

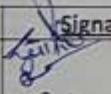



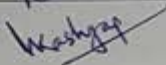

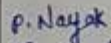


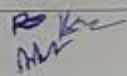


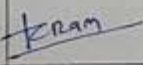
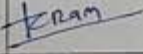


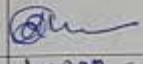
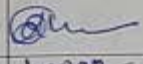

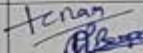
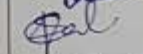
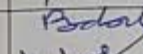
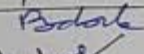
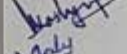

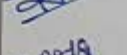



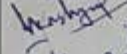
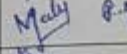


# D.A.V. Ispat Sr. Sec. Public School, Rajhara Mines (C.G.)

DAV Ispat/2022-23/

Date: 31-03-2022



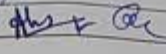

## DIVISION OF THE DEPARTMENT FOR THE SESSION 2022-23

Departments are hereby allotted to the staff members of our esteemed institution for the smooth running of the school. They will work through out the year accordingly whenever the services of the allotted Departments will be required to the school. No separate duties will be allotted. The undersigned hopes that all the staff members will perform their duties sincerely & devotionally. Departments will be as follows :-

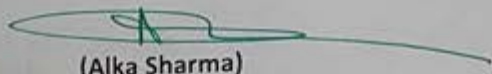
Sl.No.	Department	Incharge/H.O.D.	Name of the Staff Members	Signature
1.	Discipline	Mrs. P. Dubey  Mrs. V. Nashine	<u>Sr. Wing</u> : Mr. Y. Tripathi, Mr.S.K.Kar Ms. Kavita S. Kumar  <u>Jr. Wing</u> : Mr. S.K.Patel, Ms. N. Bisht	   
2.	Time Table & Arrangement	Mr. L.Kashyap	Mr. Santosh Verma Mr. R.S.Patnaik  Jr. Wing Ms. P. Nayak Mr. P.R. Bobde	   
3.	Admission	Mr. R.P. Verma 	Mr. P. Sahu Mr. Rohit Sharma Mr. Santosh Kr.  <u>Documentation</u> : Mr. G.P.Sen Mr. Tejram Sahu	    
4.	Academic Co-ordinator (Evaluation and Supervision)	Mr. A.K. Biswas	1. <u>Primary ( I to V )</u> : Mr. Ghanshyam 2. <u>High School ( VI to VIII )</u> : Mr. L.S.P. Achary 3. <u>Secondary ( IX to X )</u> : Mr. S.K.Kar 4. <u>Sr. Secondary ( XI , XII )</u> : Mr. J.B.Khare	   
5.	DAV Publication	Mr.Chandrakar 	1. Mr. Tejram 2. Mr. Bopche 3. Mr. Patel	  
6.	Editorial Board	Mr. L. Kashyap	<u>Art &amp; Design</u> : Mr. Bobde  <u>English</u> : Mr. Kashyap, Mrs. M. Alex <u>Hindi</u> : Mr. Giri, Mrs. Chackoo  <u>Sanskrit</u> Mr. Nimai Arya	     
7.	Examination & CBSE	Mr. B. Thakur  Mrs. Merly Alex	<u>Sr. Wing</u> Mr. L. Kashyap, Mr.Y.Tripathi, Mr. Srivastava, Mr. R.S. Patnaik <u>Jr. Wing</u> Ms. P.Nayak, Mr. Jhamendra Sahu	   
8.	CBSE	Mr. P. Sahu		

9.	Workshop	Mr. P. Sahu	Mr. Santosh Verma	
10.	Prayer & Assembly conduction	Mrs. Kavita S. Kumar Mr. Amit Dubey	<u>Sr. Wing</u> Mr. S. Sharma Mrs. Purnima <u>Jr. Wing</u> Mrs. Runa Das Mrs. A. Pandey	
11.	Selection Committee for ALUMINI	Mr. B. Thakur	Mr. L. Awasthi Mr. D. Dubey	
12.	Prize Distribution/Badges /Bouquet	Mr. V.B. Giri	Mr. K. Alam, Mr. A. Thaore, Commerce Teacher	
13.	Distribution of Invitation and Press	Mr. Awasthi	Mr. D. Dubey	
14.	Activity I/c. Almanac & Cultural Activities House Incharges	<u>Sr. Wing</u> Mr. L.S.P. Achary Mr. Y. Tripathi <u>Jr. Wing</u> Mrs. Runa Das Mr. P.R. Bobde Mrs. Sonwani	<u>Dayanand</u> Mr. S.K. Pandey Mrs. D. Patel <u>Hansraj</u> : Mr. L.S. Awasthi, Mrs. A. Pandey <u>Shardhanand</u> : Mr. D. Dubey, Mrs. N. Bisht <u>Virijanand</u> : Mr. A. Thaore, Mr. Amit Dubey	
15.	Games, Sports, P.T. & March Past	Mrs. P. Dubey	Mr. L.S.P. Achary, Mr. Rajsekhar, Mrs. Sonwani, Mrs. Ritu <u>Class I to V</u> : Mr. S. Patel <u>Class VI to VIII</u> : Mr. Somesh <u>Class IX &amp; X</u> : Mr. Thaore <u>March past</u> : Mrs. Purnima	
16.	Receiving of Guest	All PGTs	<u>Guest &amp; Bouquet</u> : Mr. Bobde, Mrs. Ritu Mrs. N. Jain <u>Rangoli &amp; Decoration</u> Mrs. Dipti R. Patel Mrs. N. Bisht <u>Tilak</u> : Mrs. Kavita	
17.	Swastiwachan / Hawan	Mr. Nimai	Mr. Choubey	
18.	Refreshment	Mr. L. Kashyap	Mrs. Shrikrushna Sharma Mrs. Reetu Shrivastav, Mr. G.P. Sen	
19.	Welfare	Mr. Naik	<u>Cleanliness</u> Ms. Kavita	

