

PM SHRI KENDRIYA VIDYALAYA (AFS) AMLA

(Allotment of additional responsibilities for the session 2026-27)

Following Committees are hereby constituted for the session 2026-27, for the smooth functioning of the Vidyalaya activities. Conveners/ In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect and directed to frame action plan of the year and submit on or before **30th March 2026** Handing/taking over of the charge must be completed at the earliest. After physical stock verification, a report regarding handing/taking over of the charge must be submitted to the Principal on or before **03.04.2026**

All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal or Vice -Principal, so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stock holders. Conveners/In charges should make sub committees, if required, for co-ordination of related work in a most befitting manner, for formation of such sub committee's approval of the Principal should be obtained. Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal or Vice –Principal. **He /She should also take the help of other staff members for best results.** All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-

operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2026-27.

DATE: 28.03.2026

S.No	Committees		Name of the Teachers		Sign.
1.	General Supervision of the Vidyalaya		Mr. M. M.Katiyar, Principal		
			Mr. Sintu Baldwa ,PGT(Comp.Sc.)		
			Mr Rupesh Choudhary ,PRT		
2.	Academic Coordinator & Implementation of NEP		Mr. Sintu Baldwa ,PGT(Comp.Sc.) Mr Rupesh Choudhary ,PRT I/C (Primary)		
			Mrs.Meera Jha,PRT		
3		CBSE	Mr.Sintu BaldwaPGT (Comp.) - I/C		
			Mr.Ritesh Shrotriya,PGT (Maths)		
		Internal	Sec.	Mr.K.K.Sahu ,PGT (Physics.)	
				Mrs Saroj Shukla,TGT Hindi)	
				Dr(Mrs) Sinjini SikarwarTGT(Math)	
			Pri mar y.	Mrs.Meera Jha,PRT-I/C	
				Miss.Pooja ,PRT	
				Miss Namrta Chourasiya ,PRT	
			Mrs.Sunita Kadwey,PGT (Chem.)		

	Examination	Olympiads& NTSE ,Other Exams	Mr.Vinayak Tiwari,TGT (Soc.St..)	
		CBT/CCT	Mr.Sintu Baldwa PGT (Comp.) Coordinator -I/C	
			Mr.Hemant Verma ,TGT (Maths)	
			Mr Narmada Prasad Solanki Comp.Instructor.	
			Miss Jyoti (PRT)& Computer Instructor (Primary)	
4	Admission		Mr.Ritesh Shrotriya PGT (Math.)- I/C	
			Mr.YadRam Meena ,PRT	
.5	Administrative & Office Matters & Qtrly Submission of Income Tax TDS 26 Q & 24 Q			
			Mr. Jitendra Shrivastava ,(SSA) & Mr Sohan Kumar JSA	
6.	Local Purchase Committee as approved by chairman VMC		Mr.Ritesh Shrotriya, PGT (Math)	
			Mr. Vinayak Tiwari, TGT (S.ST)	
			Miss Divya Arora, PRT	
			Mr. T.R. Malviya, PRT	

		And Concerned store/stock incharge		
7.	Condemnation Committee As approved by Chairman VMC	Mr. M M Katiyar, Principal (Head of the Committee)		
		Mr. Ritesh Shrotriya, PGT (Math)		
		Mr. J K Sahu, Librarian		
		And Concerned store/stock incharge		
		Mr. Shourya Tripathi, PRT		
8.	Auction Committee As approved by Chairman VMC	Mr. M M Katiyar, Principal		
		Mr. K K Sahu, PGT (Phy)		
		Mr. Sachin, TGT (P&HE)		
		Dr. Shinjini Sikarwar, TGT (Math)		
		Mr. Rupesh Choudhary, PRT		
		Miss Anu Chuadhary, PRT		
9.	Weeding Out Committee As approved by Chairman VMC	Mrs. Sunita Kadwey, PGT (Chemistry)		
		Mrs. T Khan, TGT (English)		
		Mrs Avinash Kour, TGT (AE)		
		Miss Namrata Chourasia, PRT		
10	Time Table / Arrangement	Mr.K.K Sahu,PGT (Physics.)-I/C		

