

Committees

Committees

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2018-19

Following Committees are hereby constituted for the session 2018-19, for the smooth functioning of the Vidyalaya activities. Conveners are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect; however remaining work of the current session will be finished by the committee which is presently in existence. Handing/taking over of the charge must be completed at the earliest. After having been the stock verification physically and a report regarding handing/taking over of the charge must be submitted to the Principal on or before 10.04.2017. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stock holders. Conveners/In charges should make sub committees, if required, for execution and co-ordination of related work in a most befitting manner, for formation of such sub committees approval of the Principal should be obtained. Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal. He/ She should also take the help of other staff members including office and sub staff for best results. All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2018-19

Over All In charge

(i) Mrs Sangeeta Kothari Vice Principal

(ii) Sh I.M. Sharma PGT(Commerce)

S.NO	COMMITTEE	CONVENER	MEMBERS	SIGN
1	Academic Planning & Co-ordination	Mrs. Uma Tyagi (Vice Principal)	Mr. I. M. Sharma Mr. S. C. Gupta Mr. S. L. Verma Mrs. Mukki Meena Mr. V. S. Verma Mr. Arvind Kumar Ms. Santosh Meena Ms Renuka Jain Mr Ramesh Bisnoi Mr Anil Daila Mr. S. R. Yadav Mr. Pyary Lal Mr. R. C. Jat	

			Mr. S. K. Jain,TGT (Maths)	
			Mr. Bharat Lal Meena	
			Mr. S. S. Bairwa	
			Mrs S.L.Pahadia	
			Mr. N. K. Sharma	
			Mrs. Kiran Jangid	
			Mr. Jitendra Mahawar	
			Mr. Deepak Chaudhary	
2	Examination (Internal, CBSE & Other)	Mr. S. L. Verma PGT(Physics)	Mr. S. C. Gupta	
			Mr. Manoj Kumawat	
			Mr. Brijesh Kumawat	
			Mr. Ashok Kalawat	
			Mr. S. K. Jain	
			Mr. P. P. Mulodia	
			Mr. Hanuman Sahai	
	Examination (Primary)	Mrs. S. L. Pahadiya HM	Mr. Jitendra Mahawar	
			Mrs. Renuka Arora	
4.	Examination (NIOS)	Mr. I. M. Sharma PGT(Comm)	Mr. S. L. Verma	
			Mrs. S. C. Gupta	
			Mr. S. K. Jain	
			Mr. P. P. Mulodia	
5	Innovations & Experimentation	Mrs. Neha Jain PGT(Bio Tech)	Mrs. Shivani Pandey	
			Mrs. Mridula Chaturvedi	
			Mr. V. S. Verma	
		Mrs. S.L. Pahadia HM	Mrs. Saroj Arya	
			Mrs. Renuka Arora	
			Mr. Deepak Chaudhary	
			Mrs. Malini Saxena	
			Mrs. Renuka Rangawani	
6	Admission & Withdrawal	Mr. Manoj Maurya PGT(CS)	Mr. Rajesh Meena	
			Mr. Jagdeesh Bahnwariya	
			Mrs K. Chamola	
			Class-I Class Teachers	
7			Mr. V. S. Verma	

	Moderation Committee	Mr. S. L. Verma PGT(Physics)	Mr. S. C. Gupta Ms. Santosh Meena Mrs. Mukki Meena Mr. Arvind Kumar Mr. Ramesh Chandra Mr. Anil Daila Mrs. Saroj Arya Ms Renuka Jain Mr. S. R. Yadav Mr. S.S. Bairwa Mr. Ashok Kalawat Mr Bharat Lal	
B 8	Time Table, Substitution & Arrangement	Mr. V.S. Verma PGT(Chem)	Mr S.C. Gupta Mrs Alka Bhargava Mr Bharat Lal Meena	
	Time Table, Substitution & Arrangement (Primary)	Mrs S L Pahadia	Mr. Deepak Chaudhary Mrs. Renuka Rangwani	
9	CCA, Morning Assembly, Student Council & Prize distribution	Mr S. K. Meena PGT (Hindi)	Mr. Gajraj Singh Mrs. Bharti Chaturvedi Mr. S. S. Bairwa Mrs. Pratibha Ratnu Mr. M. P. Singh Mrs. Bindiya Panwar Mr. Vinod Kumar Meena Mr. Sunil Kumar Jain Mr. N. K. Sharma Mrs. Shyama Sharma Ms. Namrata	

