



**CIRCULAR NO. DDPS-07/2021-22**

**DATED:- 23/04/2021**

**CLASSES:- NURSERY TO 9TH**

**SUBJECT:-ROLES & RESPONSIBILITIES FOR CURRENT SESSSION**

All the teachers hereby notified that please not down your duties for this academic session 2021-22 and do work according to this. If you have any query or confusion then you can ask in office .

THANKS & REGARDS  
PRINCIPAL  
DDPS, BAROTIWALA

**DHAULADHAR PUBLIC SCHOOL , BAROTIWALA**

**DUTY CHART ( SESSION 2021-22)**

**WHOM TO SEE –OVERALL ANY GUIDANCE PRINCIPAL**

<b>S.NO</b>	<b>DEPT/ISSUE</b>	<b>OFFICIAL /CLASSES</b>	<b>NAME</b>
<b>01</b>	SENIOR COORDINATOR	NURSERY TO 10 <sup>TH</sup>	MRS. NAMITA SHARMA
<b>02</b>	COORDINATOR	KINDERGARTEN	MRS.SARLA MEHTA
<b>03</b>	COORDINATOR	1 <sup>ST</sup> TO 5 <sup>TH</sup>	MRS.NAMITA SHARMA
<b>04</b>	COORDINATOR	6 <sup>TH</sup> TO 10 <sup>TH</sup>	MRS.PREETY SHARMA
<b>05</b>	RECEPTION	RECEPTION + PARENTS ENQUIRY+ NEW ADMISSION +FEES ENQUIRY + SCHOOL VISIT	MRS. SARLA MEHTA MRS. MANJU DEVI
<b>06</b>	ENTRANCE EXAM	NURSERY TO U.K.G 1 <sup>ST</sup> TO 10 <sup>TH</sup>	MRS.AMANDEEP MRS. DOLLY , MRS.MADHURI
<b>07</b>	ADMISSION / WITHDRAWAL	NURSERY TO U.K.G 1 <sup>ST</sup> TO 10 <sup>TH</sup>	MRS. REETA , MRS. AMANDEEP MRS. RAJNI , MRS. SHASHI
<b>08</b>	OFFICIAL WORK	TYPING + PHOTOSTATE	MRS.BANDNA KUMARI, MRS. REETA
<b>09</b>	DISCIPLINE	HOUSE KEEPING + MAINTENANCE + SECURITY	MR. PASU , MRS. MANJU
<b>10</b>	ART AND CRAFT	INTEGRATED ART + BOARD DECORATION	MRS. REENA , MRS. SHILPA
<b>11</b>	TRANSPORTATION	TIMING + BUS FARE	MR. ANIL KUMAR MRS. SARLA
<b>12</b>	LIST OF H.O.Ds	SUBJECT 1. ENGLISH 2. HINDI 3. MATHEMATICS 4. SCIENCE 5. S.St 6. COMPUTER	1. MRS. RAJNI BALA 2. MRS.ANURADHA 3. MRS. ANITA GUPTA 4. MRS. NAMITA SHARMA 5. MRS. SHILPA PHULL 6. MRS. PREETY SHARMA
<b>13</b>	HOUSE	1. DEVOTION  2. DETERMINATION  3. PEACE  4. STRENGTH	MRS. RAJNI ( INCHARGE) MS. KUSUM MRS.POOJA DEVI  MRS. SHILPA ( INCHARGE) MRS. PREETY SHARMA MRS. ANURADHA  MRS. AMANDEEP ( INCHARGE ) MS. CHANDER KANTA MRS. POOJA RANA  MRS.SHASHI THAKUR ( INCHARGE) MRS. DOLLY DEVI MRS. REETA DEVI  → MRS. REENA , MRS. MANJU,MRS. BANDNA AND MR. PASU WILL COORDINATE ALL HOUSES

