

PM SHRI EMRS, PODIDIH, CHHATTISGARH
Academic Session:2025-26
Delegation of Powers, Duties & Responsibilities
W.e.f. 21.06.2025

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/C 2. Mr Suraj Saini TGT (Science) 3. Mr Kanaram Gurjar (Librarian) 4. MR Anshul (Lab Attendant) 5. Miss Neetu Soni (TGT Hindi) 6. Mrs Pratima Barman (TGT Sanskrit)
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/C 2. MR Kadir Ali (PGT English) 3. MR. Anil Kumar (PGT Hindi) 4. Mr. Suraj Saini (TGT Science) 5. MR Sharawan Kumar (TGT Hindi) 6. Miss Archana Thakur (TGT Science) 7. Mrs Akanksha (TGT English)
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/C 2. Miss Prakriti Chauhan (PGT PHY) For Science Dept. 3. Mrs Jyoti Dalal (PGT Commerce) for Social Science 4. MRS Anu Rani (PGT -Maths) 5. Mrs 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 Prakriti Chauhan (PGT PHY) I/C 2. MR Kadir Ali (PGT English) 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/C 2. Mr Anurag singh (TGT Social Science) 3. Ms Archana Thakur (TGT Science)
6.	Co-Curriculum activity	<ul style="list-style-type: none"> ● Participation of students in outside events. ● Prior planning for forthcoming events/celebrations (birthday/jayanties/days). ● Cultural programme 	<ol style="list-style-type: none"> 1. Miss Krishna (TGT Arts) I/C 2. Mrs Jyoti Dalal (PGT Commerce) 3. MR. Anil Kumar (PGT Hindi) 4. Mr Sharwan Kumar(TGT Hindi) 5. MR Anurag Singh (TGT SST.) 6. Mrs Pratima Barman (TGT Sanskrit) 7. MR Sunil Sharma (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 teachers. 	<ol style="list-style-type: none"> Mr Dheeraj Mishra (PGT Economics) I/c Mr Anurag Singh (TGT SST) Mr Jogendra Singh (TGT Maths)
8.	NTSE/KVPY/SCI Olympiads/PRM O/ISO/ Silverzone & other Olympiads	<ul style="list-style-type: none"> Display of notice, registration within timeline. Announcement in morning assembly. Smooth conduct of examination without less hampering to routine classes. 	<ol style="list-style-type: none"> Miss Prakriti Chauhan (PGT Physics) I/c Mr Naresh Kumar (TGT Maths) 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 the I/C furniture immediately when there is shortage of furniture in their class.Broken furniture shall be shifted to store and its information must be provided to the IC.</p>
10.	SPORTS GAMES	<ul style="list-style-type: none"> Prior planning and rehearsal for forthcoming events . 	<ol style="list-style-type: none"> Miss Anshu Gupta TGT(PET FEMALE),I/C MR Naresh Kumar (TGT Maths) MR Anurag Singh,TGT(SST.) TGT(PET Male)
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. Lisening 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 Janmejay Kumar Singh (Hostel Warden),I/C Boy's Hostel with Mess. Miss Alpana Pandey,(hostel Warden)I/C 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 MR Anshu Gupta, TGT(PET FEMALE) I/c MR Dheeraj Mishra (PGT Economics) Mr Jogendra Singh (TGT-Maths) Mrs Jyoti Dalal,PGT(commerce) Mr Janmejay Kumar Singh (H/W Male) Miss Alpana Pandey (H/W Female) (TGT PET Male) <p>The class teachers shall maintain a late comers/offenders register and shall inform the parents under intimation to the undersigned if the offence is regular/serious in nature.</p>
13.	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"> Mr Kananram Gurjar, Librarian MR Anil Kumar (PGT HINDI) Mr Dharmendra Singh, (TGT English)
14.	MAINTANANCE of record of Events &	<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"> Mr Anshul (lab Attendant)-I/C(Overall) Miss Krishna (TGT ARTS) Mr Sharwan Kumar(TGT Hindi)

