

PRABHU DAYAL PUBLIC SCHOOL: SHALIMAR BAGH, DELHI – 88

Cir No. 334

DATED: 21.2.2018

CIRCULAR

Regarding the safety and security of the students and further directions received from the Directorate of Education regarding safety compliance of the students, a committee is constituted for Safety and Security purposes keeping in view of the various hazards where the students are found unsafe and insecure as under :

Sl. No.	Item	Name of Incharge
1.	Transport (School Buses & Hired Buses)	Mr. Jawahar Bhatia (Caretaker transport) Mr. Hukum Chand
2.	Fire Safety	Mr. Sandeep Kumar (PET)
3.	Water Tanks (Sewage Tank, Water Storage Tanks, Man Holes, Pits, drains, etc)	Mr. Rajkumar (Professional Staff)
4.	Class Rooms and other rooms (Locking / Unlocking)	Mr. Raj Kumar (Professional Staff)
5.	Acquaguards	Mr. Ramanand
6.	Electricity (loose or necked live electric Wires and the meter boards etc.)	Mr. Ramanand
7.	<u>Dispersal of students</u> a. Main School b. Primary School c. Nursery School	Mr. Mohit Singh / Sandeep Kumar Mrs. N. James (H.M.) Mrs. Swati Chhibber
8.	<u>Games and Sports</u> a. Main School b. Primary School c. Nursery School	Mr. Sandeep Kumar Mrs. N. James (H.M.) Mrs. Swati Chhibber
9.	<u>Class rooms</u> (Main School)	

	(bunking, presenting ,disappearing, etc)	Class Teachers & Floor I/c (concerned)
10.	<u>Class rooms</u> (Primary School) (presenting ,disappearing, etc)	Mrs. N. James Class Teachers (concerned)
11.	<u>Class rooms</u> (Nursery School) (presenting ,disappearing, etc)	Mrs. Swati Chhibber Class Teachers (concerned)
12.	Main School	
	a. Chemistry Lab.	Mrs. Anita Aggarwal Mrs. Vidita
	b. Physics Lab	Mrs. Sandeep Kaur Mrs. Tanvinder Kaur Mr. Satish Kumar
	c. Biology Lab	Mrs. Anshu Goel Mr. Jaipal Singh
	d. General Science Lab	Mrs. Sunita Chowdhry Mr. Surinder Kumar
	e. Computer Lab (Sr.) (Jr.)	Mrs. Rajni Batra Mrs. Madhu Mahajan Mrs. Anita Malhotra Mrs. Vaishali Oberoi Mrs. Ritu Jain Mr. Bahadur Singh
	f. Geography Lab	Ms. Gagandeep Kaur
	g. Mathematics Lab	Mrs. Ritu Mohan Mrs. Preeti Jain
	h. Library (Main School)	Mrs. Sahlini (Librarian) Mrs. Shyama Rani Mr. Pawan Kumar
	i. Library (Primary School)	Mrs. Suman
	j. Computer Lab (Primary School)	Mrs. Meeta Arora Ms. Teena Chopra

NOTE:-

1. Mrs. Nalini James (Headmistress Primary School) will be whole sole incharge to see is there is any such potential hazards and will take immediate necessary step to remove the hazards. So that the students may be kept safe and secure.
2. Mrs. Swati Chhibber (Nursery wing incharge) will be whole sole incharge to see is there is any such potential hazards and will take immediate necessary step to remove the hazards. So that the students may be kept safe and secure.
3. Mr. Sandeep Kumar will be whole sole incharge to see is there is any such potential hazards and will take immediate necessary step to remove the hazards. So that the students may be kept safe and secure. He will report, if there is any broken pieces of glass, iron or wooden furniture lying in the staircases or in the passages which may hinder the free movement of the students.

(A K Sharma)
Principal