**INTERNAL COMPLAINTS COMMITTEE (ICC)**

**Patron : Ms Anjali Kharbanda , Head of School**

**CHAIRPERSON: Ms. Seema Aggarwal**

Associates:

1) Mr. M. L. Saran (Administrative Officer)

2) Ms. Aruni Prava Kar (Incharge Sr. Secondary wing)

3) Ms Manju Gupta (Incharge Sec. Wing)

4) Ms. Akki Verma (Incharge Middle wing)

5) Ms. Richa Goel (Incharge Primary wing)

6) Ms Kriti Ahuja - School Counsellor

7) Mr. Sujit – Reporting and communication

Ms. Anjali Kharbanda  
 (Head of School)

**Grievances/Complaints Redressal Committee**

**Patron: Ms. Anjali Kharbanda, Head of School**

**CHAIRPERSON: Ms. Aruni Prava Kar (Incharge Sr. Sec. Wing)**

Associates:

1) Ms. Manju Gupta (Incharge Sec. Wing)

2) Ms. Akki Verma (Incharge Middle Wing)

3) Ms. Richa Goel (Incharge Primary wing)

4) Ms. Soni Srivastava - Reporting and communication

Ms. Anjali Kharbanda  
 (Head of School)

**CHILD WELFARE COMMITTEE**

**Patron: Ms. Anjali Kharbanda, Head of School**

**CHAIRPERSON: Ms. Richa Goel (Incharge, Primary Wing)**

Associates:

1) Mr. M.L. Saran, Administrative Officer

2) Ms. Aruni Prava Kar (Incharge Sr.Sec. Wing)

3) Ms. Manju Gupta (Incharge Sec. wing)

4) Ms. Akki Verma (Incharge Middle wing)

5) Ms. Aishwarya Malhotra: Reporting and communication

6) Ms. Sanchi Khanna - School Counselor

7) Ms. Kavita Khanna

8) Mr. Lalit Yadav (F/o Shashwat Yadav; IIIrd B)

Lawyer, Member Parent Rep.

9) Vedant Jha (Student Representative) VIII D

10) Shlokansh Chaturvedi (Student Representative) X E

11) Ojaswini Fauzdar (Student Representative) XII -A

Ms. Anjali Kharbanda  
 (Head of School)

**DISCIPLINARY COMMITTEE**

**Patron: Ms. Anjali Kharbanda, Head of School**

**CHAIRPERSON: Ms. Manju Gupta (Incharge Sec. wing)**

Associates:

1) Ms. Aruni Prava Kar (Incharge Sr. Sec. Wing)

2) Ms. Akki Verma (Incharge Middle Wing)

3) Ms. Richa Goel (Incharge Primary wing)

4) Ms. Seema Aggarwal (PGT Chemistry)

5) Ms. Rakhee Malviya (PGT English)-Reporting and Communication

6) Ms. Seema Yadav (TGT Maths)

8) Ms. Sushmita Bose (PRT English)

**i) Dispersal** : 1) Mr. Praveen Vats

2) Mr. Raju Rathore

3) Mr. Manoj

4) Mr. Manish

**ii) CCTV Surveillance :**  Mr. Sachin Verma

iii) Search team : 1) Ms. Aruni Prava Kar

2) Ms. Manju Gupta

3) Ms. Akki Verma

4) Ms. Richa Goel

**SEARCH TEAM**

There will be surprise checking of bags and other belongings of the students conducted by the respective Wing Incharge and their associates and will look for the following items etc.

1. Any electronic Gadget or materials.

2. Objectionable books, documents, pictures or any other related articles.

3. Any kind of misbehavior or any unforeseen incidents happening

**Ms. Aruni Prava Kar (XI and XII)**

**Associates:**

**1)** Ms. Garima Atriwal

**2)** Ms. Seema Aggarwal

**3)** Mr. Sujit Kumar

**Ms Manju Gupta (IX and X)**

**Associates:**

**1)** Mr. Sachin Verma

**2)** Ms. Nupur Arora

**3)** Mr. Praveen Vats

**Ms. Akki Verma (VI to VIII)**

**Associates:**

**1)** Ms. Anju Bhardwaj

**2)** Ms. Seema Yadav

**3)** Mr. Vimal Kishore

**Ms. Richa Goel (I to V)**

**Associates:**

**1)** Ms. Shalini Mahani

**2)** Ms. Sushmita Bose

**3)** Ms. Richa Saigal

**4)** Mr. Raju Rathore

The incharges can also select students of their respective floors. A monthly report of the search can be sent on the following Suraksha committee mail Id.

surakshacommittee.nkbpsdwarka@gmail.com

The documentation of the search will be maintained in hard copy by the respective Wing Incharges.