10.	Time Table / Arrangement Sec)		Mr.Ritesh Shrotriya,PGT (Maths) Arrangement- I/C	
			Mrs.Saroj Shukla& Mr Jai Kumar Sahu(Librarian)-Proxy /Tr. Arrangement	
		P ri.	Mr.Rupesh Choudhary,PRT –I/C	
			Mrs Meera Jha ,PRT & Mr Shaurya Tripathi PRT	
11.	Maintenance & Repair Committee School Building & Staff Quarter As approved by Chairman VMC		MrSintu Baldwa PGT(C.S.)	
			Mr. Manish Kumar, PGT (Eco)	
			Mr. Hemant Kumar Verma, TGT (Math)	
			Mrs. Meera Jha, PRT & Ms Arti Niranjana PGT(History)	
			Mr. Rupesh Choudhary ,PRT	
			Mr Jai Kumar Sahu Librarian	
			Mrs, KarunaTGT(WE) I/C Stock Incharge	
12.	Guidance & Counselling		Mr Sintu Baldwa,PGT (Comp.Sc.)-I/C	
			Mrs.P R Jyoti T Parmar,PGT (Geo.)	
			Mrs. T.Khan,TGT (Eng.)	
			Mr Yad Ram Meena ,PRT	

13.	Innovations & Experimentation	Mrs. Sunita Kadwey ,PGT (Chem.)-I/C	
		Mr Vinayak Tiwari ,TGT (Soc.Sci.)	
	Innovations & Experimentation	Mrs Karuna Nagar TGT(WE) I/C-ATL Mr KK Sahu ,PGT (Physics) Mr.Shaurya Tripathi (PRT) Ms Pranshi Srivastava (PRT)	
14.	Aqua Guard & Water Cooler Cleanliness/Supervision	Mr.Hemant Kumar Verma,TGT(Maths)-I/C	
		Mr.T.R.Malviya ,PRT	
15.(i)	Youth Parliament	1.Mrs PR Jyoti Parmar PGT(I/C) 2.Ms Arti PGT(History) 3.Mr Arun Khatarkar TGT(So.St.) 4.Mr Mr Vinayak Tiwari TGT(So.St.)	
	U DISE	Mr.Ritesh Shrotriya PGT (Maths)-I/C	
		Mr Rupesh Chaudhary PRT	
		Mrs.Karuna,TGT(WE) I/C	

16..	P.A. System	Mrs.Tanushree Sarkar,Music Teacher	
		Mr Shourya Tripathi (PRT)	
17.	Furniture	Mr.Arun Khatarkar,TGT (S.St.)-I/C	
		Mr.Jay Kumar Sahu,TGT (Lib.)	
		Mr.T.R.Malviya PRT	
		Mr JAS RAM MEENA	
18.	Excursion & Adventure	Mrs.PR Jyoti T Parmar ,PGT(Geo .)-I/C	
		Mr.Sachin ,TGT(P&HE)	
		Mrs Avinash Kour,TGT(AE)	
		Mr Vinayak Tiwari,TGT (So St.)	
		Mr.Hemant Verma,TGT (MATHS)	
19	Internal Complaint Committee at Vidyalaya Level Internal Complaint Committee at Vidyalaya Level	Presiding officer-Mrs Kiran Mishra Assistant Commissioner ,KVS RO Bhopal	
20.		Mr.Sachin ,TGT(Phe.Edu.)-I/C	
		Miss.Arti ,PGT (Hist .)	
		Mr.K.K.Sahu,PGT (Phy.)	

	Discipline		Mrs.T.Khan,TGT(Eng)	
			Mr.Vinayak Tiwari ,TGT (S.St.)	
			Mrs.Chanchal ,TGT (Hindi)	
			Mrs.Karuna,TGT(WE)	
			Mr.Mohan Kushwaha,TGT (Hindi)	
			Mr.Rupesh Choudhary,PRT	
			Mrs.Aprana,PRT	
			Mrs.Meera Jha,PRT	
21.	Supervision of Cleanliness of Toilets & the Campus	S e c o n d	Mrs.P R Jyoti T Parmar ,PGT (Geo.)-I/C	
			Mrs.Sarita Yadav,TGT (Math.) (Girls Toilet-Ground Floor	
			Mr., Mrs Avinash Kour,TGT(AE))Girls Toilet Ground floor	

