

SESSION: -2026-27

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7.	GIRLS SAFETY	Ms. Aarti All lady staff regular/outsource/Guest) House prefect School Girls Captain/VC	Conduct meeting fortnightly and maintain proper record
8	CLEANING	Ms. Aarti (Girls hostel, washing area, staff quarter, RO, store room of mess, kitchen, Dining Hall etc) Mr. Santosh (Boys hostel, nearby areas, RO, washing area, backside of mess, pits, drinking area of mess, Roof, Cooking area etc) Mr. Ashish (Academic block, Mess and Nearby areas)	Maintain proper cleanliness, keep record, photos etc. and cooperate with each other Keep dustbin in proper place Proper disposal of wastage All are equally responsible for cleaning of campus, academic block, Mess and Hostel Complete all the work with the help of cleaning staff
9	SCHOOL BEAUTIFICATION POSHAN VATIKA/BOTANICAL GARDEN	Ms. Ankita Raj I/C Mr. Ashish I/C	Beautification of campus, development of poshan vatika, cutting of grass, trees and development of new gardens
10	CCA CELEBRATION OF IMPORTANT FESTIVALS & IMPORTANT DAYS PTM/PTA/DLC/EMRS MANAGEMENT COMMITTEE MEETING IMPORTANT DAYS OTHER PROGRAMS/CELEBRATION, SKILL DEVELOPMENT PROGRAM	Mr. Ningappa I/C Ms. Ankita Raj Mr. G H Nagaraja Mr. Harshvardhan Singh Mr. Chandan PGT CS Mr. Bittu Singh (Photography in charge) Mr. Subhojit Roy	Make CCA calendar, organize house wise program, celebrate important festival and days, maintain record with photos Conduct PTM on Time, make agenda, inform parents, keep record of attendance of parent's attendance Make proper record with GPS photo, videos and save it in computer and upload on You tube
11	MAINTENANCE AND REPAIR (Electricity, Plumbing, Mechanical and Civil) Academic block, Hostel, Mess, Staff Quarter	Mr. Santosh I/C Ms. Ankita Raj Mr. Bittu Singh Ms. Arati	Suggestion for the maintenance and repair, conduct meeting, keep record with gps photo(maintenance of Stock register)
12	LOCAL PURCHASE COMMITTEE & PHYSICAL VERIFICATION COMMITTEE	Mr. Surya Mohan I/C Ms. Ankita Raj Ms. Aarti Mr. Santosh	Purchase of items from local market, checking of quotation and quality of product, Physical verification of items