**iv) Safety walk  
 Patron: Ms. Anjali Kharbanda, Head of School**

**Chairperson : Ms. Manju Gupta (Incharge Secondary Wing)**

1) Mr. Saran (Administrative Officer)

2) Ms. Aruni Prava Kar

3) Ms. Akki Verma

4) Ms. Richa Goel

5) Mr. Sujit Kumar

6) Ms. Monika Raisinghani

7) Ms. Rakhi Malviya – Reporting and communication

8) Mr. Sachin Verma (for videos and pictures)

The members will do regular Safety Walks in and around the school to see vulnerable points in respect to safety and administration Administrative officer will give reports to the management and Government department.

Ms. Anjali Kharbanda  
 (Head of School)

| **S.No** | **Senior Secondary Wing ; Super 10** | |
| --- | --- | --- |
|  | **Name of the student** | **Class and Section** |
| 1 | Ojaswini Fauzdar | XII A |
| 2 | Sumit | XII A |
| 3 | Saksham Bajaj | XII C |
| 4 | Aarohi Kunj | XII C |
| 5 | Bhoomika | XII E |
| 6 | Bhavleen | XII E |
| 7 | Ojas Rana | XII B |
| 8 | Divyanshu | XII F |
| 9 | Roshni | XII E |
| 10 | Muskan Jindal | XII F |

| **S.No** | **Secondary Wing ; Super 10** | |
| --- | --- | --- |
|  | **Name of the student** | **Class and Section** |
| 1 | Aditya Singh | X A |
| 2 | Ishita Singh | X B |
| 3 | Nayan Dhaka | X C |
| 4 | Tanvi Singhal | X D |
| 5 | Shlokansh | X E |
| 6 | Aarshiya Roy | IX A |
| 7 | Sagar Chamoli | IX B |
| 8 | Gaurisha | IX C |
| 9 | Saksham Rajput | IX D |
| 10 | Suhani Jain | IX E |

| **S.No** | **Middle Wing ; Super 10** | |
| --- | --- | --- |
|  | **Name of the student** | **Class and Section** |
| 1 | Vidhi Yadav | VIIIA |
| 2 | Ojas Tondon | VIIIA |
| 3 | Ritwik Lamba | VIII B |
| 4 | Tanmay | VIII B |
| 5 | Manya Priya | VIII C |
| 6 | Avni | VIII C |
| 7 | Arya Singh | VIII D |
| 8 | Aastha Johri | VIII D |
| 9 | Shreya Parmar | VIII E |
| 10 | Samridhi Varshney | VIII E |

| **S.No** | **Primary Wing ; Super 10** | |
| --- | --- | --- |
|  | **Name of the student** | **Class and Section** |
| 1 | Aashi Rai | V D |
| 2 | Avika Jain | V C |
| 3 | Ginisha | V D |
| 4 | Vedansh | V B |
| 5 | Onella Yadav | V C |
| 6 | Jhilmil Goel | V E |
| 7 | Bhavisha Sharma | V E |
| 8 | Garima | V D |
| 9 | Naman | V D |
| 10 | Akanksha Singh | V B |