		a ry .	Mr Manish Choukikar TGT(Eng)Ground Floor Boys Toilet MRJK Sahu Lib. Ist Floor Boys Toilet	
		P ri m a ry .	Mrs.Meera Jha,PRT -I/C	
			Mr.T.R.Malviya ,PRT (Ground floor Boy's Toilet)	
			Miss,Reetu PRT (Ground floor Girls)	
			Mrs Namrata Chaurasia ,PRT(Upper Girls Toilet) Mrs Preeti Meena,PRT(Upper Floor Girls) Mr Jas Ram Meena PRT(Upper-Boys Toilet)	
22.	Media Publicity & Press Note		Mr.Sohan Kumar ,JSA I/C	
			Mr.Rupesh Choudhary,PRT	
23.	Photography		Mrs Avinash Kour,TGT (AE)-I/C	
			Mr.Shaurya Tripathi ,PRT	
24.	Scout & Guide /Cub-Bulbul		Mr.Arun Khatarkar ,TGT (S.St.)-I/C Mr.Shaurya Tripathi ,PRT- I/C - Cub-Bulbul	
			All trained members of scout & guide /Cubs & Bulbul	
25.	NCC		Mr.Hemant Verma,TGT(Maths)-I/C	
			Ms Arti Niranjana Member	

26..	Communication Skill & Language Lab		Mrs. T.Khan,TGT (Eng.)-I/C	
			Mr. Surendra Uike ,TGT (Eng.)	
			Mr Manish Choukiker TGT(Eng)	
			, Mr.Rupesh Choudhary,PRT	
			Miss.Anu,PRT	
27..	Raj Bhasha & Hindi		Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C	
			Mrs. Mohan Kushwaha,TGT (Hindi.)	
			Mrs Saroj,TGT (Hindi.)	
			Mrs.Chanchal ,TGT (Hindi)	
			Mr YadRam Meena PRT	
28.	Subject Committee	English	Mrs.T.Khan TGT (Eng.)-I/C	
			All TGT's & PRT's Teaching English	
		Hindi	Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C	
			All TGT's & PRT's Related	
		Science (Sci.,Comp.EVS)	Mr.K.K.Sahu,PGT(Phy.)- I/C	
			All PGT's ,TGT's & PRT's Teaching Science	
		Social Science (S.St. ,Hist.,Comm.,Eco.	Mrs PR Jyoti Parmar,PGT (Geog..) -I/C	
			All PGT's & TGT's Related to the Teaching of Socila Science	
	Mathematics		Mr.Ritesh Shrotiya,PGT (Maths)-I/C	
			All PGT's TGT's & PRT's Related	

		WE, Art & PHE	Mrs.Karuna Yede,TGT(WE)-I/C	
			Mrs Avinash Kour.,TGT (Art .)	
			Mr.Sachin , TGT(PHE)	
29.	Library Committee		Mr.MM Katiyar -Principal –I/C	
			Mr. Jai Kumar SahuLib. -Secretary	
			Mrs Sunita kadwey PGT(Chem.)	
			Mrs.Kanchan Tiwari PGT(Hindi)	
			Mrs.T.Khan,TGT(Eng)s	
			Mr Rupesh Chaudhari PRT	
30.	House Incharges (Secondary)		1.Shivaji House-Mr Manish Kumar (I/C)	
			2.Ashoka House-Mrs Sunita Kadwe(I/C)	
			3.Tagore House-Ms Arti Niranjana(I/C)	

		4.Raman House-Mrs Jyoti Parmar(I/C)	
31 31.	Campus Beautification/ BALA	Mrs Avinash Kour TGT (AE.)	
		Mrs.Karuna Yede,TGT (WE)	
	Campus Beautification/ BALA	Mrs.Saroj,TGT (Hindi.)	
		Mrs.Meera Jha,PRT	
		Miss Pooja,PRT	
32.	Cleanliness Supervision (In & Around the Campus) including the Toilets& Water Points)	1.Mr. Sintu Baldwa ,PGT(Comp.Sc.)/I/C	
		2.Mrs PR Jyoti Parmar PGT(Geo.)	
		3.Ms Arti Nirajan PGT(History)	
		4.Mr Sachin TGT(P&HE)	
		5.Mr Shourya Tripathi PRT	
33.	Audio Visual Room	Dr.Shinjini Sikarwar.TGT (Maths)	
		Mr. Vinayak Tiwari ,TGT (Soc.St.)	
	Resource Room	Mrs.Pranshi,PRT-I/C	
		Miss Reetu ,PRT	
		Miss Pooja,PRT	
34.	Computer Labs	Mr. Sintu Baldwa ,PGT(Comp.Sc.)/I/C	
		Mr.Rupesh Choudary ,,PRT	