			All House Masters (Prim.)	
			All House Masters (Sec)	
			All Class Teachers	
			All Asso. House Masters	
			All Co-Class Teachers	
10	Achievements Record (Principal, Vice-Principal, Teachers & Students)	Mr. S. C. Gupta PGT(Maths)	Mr S. K. Meena Mr. Anil Daila Mr.V S Verma Mr. Pratap Chandra	
11	Furniture & Fixtures, Seating arrangement	Mr. M. P. Singh YOGA	Mr.Vinod Kr.Meena Sh Brijesh Kumawat Mr Rajesh Meena Mr S. S. Bairwa Mr Udai Prakash Mr Mukesh Kumar Meena Mr S. R. Yadav	
12	ICT/ E-Learning/ Audio Visual Aids	Mr. Arvind Kumar PGT (Comp. Sc.)	Mr M.K.Maurya MrV.S.Verma Mrs Mukki Meena Ms S.Mahla Mr Bharat Lal Meena	
13	Website Updation	Mr. Arvind Kumar PGT(Comp. Sc.)	Mr M. K. Maurya Mr. S.C. Gupta Mrs Neha Jain Mrs S.K.Meena Mr Partap Chandra Mrs. K. Chamola	
14	Teaching Aids	Mr Anil Daila PGT(Geog.) Ms Kiran Jangid	Mr Pyre lal Mr N.K.Saini Ms Renuka Rangwani Ms Namrata Srivastava	
15	Discipline & Safety, Security (during regular working & special	Mr Anil Daila Convener	Mr M. C. Sharma,Sh.I.MShar ma Mrs P. Ratnu	Main Gate(arrival & departure) before & after 20 mnts. fully responsible for overall discipline of sec. building ,Playground & MP Hall side for whole day

	activities during days)			before & after 20 mnts of school timings.)	
			Mr Mukesh Kumar Meena	Main Gate(arrival & departure) before & after 20 mnts.	
			Mr Deepak Chaudhary	Main Gate(arrival & departure) before & after 20 mnts.	
			Mr Rajesh Meena	Main Gate(arrival & departure) before & after 20 mnts.	
16	Maintenance & Repairs of Vidyalaya Building (Civil Work)& Staff Quarters	Mr M. P. Singh YOGA	Mr. Vinod Meena Mr M.C.Sharma Mr. R. K. Mahawar Mr Jagdeesh Bhanwaria Mr Pratap Chand		
17	Maintenance & Repairs of the vidyalaya building Staff Quarter	Mr. Vinod Kumar Meena WET	Mr. Khem Kumar Mr. M. P. Singh Mr Kamlesh Mr.Pratap Chand		
18	Rajbhasha Committee	Mrs Mukki Meena PGT(Hindi)	Mr S. K. Meena Mrs Indira Tripathi Mr Bharat Lal Meena Mr R. K. Mahawar Mr Gajraj Singh Ms S.L.Pahadia Ms Anima Chaturvedi		
19	Publication & Publicity	Mr S. K. Meena PGT(Hindi)	Mrs. Mukki Meena PGT(English) Mr S.R. Yadav Ms Indira Tripathi Mr Bharat Lal Meena Mr. S. S. Bairwa Mr R. K. Jangid Mr D.K.Meena		

		Mrs Anima Chaturvedi PRT	Mr M.C.Sharma ,PRT Mr N.K.Sharma	
20	Scout- Guide & Cub-Bulbul	Smt Alka Bhargava Guide	Mrs. Shivani Pandey	
			Mrs Neha Jain	
			Mr. S.K.Meena	
			Mr GajRaj Singh	
			Mr. R. K. Mahawar	
			Mr S. S. Bairwa	
		Mr Dinesh Kumar Meena(Scout) Mr. Jitendra Mahawar PRT, (Cub Bulbul)	Mr. Sunil K.Jain ,PRT	
			Mr N.K. Sharma	
			Mr Uday Prakash	
			Mr Alok Sharma	
			Mrs. Bindiya Panwar	
			Mrs. Shyama Sharma	
22	Library Committee	Mrs Alka Bhargava Librarian	Mrs. Khem Kumar Meena	
			Mrs Madhu Ritu	
			Mr. Deepak Choudhary	
			Mrs Mridula Chaturvedi	
			Mrs Santosh Meena	
			Mrs Mukki Meena	
			Mr. Saroj Meena	
			Mrs I.B.Jain	
23	Games Sports, Yoga ,Allied Skills	Mrs P. Ratnu TGT(PET) Mr Alok (Primary)	Mrs Ritu Soni	
			Mrs Anima Chaurvedi	
			Selected Students	
			Mr M. P. Singh	
			Mr Uday Prakash	
			Mr S. R. Yadav	
			Mrs Neha Jain	
Mrs Renuka Arora				
Mr M.C.Sharma				
			Mrs S.Kanojia	

