

PM SHRI EMRS, PODIDIH, CHHATTISGARH

Delegation of Powers, Duties & Responsibilities

EMRS/Committee/2026-27/1151

Academic Session: 2026-27 , W.e.f. 10.04.2026

Sl.No.	Department	Key Work	Members
1.	Admission	<ul style="list-style-type: none">• Strict adherence to EMRS admission guidelines like notification/advertisement, preparation, approval & display of admission list.• Verification, scrutiny of documents.• Prompt data management and reporting to the chair.• Proper entry in Admission Register of the students who take admission in school.	<ol style="list-style-type: none">1. Mrs. Jyoti Dalal PGT (Commerce) I/C2. Mr. Sunil Sharma(TGT Sanskrit)3. Mr. Kanaram Gurjar (Librarian)4. Mr. Anshul (Lab Attendant)5. Miss Neetu Soni (TGT Hindi)6. Mrs Pratima Barman (TGT Sanskrit)7.Miss.Krishna (TGT Arts)8.Mr.Anshu Gupta,(PET FEMALE)
2.	Examination Internal	<ul style="list-style-type: none">• Smooth Conduct of Internal.• Adherence to timeline/schedule of EMRS.• Strict privacy in QP setting.• To ensure the implementation on EMRS/CBSE guidelines.	<ol style="list-style-type: none">1. Mr. Pankaj Ghosh (PGT Sanskrit) I/C2. Mr. Kadir Ali (PGT English)3. Mrs. Anu Rani (PGT Maths)4. Miss. Archana Thakur (TGT Science)5. TGT Comp. Sci.
3.	Curriculum Planning & Advisory Committee	<ul style="list-style-type: none">• Monthly supervision on Course Completion/follow of split-up syllabus.• Reporting to the chair after monthly meetings about the observation and syllabus covered in all Classes• Planning and implementation of remedial measures for improvement in academic areas.	<ol style="list-style-type: none">1. Mr. Pankaj Ghosh (PGT Sanskrit) I/C2. Miss. Prakiti Chauhan (PGT PHY) For Science I3. Mrs.Jyoti Dalal (PGT Commerce) for Social Sci4. Mrs. Anu Rani, PGT (PGT Maths)5. Miss. Monu Rani (PGT Computer Science)6. Mr. Anil Kumar,(PGT Hindi)7. Mr. Kadir Ali,(PGT English Language)
4.	CBSE & External Exam	<ul style="list-style-type: none">• Smooth conduct of CBSE examination & Outside Examination• Registration, LOC, Form fill-up etc.• Activity related to CBSE.	<ol style="list-style-type: none">1. Miss. Prakiti Chauhan (PGT PHY) I/C2. Mr.Suraj Saini(TGT Science)3. Mr. Jogendra Singh (TGT Maths)4. Mr. Anshul(Lab Attendant)
5.	PM SHRI	<ul style="list-style-type: none">• Implementation, Conduct and Monitor all the activities of PM SHRI.	<ol style="list-style-type: none">1. Mr Dheeraj Mishra (PGT Economics)I/c2.Mr Anurag Sing(TGT Social Science)3. Miss. Archana Thakur (TGT Science)
6.	Co-Curriculum activity	<ul style="list-style-type: none">• Prticipation of students in outside events.• Prior planning for forthcoming events /celebrations(birthday/jayanties/day).• Cultural programme.	<ol style="list-style-type: none">1. Mr. Anil Kumar (PGT Hindi)I/c2.Miss. Krishna(TGT Arts)I3.Mrs. Jyoti Dalal(PGT Commerce)4.Mr.Sharwan Kumar (TGT Hindi)5.PGT(Bio)6.Mrs .Pratima Barman (TGT Sanskrit)

