



Jamia Girls Senior Secondary School
SCHOOL COMMITTEES (2018-19)

COMMITTEES	TEACHER' S NAME
DISCIPLINE	Overall incharge : Proctors Surprise uniform check : Ms Amtul, Ms Mehwish K Surprise mobile check : Ms Seema Irfan , Ms Sitara
<i>SPORTS</i>	Ms Amtul , Mr Ateeq, Ms Sumbul
<i>FLOOR INCHARGE</i>	Ms Rehana (Ground flr) Ms Iffat (first flr) Ms Tarannum(Second flr)
<i>SUBSTITUTION</i>	Ms Shama Parween
<i>TIME TABLE</i>	Ms Raheela Abbasi
<i>EVENT ARRANGEMENT</i>	Ms Seema Jahan, Mr Ateeq Mr Shadab, Ms Samra

EXAMINATION	PT1 & PT2 Ms Nuzhut , Ms Mehjabi	Half yearly , Pre Board , Annual exams Mr Ateeq , Mr Jaleel
NOTICE BOARD	Ms Tarannum Noorie	
ACADEMIC COORDINATOR	IX –X Ms Sitara	XI-XII Ms Shama Parween
SCHOOL DIARY INCHARGE	Ms Nuzhut , Ms Raheela	
ATTENDANCE REGISTER INCHARGE	Ms Rehana , Ms Seema Irfan	
SCIENCE OLYMPIAD	Ms Wara , Ms Dilkushan, Ms Samra	
MATHS OLYMPIAD	Mr Shadab , Ms Mariam	
G.K. QUIZ	Mr Tanweer , Ms Rubeena , Ms Wara	
SPL. ASSEMBLY INCHARGE	Ms Mariam , Ms Zaiba Ms sumbul , Ms Wara	
TABULATION	Mr Jaleel , Mr Ateeq	Ms Nuzhut , Mr Shadab



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COMMITTEES	Duties
<i>DISCIPLINE</i>	<ul style="list-style-type: none">➤ Checking of Uniform➤ Checking of Mobile➤ Should be present at entry/exit time➤ Late coming check➤ Ushering of students when school gives off
<i>SPORTS</i>	<ul style="list-style-type: none">➤ Event Organization
<i>FLOOR INCHARGE</i>	<ul style="list-style-type: none">➤ 2 time checking of Toilet Hygiene and Corridor, Classroom neatness & dustbin➤ Checking of classroom at the time of dispersal➤ Lost & Found items to be submitted in the office➤ Floor Discipline
<i>SPL. ASSEMBLY</i>	<ul style="list-style-type: none">➤ Conducting assembly➤ Preparations of programmes➤ Overall management of assembly➤ On monthly basis
<i>TIME TABLE</i>	<ul style="list-style-type: none">➤ Time Table setting
<i>EVENT ARRANGEMENT</i>	<ul style="list-style-type: none">➤ All Inter-House Event's Seating Arrangement➤ All Inter-House Event's stage decoration & Miscellaneous ,audio arrangements
<i>NOTICE BOARD</i>	<ul style="list-style-type: none">➤ Making schedule for arranging notice board House wise and deciding the theme.➤ Keep check on it and making record and report.
<i>SUBSTITUTION</i>	<ul style="list-style-type: none">➤ Arrangements of classes
<i>CLASS TEACHER</i>	<ul style="list-style-type: none">➤ Attendance (Register NOT to be given to the students)➤ Uniform checking (Daily)➤ Report Card making➤ Discipline of the class
<i>HOUSE INCHARGE</i>	<ul style="list-style-type: none">➤ House meets, Discuss Cultural & Sports Calendar➤ Listing of interested candidates in time➤ Managing their practice.



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CLASS TEACHERS(2018-19)

Class	Class Teacher
IX A	SITARA
IX B	SAMRA JAMAL
IX C	RUBEENA ALI
IX D	SUMBUL AIZAZ
X A	MEHJABIN
X B	JALEEL AHMED
X C	WARA KHAN
XI Sc A	MARIAM AZMI
XI Sc B	IFFAT SAHAR
XI Arts A	SHAMA PARVEEN
XI Arts B	TARANNUM NOORIE
XII Sc A	MOHD SHADAB
XII Sc B	ZAIBA QURESHI
XII Arts	ZAKIA AKHTAR

HOUSE INCHARGES

HOUSE	HOUSE INCHARGE
RED	NUSRAT KHAN , NISHAT AKRAM
GREEN	NUZHUT PRWEEN , SEEMA IRFAN
BLUE	SEEMA JAHAN , REHANA KHANAM
YELLOW	RESHMA ESMAT , RASHEDA SULTANA

Uniform & hygiene

1. Plain Black Burqa with white scarf is mandatory.
2. Dupatta is compulsory whether you are wearing scarf or not.
3. Uniform should be neat , clean and ironed.
4. White canvas shoes and white socks (washed and polished), nails should trend on regular basis.
5. Every student will wear I-Card.
6. No Jewellery is allowed.
7. Every girl will have braid with plain black rubber band.
8. No puff and bun is allowed in school.
9. No makeup is allowed.
10. Every girl should take care of her hygiene and menstrual needs.
11. If any student is having any medical complications. she should inform it to school.
12. Summer Timings 1:10 p.m. - 6:30 p.m. Entry for school premises at 12:45 – 1:00 p.m. Entrance in building at 1:05p.m.
13. Winter Timings 1:10 p.m. - 5:30 p.m. Entry for school premises at 12:45 – 1:00 p.m. Entrance in building at 1:05p.m.
14. Making calls from P.C.O. is not allowed if they need they can use school phone (in emergency only).
15. In Namaz Break only those girls will go out of class who will perform Namaz.
16. Namaz will only be performed during Namaz break.
17. Mobiles are not allowed if in any case you will need, you have to take permission on and get it switch off in school building.
18. In games and arrangement period students bags will be in class rooms.
19. The movement of students from class for should be single line.
20. Students are informed to leave the school premises just after the last bell.
21. There will be 2+1 monitors in every class.