24	Canteen Committee	Mr I.M.Sharma PGT(Comm)	Mr S.C Gupta	
			Mr S.L.Verma	
			Mrs Mukki Meena	
			Mr Mukesh Kumar Meena	
			Mrs Indira Tripathi	
			Mr Rakesh Dhyani	
			Mr Sunil Kumar Jain	
25	House Keeping & Water Management	Mr M. C. Sharma, I/C PGT(Maths .) & Mr Jagdeesh Ram	Mr Vinod Meena (WET)& Mr.M.P.Singh	
			(ensure supply of water & cleaning of RO & Tanks)	
			Mrs Neha Jain-All Gardens	
			Mrs Indira Tripathi - Girls toilets(Sec. Wing)	
			Mr R.K. Jangid- Boys toilet(Sec. wing)	
			Mrs P. Ratnu- Playgrounds	
			Mr S. R. Yadav- 1st floor(Sec. Wing)	
			Mr Pyare Lal- Ground floor(Sec. Wing)	
			Mr Jagdish Ram Bhanwaria - campus road & paths	
			Mr. Bindiya Panwar - Girls toilets(prim. wing)	
			MrPratap Chand- 1st floor(Prim. wing)	
			Mr N.K.Sharma - Ground floor(Prim.Wing)	
		Mrs S. L. Pahadia Primary Wing	Mr. Deepak- boys toilets (Prim. wing)	

26	P.A. System	Mr Vinod Kumar Meena WET	Mr M.P. Singh	
			Mr R.K. Jangid	
			Mrs Bindiya Panwar	
			Mr. Jitendra Mahawar	
			Mr. Neeraj Vijay	
			Mr Kalu Ram	
27	Photography	Mr R.K.Jangid PRT	Mr M .K. Mourya	
			Mr Jitendra Mahawar	
			Mrs Malini Saxena	
28	Gardening & Beautification	MsShivani Pandey PGT(Bio)	Mr R.K.Mahawar	
			Mr Rajesh Kumar Meena	
			Mr Mahender Kumar	
		Mrs. Neha Jain PGT(Bio Tech)	Mr Khem Kumar	
			Mr Sunil Kumar Jain	
Mr R. K. Jangid Art				
29	Display Boards	MrsMukkiMeena PGT(Hindi)	Mrs Saroj Arya	
			Mrs Bharti Chaturvedi	
			Mrs Mukesh Kumar Meena	
			Mr R. K. Jangid	
			Mr N.K. Sharma	
			Mrs. Anima Chaturvedi	
			Mrs. Kiran Jangid	
			Mrs Kamlesh Meena	
30	Maintenance of Computers & Peripherals	Mr Arvind Kumar PGT(Comp. Sc.)	Mr M. K. Maurya	
			MrPratap Chand	
31	VVN & Local Purchase Committee	Mrs Uma Tyagi Vice Principal	Mr I.M.Sharma	
			Mr M.C.Sharma	
			Mr S. L. Verma	
			Mr V.S.Verma	
			Mr S.K.Meena	
			Mr C.K. Saini	
			Mr S.C.Gupta	
			Mr Vinod Kumar Meena	
32	Lodging, Boarding & Tent (including	Mr M. P. Singh	Mr. V. S. Verma	
			Mr. S. C. Gupta	

