



Guru Nanak Public School

Pushpanjali Enclave, Pitampura, Delhi-110034

Revised List of Special Duties for the Session - 2026-27

S No	Duty	Teacher(s) Incharge	Signature
1	Time Table	Offg. Principal Ms. Bhavjeet Kaur Ms. Baljeet Kaur Basra	
2	Mentors	Ms. Bhavjeet Kaur (6 to 12) Ms. Arvinder Kaur (Nursery to 5) Ms. Shweta Kochar (Playschool)	
3	Academic Coordinators	Ms. Monica Kukreja (8 to 12) Ms. Dipi Arora (Nursery to 7)	
4	Examination Committee	Offg Principal Ms. Monica Kukreja (9 to 12) Ms. Dipi Arora (6 to 8) Mr. Gurmeet Singh (IT Assistance) Ms. Sukhpreet Kaur (Nursery to 5)	
5	Substitution	Ms. Baljeet Kaur Basra/Ms. Cheshta Chadha	
6	IT Support	Mr. Gurmeet Singh (9 to 12) Ms. Deepali Nagpal (6 to 8) Ms. Baljeet Kaur Basra (Nursery to 5)	
7	Baba Ji's Room	Ms. Dalbir Kaur Ms. Ajit Kaur Ms Gurpreet Kaur	
8	Assembly and Special Assembly (Maintenance of register, reports on assemblies with pictures)	Ms. Bhavjeet Kaur (Overall and Senior) Ms. Dalbir Kaur (Middle 6 to 8) Ms. Rajinder Kaur (Primary 3 to 5) Ms. Ravneet Kaur (Primary 1 and 2) Ms. Jasmeet Kaur (Nursery, LKG, UKG) Class Teachers	
9	Discipline Committee	Mentors Ms. Heena Jagya Mr. Madan Lal Jaggi (10 to 12) Ms. Shweta Choudhary (7 to 9) Mr. Amarjeet Singh (4 to 6)	

		Ms. Rajbala (Nursery to 3)	
10	Uniform Defaulters	Class Teachers Mr. Madan Lal Jaggi (10 to 12) Ms. Shweta Choudhary (7 to 9) Mr. Amarjeet Singh (4 to 6) Ms. Rajbala (Nursery to 2)	
11	Prefectorial Board and Student Council	Ms. Monica Kukreja Ms. Sheena Bajaj	
12	Book Shop and Uniform Shop	Ms. Nisha Singh Ms. Shweta Choudhary	
13	Gate Duty Reporting Time: 7:20 am (Summers) 7:40 am (Winters)	GATE NO. 1: Mr. Madan Lal Jaggi (1 st to 15 th of every month) Ms. Shweta Choudhary (16 th to the end of every month) Mr. Amarjeet Singh Ms. Rajbala Ms. Gurmeet Kaur GATE NO. 2: Mr. Manpreet Singh Mr. Rohit Kanojia Ms. Veena Goel (Latecomers Register)	
14	Diary of Events (Register) (Reports to be posted at reportsgnps@gmail.com)	Ms. Charanpreet Kaur (6 to 12) Ms. Gaganpreet Kaur (Nursery to 5)	
15	Canteen (Menu/ Hygiene and Quality Maintenance)	Ms. Shivali Sharma (Hygiene and Quality check) Dr. Inderjeet Kaur (9 to 12) Ms.Sonam Sahu (6 to 8) Ms. Rajni Sahni (Nursery to 5)	
16	Disaster Management Committee (Maintenance of register, file, planning of drills, reports with pictures)	Mr. Madan Lal Jaggi Ms. Shweta Choudhary Ms. Preeti Saini Ms. Heena Jagya Ms. Gagandeep Kaur Makkar (Record Keeping)	
17	School News and Report Writing (Reports to be posted at reportsgnps@gmail.com)	Punjabi: Dr. Inderjeet Kaur English: Ms. Charanpreet Marwaha Hindi: Ms.Nisha Singh	
18	CBSE Coordinator, PA, Minutes of Meeting,	Ms. Narinder Kaur (Staff/ Management Meeting)	

	Legal Matters & DOE	Ms Ramandeep Kaur	
19	PRO, Reception	Ms. Gurpreet Kaur	
20	Staff Room In-charge	First Floor: Ms. Heena Jagya Second Floor: Ms. Sheena Bajaj	
21	House Competitions (CCA)	Ms. Shaila Sharma (9 to 12) Ms. Nupur (6 to 8) Ms. Amardeep Kaur (3 to 5) Ms. Ravleen Kaur (Nursery to 2)	
22	Kaushal Bodh/Vikas Skill Education (6 to 8) Work Experience (3 to 5)	Ms. Baljeet Kaur (6 to 8) Ms. Charanjeev Kaur (3 to 5) Ms. Heena Jagya (Overall)	
23	Eco Club (Maintenance of register, file, reports with pictures)	Ms. Sonam Sahu Dr. Inderjeet Kaur Ms. Bhavna Mehrotra Ms Neeru Sapra Ms. Mohini (Record Keeping)	
24	School Stationery	Ms. Davinder Kaur	
25	Fee Defaulters (Issuance of Undertakings/ Warnings, record of concessions)	Ms. Priyanka Marwah Ms. Narinder Kaur Ms. Harpreet Kaur Ms. Ramandeep Kaur Mr. Harjeet Singh Class Teachers	
26	Medical Room	Ms. Shivali Sharma	
27	Sexual Harassment Committee/POCSO	Offg Principal MR. Madan Lal Jaggi Ms. Mukesh Phougat Ms. Shweta Choudhary Ms. Shivali Sharma Ms. Geetanshi (Record Keeping)	
28	I-Cards	Ms. Bhavjeet Kaur (6 to 12) Ms. Arvinder Kaur (Nursery to 5) Ms. Harpreet Kaur Office (Collection of Data for New Adm) Ms. Ramandeep Kaur (For Coordination)	
29	Social Media Handling (coverage of school functions/events, making	Ms. Shweta Kochar Ms. Jasmeet Kaur	