| **PARENT COUNCIL** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **WING** | **S.No** | **Name of the Parent Member** | **Email Id of the Parent member** | **Phone No** | **Name of the student** | **Class and Section** |
| **Primary wing** | 1 | Mr. Sushil Sharma | poojasharmasdmc@gmail.com  sushil38@gmail.com | 9990331500 | Dipansh | V D |
| 2 | Ms. Parul Singla | drparul33@gmail.com  drparul1@yahoo.co.in | 9718368079 | Vedant Aggarwal | V D |
| **Middle Wing** | 3 | Mr Sandeep Mehan |  | 9212680501 | Ananya Mehan | VIII A |
| 4 | Mr. Sarada Prasanna Sena |  | 9958646414 | Yuvraj Sena | VII A |
| **Secondary Wing** | 5 | Dr Sonal Tripathi | skt1968@gmail.com | 9810576228 | Medha Tripathi | X C |
| 6 | Archana Jha | archana78.aj@gmail.com | 8197703307 | Ayush kr Jha | X D |
| **Sr. Secondary wing** | 7 | Prabhpreet Kaur |  | 9212665715 | Mannat Kaur | XI |
| 8 | Suruchi Dandu | suruchidandu@gmail.com | 9910160061 | Jiya Dandu | XI |
| **Junior Wing** | 9 | Mr. Vishwa Mohan |  | 9873711418  8800744611 | Aadhya Prakash | PS B |
| 10 | N.C. Mouleeswaran |  | 9818234566  9350234566 | Daksh Iyer | PS E |

**HEALTH AND WELLNESS COMMITTEE**

**Patron: Ms. Anjali Kharbanda, Head of School**

**CHAIRPERSON: Ms. Mahua Dutta**

**1)** **Ms. Shweta Tulysan –Nodal officer**

**2)** **Ms. Anju Bhardwaj : Reporting and Communication**

**3)** **Mr. Raju - Nodal officer Anti-Tobacco Campaign**

Associates:

1) Ms Aruni Prava Kar

2) Ms. Manju Gupta

3) Ms. Shweta Tulsyan

4) Ms Anju Bhardwaj- For maintaining the files, reporting and communication

5) Fitness instructor – To give inputs to students to improve their health and fitness.

**OBJECTIVES:**

1. The team will maintain the health files.

2. They will regularly conduct workshops for student and staff and will help in improving health and hygiene.

3. The team will update the monthly report to the government.

| S.No. | Wing | Name of the Student | Class and Section |
| --- | --- | --- | --- |
| 1 | Primary Wing | 1Ginisha Rao  2 Aashi Rai | VD  VD |
| 2 | Middle Wing | 1.Arjun Tyagi  2. Yuvraj Sena | VIIB  VIIA |
| 3 | Secondary Wing | 1.Delisha  2.Anshika Bisht | XD  IXA |
| 4 | Sr. Secondary | 1. Muskan Jindal  2. Dhristi Sharan | XIIF  XIIF |

Ms. Anjali Kharbanda  
 (Head of School)

**DISASTER MANAGEMENT**

**Patron: Ms Anjali Kharbanda, Head of School**

**CHAIRPERSON: Mr. Sujit Kumar,** Nodal Officer

Associates:

1. Mr. M. L. Saran (Administrative Officer)

**2.** Ms Nupur (Reporting and communication)

3. Ms Richa Sehgal (Associate Teacher)

4. Ms. Kamini Rana (Associate Teacher)

5. Ms Yogita Gaur (Associate Teacher)

6. Mr Sachin Verma (Associate Teacher)

7. Ms Garima Attriwal (Associate Teacher)

8. Mr. Lalit Kumar Gupta (Associate Teacher)

9. Ms. Shelly (Medical / First Aid Teacher)

10. Mr. Rajesh Goel (Parent Member)

11. Mr. Vikram Singh Negi (Helper)

12. Ms. Lakshmi (Helper)

13. Ms. Sushila (Helper)

14. Mr. Neelesh Kumar (Helper)

15. Mr. Anil Sharma (Police Personnel)

16. Mr. Uday Bir Singh (Fire Department)

Ms. Anjali Kharbanda  
 (Head of School)

OBJECTIVES

1. Conduct MOCK SAFETY DRILLS for fire and earthquakes. It prepares Disaster Management plan which is displayed on all the floors. The evacuation plan class wise is put in all the class room doors.
2. Train students by making them aware of strategies and life saving actions including training them to follow evacuation paths.
3. Monitoring Fire alarm and its functioning. Regular updating of school security checklist on Directorate of Education website.