35.	Departments	Teaching Aids	Ms.ARTI PGT (History.)-I/C	
			Mr.Vinayak Tiwari,TGT(S.Sci.)	
			Mrs.Reetu ,PRT	
		Chem.Lab	Mrs.Sunita Kadwey ,PGT (Chem.)-I/C	
		Phy.Lab	Mr.K.K.Sahu ,PGT (Phy.)- I/C	
		Atal Tinkering Lab	Mrs.Karuna Yade ,TGT (WE.)- I/C	
			Mr.K.K.Sahu ,PGT (Phy.)	
		Bio.	Mrs Sunita Kadwe,PGT (Chem.) , I/C Mrs Jha PGT(Bio)	
		Geo.Lab	Mrs.P R Jyoti T Parmar.PGT(Geo.)-I/C	
		Maths Lab	Mr. Ritesh Shrotiya,PGT (Maths) -I/C Dr (Mrs) Shinjini Shikarwar) TGT(Math)	
36.	Clubs	Integrity	Mr.Sachin ,TGT (Phe.Ed.)-I/C	
			Mrs.Chanchal,TGT(Hindi)	
			Mr.Haris ,TGT (Eng.)	
		Eco (Gardenin g,	Mrs.P R Jyoti T Parmar,PGT (Geo.)-I/C	
			Mrs Sunita Kadwey ,PGT (Chem.)	
			Mrs Ruby Jha,TGT (Sci.)-	

		&Nature)/ Green Club		
		Health (First Aid & Medical Check - Up)	Mrs.Tanushree Sarkar,Music Teacher- I/C	
			Mrs.Karuna,TGT(WE)-I/C	
			Mr.Sachin ,TGT (Phe.Ed.)	
		AEP	Mrs. T.Khan,TGT (Eng.)-I/C	
			Mrs,Ruby Jha PGT (Bio.)	
			Mrs .Saroj ,TGT (Hindi)	
		Youth Club	Miss.Arti ,PGT (Hist.)-I/C	
			Mr.Manish ,PGT (Eco.)	
			Mr.Hemant Verma ,TGT (Maths)	
37.	News Letter/Magazine		Mrs.Kanchan...,PGT (Hindi)-I/C	
			Mrs. T.Khan,TGT (Eng.)	
			Mr Manish Choukikar,TGT (Eng.)	
			...	
			Mrs.Meera Jha,PRT	
	SECURITY , SAFETY OF		Mr.Manish ,PGT (Eco.)-I/C	
			Mr.Sachin,TGT(P& HE)	

38.	STUDENTS & FIRE SAFETY, conservancy Services (Outsourcing Services Committee))	Mr.Arun Khatarkar,TGT (S.St.)	
		Mrs Sarita Yadav,TGT (Math.)	
		Mr. Jai Kumar Sahu,Lib.	
		Mr.Hemant Verma,TGT (MATHS)	
		Mr.Rupesh Choudhary,PRT	
39.	Lock & Key	Mr.Sohan Kumar JSA & Sunil Kapse	
		Security Guard on Duty	
40.	Website Updation	Mr Sintu BaldwaPGT(CS)- I/C	
		Mr.Sohan Kumar, JSA	
41.	Science Exhibition	Mrs.Sunita Kadwey ,PGT (Chem.)-I/C	
		,Mrs Ruby Jha PGT (Bio.)	
		Mr.K.K.Sahu,PGT (Phy.)	
42.	Social Science Exhibition EBSB, Youth Parliament ,Mera Yuva Bharat Abhiyan	Mrs.P R Jyoti T Parmar, PGT (Hist .) -I/C	
		Ms Arti Niranjana PGT(History	

