

CAREER ACADEMY
(Affiliated to CBSE)

Official Activity Co-ordinators (Session 2020-21)

S.No.	Activities	Name of the Teacher	Duties
1.	Counselling Cell IT Students : To Prepare PPTs.	Mr. Gaurav	Talk on one selected career on given Tuesday
		Mr. A.D. Singh (Career Counsellor)	Filling of forms & profile maintenance, display material on board. Career Counselling Sessions with students and parents. To be conducted Roll.no. wise on every last Saturday
2.	Editorial Board Newspaper coverage, Social Media	English Teachers, Mr. Rahul, Ms. Navjot Kaur & Literary Council	Periodical collection of material / article photographs for Career Times, newspaper coverage, editing & compiling of material.
3.	Examination Cell	Ms. ManpreetKaur Ms. Navjot Kaur Ms. Gagandeep Kaur Mr. Parwinder Singh Ms. Shaminder All Subject HOD's	Announcement of question papers / assessment worksheet submission dates, check on quality of question papers, sitting arrangement for exams, maintenance of examination register, accession & distribution of examination sheets/ material. Check on timely conduct and uploading of class/ monthly/ periodic/ terminal marks. All HOD's to issue format for question papers and only duly signed question papers by HOD's will be accepted
4.	Picnic, Tours & Treks	Ms. Baljeet (KG - III) Mr. Parwinder (IV-X)	Planning, announcement of dates, collection of charges & transportation co-ordination.
6.	First Aid	Ms. Gagandeep Dhanesar (Nur. To III) Ms. Pushpinder Ms. Shaminder (IV to X)	Medicine, first aid to students / teachers / other staff Maintenance of entry record of sick students, call to be made to parents, if required.
7.	Anti Bulling Committee	Ms. PunamDhiman, Ms. ManpreetKaur Ms. PushpinderKaur Mr. Parwinder	Strict check on physical attacks, verbal abuse, psychological, counselling of students and preventive measures.
8.	Repair & Renovation	Mr. Raju, Mr. Saudagar	Check on needy repair/renovation work, calling carpenter, electrician and plumber and reporting to chairman sir.
9.	Multipurpose Activity Room	Mr. Parwinder Ms. Anuradha	Permission to be granted for rehearsal of house activities, council meetings and any other preparations. Register of entry permission to be maintained.

STEPS FOR CAREER COUNSELLING

1. Overview of Career Counselling by Mr. Gaurav and Mr. Rahul.
2. General counselling of all the students to clear doubts regarding study methodology and career option.
3. Counselling of parents.
4. Career choice with study back-up (in groups)
5. Individual counselling for Career and academic appraisal.
6. Conduct of various personality, aptitude, mock test

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DAILY ACTIVITY CO-ORDINATORS (Session 2020-21)

S.No	Activities	Name of the Teacher	Duties
1.	Morning Assembly	Ms. Shaminder Mr. Parwinder Singh ., Ms Anuradha Ms. Pritika Garg (I-III) Ms. Navjot (IV-VI) Ms. Pooja (VI-X)	Monday - (VII - X) Tuesday – (IV-VI) Wednesday (IV-VI) Thursday- (I-III) Friday - (I-III) Saturday House Assembly
2.	Calendar Activity Incharges	Ms. Baljeet (KG- III) Ms. Navjot (IV-VI) Ms. Pooja (VII-X)	Pre planning of activities according to calendar, maintenance of activity register, certificate filling for excellence, pre information regarding activities to concerned teachers and classes.
3.	Daily Newspaper Distribution	Mr.Saudagar(Librarian)	Counting of daily newspapers received, distribution to newspaper monitors of classes, maintenance of daily record, accession of daily newspaper for library reference.
4.	Sports & Overall discipline	Mr. Parwinder Singh Ms. Anuradha Ms. Shaminder Ms. Jaspreet	Maintenance of sports register, organization of inter house/inter school sports activities, regular check and custody of sports equipments, check on duty prefects and any class without teacher.
5.	Decoration of Softboards / house boards G.K Board	House Mistresses Ms. Jaspreet Mr. Gaurav Singh	Time to time decoration of all soft boards, check on the decoration of house boards, daily news board writing, thoughts board writing, re-decoration of house boards on every last Saturday as per given topics Display of Career Counselling material for student’s view beside newsboard and weekly updation of G.K board
8.	Bell System	Ms. Manpreet	Framing and adjustment of bell timings according to seasons & during examination.
9.	Photography Incharge	Ms. Baljeet (KG) Ms. Paramjit (I-III) Ms. Navjot (IV-X)	Pictures to be clicked for all school activities, hobbies, school functions.
10.	Designing and Uploading Late Comers	Ms. Navjot Kaur and Mr. Rahul Ms. Navjot Kaur, Gagandeep kaur Ms. Anuradha, Ms. Nitika	School Website, Facebook School App (Attendance, Notices, Photos, Video) Daily Punching of complaint to Parents of defaulters on App
11.	House Mistress/Master	Curie – Ms. Deepshikha Edison – Ms. Shivani Tandon Einstein – Ms. Aamna Singla Newton – Ms. Chetna	Check on school discipline, cleanliness, hosting of house activities, conduct of morning assembly during house on duty tenure.
12.	Staff Room Hindi/Punjabi staff room Math Lab KG/Primary Staff Room	Ms. Jasbir Kuar Ms. Rajinder Ms. Pushpinder Ms. Saravjeet	Check on proper decorum of staff room, cleaning, amenities required, Notice board updation.
13.	House Keeping	Ms. Baljeet (KG Floor/washroom) Ms. Paramjit (Primary floor/washroom) Ms. Rajinder(Upstair Girl’s washroom, Corridor D, E) Ms. Jaspreet (Art room to Stairs 2) Mr. Gaurav (upstairs boy’s washroom) Ms. Meena (Overall Cleaning Check & Material distribution)	Daily Morning and before departure checking of cleanliness of washrooms, classrooms, corridors and weekly monitoring of deep cleaning.