7.	Time-Table	<ul style="list-style-type: none"> Preparation & Implementation of Time-Table as per norms. Timely allotment of arrangement/substitute classes. Verification of salary bill of contractual 	<ol style="list-style-type: none"> Mr. Kadir Ali (PGT English)/I/c Mr..Naresh Kumar (TGT Maths) Mrs. Akanksha (TGT English) Mr. Kanamam Gurjar, Librarian
8.	NTSE/KVPY/SCI Olympiads/PRM O/ISO/ Silverzone & other Olympiads	<ul style="list-style-type: none"> Announcement in morning assembly. Smooth conduct of examination without less hampering to routine classes. Display of notice,registration within timeline. 	<ol style="list-style-type: none"> Miss. Prakriti Chuhan(PGT Physics)/I/C Mr. Mr Jogendra sing (TGT Math) Mr.Suraj Saini(TGT Science) Mr. Anshul (Lab Attendant)
9.	Furniture	<ul style="list-style-type: none"> Repairing & maintenance of furniture. Arrangement of adequate furniture in all class rooms. Assessing the requirement of furniture and calling tender quotations. Disposal of unrepairable furniture. Allotment/issue of furniture to the class teachers/department I/cs. 	<ol style="list-style-type: none"> Mr. Jogendra Singh (TGT Maths) I/C Miss. Archana Thakur (TGT Science) Mr. Suraj Saini, (TGT Science) Miss. Neetu Soni (TGT Hindi) <p>*Class teachers/department I/Cs must have to inform their class.Broken furniture shall be shifted to store furniture immediately when there is shortage of furn. Information must be provided to the I.C.</p>
10.	SPORTS GAMES	<ul style="list-style-type: none"> Prior planning and rehearsal for forthcoming events. 	<ol style="list-style-type: none"> Mr. Satyanus Ekka TGT(PET MALE),I,C Ms. Anshu Gupta (TGT PET FEMALE) Mr.Naresh Kumar (TGT Maths) Mr. Anurag,TGT(SST)
11.	Cleanliness & Sanitation (Swachh Bharat Mission)	<ul style="list-style-type: none"> Supervision of proper cleanliness of toilets and water points: At least twice in a day. Supervision of proper cleanliness of corridors & surroundings. Liaising with civil department of NTPC for time-to-time grass cutting(inside the campus & outside also);spraying of mosquito/snake repellent and regular cleanliness of overhead watertanks and its record keeping. Organising time-to-time swachhata campaign/drive. Organising at least 30 minute voluntary shramdan by all the staff & students in a week. 	<ol style="list-style-type: none"> Mr. Anil Kumar (PGT Hindi),Over all I/c Mr. Dharmendra Verma TGT (English) Mrs. Akanksha TGT(English) Mr. Janmejy Kumar Singh (Hostel Warden Boy's Hostel with Mess.) Miss.Alpana Pandey (Hostel Warden Girl's Hostel With Mess.)
12.	Discipline	<ul style="list-style-type: none"> Monitoring of punctuality, use of proper & correct uniform by the students & maintenance of record. Maintenance of discipline and decorum during functions/school activities. Routine Checking of students' uniform/nails/hair during assembly. Coordination with students & Administration. 	<ol style="list-style-type: none"> Mr. Naresh Kumar (TGT Maths), I/C Miss.Anshu Gupta TGT(PET FEMALE) Mr. Dheeraj Mishra (PGT Economics) Mrs. Jyoti Dalal(PGT Commerce) Mr.Janmejy Kumar sing(H/W) Miss Alpana Pandey(H/wFemale) S.Ekka(TGT PET Male) <p>The class teachers shall maintain a late comers/on register and shall inform the parents under intimation undersigned if the offence is regular/serious in nature.</p>

