

LIST OF COMMITTEES & COUNCILS FOR ACADEMIC SESSION: 2021-2022

1.	Result Compilation Committee (Academics/ Inter-House /School Competitions, Extra-Curricular Activities and Sports)	Vijay Dhyani DOAC DOA COS Ms Mamta Rani Prefects Academics, Activity & Sports	In-charge - Overall Member - Academics Section Member - Activity Section Member - Sports Section Member - Tabulator Member - Students
2.	Timetable Committee	DOAC SSC/MSC/PSC TT I/C	Overall Coordinator Section I/Cs Compiler
3.	School Publications Committee:		
	(a) School New Year Calendar/ School Activity Calendar	DOA DOAC COE Housemistresses COS Mrs Neelam P Sharma Head Girl	Overall In-charge Member (Academics) Member (Examinations) Member (Pastoral) Member (Sports) Compiler - IT support Member - Student
	(b) Publications:-	DOA Purchase Manager	Overall Coordinator Facilitator
	(i) Annual Magazine	Ms Shariya Gupta & Ms Shriya Bhalla Mr Pramod Nag Mr D Dhar Mr Rupesh Kumar Mr Santosh Mishra Ms Seema Dhillon Prefect Editorial	Editors Member (Hindi Section) Member (French Section) Member (German Section) Member (Photography) Member – IT Support Member - Student
	(ii) Anthology of Poems	Ms Anindita Sinha Ms Seema Mishra Ms Seema Dhillon Prefect Editorial	Editor & In-Charge (English Section) In-charge (Hindi Section) Member – IT Support Member - Student
	(iii) Vidijeunesse (News Flash)	Mrs Anita Dhull Mrs Neelam P Sharma Prefect Editorial Designing Team	Editor In-charge Designing Member – Student Member - Student
	(iv) Invitations / Greetings	DOA Staff Secretary Mrs Neelam P Sharma	Coordinator In-charge IT - Support
	(v) Brochure/Prospectus/ Messages	DOA Admissions Officer Office Assistant IT	Overall Coordinator Member Member – IT Support

4. School Publicity Committee :		
(a) School Website	DOA Mrs Seema Dhillon Mr Satish Chauhan	Overall Coordinator In-charge Member-IT Support
(b) Abhiviyakti-JSL	DOA Mrs Anita Dhull	In-charge Member
(c) Press Release	Principal DOA Ms Bosky Soperna Ms Seema Mishra	Approving Authority In-charge Member (English Section) Member (Hindi Section)
5. Committee for Selection of Books & Stationery	Principal DOAC SSC/MSC/PSC Finance Manager Student Store I/c	Sanctioning Authority Overall Coordinator Section In-charges Member Member
6. School Mess Committee	Principal Administrator Sr. Mess Manager Mess Manager Resident Medical Officer All Housemistresses Mess Prefect & Vice Mess Prefects	Chairperson Mess Committee Overall Coordinator Secretary & Convener Member Member Members Members
7. Discipline Committee	Administrator DOAC DOA In-Charge Students Wellbeing In-Charge Students Counselling COS Mrs Tanu Tiwari	Secretary Convener Member Member Member Member
8. Purchase/Negotiation Committee	Administrator Purchase Manager Purchasers One person from Teaching Staff One person from Admin Staff	Overall Coordinator In-charge Members Member Member
9. Social Services League	DOA Mrs Seema Rani Mishra Mrs Mamta Rani Mr Rishi Sharma Mr Raza Qasim	Coordinator In-charge Member Member Member
10. Ethics Committee	DOAC In-charge Students Well-being RMO Ms P. K. Gill Mr Sanjay Jogai Ms Mona Chaudhary	Chairperson Convener Member Member Member Member