	registration and relieving order)	YOGA	Mr. M. K. Maurya	
			Mrs Neha Jain	
			Mrs Bharti Chaturvedi	
			Mrs S. Mahla	
			Mr S. S. Bairwa	
			Mr. Bharat Lal	
			Mr. Rajesh Meena	
			Mr R. K. Mahawar	
			Mrs. P. Ratnu	
			Mrs. P. L. Gupta	
			Mrs Rekha Gupta	
			Mrs I.B.Jain	
			Mrs S Kanojia	
			Mrs Madhu Kaushik	
			Mrs Ritu Soni	
			MrPratap Chand	
			Mr Neeraj Vijay	
			Mr Khem Kumar,Meena	
			Mr. Deepak Choudhary	
			Mr Chetan Saini (Office)	
			Mrs K. Chamola (Office)	
33	Certificate Writing	PGT(Eng)	Mrs. Saroj Meena	
			Mrs Indira Tripathi	
			Mr Bharat Lal Meena	
			Mrs S.Mahla	
			Mrs Saroj Arya	
			Mrs Bharti Chaturvedi	
			Mrs Sikha Yadav.	
		Mr R. K. Jangid		
		Mrs S.L. Pahadia HM	Mrs Malini Saxena	
			Mrs Kiran Jangid	
			Mrs Ritu Soni	
			Mrs Neelam Yadav	
			Mrs Renuka Rangawani	
			Mrs Sweta Thakkar	
Mrs Renuka Arora				
		Mrs S.Kanojia		
		Mrs Madhu Ritu		
		Mr Khem Kumar Mena		
34	First Aid(Primary)	MrsNeelamYadav,P RT	Mrs. Madhu Kaushik	
	First Aid(Secondary)	MrsShivani Pandey	Mr Saroj Meena	
			Mr R.C. Jat	

		PGT(Bio)		
		Doctor & Nurse	Mr M.P.Singh	
35	CS 54	Mr Arvind Kumar	Mr. Manoj Kumawat - fee checking of classes XI & XII	
		Mr Manoj Maurya -	Mr. S. C. Gupta- fee checking of classes IX & X	
		Mr Chetan Saini (VVN)	Mr. R.C. Jat -fee checking of classes VI-VIII	
		Mr Phool Singh(SF)		
		Mrs S. L. Pahadia, HM	Mr. Jirendra Mahawar MrPratap Chand Mr Phool Singh (Office)	
36	PTM	Mr I. M. Sharma (Sec)	Mr I.M.Sharma	
			Mr. S. C. Gupta	
			Mr. S. L. Verma	
			Mrs. Mukki Meena	
			Mr P.L.Meena	
			Mr. Bharat Lal Meena	
		Mr S. L. Pahadia, HM	Mr S.K.Jain,PRT Mrs. N.K. Sharma	
37	Club Activities	I/C)	Mrs Mridula Chaturvedi (Overall	
(i)	Disha Club(NAEP/Life Skills Development)	Mr R.K. Bishnoi	Mrs Neha Jain Mr Anil Daila Mrs Sikha Yadav	
(ii)	Integrity Club	Mr R.K. Bishnoi	Mr G.C. Kasotia Mr. Rajesh Meena Mrs Sikha Yadav	
(iii)	Eco Club/Gardening	Mrs Shivani Pandey	Mrs S Arya Mrs Neha Jain Mr R.K.Mahawar Mr Rajesh Kumar Meena Mr Mahender Kumar Mr Khem Kumar Meena Mr S.K. Jain	
(iv)	Health Hygiene & Yoga Club	Mr M. P. Singh	Mrs P. Ratnu Mr B. L. Meena Mrs P. L. Gupta Mrs Anima Chaturvedi	
	Science Club	Mr S. L. Verma	Mr V.S. Verma	