13.	Local Purchase Committee	<ul style="list-style-type: none"> Explore the Local Market to see availability of the required materials, gather rates, Making CST & procure. Follow all rules as may be prescribed by NESTS 	<ol style="list-style-type: none"> 1. Mr. Kadir Ali (PGT English)I/c 2. S.Ekka(TGT PET Male) 3. Miss. Archana Thakur (TGT Science) 4. Miss Krishna (TGT Arts) 5.Mr. Anurag Singh (TGT SST)
14	LIBRARY COMMITTEE	<ul style="list-style-type: none"> Procuring books Planning & execution of improvement of library, online library. Organising meetings of library committee and implementation of resolutions. 	<ol style="list-style-type: none"> 1. Mr. Kanamam Gurjar, LibrarianI/c 2. Mr. Anil Kumar (PGT Hindi) 3. Mr. Dharmendra Singh,(TGT English) 4. Mrs. Akanksha (TGT English)
15.	MAINTANANCE of record of Events . Photography	<ul style="list-style-type: none"> Keeping record of all the events/celebrations in chronological order with snaps/clips. 	<ol style="list-style-type: none"> 1. Miss. Krishna (TGT ARTS)I/c 2. Mr. Sharwan Kumar (TGT Hindi) 3 Mr. Anurag Singh (TGT SST) 4 PGT Bio 5 Mrs.Sangita Hore(JSA)
16.	Physical Verification Committee	<ul style="list-style-type: none"> Verification of Assets/ items received in school. Working, Good and bad condition assessment. Verify that quality and quantity is as per order or not. 	<ol style="list-style-type: none"> 1. Mr. Kadir Ali (PGT English) 2. Mr. Satyanus Ekka (TGT PET Male) 3 Mr. Sharwan Kumar (TGT Hindi) 4. Miss Archana Thakur (TGT Science) 5. Mrs. Pratima Barman (TGT Sanskrit)
17.	STAFF Room	<ul style="list-style-type: none"> Act as Link with staff & Administration. Gather staff requirements; sort out grievances, problems of general nature. Locker distribution upkeep. 	<ol style="list-style-type: none"> 1. Mr. Kadir Ali (PGT English)I/c 2. Miss. Neetu Soni (TGT-Hindi) 3.Miss. Anshu Gupta (TGT PET Female) 4.Mr. Suraj Saini(TGT Science)
18.	Internal Complain Committee (POSCO & POSH)	<ul style="list-style-type: none"> Receive complaints/grievances. All-out effort to settle issue. 	<ol style="list-style-type: none"> 1. Miss. Monu Rani (PGT Computer Science)I/c 2. Miss.Alpana Pandey (Hostel Warden Female) 3. Mrs. Pratima Barman,(TGT Sanskrit) 4. Mr. Sharwan Kumar,(TGT Hindi) 5. Mrs. Ramwati (Ganga Mahila Self Help Group)
19	Purchase Advisory Sub Committee	<ul style="list-style-type: none"> Follow GFR 2017 while procurment. Follow all rules as may be prescribed by NESTS 	<ol style="list-style-type: none"> 1. Mr. Arun Kumar Patra (Principal) I/C 2. Mr. Dheeraj Mishra (PGT Economics) 3. Mr. Kapil (Accountant) 4. District Education Officer, MCB 5. Principal Ekkavya, Janthan, MCB
20.	Maintenance and Repair Works Committee (Department)	<ul style="list-style-type: none"> Take Initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya. 	<p>Vidyalaya Campus (civil & electrical):</p> <ol style="list-style-type: none"> 1. Mr.Naresh Kumar,(TGTMaths) 2. Miss. Anshu Gupta (TGT PET Female) 3.Mr. S.Ekka(PET Male) 4. Mr. Janmejy Kumar Singh(Hostel Warden Male) 5. Miss. Alpana Pandey (Hostel Warden Female)

