



Jamia Girls Senior Secondary School SCHOOL COMMITTEES (2019-20)

COMMITTEES	TEACHER' S NAME
DISCIPLINE	Overall Incharge : Proctors Surprise uniform/mobile check : Ms Mehwish Haseeb , Ms Mariam,Ms Dilkusha,Ms Rakhshinda Late coming Check : Ms Zakia Akhtar,Ms Sitara
SPORTS	Ms Amtul
FLOOR INCHARGE	Ms Tarannum (Ground flr) Ms Rehana (first flr) Ms Shama Parween (Second flr)
SUBSTITUTION	Ms Sumbul Ms Rehana(Alternative)
TIME TABLE	Ms Raheela Abbasi
EVENT ARRANGEMENT	Mr Tanveer,Ms Shama perveen Mr Shadab, Ms Tarannum
EXAMINATION	Mr Ateeq ,Mr Jaleel (Unit Test 1,Half Yearly Examination,Unit Test2 , Pre-Board Examination, Annual Examination and Compartment Examination)
NOTICE BOARD	Ms Nishat(XI,XII),Ms Rubeena(IX,X)

ACADEMIC COORDINATOR	Ms Iffat ,Ms Sumbul
SCHOOL DIARY INCHARGE	Ms Nuzhut
ATTENDANCE REGISTER INCHARGE	Ms Seema Jahan(XII) , Ms Nishat(XI) Mr Tanveer(X),Ms Samra(IX)
SCIENCE OLYMPIAD	Ms Rakhshinda ,Ms Samra
MATHS OLYMPIAD	Mr Shadab , Ms Mariam
G.K. QUIZ	Mr Jaleel & Mr Ateeq (XI,XII) Ms Dilkusha & Ms Garima(IX,X)
SPL. ASSEMBLY INCHARGE	Ms Seema Jahan ,Ms Mehwish Kamal Ms Mehjabin
REPORT CARD CHECK	Mr Ateeq(IX),Ms Iffat(XI Sc),Mr Shadab(XI Arts), Mr Jaleel(X),Ms Garima(XII)
TABULATION	Mr Shadab(XI),Mr Ateeq(IX)



Jamia Girls Senior Secondary School

COMMITTEES	Duties
DISCIPLINE	<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
SPORTS	<ul style="list-style-type: none">➤ Event Organization
FLOOR INCHARGE	<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
SPL. ASSEMBLY	<ul style="list-style-type: none">➤ Conducting assembly➤ Preparations of programmes➤ Overall management of assembly➤ On monthly basis
TIME TABLE	<ul style="list-style-type: none">➤ Time Table setting
EVENT ARRANGEMENT	<ul style="list-style-type: none">➤ All Inter-House Event's Seating Arrangement➤ All Inter-House Event's stage decoration & Miscellaneous ,audio arrangements
NOTICE BOARD	<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.
SUBSTITUTION	<ul style="list-style-type: none">➤ Arrangements of classes
CLASS TEACHER	<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
HOUSE INCHARGE	<ul style="list-style-type: none">➤ House meets, Discuss Cultural & Sports Calendar➤ Listing of interested candidates in time➤ Managing their practice.
REGISTER INCHARGE	<ul style="list-style-type: none">➤ Checking register everyday➤ Checking calculation of percentage attendance monthly➤ Taking attendance if class teacher is absent
REPORT CARD CHECKING	<ul style="list-style-type: none">➤ Checking marks entry after every U.T./H.Y./Annual/Pre-Board Examination



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CLASS TEACHER & HOUSE INCHARGES
(2019-20)

Class	Class Teacher
IX A	SITARA
IX B	RUBEENA ALI
IX C	SAMRA JAMAL
IX D	SUMBUL AIZAZ
X A	MEHWISH KAMAL
X B	RAKSHANDA NEELOFAR
X C	DILKUSHA
X D	REHANA KHANAM
XI Sc. A	MARIAM AZMI
XI Sc. B	NUZHUT PARWEEN
XI Sc. C	RAHEELA ABBASI
XI Arts A	ZAKIA AKHTAR
XI Arts B	SEEMA IRFAN
XII Sc. A	ZAIBA QURESHI (Temp.), RASHEDA SULTANA
XII Sc. B	IFFAT SAHAR (Temp.), NEW PGT ECO
XII Arts A	MEHWISH HASEEB
XII Arts B	MEHJABIN

HOUSE INCHARGES

HOUSE	HOUSE INCHARGE
RED	Seema Jahan , Iffat Sehar
GREEN	Reshma Esmat , Nishat Akram
BLUE	Nusrat Khan , Tanveer Alam
YELLOW	Tarannum Noorie , Shama Parween

Principal

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.