(v)			Mrs. Shivani Pandey	
			Mrs Neha Jain	
			Mrs. Mahender Kumar	
			Mr R.C. Jat	
			Ms S Arya	
(vi)	Maths Club	Mr S.C. Gupta	All Maths teachers of Sec.	
			Mrs P.L. Gupta	
			Mrs Renuka Arora	
			Mrs Shyama Sharma	
(vii)	Readers Club	Mrs Alka Bhargava	Members of Library Committee	
(viii)	Literary Club (English)	PGT(English)	All English teachers(sec)	
			Mrs Malini Saxena	
			Mrs Jitendra Mahawar	
(ix)	Literary Club (Hindi)	Mrs Mukki Meena	All Hindi teachers (Sec)	
			All Hindi teachers (Prim)	
(x)	Adventure Club	Mrs P. Ratnu	Mr Anil Daila	
			Mr M.P. Singh	
			Ms S Mahla	
(xi)	Guidance & Counselling	Mr I.M. Sharma	Mrs Neha Jain	
			Mrs Shivani Pandey	
			Sh H.M.Jaiman	
			Mrs Alka Bhargava	
			All Class Teachers	
(xii)	Visual & Performing Arts	Mr R.K. Jangid	Mr Vinod Meena (SUPW)	
			Art & Craft Teachers	
(xiii)	Paryawaran Mitra	Mrs Neha Jain	Mrs Saroj Arya	
			Mr R.C. Jat	
			Mrs S.Thakkar	
			Mr Surender Kumar Sharma	
(xiv)	Olympiads(SOF etc)	Mrs Neha Jain	Mr S. K. Jain	
(xv)			Mrs P.L. Gupta	
(xvi)	Olympiads(IAPT)	Mr Saroj Meena	Mr S. C. Gupta	
(xvii)	Field Trips & Excursion	Mr M.P. Singh	Mr R. K. Jangid	
			Mrs P. Ratnu	
		Mr N.K. Sharma (Primary)	Mr Deepak Choudhary	
			Sh M.C.Sharma	
			Sh Jeetender Kumar Mahawar	
			All Class Teachers	
(xviii)	Honesty Club	Ms S. K. Meena	Mrs P. Ratnu	
			Mr Udai Prakash	
(xix)	Social Science Club	Mr H.M. Jaiman	All Social Science Teachers	
(xx)	Music Club	Mrs Bindiya Panwar	Mrs Kiran Jangid	

			Mrs Neelam Yadav	
(xxi)	Alumni Association	Mr M.C. Sharma	Mr M. K. Mourya Mr S.C.Gupta	
(xxii)	Cultural Committee	Mrs Bindiya Panwar	Mrs Neelam Yadav Mrs. Shyama Sharma Mrs. P.L. Gupta Mrs Kiran Jangid	
(xxiii)	Communal Harmony	Mr. Ashok Kalawat	Mr Udai Prakash Mrs Rekha Gupta	
(xxiv)	Heritage Club	Mr Anil Daila	Mr Mukesh Kumar Meena Mr Rajesh Meena	
(xxv)	Community Service	Mrs Alka Bhargava Mr M.P. Singh	Mrs Neha Jain Mr S. S. Bairwa	
38	Social Science Exhibition	Mr H.M.Jaiman	All Social Science Teachers	
39	Science Exhibition	Mrs Mridula Chaturvedi	All Science Teachers	
40	Vocational Courses	Mr V.S.Verma	Mr Arvind Kumar	
41	Grievances Redressal Committee	Mrs Uma Tygi	Mr I.M. Sharma Mr. V. S. Verma Mrs Mukki Meena Mr Saroj Meena Mr Udai Prakash Mr Piaralal	
42	Contractual teachers record and verification of work	MrV. S. Verma	Mr. S. C. Gupta Mr. Bharat Lal Meena Mrs. Alka Bhargava Mrs S.L. Pahadia Mr Deepak Choudhary	
43	Guard supervision	Mr I.M.Sharma	MrVinod Kumar Meena Mr Uday Prakash Mr Pratap Chandra Mr. Kamlesh Meena	
44	Cycle stand Committee	Mr. Anil Daila	Mr. R. K. Jangid Mr Gaj raj Singh Mr. Deepak Choudhary	
45	Office duties (Rakesh Dhyani Over All Incharge)	Mr Phool Singh	<u>Responsibilities:</u> 1. School Fund (All) 2. Service records of employees	