| **S.No** | **Disaster Management Students’ Representative** | |
| --- | --- | --- |
|  | **Name of the student** | **Class and Section** |
| 1 | Neerul | X E |
| 2 | Priyanshi | X E |
| 3 | Ananya | X E |
| 4 | Sanskriti | X E |
| 5 | Gaurav | X D |
| 6 | Daksh Goel | X D |

**SANITATION COMMITTEE**

**Patron: Ms Anjali Kharbanda, Head of School**

**CHAIRPERSON: Ms. Akki Verma** (Incharge Middle wing)

Ms Seema Yadav - Reporting and communication

**FLOOR WISE DUTIES**

| S.No. | Floor | Name of teacher |
| --- | --- | --- |
| 1. | Ground floor  1) Rt wing  2) Lt Wing | Ms Kiran Maurya  Ms. Richa Saigal  Mr. Raju (Boys Wash Room) |
| 2. | First floor  1) Rt wing  2) Lt Wing | Ms. Sushmita Bose  Ms. Shalini Mahani  Mr Manoj (Boys Wash Room |
| 3. | Second floor  1) Rt wing  2) Lt Wing | Ms. Seema Yadav  Ms. Anju Bhardwaj  Dr Vimal (Boys Wash Room) |
| 4. | Third floor  1) Rt wing  2) Lt Wing | Ms. Seema Aggarwal  Ms. Anjana Nagrath  Mr. Manish (Boys Wash Room) |
| 5. | Fourth floor  1) Lt Wing | Ms. Garima Atriwal  Mr. Praveen Vats (Boys Wash Room) |

The Committee will monitor the following

1) Closing of washrooms five minutes prior to dispersal

2) Cleanliness of washrooms

3) Report of the same will be given to the incharge on Monthly basis

4) Requirements in sanitary pad dispensing machines will be given to the incharge Ms Akki Verma and Ms. Akki Verma will also collect money from the dispensing units.

5) The teachers will sensitize about the measures to stop littering and maintain cleanliness of classrooms for proper sanitation of school.

Ms. Anjali Kharbanda  
 (Head of School)

**CANTEEN COMMITTEE**

**Patron: Ms Anjali Kharbanda, Head of School**

**CHAIRPERSON: Ms. Rupashee Banerjee**

**Associates:**

· Mr. M. L. Saran (Administrative Officer)

· Mrs. Manju Gupta (Incharge Sec. Wing)

· Mrs. Pooonam Kaushik

· Mrs. Mohita Ravi

· Ms. Aradhana Singhania

**Students**

Student Representatives from all the wings

| S.No. | Wing | Name of the Student | Class and Section |
| --- | --- | --- | --- |
| 1 | Primary Wing | 1 Sanskriti  2 Aradhya Kumari | V A  V E |
| 2 | Middle Wing | 1Adiya Gautam  2.Ritwik Kumar | VIII A  VIII B |
| 3 | Secondary Wing | 1.Yashika Gera  2.Sanskriti Nautiyal | X-A  X-E |
| 4 | Sr. Secondary | 1.Sumit Kumar  2.Radhika Dumra | XII A  XII D |

The members of the committee will ensure that cleanliness and hygiene is maintained in the canteen. It will also ensure that the menu offered has healthy food options. Surprise visits by the teachers and Student representative to be taken to ensure the quality of food served to the children.

Ms. Anjali Kharbanda  
 (Head of School)

**INCLUSION COMMITTEE**

**Patron: Ms Anjali Kharbanda, Head of School**

**CHAIRPERSON: Kriti Ahuja, School Counselor**

**Associates**

**1)**  **Ms. Divya Batra (Special Educator)**

**2)** **Ms. Sanchi Khanna (School Counselor)**

**3)** **Ms. Aruni Prava Kar (Science Coordinator Sr. sec. wing)**

**4)** **Ms. Manju Gupta (Incharge Sec. wing)**

**5)** **Ms. Akki verma (Incharge Middle wing)**

**6)** **Ms. Richa Goel (Incharge Primary wing)**

Ms. Anjali Kharbanda  
 (Head of School)

**TRANSPORT COMMITTEE**

**Patron: Ms Anjali Kharbanda, Head of School**

**Chairperson: Ms. Akki Verma** (Incharge Middle wing)

Associates:

