal procedures strictly under the POCSO Act.
- Assist in investigations when required.

Monitoring & Review

- Regularly review safety measures and policies.
- Conduct internal audits and risk assessments.
- Update procedures based on new guidelines or incidents.

Child Participation

- Encourage children to participate in safety discussions.
- Create student committees or peer-support systems.

POSH/SEXUAL HARASSMENT COMMITTEE			
1	Mrs. Mohini Sampson (Incharge)	<p>Prevention and Awareness</p> <ul style="list-style-type: none"> Promote awareness about sexual harassment policies and guidelines Conduct workshops, seminars, and campaigns on gender sensitivity and workplace safety Display information about rights, complaint mechanisms, and legal provisions <p>Complaint Handling and Redressal</p> <ul style="list-style-type: none"> Receive complaints of sexual harassment confidentially Conduct inquiries in a fair, impartial, and timely manner Recommend action based on findings to the competent authority <p>Support for Victims</p> <ul style="list-style-type: none"> Provide guidance and counseling to victims of harassment Ensure protection from retaliation or victimization Maintain confidentiality and sensitivity throughout the process <p>Policy Implementation</p> <ul style="list-style-type: none"> Ensure compliance with POSH Act and institutional policies Update and enforce guidelines for prevention and redressal of sexual harassment Monitor adherence by staff, faculty, and students <p>Training and Capacity Building</p> <ul style="list-style-type: none"> Organize training sessions for committee members and employees Promote gender sensitivity among staff and students Build capacity to handle complaints and awareness campaigns effectively <p>Record Keeping and Reporting</p> <ul style="list-style-type: none"> Maintain confidential records of complaints, inquiries, and resolutions Prepare periodic reports for the management or statutory authorities Ensure documentation is secure and complies with legal requirements 	
2	Dr. Lynnettee Martina		
3	Mr. Bhoj Raj		
4	Mrs. Ranjana Dass		
MAINTENANCE OF STAFF MEETING MINUTES			
1	Mr. Bhoj Raj		

2	Mrs. Ranjana Dass	<ul style="list-style-type: none"> Maintaining the records on Staff meeting /The minutes to be prepared after approval of the Principal the same to be circulated among staff members for their signature No minutes to get late for approval and circulation i.e. in the next working day it self this work to be completed.
ALUMNI		
1	Mrs. Anita Agnihotri (Incharge)	Strengthening Alumni Network
2	Mrs. Shalini Massey	<ul style="list-style-type: none"> Build and maintain a strong network of former students
3	Mrs. Anita Jennifer Prasad	<ul style="list-style-type: none"> Keep alumni connected with each other and the institution
4	Mrs. Panjy Joseph	<ul style="list-style-type: none"> Update alumni database regularly
5	Mrs. Rakee Singh	Communication and Engagement <ul style="list-style-type: none"> Organize alumni meets, reunions, and networking events Share newsletters, updates, and achievements of the institution Maintain communication through emails, social media, and portals
6	Mr. Anubhav Francis	
PROJECT & INNOVATION		
1	Mr. Shivansh Singh	1. Promotion of Innovation <ul style="list-style-type: none"> Encourage creative ideas and problem-solving among students Foster a culture of curiosity and experimentation 2. Project Planning & Execution <ul style="list-style-type: none"> Guide students in selecting, designing, and completing academic and co-curricular projects Ensure projects are meaningful, well-structured, and timely 3. Organization of Activities <ul style="list-style-type: none"> Conduct exhibitions, science fairs, innovation challenges, and competitions Provide platforms to showcase student work 5. Mentoring & Support <ul style="list-style-type: none"> Provide guidance and resources to students and teachers Encourage teamwork and collaboration 6. Evaluation & Improvement <ul style="list-style-type: none"> Assess quality, originality, and impact of projects Provide feedback and recommend improvements
2	Mrs. Priyanka Bansal	
3	Mrs. Parmita Roy	
4	Ms. Sneha Bisht	