13	SCOUT & GUIDE NCC and SCHOOL BAND	Mr. Vipin (Scout Master) <i>Signature</i> Ms. Ankita (Guide Captain) <i>Signature</i> Mr. Anuj I/C <i>Signature</i>	Complete all the work on time
14	FURNITURE Library	Mr. Bittu Singh I/C <i>Signature</i> Mr. Ajay I/C <i>ASAT</i>	Keep proper record
15	MI ROOM/ MEDICAL CHECK-UP HEALTH AND HYGINE, SARC ADOLESCENT HEALTH AND WELL BEING, ANNUAL HOME VISIT, CARRIER COUNSELLING, MENTAL HEALTH POCSO, ANTI - BULLING, ANTI - RAGING ECO/NATURE/SCIENCE CLUB SUGGESTION BOX BIOLOGY AND CHEMISTRY LAB	Mr. Harshvardhan Singh I/C <i>Signature</i> Mr. Vineet <i>Signature</i> Mr. Anish Mani Tripathi <i>Signature</i> Mr. Ningappa <i>Signature</i> Ms. <i>Signature</i> Nurse Ms. Arati <i>Signature</i> Mr. Santosh <i>Signature</i> Counsellor Ms. <i>Signature</i>	Regular health check-up of students (at least two times in a year and maintain record class wise, student wise) and cooking staff, Sickle cell anemia test, awareness among staff and students regarding maintenance of personal hygiene, fogging in campus, checking quality of drinking water, during medical emergency respond quickly etc. Maintain proper record
16	WEBSITE & INTERNET AND CCTV CAMERA E-CLASS ROOM/SMART CLASSES, COMPUTER LAB	Mr. <i>Signature</i> PGT CS I/C Mr. Mr. Surya Mohan Yadav <i>Signature</i> Mr. Ajay <i>ASAT</i>	Nature or science related work, beautification, development of garden, planting etc. Open suggestion box, keep record of opening with date, discuss all the suggestion with Principal Maintain website, upload photo and documents, high speed internet supply, functioning of CCTV camera, AMC, Keep recordings at least 30 days
17	WATER	Ms. Meenakshi I/C Mrs. Vandana	Supply of water on time, Check overflow of water, Any (Ro) shortage, damage of pipelines, motor, Water tank inform timely
18	MORNING ASSEMBLY	Mr. Anuj I/C <i>Signature</i> Mr. Vineet <i>Signature</i> (TGT ART) Mr. <i>Signature</i> Mr. Ningappa <i>Signature</i> Mr. <i>Signature</i> (TGT MURUGU)	To conduct morning assembly on time as per NESTS/KESTS guidelines
19	MESS	Mr. Vipin Kumar I/C-Overall incharge of MESS (Supply of gas cylinder, Rice, wheat, Milk, Curd, Chicken, Ration, vegetable, egg etc on the basis of attendance, hospitality and other related work, serving of food as per Menu, Hygiene, Cleaning, Table manner, discipline, Check the Wastage of food, Distribution of	Conduct meeting at least once in a month or when required Common duty of all Members-Menu, Hygiene, Cleaning, Table manner, discipline, Checking of Wastage of food, Distribution of food as per menu etc. <i>Signature</i>

		food ,Conduct meeting every month or when required) Ms. Ankita -Store incharge Ankita (Mr. Santosh and Ms. Aarti will help to issue ration and other items to cook as per attendance) <i>Ankita</i> Mr. Santosh and Ms. Aarti - Maintenance of hostel and school attendance register, Stock register, MES, Daily issue register, timely Supply of gas cylinder, Rice, wheat, Milk, Curd, Chicken, Ration, vegetable, egg etc on the basis of attendance, hospitality and other related work Mr. Lokesh-indent, timely checking of stock, MES and daily issue register, Procurement, Payment of bill, verification of Attendance etc. Ms. <i>APR</i> -Nurse-Checking of Food safety, general hygiene and maintain food complain register and food safety register (During the absence of Nurse this duty will be performed by Wardens) School captain (Boys)-Suggestion for smboth functioning of Mess -Menu School Captain (Girls)- Suggestion for smboth functioning of Mess-Menu Mr. Basavaraju Head Cook- Preparation of food as per menu, distribution of food items , distribution of work in MESS, Cleaning, Inform in-charge in case of shortage of items.	Change the menu as and when required (Prepare weekly menu) Keep sample of food for 24 hours in Refrigerator
20	PORTAL- OCTOPD, email, OFFICE RECORD, GEM Portal HRMS, Outward and Inward register, Salary, leave, Stock and any other work given by Principal	Mr. Ajay I/C APR Ms. Ankita Ankita	

24	STAFF CLUB	Mr. Subhojit Roy Ms. Tamanna Mr. Ningappa	Staff
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NOTE-

All the committee in charges will submit the register in Principal room before 2nd and 16th of every month

Submit monitors diary and teacher's diary on 2nd and 16th of every month.

All the teachers will submit the Extra class/remedial class/syllabus completion report/lesson plan register before 5th of every month

Class teachers, house masters and Warden will submit the attendance and record register/distribution register/stock register before 5th of every month.

Wardens are instructed to maintain, Distribution register, Hostel visit register, hostel cleaning register, Mess cleaning register, Hostel attendance register

Weekly mess menu and Mess meeting register etc.

Principal

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