1) M.L.Saran (Administrative Officer)

2) Mr. Ranbir Singh (Transport Incharge)

3) Ms. Aruni Prava Kar (Incharge Sr. Sec. Wing)

4) Ms Manju Gupta (Incharge Sec. Wing)

5) Ms. Richa Goel (Incharge Primary Wing)

6) Dr. Vimal Kishore

7) Mr. Sachin Verma

8) Ms. Leena Anand

9) Mr. Lalit

10) Mr. Amul Sharma

11) Mr. Naresh

12) Ms. Nupur (Reporting and communication)

Ms. Anjali Kharbanda  
 (Head of School)

**ANTI BULLYING COMMITTEE**

**Patron : Ms. Anjali Kharbanda (Head of School)**

**Chairperson : Ms Leena Anand (PGT Commerce)**

**Head of Committee: Ms. Seema Aggarwal (Reporting and Communication)**

**Associates :**

**1) Ms. Aruni Prava Kar (Incharge Sr. Sec. Wing)**

**2) Ms Manju Gupta (Incharge Sec. Wing)**

**3) Ms. Akki Verma( Incharge Middle Wing)**

**4) Ms. Richa Goel (Incharge Primary Wing)**

**5) Ms Kriti Ahuja - School Counsellor**

**6) Ms. Vinita Mittal**

**7) Ms Sarika Kalia**

**8) Ms. Rachna Bhatia**

**9) Ms. Ritu Anand**

**10) Ms. Preetima Khandelwal (Social Worker)**

**Ms Anjali Kharbanda**

**Head of School**

| **STUDENT REPRESENTATIVES** | | | |
| --- | --- | --- | --- |
| **WING** | **S.NO.** | **NAME OF STUDENT** | **CLASS**  **& SEC** |
| **Primary Wing** | 1 | Inesh Vashishth | V B |
| 2 | Yash Khokhar | V C |
| 3 | Sanskriti Rao | V A |
| 4 | Aashi Rai | V D |
| **Middle Wing** | 5 | Tanmay Gupta | VIII B |
| 6 | Prachi | VIII E |
| 7 | Sparsh | VIII C |
| 8 | Tishika Sadana | VIII E |
| **Secondary Wing** | 9 | Medha Tripathi | X C |
| 10 | Bhavini Khurana | X C |
| 11 | Avnie Sharma | X D |
| 12 | Shlokansh | X E |
| **Sr. Secondary Wing** | 13 | Nishi Chaudhary | XII C |
| 14 | Ojas Rana | XII B |
| 15 | Kavya Singh | XII D |
| 16 | Ayush Rawat | XII D |

**Ms. Anjali Kharbanda**

**Head of School**

|  | **White Board/Red Board Updation Duty Chart** | | |
| --- | --- | --- | --- |
| **S.No** | **Name Of Board** | **Name of the Teacher** | **Sign** |
| 1 | Anti bullying board | GF - Ms. Richa Saigal  FF - Ms. Sushmita Bose  SF - Ms. Aradhan Singhania  Ms. Mukta Sadana  TF - Ms. Anjana Nagrath  FF - Ms. Soni Srivastava |  |
| 2 | Health and wellness Board | FF - Ms. Shweta Tulsyan |  |
| 3 | Disaster Management Board (SOP's will be given by Mr.Sujit) | GF- Ms. Kiran Maurya  FF- Ms. Shalini Mahani  SF- Ms. Tapati Chatterjee  TF- Ms. Smita Sharma  FF- Ms Rakhee Malviya |  |
| 4 | Evacuation plan | GF- Ms. Kiran Mourya  FF- Ms. Shalini Mahani  SF- Ms. Rachna Bhatia  TF- Ms. Mahima Bareja  FF- Ms. Rakhee Malviya |  |
| 5 | Do's and Don'ts Board | GF- Ms. Natasha Singh  FF- Ms. Komal  SF- Ms. Seema Yadav  TF- Ms. Mahima Bareja  FF- Ms. Shweta Tulsyan |  |

**Ms. Anjali Kharbanda**

**Head of School**