		7. Linkages & Exposure <ul style="list-style-type: none"> • Connect with external experts, institutions, or industries (if possible) • Promote participation in inter-school or national-level competitions 	
TRAUMA MANAGEMENT, GUIDANCE, COUNSELLING & VALUE EDUCATION			
	Mrs. Mohini Sampson (Incharge)		
1	Mrs. Mamta Raizada		1. Trauma Management <ul style="list-style-type: none"> • Provide immediate emotional support during crises or emergencies • Identify students facing stress, trauma, or distress • Coordinate with counsellors, parents, and authorities • Create a safe and supportive school environment • Conduct awareness programs on mental well-being 2. Guidance & Counselling <ul style="list-style-type: none"> • Offer academic, career, and personal guidance to students • Help students manage stress, peer pressure, and behavioral issues • Conduct counselling sessions and maintain confidentiality • Guide subject choices and career planning • Work with parents and teachers for student support 3. Value Education <ul style="list-style-type: none"> • Promote moral values, ethics, and responsible behavior • Organize activities on discipline, respect, and empathy • Integrate value-based education into daily teaching • Encourage social responsibility and good citizenship
2	Dr. Lynnette Martina		
3	Mr. Ankur Pathak		
4	Mrs. Anita Agnihotri		
INCLUSIVE EDUCATION COMMITTEE			
1	Mr. Ankur Pathak		Ensuring Equal Access to Education <ul style="list-style-type: none"> • Provide equal learning opportunities to all students regardless of ability, gender, or background.
2	Ms. Nazreen		
3	Mrs. Sapna John		
4	Mrs. Parmita Roy		

		<ul style="list-style-type: none"> • Support inclusion of children with disabilities under laws like the Rights of Persons with Disabilities Act. 	
		<p>Identification & Assessment</p> <ul style="list-style-type: none"> • Identify children with special needs (learning disabilities, physical disabilities, developmental delays). • Arrange proper assessment through specialists (psychologists, special educators). <p>Individualized Support Plans</p> <ul style="list-style-type: none"> • Develop Individualized Education Plans (IEPs) tailored to each child's needs. • Modify curriculum, teaching methods, and evaluation accordingly. <p>Creating an Inclusive Environment</p> <ul style="list-style-type: none"> • Ensure classrooms are barrier-free (ramps, accessible toilets, seating arrangements). • Promote a supportive and non-discriminatory school culture. • Prevent bullying and exclusion. <p>Teacher Training & Capacity Building</p> <ul style="list-style-type: none"> • Train teachers in inclusive teaching strategies and classroom management. • Sensitize staff to handle diverse learners effectively. <p>Use of Assistive Devices & Resources</p> <ul style="list-style-type: none"> • Provide assistive tools like Braille books, hearing aids, and digital learning aids. • Use technology and innovative methods to support learning. <p>Parental Involvement</p> <ul style="list-style-type: none"> • Engage parents in planning and reviewing their child's progress. • Provide guidance and counseling to families. <p>Collaboration with Experts & Agencies</p> <ul style="list-style-type: none"> • Coordinate with special educators, therapists, NGOs, and government bodies. • Align practices with policies such as the Right of Children to Free and Compulsory Education Act. 	

		<p>Monitoring & Evaluation</p> <ul style="list-style-type: none"> Track progress of students with special needs. Review effectiveness of inclusive practices regularly. Maintain records and documentation. <p>Awareness & Sensitization</p> <ul style="list-style-type: none"> Conduct programs to promote empathy, respect, and acceptance among students. Encourage peer support and inclusive participation in activities. 	
MATHS CLUB & LAB			
1	Mr. Madan Mohan	<ul style="list-style-type: none"> To promote Mathematics learning with more enthusiasm and interest Maximum utilization of Maths Lab and equipment's in daily teaching. To make the child more active in Mathematics learning. To maintain and records in this regard. 	
2	Ms. Sheeba Herald		
3	Mrs. Megha Prajapati		
4	Mrs. Gurmeet Kaur		
5	Ms. Sheeba Herald		
6	Mrs. Megha Prajapati		
ANTI TOBACCO CLUB			
1	Ms. Babita Yadav	<ul style="list-style-type: none"> Aware students about the harmful effects of tobacco use and ensuring a tobacco-free environment as per government and educational board regulations. 	
2	Mr. Vimal Gaur		
3	Dr. George Prince		
4	Mr. Ketan Sharma		
5	Mrs. Parmita Roy		
6	Mrs. Nitoo		
SUGAR & OIL BOARD CLUB			
1	Mrs. Taruna Sharma	<ul style="list-style-type: none"> Promote awareness about healthy eating and balanced diet Encourage reduced intake of sugar and oil Monitor food habits in canteen and lunch boxes Display nutrition information on the board Organize health awareness activities and campaigns Suggest healthier food options 	
2	Ms. Sneha Bisht		
3	Mrs. Sapna John		
4	Ms. Shivali Tomar		
5	Mrs. Priya Chaudhary		
6	Dr. Lynnettee Martina		
7	Mr. Bhoj Raj		
8	Mrs. Ranjana Dass		
LITERARY CLUB (BHASHA SANGAM) & OFFICIAL LANGUAGE			
1	Mrs. Silky Arora	<ul style="list-style-type: none"> To promote reading, writing, and communication skills among students To encourage appreciation of literature, languages, and culture To provide a platform for creative expression through writing, poetry, and storytelling To develop critical thinking, vocabulary, and presentation skills To celebrate linguistic diversity and multilingualism 	
2	Mrs. Rashmi Mishra		
3	Mrs. Shalini Massey		
4	Mr. Ketan Sharma		
STEM/SCIENCE CLUB			
1	Mrs. Mohini B. Sampson (Principal)	<ul style="list-style-type: none"> To promote curiosity, innovation, and scientific thinking among students To provide a platform for hands-on learning and experimentation 	
2	Mrs. Divya Dubey		