43.	COMPLAINT HANDLING & GRIEVANCES		Mr Sintu BaldwaPGT(CS)- under the guidance of Principal	
			Mrs.P R Jyoti T Parmar,PGT(Geo.) I/C	
			Mrs. T.Khan,TGT (Eng.)	
			Mrs.Meera Jha ,PRT	
44.			Mrs Jyoti Permar,PGT(Geo.)-I/C	
			Mr Sintu BaldwaPGT(CS)	
			Mrs.Sunita Kadwey,PGT(Chem.)	
			Mrs.Kanchan Tiwari ,PGT (Hindi)	
			Mrs.Chanchal,TGT (Hindi)	
			Mrs. Meera Jha,PRT	
45.	Awakened Citizen Programme	VI VII	Mr.Surendra Uike ,TGT (Maths)	
			Mrs.T.Khan ,TGT(Eng.)	
			Mrs.Chanchal ,TGT(Hindi)	
		VIII IX	Mrs Saroj ,TGT(Hindi)	
			Mrs.Karuna Yede TGT (WE)	
			Mr.Jay kumar Sahu Lib.	
46.	FLN/NIPUN BHARAT ABHIYAN		Mr.Rupesh Choudhary,PRT –I/C	
			Mrs. Meera Jha,PRT	
			Mrs.Reetu,PRT & Miss Dhenuka PRT	
47.	TLM FOR PRIMARY SECTION		Mr.Tulsi Ram Malviya ,PRT –I/C	
			Miss Poonam ,PRT,Ms Dhenuka	

			Miss Pooja,PRT,Ms Jyoti PRT	
48.	Alumni Association		Mrs.P R Jyoti T Parmar,PGT (Geo.)-I/C	
			Miss.Arti ,PGT(Hist.)	
			Mrs.Sunita Kadwe PGT(Chem)	
49.	CCA	Primary Section.	Mrs.Aparna KotangalePRT-Coordinator	
			Miss Tanushree Sakar,PRT-Co-Coordinator	
			Miss Preeti Meena,PRT	
		Secondary Section.	Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C Mrs.T.Khan ,TGT (Eng.)& Mrs Kanchan Tiwari PGT(Hindi)	
50.	हिंदी राजभाषा समिति		मदन मोहन कटियार,प्राचार्य - अध्यक्ष श्रीमती कंचन तिवारी-स्नात०शिक०(हिंदी)संयोजक श्री मोहन कुशवाहा ,श्रीमती सरोज शुकला सदस्य एवं श्रीमती चंचल प्रशिक्षित स्नातक शिक० (हिंदी)	
51.	Meeting Arrangement& Minutes Writing		Mrs Chanchal ,TGT (Hindi)-I/C (Writing) Mrs.T.Khan TGT (Eng.) Miss Pooja PRT-I/C (Arrangement) Divya.PRT(Arrangement)	
52.	Maintenance of staff room.		Mrs Sarita Yadav TGT(Math)-I/C Mr. Mohan Kushwaha TGT (Hindi.)	

53.	Refreshment Committee		Mrs.P R Jyoti T Parmar,PGT(Geo.)-I/C	
			Mrs.Shinjini Shikarwar ,TGT (Math)	
			Miss Priyanshi,PRT	
54.	Audio Visual Aid	science	Mrs. Sunita Kadwey,PGT (Chem.)-I/C	
			Mrs Ruby Jha,PGT (Bio.)& Mrs Karuna YedeTGT(WE)	
		Maths	Mrs Sarita Yadav ,TGT (Maths)	
			Dr.Shirjni Sikharwar,TGT (Maths)	
		English	Mrs.T.Khan TGT (Eng.)-I/C	
Mr.Surendra Uike ,TGT (Eng.)				
55.	Display Board Decoration		Ms Arti Niranjan PGT(History & Mrs Avinash Kour,TGT (Art.)-I/C	
			Mr.Vinayak Tiwari ,TGT(S.Sci.)	
			Mrs Saroj Shula TGT(Hindi)	
			Ms Dhenuka PRT,Msrs Reetu PRT	
			Ms Divya Arora PRT,	
56.	Games & Sports & Fit India Movement		Mr.Sachin, TGT(P& HE)I /C	
			Mr.Jay Kumar Sahu,TGT(Lib.)	
			Mrs Avinash Kour TGT (Art.)-	
			Mr.Hemant Verma ,TGT (Maths)	
			Mr Vinayak Tiwari TGT(Soc.Science)	
			Mrs.Karuna Yede,TGT(WE)	
			Mr YadRam Meena PRT	
			Mr.Shaurya Tripathi ,PRT	