		Mr. Chetan Saini	1. VVN (All) 2. e-mail checking & response	
		Mr. Rajesh Singhal	1. All correspondence (Hindi & English) 2. Monthly Reports	
		Mrs. K. Chamola	1. TC 2. Inward & Dispatch 3. Office stock 4. Filing	
46	Medical & CEA of Employees	Mr. Phool Singh	Mr. M. C. Sharma Mr. Pratap Chand	
47	RTE bills	Mr. Chetan Saini	Mr. M. P. Singh Mr. Jitendra Mahawar	
48	Transfer form Checking & Verification	Mr. S. C. Gupta	Mr. Arvind Kumar Joshi Mr. Phool Singh (UDC) Mr. Chetan Saini (UDC)	
49	ShikshakSadan	Mr. R. K. Mahawar	Mr. P. P. Mulodia	
50	NCC	Mr. S. S. Bairwa	Mr. Ashok Kalawat Mr. M. P. Singh	
51	Staff Quarters allotment	Mrs. Uma Tygi (Vice Principal) /Mr. M. P. Singh	Mr. I. M. Sharma Mr. V. S. Verma Mrs. MukkiMeena Mr. M. K. Maurya Mr. Phool Singh (UDC)	
52	Prepration PTM/ Staff Meeting (MP Hall/ Conference Hall)	Sh. M. P. Singh	Mr. P. L. Meena Mr. Vinod Kumar Meena Mr. Pratap Chand Mr. Jagdish Bahnwariya Mr. P. L. Mulodiya Mr. Sh. Hanuman Sahai	
	Writing of minutes of meeting			

			<p>Ms. Bharti Chaturvedi(Eng.)</p> <p>Mr G.R.Singh(Hindi)</p> <p>Ms S.L.Pahadia(Primary)</p>	
53	Duties of Sub Staff	Mr. P. P. Mulodia	<p><u>Duties/Responsibilities:-1.</u></p> <p>NIOS,CBSE& External Exams.</p> <p>2. Shikshaksadan</p> <p>3. Main gate arrival & departure before & after 20 mnts.</p> <p>4. Supervision of cleanliness Of phy. lab.& ground floor of sec. wing including roads.</p> <p>5. MP Hall duty</p> <p>6. Internal Exam</p> <p>7. Main gate arrival & departure before & after 20 mnts.</p>	
		Mr. Hanuman Sahai	1. CBSE& External	

			<p>Exams.</p> <p>2. Supervision of Drinking water, boring supply, electricity & electronics work.</p> <p>3. Bell & channel gate duty</p> <p>4. Xerox , Resograph</p> <p>5. M P Hall Duty</p>	
		<p>Mr. Kalu Ram</p>	<p>1. Internal Exams.</p> <p>2. Filing work of office</p> <p>3. Supervision of cleanliness of 1st floor of sec. wing</p> <p>4. Post Office/chairman /Bank/outside work duty (in absence of Manna Lal)</p> <p>5. Photo copy/Risograph</p> <p>6. Supervision of 1st floor of sec. wing during recess time.</p> <p>7. Circulation of circulars</p> <p>8. Bell & channel gate duty</p> <p>9. PA System</p> <p>10. Supervision of Cleanliness & dusting of exam room, office& conf. room.</p> <p>11. Circulation of circulars</p>	

		Mr. Badri Ram	<ol style="list-style-type: none"> 1. Duties at Principal chamber 2. Supervision of Cleanliness & dusting of Principal chamber, vice Principal room 	
		Mr. Brij Mohan	<ol style="list-style-type: none"> 1. Lock/Unlock the doors at morning & evening time 2. Supervision of canteen side & cycle stand area during morning, recess & departure time 3. Supervision of cleanliness of road from main gate to shikshaksadan. 4. MP Hall duty. 5. Supervision of cleanliness of library, chemistry lab, playgrounds 6. Recess duty at Lab area 	
		Mrs. Kamla Devi	<ol style="list-style-type: none"> 1. Primary Examination 2. Supervision of Cleanliness of Primary wing 3. Other works of Primary wing 	

Note :1. In the absence of Principal/Vice Principal, Mr. I.M. Sharma, PGT(Comm) will look after the routine work of the Vidyalaya.

2.The above mentioned responsibilities/duties may be changed at any time as per the requirement.

3. In addition to above mentioned responsibilities/duties other duties may also be assigned as and when required.

4. In the absence of Vice Principal, Mr. I. M. Sharma, PGT(Comm) will look after the work of Vice Principal. He is authorized to sanction leave application of students up to 10 days for classes VI-XII.

5. Mrs. S. L. Pahadiya, HM is authorized to sanction leave application of students upto 10 days for classes I - V.

6. Sh. A. K. Sharma, UDC will keep Service records of all the employees safe in his custody.

7. All the Incharges of different committees will keep the concerned records in their custody

(Dr. R. K. Meena)

Principal