		<ul style="list-style-type: none"> • To encourage problem-solving, critical thinking, and creativity • To connect classroom science with real-world applications • To nurture interest in science, technology, engineering, and mathematics (STEM) 	
INTEGRITY CLUB			
1	Mrs. Alka	<ul style="list-style-type: none"> • To promote honesty, ethics, and moral values among students • To develop a sense of responsibility, transparency, and accountability • To encourage students to become ethical and responsible citizens • To create awareness about anti-corruption and fairness • To build a culture of trust and respect in the school 	
2	Mrs. Megha Prajapati		
CULINARY & HOME SCIENCE CLUB			
1	Mrs. Gurmeet Kaur	<ul style="list-style-type: none"> • To develop life skills related to cooking and home management • To promote healthy eating habits and nutrition awareness • To encourage creativity in cooking, food presentation, and household activities • To teach practical skills for daily life • To build awareness about hygiene, safety, and resource management 	
2	Mrs. Alka		
HERITAGE CLUB			
1	Mrs. Ritu Jha	<ul style="list-style-type: none"> • To create awareness about cultural and historical heritage • To promote respect for traditions, monuments, and diversity • To develop a sense of pride in one's country and culture • To encourage students to preserve and protect heritage • To connect students with their history, art, and traditions 	
2	Mrs. Anita Agnihotri		
3	Mrs. Silky Arora		
4	Mrs. Archana Singh		
5	Mrs. Shalini Nelson		
ART CLUB			
• PERFORMING ART			
1	Mrs. Mercy James	<ul style="list-style-type: none"> • To promote artistic expression through music, dance, drama, and theatre • To develop creativity and confidence among students • To provide a platform for showcasing talents • To encourage appreciation of arts and culture • To build skills in communication and stage performance 	
2	Mr. Anubhav Fransis		
• VISUAL ART			
1	Mrs. Rubina Mitra	<ul style="list-style-type: none"> • To promote creativity and artistic expression through drawing, painting, and design • To develop students' imagination and aesthetic sense • To provide a platform for displaying artistic talent 	
2	Mrs. Priya Chaudhary		

		<ul style="list-style-type: none"> • To encourage appreciation of art and culture • To build skills in visual communication and design 	
ELECTORAL LITERACY CLUB			
1	Mrs. Ritu Jha	<ul style="list-style-type: none"> • To create awareness about elections and democratic values • To educate students about their rights and duties as future voters • To promote ethical and informed voting practices • To develop a sense of responsibility toward the nation • To encourage participation in the democratic process 	
2	Mrs. Shalini Nelson		
3	Mrs. Ranjana Dass		
4	Mrs. Chanchal Sharma		
COMMERCE CLUB			
1	Mrs. Poonam Singh	<ul style="list-style-type: none"> • To develop interest and understanding of commerce, finance, and business among students • To promote entrepreneurship, financial literacy, and economic awareness • To provide a platform for practical application of commerce concepts • To encourage teamwork, leadership, and decision-making skills • To connect students with real-world business practices 	
2	Mrs. Megha Prajapati		
3	Mrs. Priyanka Bansal		
MATHS CLUB & LAB			
1	Mr. Madan Mohan	<ul style="list-style-type: none"> • To promote Mathematics learning with more enthusiasm and interest • Maximum utilization of Maths Lab and equipment's in daily teaching. • To make the child more active in Mathematics learning. To maintain and records in this regard. 	
2	Ms. Sheeba Herald		
3	Mrs. Megha Prajapati		