

Duty-Chart

1. Prayer & Attendance

**B.Ed. ( I<sup>st</sup> Year )**

1. Mrs. Gayatri Pathak
2. Mrs. Preeti Srivastava
3. Mrs. Lalita Garg

**B.Ed. ( II<sup>nd</sup> Year )**

1. Mrs. Mamta Uchenia
2. Ms. Renu Sharma

**B.A.B.Ed. ( I<sup>st</sup> Year )**

1. Mrs. Kanchan Sharma
2. Mrs. Tonia Keer

**B.A.B.Ed. ( II<sup>nd</sup> Year )**

1. Ms. Meenakshi Goswami

**B.A.B.Ed. ( III<sup>rd</sup> Year )**

1. Mrs. Sumitra Tailor
2. Mrs. Kiran Parihar

**B.A.B.Ed. ( IV<sup>th</sup> Year )**

1. Mrs. Sudha Sharma

2. Discipline

1. Dr. Rekha Gaur
2. Dr. Nirmala Taparia
3. Mis. Sudha Sharma
4. Ms. Meenakshi Goswami
5. Mrs. Tonia Keer

3. Admission

**B.A.B.Ed.**

1. Dr. Lalita S. Dhupia
2. Mrs. Sudha Sharma

**B.Ed.**

1. Dr. Rekha Gaur
2. Ms. Mamta Uchenia

5. Sessional Work

**B.Ed. ( I<sup>st</sup> Year )**

1. Mrs. Preeti Srivastava
2. Mrs. Gayatri Pathak

**B.Ed. ( II<sup>nd</sup> Year )**

1. Mrs. Lalita Garg
2. Ms. Chitrangana Purawat

**B.A.B.Ed. ( I<sup>st</sup> Year )**

1. Mrs. Kanchan Sharma

**B.A.B.Ed. ( II<sup>nd</sup> Year )**

1. Ms. Meenakshi Goswami

**B.A.B.Ed. ( III<sup>rd</sup> Year )**

1. Mrs. Sumitra Tailor
2. Mrs. Kiran Parihar

**B.A.B.Ed. ( IV<sup>th</sup> Year )**

1. Mrs. Sudha Sharma

6. Daily Time Table

**B.Ed.**

1. Ms. Mamita Uchania
2. Mrs. Preeti Shrivastava

**B.A.B.Ed.**

1. Mrs. Sumitra Tailor
2. Mrs. Kanchan Sharma

7. Internal Assessment

**B.Ed.**

1. Ms. Mamta Uchenia
2. Mrs. Gayatri Pathak

**B.A.B.Ed.**

1. Mrs. Sudha Sharma
2. Ms. Meenakshi Goswami

4. Action Research

1. Mrs. Renu Sharma
2. Mrs. Lalita Garg

8. Refreshment Arrangement

1. Mrs. Renu Sharma
2. Mrs. Kanchan Sharma

9. Library Advisory

1. Dr. Lalita S. Dupia
2. Dr. Nirmala Tapadia
3. Mrs. Sudha Sharma
4. Ms. Mamta Uchenia

16. Pre Internship     Internship

- | <u>B.Ed. ( I<sup>st</sup> Year )</u>       | <u>B.Ed. ( II<sup>nd</sup> Year )</u>     |
|--|---|
| 1. Dr. Nirmala Tapadia                     | 1. Dr. Rekha Gaur                         |
| 2. Mrs. Preeti Srivastava                  | 2. Mrs. Renu Sharma                       |
| <u>B.A.B.Ed. ( III<sup>rd</sup> Year )</u> | <u>B.A.B.Ed. ( IV<sup>th</sup> Year )</u> |
| 1. Mrs. Sumitra Tailor                     | 1. Mrs. Sudha Sharma                      |
| 2. Mrs. Kiran Parihar                      |   |

10. Literary Committee

1. Mrs. Sudha Sharma
2. Mrs. Preeti Srivastava
3. Mrs. Kanchan Sharma
4. Mrs. Chitragana Purawat

17. Cultural Committe

1. Mrs. Renu Sharma
2. Ms . Meenakshi Goswami
3. Mrs. Lalita Garg
4. Mrs Alka Joshi

11. Science & Home Science

1. Dr. Nirmala Tapadia
2. Mrs. Renu Sharma

18. Cleaniess & Water Supply

1. Mis. Mamta Uchenia
2. Mrs. Alka Joshi
3. Mrs. Lalita Garg
4. Mrs. Tonia Keer

12. Open air Session

1. Mrs. Renu Sharma
2. Mrs. Preeti Srivastava
3. Mrs. Lalita Garg
4. Mrs. Tonia Keer

19. Reporting

- B.Ed. ( I<sup>st</sup> Year )
1. Dr. Nirmala Tapdia
  2. Mrs. Sudha Sharma

13. Games Committe

1. Mis. Mamta Uchenia
2. Mis. Meenakshi Goswami
3. Mrs Alka Joshi

20. Mike arrangement

1. Mrs. Sumitra Tailor
2. Mrs. Lalita Garg
3. Mrs. Alka Joshi

14. Social Media Coverage

1. Dr. Nirmala Tapdia
2. Ms. Mamta Uchenia

15. Community Work

1. Mrs. Sumitra Tailor
2. Mrs. Alka Joshi
3. Mrs. Tonia Keer

23. Scholarship

1. Ms. Mamta Uchenia
1. Mrs. Sumitra Tailor

21. Work Shop

1. Mrs. Kanchan Sharma
2. Mrs. Kiran Parihar

22. Grievance & Redressal Cell

1. Mrs. Sumitra Tailor
2. Ms. Mamta Uchenia

24. Staff Council

1. Mrs. Sudha Sharma

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