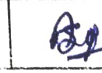
EMRS NARRAINALA JABALPUR

SCHOOL COMMITTES 2026-27

S.N	PARTICULARES	COMMITTEE MEMBERS	SIGNATURE	DUTIES ASSIGNED
1	Academic Incharge	1.MR. RAMESH KUMAR YADAV (PGT Commerce)		Academic incharges are responsible for a broad range of duties, including monitoring student and faculty performance, coordinating academic programs and schedules.
2	Time table Committee	1. MR. PARDEEP PGT MATH I/C 2. MRS VINITA KHARE TGT SCIENCE 3. MRs. PREETIMA PANDEY TGT MATH		1. To prepare academic time-table as per EMRS rules with full transparency, 2.To communicate the time–table to all teachers & students well in advance. 3.To prepare the time – table for Remedial classes and Special classes.
3	Local Examination Committee	1. MR VISHAL VERMA I/C 2. MR LAXMAN PRAJAPATI 3. MR JAGDISH TGT SCIENCE 4. MR KRISHNA MURARI LAB ATTE.		To ensure that Internal Examination is conducted smoothly and confidentiality is maintained
4	CBSE/Examination Board Committee	1. ANKITA PGT CS I/C 2. MRS. SUSHMA SINGH TGT SST 3. MR. C.S DIXIT		Duties related to the conduct of board examinations, including circulating CBSE circulars. managing online registration and LOC forms, corresponding with the board for affiliation and exams.
5	Admission Committee	1. MR. KESHAV SHARMA PGT SKT I/C 2. Ms. PRATIBHA PANDEY TGT SKT 3. MR RAVI PANDEY TGT- SST 4. MR DHEER SINGH JSA		To strictly adhere to EMRS Policies & Admission guidelines

6	OFFICE	1. MR. LALIT KUMAR ACCOUNTANT I/C		All Administrative tasks like maintaining records; clerical duties such as data entry and filing; and office management responsibilities like overseeing supplies, maintaining office order, and providing support to staff.
		2. MR. DHEER SINGH JSA		
		2. MR. C.S DIXIT		
		4. MR. KRISHAN MURARI LAB. ATTENDANT		
7	Arrangement Committee	1. MS. Ankita PGT CS I/C		To arrange the periods for the teachers on leave /OD well in advance with proper communication to arrangement teachers.
		2. Mrs. Sushma Singh		
8	Cultural Program	1. MR. AMAN TGT MUSIC I/C		To ensure successful conduction of cultural programmes through out the year
		2. MR.VISHAL VERMA PGT ENG		
		3. MR. KESHAV SHARMA PGT SKT		
		4. MS SHRADHA KUMARI TGT ENG		
		5. MS KOMAL TGT ART		
		6. MR GAURAV KUMAR		
9	C.C.A COMMITTEE	1. MR. KESHAV SHARMA PGT SKT I/C		1. To make annual plan for Inter house CCA competitions.. 2. To make necessary rules and regulations for the competitions. 3. To make all necessary arrangements for smooth organisation of the competitions.
		2. MR. VISHAL VERMA PGT ENG.		
		3. MRS. KAJAL PGT HINDI		
		4. KM SHRADHA SINGH TGT ENGLISH		
		5. MR. GAURAV KUMAR TGT SKT		
		6. MR. AMAN TGT MUSIC		
		7. MR DEVENDER PET		
		8. MS NIKKI BALIYAN PET		
10	CLEANLESS & SANITATION	1. MR. VISHAL VERMA PGT ENG.(OVERALL)		1 To ensure proper working of conservancy staff as per the contract 2. To supervise proper cleanlines of the class room ,Toilets and premises 3 To ensure and take necessary action for smooth supply of clean drinking water
		2. MR. DEVENDER PET (ACADEMIC BUILDING)		
		3. MR YOGESH YADAV BOYS WARDEN (NEAR BOYS HOSTEL)		
		4. KIRAN SHUKLA GIRLS WARDEN (NEAR GIRLS HOSTEL)		
		5. MR. ARJUN (WATER PLANT AND TRANSFARMER)		

