

## **School committees**

### **Cambridge International School Lunapani Balh Mandi**

- Activity Committee - :Ms Simpy (Subject related),  
Ms Sakshi , Ms Shivika  
(Festivals), Mr Shiwank (Social Media)**
- Morning Assembly Committee – :Coordinator, D.P. , Art teacher**
- Examination Committee- Mr. Shiwank , Ms Pushpa , Ms Medha**
- Discipline Committee - :Ms Divya , Ms Sarika**
- Sexual Harassment Committee – :Ms Hitaishi Bhardwaj , Ms Yamini , Ms  
Karuna**
- Covid Committee - :Ms Monika , Ms Richa , Ms Poonam**
- Transport Committee - :Mr Abhishek, Mr Ajay , Ms Rajni**
- Admission Committee- :Ms Sarika , Mr Ajay , Ms Shivika**
- Teacher Representative (Kindergarten): Ms Shiwika**
- Teacher Representative( 1st to 9<sup>th</sup>) : Ms Karuna**
- Health and Hygine :Ms Sarika (Health and wellness  
incharge) and Mr Shiwank**
- Teachers Welfare Committee : Ms Priyanka ,Ms Hitaishi(Coordinator)**

Transport Committee

School shall have a transport committee to look into the matters pertaining to safe transportation of school children. Composition of the committee:

The transport committee is responsible for

- a. Safety norms of the bus
- b. Transportation fees
- c. Identification of bus stops
- d. Verify documents of the Vehicle - Registration certificate - Certificate of fitness - Certificate of Insurance - Permit - Pollution under control - Driving licence - Fire Extinguisher - First Aid Kit

### **Activity /Morning Assembly committee**

- Plan and arrange a varied program of inter-house games, activities and competitions throughout the year, at least once a month
- Organize cultural activities, dance, music, festival preparations and ceremonies etc.
- To plan a cultural calendar for the year.
- To coordinate with the Puja and festival should also be done by Activity committee.
- To Plan for morning assembly(Prayers, Topics and other activities including special Assembly)

### **Examination committee**

- Organize the format of all exams on the computers.
- Fix and publish the dates and schedules of all exams.
- Ensure that question papers are prepared in advance.
- Photocopy all the question papers according to the number of students per class in good time.
- Provide an extra copy of all question papers for the principal.

- Arrange the question papers subject wise and date wise.
- Plan out the seating arrangement for main exams like half yearly and final exam.
- Plan out the date sheet for each exam.
- Keep a record of all exams and results.

### **Discipline committee**

- Ensure that all students and staff abide by and uphold the school rules, in a mutually supportive and collective manner.
- Review the school rules in the light of developments at the school.
- Charts on cleanliness , maintaining silence and good thoughts etc to be displayed on school walls

### **Website committee**

- Keep the information on the website up to date.
- Upload students individual reports and information (monthly and exam reports)

### **Sexual Harassment Committee**

The Committee is responsible for all complaints of sexual harassment made:

- By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- The committee will actively assist and provide available resources to the complainant in pursuing the complaint.

### **Covid Committee**

- COVID committee will stay for a period of pandemic.
- The members of the committee will be responsible for checking the protocols by everyone in the school.

- Availability of Sanitizers in the entrance, Hand washes in the school.
- Wearing of mask properly.
- Maintenance of min 4 feet distance from one another

## **Teacher Welfare Committee**

- Policy and guidelines on welfare measures applicable to teaching and non-teaching staff