

OUR INDIA INTERNATIONAL SCHOOL

Kairana Road, Kandhala, District-Shamli (UP) Pin Code - 247775
ourindiainternationalschoolkdl@gmail.com www.ois.in

Affiliated to CBSE, New Delhi. Affiliation No. 2133935

Committees of school for Session 2025-26				
All the committee incharges & members mentioned hereunder are directed to initiate necessary steps to accomplish tasks assigned to them in time. They will follow instructions issued by school administration in this regard from time to time.				
S.No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES / RESPONSIBILITIES
1	Anti-Sexual	Mrs. Neema Jain	Mrs. Gulista	In Compliance to, The sexual harassment of women at workplace (prevention, prohibition and redressal) Act. 2013 these Internal complaints redressal committee is constituted for the session 2025-26, to address the complaints / grievances of women employee of this school.
	Harassment		Mrs. Tabassum	
	Committee		Mr. Shahid (TGT – Maths)	
2	Academic support (secondary: vi-x)	All block coordinators Office order no. 14/F-2/ academic /2025 Dated 26 March 2025	All Co – In charges	To give suitable guidelines for the academic improvement, organisation of various activities, to produce best academic results, faculty meetings etc
3	Academic support (k-primary)	All block coordinators Office order no. 14/F-2/ academic /2025 Dated 26 March 2025	All co – in charges	To give suitable guidelines for the academic improvement, organisation of various activities, to produce best academic results, faculty meetings etc
4	Admission	Mr. Shahid	Ms. Reshma	To scrutinize the admission/ registration forms for admission and carry out the process as per the admission guidelines in consultation with the principal.
			Ms. Adeeba	
5	Examinations (internal)	Ms. Sayma	Mr. Muzahid Pathan	To plan the schedule of Unit/periodic test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities. To ensure the evaluation of Internal Assessment and grading of Scholastic & co- scholastic subjects as per CBSE norms.
		Co- convenor, Mr. Adil	Ms. Sumayya	
			Mr. Sharik	
6	Examination & registration (external – cbse –ix & x,)	Mr. Sajad	Mr. Wasif	To conduct Board Exam as per CBSE guidelines and also to give suitable instructions for carrying out Internal Assessment and maintain records. To make staff familiar with new schemes and changes in examination patterns.
			Mr. Shahid	
7	Process of application for NIOS accredited center	Mr. Umair	Mr. Wasil	To visit NIOS website and make necessary documentation for applying online



8	Time Table	Ms. Sayma	Mr. Muzahid Pathan	To prepare & execute time table as per norms. To make necessary adjustments in the time table due to administrative exigencies. To device workable & suitable assignments/remedial timetable
			Mrs. Gulista [K.G]	
9	Class room furniture	Mr. Deepak	Mr. Arshad	To ensure all furniture bear serial numbers and the year of purchase. To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules.
			Mr. Faraaz	
			Ms. Misba [K.G]	
10	Cleanliness of school building and premises (swachh bhara abhiyan)	Ms. Shabnam	Ms. Nima	To monitor the regular cleanliness of school CAMPUS and availability of essential cleaning material through A.O
			Ms. Vibha	
			Mrs. Gulista (KG)	
11	Toilet (boys)	Mr. Sharik	Mr. Vinit	To monitor the regular cleanliness of Toilets and availability of essential cleaning material.
			Mr. Arshad	
12	Toilet (girls) kg toilet	Ms. Vibha	Ms. Fayza [K.G]	To monitor the regular cleanliness of Toilets and availability of essential cleaning material through A.O
			Ms. Reshma	
13	Gardening and beautification of the school campus	Ms. Asma	Ms. Shabnam	To take care and maintain the beautification in all the areas of the school from time to time.
			Mr. Sharik	
14	Science club/ nature club/ eco club/science olympiad/ntse/kvpy/ Inspire award	Mr. Sharik	Ms. Shabnam	Manage all the required tasks for organizing Science exhibition & other activities. Guide the students and maintain and keep records of the SCIENCE OLYMPIAD/NTSE/KVPY etc.
			Ms. Asma	
15	Social science club (ebsb) & integrity club	Mr. Sajad	Ms. Sayma	Manage & arrange all the required tasks for organizing SST (EBSB) exhibition/activities.
			Mr. Faraaz	
16	Maintenance and repair of school building and continuous supply of Drinking water	MR. UMAIR	Ms. Sayma	To carry out maintenance & repair work of buildings including toilets, surroundings and play field.
			Mr. Muzahid Pathan	
			Mr. Sajad	
17	Medical checkup and health & hieGINE of students	Mr. Arshad	Mr. Muzahid Pathan	To provide first aid to students in case of Emergency and regular health check-up of the students. To guide the students for proper hieGINE, nutrition and balanced diet.
			Ms. Asma	
			Mr. Sharik	
18	Educational tours / excursion	Mr. Adil	Mr. Abul Faiz	To check out and implement Annual plan for EDUCATIONAL TOURS / EXCURSION of the students as per the codel provisions in consultation with the class teachers/ Principal
			Mr. Mr. Wasif	
19		Mr. Wasif	Mr. Sajad	