	Photography		5 Mr Anurag Singh (TGT Social Science)	
15.	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">Mr Kadir Ali (PGT English)I/cMr Neetu Soni (TGT-Hindi)Miss Archana Thakur (TGT Science)Mr Suraj Saini (TGT Science)	
16.	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">Ms Prakriti Chauhan (PGT Physics) I/cMrs Pratima Barman (TGT Sanskrit)Ms Alpna Pandey (Hostel Warden Female)Mr Sharwan Kumar,(TGT Hindi)Mrs Ramwati (Ganga Mahila Self Help Group)	
17.	Purchase Advisory Sub - Committee (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">Mr. Arun Kumar Patra (Principal) I/CMr. Dheeraj Mishra (PGT Economics)Mr Kapil (Accountant)District Education Officer, MCBPrincipal Eklavya, Jamthan, MCB	
18.	Maintenance and Repairs/Works Committee (WE Department)	<ul style="list-style-type: none">Take initiative to maintain repair and provide infrastructural facilities for smooth functioning of the Vidyalaya.	Vidyalaya(civil& electrical) <ol style="list-style-type: none">Mr Dharmendra Verma(TGT English) I/CMr Naresh Kumar,TGT(Maths)Miss Anshu Gupta (TGT PET Female).Miss Akanksha (TGT English)	
19.	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.	Departments	Teacher I/C
			Computer Lab	Mrs Monu Rani , PGT (Computer science)
			Physics Lab	Miss Prakriti Chauhan ,PGT(Physics)
			ATL LAB	Mr Kanaram Gurjur (Librarian)
			Chemistry Lab	Mr Suraj Saini, (TGT Science)
			Biology Lab	Miss Archana Thakur, TGT(Science)
			Class Rooms	Class Incharges (Ist Period Teachers)
			Library	Mr Kanaram Gurjar, Librarian
			Music (Auditorium)	Mr Krishna, TGT(Arts)
			Sports Room	Mr Anshu Gupta (TGT PET-FEMALE)
			Exam Dept. Room	Mr Pankaj Ghosh (PGT Sanskrit)
			AI Lab	Mrs Monu Rani , PGT (Computer science)
			Hospitality & Tourism lab	Mr. Anurag Singh (TGT Social Science)

