

General

1.	Time-table	Supervisors	Supervisors
2.	Substitution	Mrs. Divya / Mrs. NoorJahan (Urdu)	Supervisors
3.	Term Plan	Mrs. Fajna, Mrs. Ganga	Supervisors, Subject Coordinators
4.	Meetings/Function	Mr. Azam	Mr. Mushtaq
5.	Library Books (Selection & Purchase)	Mr. Arshad, Mrs. Divya	All Subject Coordinators
6.	Cultural Programme / Special Assembly: Boys	Mrs. Wajda & Mrs. Sangeetha Babu	Mrs. Noor Ayesha, Mr. Shifqat, Mrs. Sirin & All Class Teachers
	Girls	Mrs. Sarika Yadav & Mrs. Radhika	Mrs. Najuma , Mrs. Noorunisha, Mrs. Ashra & All the Class Teachers
7.	Field Trips/ Picnics Girls	Mrs. Wajda & Mrs. Srilakshmi	Mr. Arshad, Dr. Khalid & Mr. Shakil
	Boys	Mr. Jamal & Mr. Santosh	
8.	Staff Secretary	Mr.Arshad / Mrs. Shameem	Supervisors
9.	School Magazine / Newsletter/ Students' Chronicle & Teachers' Vision	Mrs. Preetha, Mr. Arshad, Mrs. Shona, Mrs. Sirin,	All Language Teachers All Language Coordinators All English Teachers Class Leaders
10.	Canteen Food , Hygiene & Discipline I Break & II Break	Boys' Section Mr.Shakil	Mr. Jamal
		Girls' Section Mrs.Haseena	Mrs. Rosy & Mrs. Yasmeen Sultana
11.	Dress Code (Boys)	Mrs. Noorjahan (Urdu)	All Supervisors
	(Girls)	Mrs. Ruqayya	
12.	Record Keeping Committee	Mrs. Divya, Mrs. Ganga,	All Computer Teachers
13.	Interschool Programme Coordinator	Mr. Jamal, Mrs. Ambrin, Mrs. Ambili	Supervisors
14.	Cultural Committee	Mrs. Sangeetha Babu / Mrs. Radhika	All Class Teachers
15.	Science Club / Science Quiz	Mrs. Bindu, All Science Teachers	Supervisors
16.	Language Club	II & III Lang. Teachers	Supervisors
17.	G.K / Quiz Club	Mrs. Arshiya, Mrs. Rosy	All G.K Teachers
18.	Counselling	Mrs. Nazia	Supervisors
19.	Medical Team (First Aid)	Mr. Jamal (Boys) , Mrs. Noorjahan (P.E)(Girls) / Special Care Centre	Supervisors, Class Teachers
20.	Remedial Team	Supervisors	Subject teachers, Supervisors
21.	Web Team Write up KG		All English Teachers All Class Teachers
	Uploading Photograph (Girls)	Mrs. Mallika	
	Boys	Mrs. Roohi	