11	PURCHASE COMMITTEE / LPC / GeM	1 MR RAMESH KUMAR YADAV PGT COMM		1 To help and supervise proper Registration of firms and call of Tender/quotations 2 To ensure purchase of stocks strictly as per EMRS purchase policy
		2 MR MITHLESH TGT HINDI		
		3 MR GAURAV KUMAR TGT SKT		
		4 DEPARTMENT HOLDER		
		5 MR LALIT KUMAR ACCOUNTANT		
12	DISCIPLINE & ANTI RAGING COMMITTEE	1 MR P S THAKUR UMT PHYSICS I/C BOYS		To identify the problem at ic student and enlist them for further reference in the discipline committee meetings 2 To avoid any type of corporal punishment scolding, and rough treatment in stead of counseling alongwith parents of the students and committee members To ensure action as per EMRS/Govt GOI Rules
		2. MR DEVENDER PET		
		3 YOGESH YADAV BOYS WARDEN		
		4. MS DEEPIKA PGT I/C GIRLS		
		6. MRS KIRAN SHUKLA GIRLS WARDEN		
		7. MS NIKKI BALIYAN PET		
		8. ALL CLASS TEACHERS & HM'S		
13	MESS COMMITTEE	1. MR. LAXMAN PRAJAPATI PGT GEO		Keeping record of students in hostel, keeping record of mess register preparing food as per menu in the mess, running the mess smoothly and doing all the work apart from cleanliness
		2. MR. YOGESH YADAV BOYS HOSTEL WARDEN		
		3. MR. PAWAN KUMAR TGT HINDI		
		4. MRS. KAJAL PGT HINDI		
		5. MRS. KIRAN SHUKLA GIRLS HOSTEL WARDEN		
		6. Ms. NIKKI BALIYAN PET FEMALE		
14	MAINTANANCE & REPAIR OF BUILDING/CIVIL/ELECTRICITY / WATER SUPPLY	1. MR. RAMESH KUMAR YADAV I/C		1 To identify the areas to be repaired 2 To getthe requisition from allthe deptt Holders andclass teachers regarding repair 3 To ensure that the students and all staff members utilize the available resources carefully
		2. MR. LALIT KUMAR ACCOUNTANT		
		3. MRS. KIRAN SHUKLA (GIRLS HOSTEL WARDEN)		
		4. MR. YOGESH YADAV BOYS HOSTEL WARDEN		
16	BEAUTIFICATION / DECORATION/ GARDNING	1. MRS RANJANA KUMARI PGT BIOLOGY I/C		1 To make plan and ensure implementation for beautification of campus 2 To over see development of gardens and greenery in vidyalaya campus
		2. MS. KOMAL TGT ART		
		3 KM SHRADHA SINGH TGT ENGLISH		
		4 MRS POOJA KUMARI LIBRARIAN		

17	NCC / PERSONAL HIGIENE & HEALTH CHECK UP	1. MR P S THAKUR UMT PHYSIC I/C		1.To organise Health check-up camps as per EMRS norms and schedule. 2To ensure proper availability of First Aid medicines and materials. 3. To impart training to students with the hel of local unit of NCC.
		2. MRS. KIRTI VICTOR STAFF NURSE		
		3. MR. DEVENDER PET MALE		
		4. MS NIKKI BALIYAN PET FEMALE		
18	PARENT TEACHER ASSOCIATION & MEETING	1. MS. DEEPIKA SARASWAT PGT HIST. I/C		1. To make annual plans for PTA meetings during the session. 2.To inform students and parents about the schedule of meeting. 3.To make all necessary arrangements for PTA meetings and maintenance of records.
		2. MR. KESHAV SHARMA PGT SKT		
		3. MRS . RANJANA KUMARI PGT BIOLOGY		
		4. MR. MITHLESH KUMAR TGT HINDI		
19	SPORTS COMMITTEE	1. MR. DEVENDER PET		To organize the programme related to physical development and fitness of students according to the curriculum.
		2. MS NIKKI BALIYAN PET		
		3. MR. DHEER SINGH JSA		
		4. MR. ARJUN		
20	PREVENTION OF SEXUAL HARRASSMENT OF WOMEN AT WORK PLACE	1. MRS RANJANA KUMARI PGT BIOLOGY I/C		
		2. MRS. KIRAN SHUKLA GIRLS HOSTEL WARDEN		
		3. MR. LAXMAN PRAJAPATI PGT GEOGRAPHY		
		3. MR. YOGESH YADAV BOYS HOSTEL WARDEN		
21	COMPETITIVE EXAM COMMITTEE	1. MRS. RANJANA PGT BIO. I/C		
		3. MR. P.S THAKUR PGT PHYSICS		
		2.MR. PARDEEP PGT MATHS		
		4. MS. ANKITA PGT CS		
		5. MR. ANAND KAND PATEL PGT CHEMISTRY		

All teaching and Non-teaching staff is hereby instructed to discharge the assigned duties with utmost sincerity and devotion with an attitude of TEAM WORK and share your experience for the betterment of the Vidyalaya and for its overall development.

Every teacher is also requested to come forward with a Positive attitude to enhance the capabilities of the students so as to make the resourceful citizen of the country as per the need of Society.

Principal