

**DUTIES AND RESPONSIBILITIES 2018-19 (W.E.F. 02-07-2018)**

<b>S.N.</b>	<b>Committees</b>	<b>Name &amp; designation of Incharge &amp; member</b>
1.	Admission & TC Checking	Sh. Balbir Singh, TGT –Hindi
		Ms. Arzoo, PRT
2.	Examination / CBSE Exam	Sh. B.B.L. Katiyar, TGT- Maths, I/C
		MS. Surabhi Mittal, PRT
3.	Time- Table & Arrangement	Sh. Satyendra Kumar, TGT- social science, I/C
		Sh. Santosh Kumar, TGT- (AE)
4.	CCA	Sh. Ram kumarTGT-Sanskrit, I/C
		Ms. Arzoo, PRT
5.	Furniture	Sh. G.K. Chaurasia, PRT, I/C
		Sh. G.S. Yadav, TGT- WE
6.	Cleanliness & Beautification	Sh. Santosh Kumar, TGT- (AE)I/C
		Ms. Surabhi Mittal, PRT
7.	Vidyalaya Magazine	Sh. Balbir Singh, TGT –Hindi
		Sh. Ram Kumar, TGT-Sanskrit
		Sh. Santosh Kumar, TGT (AE)
		Ms. Arzoo, PRT
8.	Parent Teacher Meeting	Sh. B.B.L. Katiyar, TGT- Maths
9.	VMC	Sh. Sweta Singh, PRT (Music)
10.	CMP & Teaching Aid	Ms. Richa, PRT, I/C
		Ms. Arzoo, PRT

11.	Photography	Sh. B.B.L. Katiyar, TGT- Maths
		Ms. Arzoo, PRT
12.	Maintenance & Repair	Sh. G.S. Yadav, TGT- WE, I/C
		Sh. Ram Kumar, TGT-Sanskrit
		Ms. Husna Bano, Lib
13.	Cultural Committee	Sh. Sweta Singh, PRT (Music), I/C
		Sh. Balbir Singh, TGT –Hindi
		Sh. Santosh Kumar, TGT- (AE)
		Ms. Husna Bano, Lib
		Ms. Surabhi Mittak, PRT
14.	Website	Sh. B.B.L. Katiyar, TGT- Maths
		Ms. Surabhi Mittal, PRT
		Ms. Deepti Badal
15.	Sports and Games	Sh. M.S. Yadav, TGT- P& HE, I/C
		Ms. G.S. Yadav
		Ms. Priti, PRT
<b>S.N.</b>	<b>Committees</b>	<b>Name &amp; designation of Incharge &amp; member</b>
16.	Scout & Guide	Sh. Balbir Singh, TGT –Hindi, I/C
		Sh. Ram Kumar, TGT-Sanskrit
		Ms. Husna Bano, Lib
		Sh. G.K. Chaurasia, PRT

17.	Medical Chekup	Sh. M.S. Yadav, TGT- P& HE, I/C
		Sh. Sweta Singh, PRT (Music),
18.	EXCURSION	Sh. M.S. Yadav, TGT- P& HE, I/C
		Ms. Arzoo, PRT
		Sh. G.K. Chaurasia, PRT
19.	Hindi Rajbhasha Samiti	Sh. Balbir Singh, TGT -Hindi, I/C
		Sh. Ram Kumar, TGT-Sanskrit
		Sh. G.K. Chaurasia, PRT
		Sh. Santosh Kumar, TGT- (AE)
		Sh. Bhuvnesh Shrivastava, SSA
20.	Computer Lab	Ms. Surabhi Mittal, PRT, I/C
21.	Discipline/ Internal Complaint Committee	Sh. M.S. Yadav, TGT- P& HE, I/C
		Sh. Santosh Kumar, TGT- (AE)
		Sh. Sweta Singh, PRT (Music)
22.	NAEP	Sh. Satyendra Kumar, TGT- S.St
		Ms. Richa, PRT
23.	First Aid	Sh. Santosh Kumar, TGT- (AE),I/C
		Ms. Sweta Singh, PRT
24.	Science Club	Sh. B.B.L. Katiyar, TGT- Maths, I/C
		Sh. Abhishek Tiwari, TGT - Science
		Ms. Surabhi Mittal, PRT
25.	ECO/ Club/ Nature Club/ Gardening	Sh. Santosh Kumar, TGT- (AE),I/C

		Ms. Surabhi Mittal, PRT
26.	Social Science / Science Exhibition work	Sh. B.B.L. Katiyar, TGT- Maths
		Sh. Abhishek Tiwari, TGT- Sci
		Sh. Satyendra Kumar, TGT- S.St
27.	Purchase Committee	Sh. M.S. Yadav, TGT- P& HE, I/C
		Sh. Sweta Singh, PRT (Music)
		Concerned Department Head