		Mr. Ghanshyam	Ms. P. Nayak <u>Electrical</u> , Mr. D. Dubey, Mr. Patnaik Mr. Amit Dubey <u>Civil</u> Mr. Awasthi, Mr. Amit Dubey <u>Water Supply</u> Mr. Ajay Choubey	p.nayak D
20.	Scholarship Department (State Govt. )	Mr. Alam	Mr. P. R. Bobde Mr. Jhamendra Sahu	Bobde
21.	Assistance in the Office Work		All Computer Teachers	
22.	Quiz Competitions, G.K. & DAV CAE Olympiads	Mr. S.K.Kar Mrs. P. Naik	Mr. L.S.P.Achary Mr. S.K.Patel	S.K. Achary P. Naik
23.	Emergency Works	Mr. B.Thakur Mr. Patnaik	Mr. S.R.Das, Mr. Rohit Sharma, Mr. Sen Mr. T.R. Sahu	Rohit Sharma
24.	Beautification of the School Campus & Gardening	Mr. S.K.Pandey	Mr. P. R. Bobde Mrs. Reetu Srivastva Mrs. S. Sonwani	Bobde
25.	Women Protection Committee / Sexual Harassment Committee	Principal Madam	Mr. R.P. Verma, Mr. P. Sahu, Mr. Kashyap Mrs. N. Jain Mrs. R. Chakoo Mrs. Kavita, Mrs. A. Sharma	R.P. Verma P. Sahu Kashyap N. Jain R. Chakoo Kavita A. Sharma
26.	Advisory Committee	Principal	All PGTs & TGTs	Principal
27.	Property (Furniture)	Mr. D.P. Das Mr. S.K. Patel	Mrs. Srikrushna Sharma Mr. Bopche,	Srikrushna Sharma Bopche
28.	Grievance and redress Officer (CBSE)		Mr. R.P. Verma and Mrs. R. Chacko	R.P. Verma R. Chacko
29.	School Website & SMS	Mr. P. Sahu	Mr. Santosh Verma	Santosh Verma
30.	Attendance Register Strength Register		(Class VI to XII) Mr. V.B. Giri Mrs. Kavita  (Nur to V) Mrs. R. Chacko Mrs. N. Jain	V.B. Giri Kavita R. Chacko N. Jain
31.	Primary Wing Incharge	Jr. Wing	Mrs. Chacko Mrs. R. Shrivastva (Additional I/c)	Chacko R. Shrivastva
32.	Teacher's/Student's Diary	Sh. R.P. Verma	Sh. V.B. Giri	V.B. Giri
33.	First Aid	Mr. Alam	Mrs. M. Alex Mrs. D. R. Patel	M. Alex D. R. Patel
34.	UDISE	Mr. Santosh Verma	All Class Teachers Mr. Rohit Sharma	

35.	OASIS, CBSE	Mr. P. Sahu	Mr. Jhamendra Sahu Mr. Rohit Sharma	
36.	Eco Club	Mr. B. Thakur	All Science Teachers	
37.	Exhibitions	Mr. A.K. Biswas	All Science Teachers	
38.	Overall I/c.	Sh. R.P. Verma		

Hope the teachers will put their sincere and earnest effort & perform the duties allotted to them throughout the year & also in every function. No other circulation will be made in this connection. The teachers should submit report of their department to the undersigned after their work is completed. No changes will be entertained regarding the allocation of the department. In charges of the Different Department can allot further duties as per the requirement during various functions. All the staff member are advised not to take part in anti Chair / anti DAV activities, Failing which disciplinary action will be taken against him/her.

  
(Alka Sharma)  
Principal

Copy to:-

1. Hon. Chairman L.M.C. through C.G.M. (P) for information please.
2. Hon. Asst. Regional Director, DAV Institutions, MP-CG Zone