21.	Departments	<ul style="list-style-type: none"> • Preparing demand for the year after stock verification. • Getting the approval as per the available budget. • Procuring quotations, Making comparative statements. • Getting approval of LPC/VEC/VMC etc. • Condemnation of unusable items. 	<table border="1"> <thead> <tr> <th data-bbox="1153 103 1500 135">Departments: Computer Lab</th> </tr> </thead> <tbody> <tr> <td data-bbox="1153 135 1500 183">Computer Lab -----</td> </tr> <tr> <td data-bbox="1153 183 1500 231">Physics Lab-----</td> </tr> <tr> <td data-bbox="1153 231 1500 279">ATL LAB-----</td> </tr> <tr> <td data-bbox="1153 279 1500 327">Chemistry Lab-----</td> </tr> <tr> <td data-bbox="1153 327 1500 375">Biology Lab-----</td> </tr> <tr> <td data-bbox="1153 375 1500 422">Class rooms-----</td> </tr> <tr> <td data-bbox="1153 422 1500 470">Library-----</td> </tr> <tr> <td data-bbox="1153 470 1500 518">Arts & Music(auditorium)-----</td> </tr> <tr> <td data-bbox="1153 518 1500 566">Sports room-----</td> </tr> <tr> <td data-bbox="1153 566 1500 614">Exam dept room-----</td> </tr> <tr> <td data-bbox="1153 614 1500 662">AI lab-----</td> </tr> <tr> <td data-bbox="1153 662 1500 710">Hospitality & Tourism lab-----</td> </tr> </tbody> </table>	Departments: Computer Lab	Computer Lab -----	Physics Lab-----	ATL LAB-----	Chemistry Lab-----	Biology Lab-----	Class rooms-----	Library-----	Arts & Music(auditorium)-----	Sports room-----	Exam dept room-----	AI lab-----	Hospitality & Tourism lab-----	<table border="1"> <thead> <tr> <th data-bbox="1518 103 1854 135">Teacher I/C</th> </tr> </thead> <tbody> <tr> <td data-bbox="1518 135 1854 199">Mrs Monu Rani,PGT (Computer science)</td> </tr> <tr> <td data-bbox="1518 199 1854 295">Miss Prakriti Chauhan, PGT(Physics) Prakriti Chauhan(PGT physics)</td> </tr> <tr> <td data-bbox="1518 295 1854 359">Mr.Suraj Saini,(TGT Science)</td> </tr> <tr> <td data-bbox="1518 359 1854 454">Miss Archana Thakur,TGT (science) Class Incharges (Ist Period Teacher)</td> </tr> <tr> <td data-bbox="1518 454 1854 518">Mr Kanaram Gurjar, Librarian</td> </tr> <tr> <td data-bbox="1518 518 1854 582">Mr Krishna, TGT (Arts)</td> </tr> <tr> <td data-bbox="1518 582 1854 646">Mr.S.Ekka(TGT PET MALE)</td> </tr> <tr> <td data-bbox="1518 646 1854 742">Mr.Pankaj Ghosh(PGT Sanskrit)</td> </tr> <tr> <td data-bbox="1518 742 1854 805">Mrs.Monu Rani(PGT comp. Sc.)</td> </tr> <tr> <td data-bbox="1518 805 1854 869">Mr.Anurag singh (TGT SST)</td> </tr> </tbody> </table>	Teacher I/C	Mrs Monu Rani,PGT (Computer science)	Miss Prakriti Chauhan, PGT(Physics) Prakriti Chauhan(PGT physics)	Mr.Suraj Saini,(TGT Science)	Miss Archana Thakur,TGT (science) Class Incharges (Ist Period Teacher)	Mr Kanaram Gurjar, Librarian	Mr Krishna, TGT (Arts)	Mr.S.Ekka(TGT PET MALE)	Mr.Pankaj Ghosh(PGT Sanskrit)	Mrs.Monu Rani(PGT comp. Sc.)	Mr.Anurag singh (TGT SST)
Departments: Computer Lab																												
Computer Lab -----																												
Physics Lab-----																												
ATL LAB-----																												
Chemistry Lab-----																												
Biology Lab-----																												
Class rooms-----																												
Library-----																												
Arts & Music(auditorium)-----																												
Sports room-----																												
Exam dept room-----																												
AI lab-----																												
Hospitality & Tourism lab-----																												
Teacher I/C																												
Mrs Monu Rani,PGT (Computer science)																												
Miss Prakriti Chauhan, PGT(Physics) Prakriti Chauhan(PGT physics)																												
Mr.Suraj Saini,(TGT Science)																												
Miss Archana Thakur,TGT (science) Class Incharges (Ist Period Teacher)																												
Mr Kanaram Gurjar, Librarian																												
Mr Krishna, TGT (Arts)																												
Mr.S.Ekka(TGT PET MALE)																												
Mr.Pankaj Ghosh(PGT Sanskrit)																												
Mrs.Monu Rani(PGT comp. Sc.)																												
Mr.Anurag singh (TGT SST)																												
22.	TC/CC	<ul style="list-style-type: none"> • To issue Transfer Certificate and Character Certificate 	<ol style="list-style-type: none"> 1. Mrs. Anu Rani (PGT Maths) I/C 2. Mr. Anurag Singh (TGT SST.) 																									
23.	Quarter Allotment Committee	<ul style="list-style-type: none"> • To allot Quarter to the Staff 	<ol style="list-style-type: none"> 1. Mrs .Anu Rani, PGT(Maths) Overall I/C 2. Mr. Dheeraj Mishra (PGT Economics) 3. Mr. Suraj Saini (TGT Econmics) 4. Mrs. Pratima Barman,(TGT Sanskrit) 																									
24.	Hostel	<ul style="list-style-type: none"> • Discipline • Safety and Security of students • Cleanliness of hostel • Other works as may be prescribed etc. 	<ol style="list-style-type: none"> 1. Mr Janmejay Kumar Singh (Boys' Hostel) 2. Miss. Alpana Pandey (Girls' Hostel) 																									
25.	Mess Committee	<ul style="list-style-type: none"> • Discipline • Cleanliness of Mess • Food quality • As may be prescribed by the principal 	<ol style="list-style-type: none"> 1. Mr. Dheeraj Mishra, PGT(Eco.) Overall I/c 2. Mrs. Anu Rani PGT (Maths) 3. Mr. Anurag Singh TGT (Maths) 4 Miss Neetu Soni (TGT Hindi) 5. Miss .Alpana Pandey TGT (Girls Hostel Female) 6. Mr. Janmejay Kumar Singh (Boys' Hostel) 																									

