

SUNRISE INTERNATIONAL SCHOOL

List of Annual Duties

Session - 2024-25

S.NO	Name of the Committee	Name of the In-charge
1.	Discipline	Coordinators: 1. Mr. Amit <i>Amit</i> 2. Ms. Savita <i>Savita</i> 3. Ms. Tannu Khatri 4. Ms. Tannu Gulia <i>Tannu</i>
2.	Magazine / Flyer/ News Letter, etc	Coordinators: 1. Ms. Nisha <i>Nisha</i> 2. Ms. Shalu 3. Ms. Sweta 4. Ms. Kritika 5. Ms. Laxmi <i>Laxmi</i> 6. Mr. Daksh <i>Daksh</i>
3	Uniform (Students & Teachers)	Students Coordinators: 1. Head Boy 2. Head Girls Teachers Coordinators: 1. Mr. Amit <i>Amit</i> 2. Ms. Savita <i>Savita</i>
4.	Initiation of Cultural programme	Coordinators: 1. Ms. Yogita <i>Yogita</i> 2. 3. Ms. Vidhi <i>Vidhi</i> 4. Ms. Nisha <i>Nisha</i> 5. Ms. Sweta
5.	Girls Counselling	Coordinators: 1. Ms. Nisha <i>Nisha</i> 2. Ms. Seema 3. Ms. Vidhi <i>Vidhi</i>
6	Boys Counselling	Coordinators: 1. Mr. Sumit 2. Mr. Bhanu <i>Bhanu</i>
7.	Cleanliness and Hygiene of Students and School Campus	Coordinators: 1. Mr. Amit <i>Amit</i> 2. Mr. Mohit 3. Mr. Hariom
8.	Beautification of School	Coordinators: 1. Mr. Chetan 2. Mr. Mohit 3. Ms. Savita <i>Savita</i>
9.	English Conversation	Coordinators:

		1. Ms. Nisha Gupta <i>Nisha</i> 2. Ms. Sweta 3. Ms. Kritika 4. Ms. Laxmi <i>Laxmi</i>
10.	Games and Sports	Coordinators: 1. Mr. Amit <i>Amit</i> 2. Ms. Tannu Khatri
11	Examination	Coordiantors: 1. Mr. Bhanu <i>Bhanu</i> 2. Ms. Anjali <i>Anjali</i> 3. Ms. Tannu <i>Tannu</i> 4. Mr. Sunil <i>Sunil</i>
12	Time Table	Coordinators: 1. Mr. Sumit 2. Ms. Vidhi <i>Vidhi</i> 3. Ms. Richa
13.	Excursion	Coordinators: 1. Mr. Amit 2. Mr. Bhanu <i>Bhanu</i> 3. Ms. Manisha <i>Manisha</i> 4. Ms. Vinay <i>Vinay</i> 5. Ms. Savita <i>Savita</i>
14.	School Staff Club	Coordinators: 1. Mr. Daksh <i>Daksh</i> 2. Ms. Monika <i>Monika</i> 3. Ms. Manjeeta <i>Manjeeta</i>
15.	School Safety	Coordinators: 1. Mr. Mohit 2. Mr. Hariom 3. Mr. Amit <i>Amit</i>
16.	Event Decoration	Coordinators: 1. Mr. Chetan 2. Ms. Savita <i>Savita</i> 3. N <i>N</i> 4. Ms. Seema <i>Seema</i> 5. Ms. Rekha <i>Rekha</i>
17.	School Calendar	Coordinators: 1. Mr. Sumit 2. Ms. Manisha 3. Ms. Richa
18.	Formation of Feedback Form	Coordinators: 1. Mr. Bhanu <i>Bhanu</i> 2. Ms. Anjali <i>Anjali</i>
19.	Arrangement of School Events at School or Outside School	Coordinators: 1.

		2. Ms. Ria 3. Mr. Mohit
20.	Assembly	Coordinators: 1. Ms. Nisha 2. Ms. Anjali 3. Ms. Monika 4. Ms. Nishi 5. Ms. Vidhi
21.	Food Inspection	Coordinators: 1. Mr. Sunil 2. Ms. Seema 3. Mr. Mohit
22.	Olympiad	Coordinators: 1. Ms. Monika 2. Ms. Manisha 3. Ms. Kritika
23.	Summer Camp	Coordinators: 1. Ms. Manisha 2. Mr. Sumit 3. Ms. Vidhi 4. Mr. Amit 5. Mr. Bhanu
24.	Annual Day/Sports Meet	Coordinators: 1. Mr. Sumit 2. Ms. Manisha 3. Mr. Amit 4. Ms. Anjali 5. Mr. Mohit 6. Ms. Nisha
25.	Anti-Sexual Harassment	Coordinators: 1. Ms. Nisha 2. Ms. Seema 3. Ms. Manisha 4. Mr. Sumit
26.	Exchange Coordinator	Coordinators: 1. Mr. Sumit 2. Ms. Anjali 3. Ms. Vidhi
27.	Checking of School Website	Coordinators: 1. Ms. Ria 2. Ms. Richa 3. Mr. Naveen
28.	Social Outreach Programme	Coordinators: 1. 2. Ms. Ria 3. Mr. Naveen

29.	Career Counselling	Coordiantors: 1. Mr. Sumit 2. Ms. Nisha 3. Ms. Vidhi
30.	Admissions	Coordiantors: 1. 2. Ms. Ria 3. Ms. Richa

(Signature)