20.	TC /CC	<ul style="list-style-type: none"> To issue Transfer Certificate and Character Certificate 	
			<ol style="list-style-type: none"> Mrs. Anu Rani (PGT Maths) I/C Mr. Anurag Singh (TGT SST.) Mr. Akanksha (TGT English) Mr. Sunil Sharma (TGT Sanskrit)
21.	Quarter Allotment Committee	<ul style="list-style-type: none"> To allot Quarter to the Staff 	<ol style="list-style-type: none"> Mrs Anu Rani, PGT(Maths),Overall I/C Mr Dheeraj Mishra (PGT Economics) Mr Suraj Saini (TGT Science) Mrs Pratima Barman,(TGT Sanskrit)
22.	Hostel & Mess	<ul style="list-style-type: none"> Discipline Cleanliness of hostel Safety and Security of students Other works as may be prescribed etc. 	<ol style="list-style-type: none"> Mr Janmejy Kumar Singh (Boys' Hostel) I/c Miss Alpana Pandey (Girls' Hostel)I/C
23.	Mess Committee	<ul style="list-style-type: none"> As may be prescribed by the principal 	<ol style="list-style-type: none"> Mr Dheeraj Mishra ,PGT(Eco.) Overall I/C Mrs Anu Rani PGT (Maths) MR Anurag Singh TGT (TGT SST.) Miss Neetu Soni (TGT Hindi) Mr Janmejy Kumar Singh (Boys' Hostel) Miss Alpana Pandey (Girls' Hostel)
24.	MDM	<ul style="list-style-type: none"> Maintain the record of Mid Day Meal. 	<ol style="list-style-type: none"> Mr Dharmendra Verma ,TGT(English) ,I/C Mr Jogendra Singh (TGT Maths)
25.	Office	<ul style="list-style-type: none"> All work of office 	<ol style="list-style-type: none"> Mr Kapil, Accountant I/C Mr Sandeep JSA , Mr Monu JSA,
26.	NCC/NSS	<ul style="list-style-type: none"> As may be prescribed 	<ol style="list-style-type: none"> MR. Dharmendra Verma (TGT English) I/C MR. Suraj Saini (TGT Science) MR. Jogendra singh (TGT MATHS) MISS Anshu Gupta (TGT PET FEMALE) Mr. Naresh Kumar (TGT Maths)
27	Computer, Website updation & maintenance, Social media Platforms, CCTV Monitoring and Footage collection committee, UDISE ,Center MIS, State MIS	<ul style="list-style-type: none"> Upkeep and maintenance of computer labs. Updating of softwares/antivirus. Optimum use of ICT equipments and maintenance of logbook. AMC/repair of valuable assets. Maintenance of display board placed before Computer lab. Time to time training to parents & teachers to make them more inclined toward use of computer. <p>UDISE, CENTRE MIS, STATE MIS:</p> <ul style="list-style-type: none"> Maintained and update of information in the portals Liaison with the BEO regarding UDISE updating All the Class Teachers are suppose to take help from Computer Teacher and completely update their students details in all websites and software themselves only (UDISE ,Center MIS, State MIS) . 	<ol style="list-style-type: none"> Mrs Monu Rani (PGT CS) I/c MR Kadir Ali ,(PGT-English) MR Anil Kumar (PGT Hindi) Mr Anurag Singh (TGT SST.) Mrs Akansha (TGT English) Mr. Anshul (Lab Attendant) Mr.Suraj Saini (TGT Science) <p>➤ Following department I/Cs:</p> <ol style="list-style-type: none"> Examination-notice,datesheets,result shall be uploaded timely. Admission-all notice/list data must be uploaded on vidyalaya website. CCA-result must be displayed on vidyalaya website with snaps/clips. Office: All tenders/basic HRM data.

		Website: <ul style="list-style-type: none"> Regular updation of Vidyalaya website. Making vidyalaya website as a open source of relevent informations. Desining of website as per current EMRS directives. SHI (Skill Hub Initiatives) <ul style="list-style-type: none"> Mobilization, Organizing classes and arranging assessment. Social media Handles : <ul style="list-style-type: none"> Updating Social Media platforms of the school with information of important events as a digital record. CCTV : <ul style="list-style-type: none"> Regular monitoring of functioning of CCTV Monitoring of Vidyalaya activities through CCTV and reporting the disciplinary issues to the discipline committee Collection of footage and up keeping of records for future reference. 	<p>*These department I/Cs are suppose to timely provide authentic information to I/C computer & website for updation on website.</p>
28	Gardening & Eco Club	<ul style="list-style-type: none"> Supervision on upkeep and maintenance of gardening work. Procurement of seasonal plants,equipaments,fertilizers and its proper use. Developing more green area in asthetic way. Involving students in gardening and caring of plants. 	<ol style="list-style-type: none"> Mr Kadir Ali ,PGT(English),I/C Mr Dharmendra Verma (TGT -English) Mr Suraj Saini ,TGT Science Mrs Akanksha TGT English
29	Anti ragging Committee	<ul style="list-style-type: none"> To deal with the cases of anti ragging 	<ol style="list-style-type: none"> Mr. Sharwan Kumar (TGT Hindi)I/c Miss Neetu Soni (TGT Hindi) Mrs Pratima Barman (TGT Sanskrit) Mr. Sunil Sharma (TGT Sanskrit) Mrs Suraj Saini (TGT Science)
30	Disaster Management Committee	<ul style="list-style-type: none"> To Chief Minister School Safety Program implement 	<ol style="list-style-type: none"> Mr. Naresh Kumar (TGT Maths) I/c Mr.Suraj Saini (TGT Science) Ms Anshu Gupta (TGT PET) Ms Archna Thakur (TGT Science)