26.	Office	<ul style="list-style-type: none"> All work of office 	1. Mr. Kapil, Accountant I/C 2. Mr. Monu(JSA) 3.Mrs. Sangita Hore (JSA)
27.	Scouts & Guides	<ul style="list-style-type: none"> Character building. Community Service and Social Responsibility. Skill developmet “learning by doing”. Outdoor Activities & Adventure. Civic training 	1.Mr. Suraj Saini (TGT Economics)I/c 2. Miss. Krishna(TGT Arts)I/c
28.	NCC/NSS	<ul style="list-style-type: none"> As may be prescribed. 	1. Mr. Dharmendra Verma (TGT English)I/c 2. Miss.Anshu Gupta (TGT PET FEMALE) 3 Mr. S. Ekka (TGT PET Male)
29.	Computer, Website updation & maintenance, Social media Platforms, CCTV Monitoring and Footage collection, UDISE, Center comm MIS, MIS, State MIS	<ul style="list-style-type: none"> State MIS Portal 	1. Mrs. Monu Rani (PGT CS) I/c
		<ul style="list-style-type: none"> Central MIS portal 	1. Mr. Monu (JSA) I/c
		<ul style="list-style-type: none"> All Google Form 	1. Mr. Monu (JSA) I/c
		<ul style="list-style-type: none"> UDISE Portal 	1. Mr. Anurag Singh, TGT (SST) I/c
		<ul style="list-style-type: none"> ABHA ID 	1. Mr. Anshul (Lab Attendant) I/c
		<ul style="list-style-type: none"> APAAR ID 	1 Mr. Sunil Sharma (TGT Sanskrit) I/c
		<ul style="list-style-type: none"> School Website 	1.Mr. Pankaj Ghosh(PGT Sanskrit) I/c
		<ul style="list-style-type: none"> School Social media handling 	1 Mr. Pankaj Ghosh(PGT Sanskrit)I/c 2.Mr. Sharwan Kumar,(TGT Hindi) 3 Mr. S. Ekka (TGT PET Male)

30.	Alumni Association	<ul style="list-style-type: none"> • Enhance Engagement • Lasting Good will • Professional development 	<ol style="list-style-type: none"> 1.Mr.Pankaj Ghosh(PGT Sanskrit)I/c 2.TGT (Comp .Sci) 3.Miss.Prakriti Chauhan(PGT physics) 4 Mr. Kanaram (Librarian)
31.	Gardening & Eco Club	<ul style="list-style-type: none"> • Supervision on upkeep and maintenance of gardening work. • Procurement of seasonal plants, equipments, fertilizers and its proper use. • Developing more green area in asthetic way. • Involving students in gardening and caring of plants. • Development of Kitchen Garden 	<ol style="list-style-type: none"> 1. Mr Dharmendra Verma (TGT-English)I/C 2. Mr Suraj Saini, TGT Science 3. Mrs Akanksha, TGT English
32.	Anti ragging Committee	<ul style="list-style-type: none"> • To deal with the cases of anti ragging 	<ol style="list-style-type: none"> 1. Mr. Anil Kumar (PGT Hindi) I/c 2. Miss. Neetu Soni (TGT Hindi) 3. Mrs. Pratima Barman (TGT Sanskrit) 4. Mr.Sunil Sharma (TGT Sanskrit) 5. Mrs.Suraj Saini (TGT Science)
33.	Disaster Management Committee	<ul style="list-style-type: none"> • To Chief Minister School Safety Program implement 	<ol style="list-style-type: none"> 1. Mr. Naresh Kumar (TGT Maths) I/c 2. Mr.Suraj Saini (TGT Science) 3. Ms. Anshu Gupta (TGT PET) 4. Ms. Archna Thakur (TGT Science)