11. School Functions Organizing Committee	DOA MOC Purchase Manager DOAC Estate Manager Mess Manager	Overall Coordinator Coordinator In-charge Member Member Member
12. Committee for Certificates	DOA Ms Suman Poonia Mrs Veena Chauhan Mr Abhimanyu Soni Prefect Activity	Coordinator Member Member Member Member - Student
13. Committee for AV Services	Mrs Neelam P Starma Mr Jatin Kumar Office Assistant (IT) AV Squad	Coordinator Member Member Member Students
14. Committee for conducting Aptitude Assessment Admission	DOAC Controller of Examination Admission Officer DOA Special Educator RMO Prefectorial Board	Overall Coordinator Coordinator In-charge Member Member Member Member Students
15. Committee for Scholarships	Principal Administrator Finance Manager & COE DOAC DOA COS	Sanctioning Authority Coordinator Compilers Member Academics Member Activities Member Sports
16. Committee for Round Square & International Exchanges	RS Representative DOAC/SSC/MSC DOA COS Aishwarya Bhardwaj Housemistresses	In-charge Member Academics Member Activities Member Sports DF-I/C Recommendations
17. Committee for Trips/Trekking/ Excursions/ Expeditions and Adventure Sports	Administrator DOA Mrs Erina Mehta Mr Anil Sharma Purchase Manager	Overall Coordinator In-charge Member Member Member
18. Staff and Student Induction Committee	(a) Staff DOAC DOA Staff Secretary Buddy Teacher	Coordinator Member Member Member

	(b) Student	Housemistress In-Charge Students Wellbeing In-Charge Students Counselling Mentor House Prefect Buddy Student	Member Member Member Member Student Members Member
19.	Resident Welfare Association	Principal Administrator Dean of Activities Mr. Satish Chauhan MOA Estate Manager Mr Sandeep Ksahtriya Mr Naresh Sharma Mr Kapil Marhetta Mrs Chitranshi Joshi Mr Narendra Dhull Mr Ajit Singh Mr Anil Singh Negi	Chairperson Secretary Executive Member EM-Coordinator EM-Rep Health & Hygiene EM-Rep Maintenance Member Member Member Member Member Member Member
20.	Committee Book Readers Award	DOAC Librarian Reading Club I/cs	Coordinator In-charge Members
21.	Committee for Citation Ceremony	DOA & DOAC MOC Class Teachers - Class XII Vice Prefect Activity	Coordinator In-Charge Members Member Student
22.	School Inclusion Committee	Principal Special Educator In-charge Students Wellbeing DOAC/SSC/MSC/PSC	Chairperson Coordinator Member Members
23.	Student Welfare Committee	Principal In-Charge Students Wellbeing Housemistresses Resident Medical Officer Prefect Student Welfare	Chairperson Coordinator Members Member Member Student
24.	Cafeteria Committee	Administrator Mr Abhijit Mukhopadhyay Mrs P. K. Gill Purchase Manager Ms Mini Rani Singh Prefect Dining Hall	Overall Coordinator Convener Member Member Member Member Student

25. Student Academic Council	DOAC SSC, MSC & PSC Class Reps from (IV to XII)	Coordinator In-Charges Member Students
26 School Academic Council	Principal DOAC SSC/MSC/PSC Hamid Jamal Khan Hamid Jamal Khan In-Charge Students Wellbeing Mr K. K. Jha Mrs. Erina Mehta Mrs. Seema Rani Mr Vijay Dhyani Mr Dinesh Ahuja Ms Poonam Chauhan	Chief Patron Coordinator Section Coordinators Careers Counsellor Special Educator Students Representative Social Sciences Sciences Hindi Mathematics Commerce Health & Physical Education
27. School Council	Principal Student Secretary (elected member of the Council) Administrator DOAC, SSC, MSC, PSC Resident Medical Officer DOA In-charge Students Wellbeing Special Educator Staff Secretary Mrs. P.K.Gill Head Girl Vice Head Girl Academics Prefect Activity Prefect Sports Prefect House Prefects	Chairperson Convener Member Members Member Member Member Member Teachers Representative Housemistresses Representative Member Student Member Student Member Student Member Student Members Student
28. Committee for Awards/Banners/ Certificates/Trophies	DOA Purchase Manager Mr Sanjay Sangwan Ms Seema Dhillon Prefect Activities, Academics, Sports	Coordinator Member Member Member Member Students

Dated : 27 March 2021

Shalini Mehrotra
Principal

Distribution:-

Administrator, DOAC, DOA, Staff Notice Boards
Email message to all Staff Members