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	Vocational guidance / counselling / arranging guest lecture		Mr. Shahid	To conduct counselling workshops/seminars. To maintain & update display board and a corner to keep these activities ongoing for various programmers.
20	Sports committee	Mr. Vinit	Ms. Tabassum Mr. Deepak Ms. Shabnam	conducting games and sports activities as per given time table. To Identify the talented students participating at various Level Games in order to give them special training and to maintain record. To conduct FIT India activities
21	Students council committee	Ms. Reshma	House Master / House Mother Mr. Sajad, Mr. Faraaz / Ms. Tabassum Mr. Wasif, Mr. Aadil / Ms. Asma Mr. Shahid, Mr. Arshad / Ms. Sumayya Mr. Sharik, Mr. Abul Faiz / Ms. Vibha Ms. Shabnam	To select SPL, House captains and other members of the council for carrying out their usual work in consultation with the Principal, to implement pass system. Systematic/orderly movement of students for assembly checking of late comers.
22	Discipline committee for primary & sec.	Mr. Vinit	MR. Wasif Mr. Sharik Ms. Sumayya	To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file is to be maintained.
23	Library committee and readers club	Mr. Shahrukh khan	All language teachers	To procure text books and reference books recommended by CBSE and as per the recommendation of faculty members. To organize class Library and to present book review. To assist Primary wing in Library activities in light of CMP. TO ORGANISE BOOK DONATION, BOOK FAIR ACTIVITIES
24	Scouts / guides & cub-bulbul	Mr. Vinit		To coordinate with BS & Guide to enroll Scouts & Guides, Cubs and Bulbuls and to organize testing camps, troop meetings as per the
25	Co – curricular Activity	Ms. Reshma	Ms. Vibha Ms. Asma	To organize Inter House competitions effectively and to celebrate all the days of National Importance / Occasions with the assistance of House Masters and other experts in a planned manner.
26	Morning assembly	Ms. Shabnam	Mr. Sharik	To organise daily morning assembly with full participation of the students.
27	School magazine	Mr. Adil Shan	Ms. Tabassum, Mr. Abul Faiz	To publish notice among all students to invite contribution through their class teachers for published in school magazine.
28	Teacher's leave arrangement	Mr. Shahrukh	Ms. Sayma	To arrange classes in leave of teachers & report to the principal



29	Pocso act grievance of students (corporal punishment, rasing/bullying)	Ms. Tabassum	Ms Reshma	TO MONITOR IMPLEMENTATION OF POCSO ACT.2. To conduct programmes as per the guidelines given in the training. To maintain & update display board and a corner to keep these activities ongoing for various programmes
			Mrs Gulista	
			Mr. Wasif	
			Mr Abul Faiz	
30	Staff grievance cell Committee	Ms. Sumayya	Ms. Adeeba	Maintain and keep records of the Staff grievances and their disposal
			Ms. Shabnam	
			Mr. Arshad	
31	Maths olympiad	Mr. Wasif	ALL – MATH teacher	Guide to students for participation and maintain and keep records of the Maths Olympiads.
32	Spoken english, english Olympiad etc	Mr. Adil	All Teachers in English	To guide students for speaking the English and help in improving the communication in English
33	FLN	Ms. Adeeba	Ms. Fayza	Maintain and keep records of the Back to Basis
			Ms. Misbha	
34	Website Updation Committee	Mr. Muzahid Pathan	Ms. Sayma	Maintain and update the school Website in all Aspects. All committee incharges should handover the relevant information for uploading on website to incharge well in time
35	Subject Committee Conveners	Math - Mr. Wasif	All Math teacher	Time to time organising the subject committee meeting and follow up actions
		English – Mr. Adil	All Teacher in English	
		Social Science – Ms. Sayma	All Social Science & EVS teachers	
		Hindi – Ms. Neema	All Hindi teachers	
		Urdu – Mr. Abul Faiz	All Urdu teachers	
		Science – Ms. Asma	All Science teachers	
		KG – Ms. Adeeba	All KG teachers	
36	Verification of fee defaulter's list	Mr. Naseem	Mr. Wasil	TO VERIFY ENTERIES IN ERP/CASH BOOK AND PAY BILLS

Academic In charge



Principal