	reels, collage, updating Facebook & Instagram)	Ms. Akanshi Srivastava Ms. Daljeet Kaur Ms. Aarushi Saluja Ms. Ritisha Bhatia	
30	Tobacco Free Zone Committee	Offg Principal Mr. Dinit Batra (Nodal Officer) Dr. Inderjeet Kaur Ms. Geetanshi Mr. Manpreet Singh Mr. Madan Lal Jaggi Ms. Gagandeep Kaur Makkar (Record Keeping)	
31	School Resources Caretaking Committee	Ms. Priyanka Marwah Ms. Narinder Kaur Mr. Dinit Batra Mr. Manpreet Singh Mr. Madan Lal Jaggi Ms. Shweta Choudhary	
32	PTA/SLFRC (Invitations to parents for school functions/meetings, reports, pictures, signatures from PTA/SLFRC members)	Manager - S Jasbir Singh Chawla Offg Principal Ms. Dipi Arora Ms. Rajni Sahni Ms. Shweta Kochar Elected Parent Members Ms. Veena Goel (Record Keeping)	
33	School Safety Committee	Offg Principal Ms. Heena Jagya Ms. Narinder Kaur Mr. Dinit Batra Mr. Manpreet Singh Mr. Madan Lal Jaggi Ms. Shweta Choudhary Ms. Gagandeep Kaur Makkar (Record Keeping)	
34	Main Bulletin/ Display Boards	Ms. Neha Kaur Ms. Rajinder Kaur Ms. Preeti Saini	
35	Minority/ SC/ST/ OBC	Ms. Gurjinder Kaur (Nodal Officer) Ms. Narinder Kaur Ms. Harpreet Kaur (For communication with Parents and Publicity) Ms. Ramandeep Kaur (Dissemination of Information)	
36	Trips & Excursion	PETs: To find out details and fix dates	

	Committee (For all Visits, In-House Camps, Tours, Educational Visits)	Ms. Gurpreet Kaur (Communication and emails) Mr. Dinit Batra (For In-House organisation and mgt.) Mr. Priyanka (For Quotations/ Expenses) Mr. Manpreet Singh (Transport queries/ expenses)	
37	Admission Committee	Ms. Gurpreet Kaur (Schedule, Conduct of Exam & Record Keeping) Academic Coordinators Ms. Jasmeet Kaur Ms. Shweta Kochar	
38	Alumni Data & Career Fair Committee (Communication through emails)	Ms. Monica Kukreja Ms. Charanpreet Marwaha Ms. Gagandeep Kaur Ms. Heena Jagya Ms. Amanpreet Kaur (Record Keeping)	
39	Art and Cultural Committee	Ms. Baljeet Kaur (Cultural Head) Mr. Rohit Kanojia (Dance) Ms. Ravinder Kaur (Music) Ms. Rajinder Kaur (Record Keeping)	
40	SEWA and Health & Physical Education	Mr. Madan Lal Jaggi Ms. Shweta Choudhary Ms. Mohini Ms. Shivali	
41	Art Integration	Ms. Madhvi (9 to 12) Ms. Baljeet Kaur (6 to 8) New Art Teacher r	
42	ERP Handling	Ms. Monica Kukreja, Mr. Gurmeet Singh (9 to 12) Ms. Dipi Arora, Ms. Deepali Nagpal (6 to 8) Ms. Sukhpreet Kaur, Ms. Baljeet K. Basra (Nursery to 5) Ms. Asha Rautela	
43	Road Safety Committee	Offg Principal Ms. Bhavjeet Kaur Ms. Dipi Arora Ms. Mukesh Phougat Mr. Dinit Batra Ms. Amardeep Kaur (Record Keeping)	
44	Cyber Safety Committee	Offg Principal Mr. Gurmeet Singh Ms. Baljeet Kaur Basra Mr. Dinit Batra Ms. Deepali Nagpal (Record Keeping)	

45	Anti-Bullying Committee	Offg Principal Ms. Bhavjeet Kaur Ms. Arvinder Kaur Ms. Shweta Choudhary Ms. Mukesh Phougat Ms. Geetanshi (Record Keeping)	
46	Special Days/ Events Cards	Ms. Charanpreet Marwaha Ms. Amanpreet Kaur Ms. Aarushi Saluja	
47	Website & ERP (SOFOS/QUICK CAMPUS)	Ms Asha Rautela Ms. Narinder Kaur (CBSE/DOE related) Ms. Priyanka , Mr. Harjeet Singh Mr. Gurmeet Singh, Ms. Deepali Nagpal	
48	Disciplinary Committee	Chairman : Mr. Daljit Singh Bindra Manager: Mr Jasbir Singh Chawla Offg. Principal: Ms Ravinder Kaur Teacher: Ms. Monica Kukreja D E Nominees (invitees)	

S. Daljit Singh Bindra
(Chairman)

S. Jasbir Singh Chawla
(Manager)