			MissPreeti Meena ,PRT	
			Miss .Poonam ,PRT Miss Dhenuka PRT Miss.Anu,PRT	
57.	House Masters	Primary Sec.	Shivaji – Mr.Shourya Tripathi	
			Tagore – Miss Divya Arora	
			Ashoka – Miss Namrata Chourasiya	
			Raman – Miss Jyoti	
		Secondar y Sec.	Shivaji -Mr.Manish	
			Tagore – Miss Arti	
			Ashoka - Mr. Ritesh Shrotriya	
			Raman – Mrs.P R Jyoti T Parmar	
58.	COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS		1.Mr Sintu Baldawa PGT(C.Sc.)	
			2.Mr.K.K.Sahu ,PGT(Physics .)	
			3.Mr.Ritesh Shrotriya ,PGT (Math)	
			4. Mrs.P R Jyoti T Parmar,PGT (Geo.)	
			5.Dr Shinjini Shikarwar,TGT (Maths)	
			6.Mr.Rupesh CHOUDHARY,PRT	
59.	Student Council		1.Mr Sintu Baldawa PGT(C.Sc.) I/c 2.Mrs.Kanchan Tiwari ,PGT (Hindi) , 3.Mrs T Khan TGT (Eng.)& House Masters of Four Houses	

60.	Students ID card	1.Mrs T Khan TGT(I/C)Secondary 2Mr Rupesh Choudhary I/C-Primary	
		2.Mrs. Sunita Kadwey,PGT (Chem.	
		3.Mrs Avinash Kour,TGT (AE)	
		4.Mr.Rupesh Choudhary,PRT	
61.	Students Achievements Record	1.Miss .Arti PGT (Hist.)	
		2.MrsSaroj ,TGT (Hindi.)	
62.	Student Exchange Programme	1. Mrs.P R Jyoti T Parmar,PGT (Geo.)	
		2.Mr.Vinayak Tiwari ,TGT (Soc..Sci.)	
63.	Class wise & Subject wise Checking of Copies	Primary Sec.-1.Rupesh Choudhary ,PRT (All Copies -I-V) (Only sample checking)	
		Mrs PR Jyoti Parmar PGT(Geo) (All VI-XII)	
		2.Principal (Only sample checking)	
64.	Income Tax & GST	1.Mr.Jitender Srivastava ,SSA- I/C	
		2.Mr.Mr Sohan Kumar (JSA)	

PM SHRI KENDRIYA VIDYALAYA (AFS)AMLA

(DUTIES AND RESPONSIBILITY OF THE CLASS TEACHERS/ SUBJECT TEACHERS SESSION- 2024-2025)

DATE: 30.03.2024)

1. Please check the cleanliness of the class room. Not a single paper piece should be seen inside the class room thrown carefully. If cleanliness is not up to the mark, please inform to undersigned/ Vice – Principal.
2. Each class room should have a dustbin and proper use of its must be done. The class teachers should instruct the students to use it properly.
3. All students should be made to sit according to their heights in an ascending order from front and middle area towards wall sides. So that all students will have good view of blank board.
4. Light and fans must be used as per requirement and no misuse of electricity should be allowed.
5. All subject teachers have to prepare (month wise) annual teaching plan to complete the syllabus on time. The syllabus for CCE first term should be completed by mid August and of second term by mid February and for Class XII should be completed by October 2024. Students may be called for extra classes to complete the syllabus on time if necessary with proper intimation and permission from the Principal.
6. Revision plan will be prepared in the month of December 2024 for classes X and XII and for others in the month of January 2025. First round revision for all classes X and XII will be completed by January 2025 and for others by February 2024. Second round revision will commence from February 2025 onwards for classes X and XII and it will be completed by 15th February 2025.
7. Teachers should check the attendance of students regularly and if any student is found irregular, same must be informed to his/ her parents immediately.
8. Name of the topic/ chapter must be written on blank board before start of the lesson/ unit/ topic.
9. Class room discipline must be maintained during the period.
10. Class work/ home work must be given in a balanced way and should corrected regularly with positive suggestions and remarks instead of negative/ discouraging remarks.

(M.M.KATYAR)
PRINCIPAL