



MESCO PUBLIC SCHOOL, AMROHA

Allotment of Duties (Session-2019-20)

W.E.F. Nov 2019

Vice Principal	-	Mrs. Sadia Nizam
Senior Coordinator (IX to XII)	-	Mrs. Azra Siddiqui
Middle Coordinator (VI to VIII)	-	Mrs. Fabeha Touseef
Primary Coordinator (II to V)	-	Mrs. Aaisha Parveen
Pre-Primary Coordinator (Nur to I)-	-	Mrs. Azra

Head of the Department

English	-	Ms. Iqbal Kouser
Hindi	-	Ms. Tanveer Jamal
Maths	-	Mrs. Pooja Buttan
Science	-	Mr. Shashank Bhardwaj
Social Science	-	Ms. Sadia Nizam
Urdu	-	Mr. Usman Ansari
Computer	-	Ms. Arushi Goel

Subject Coordinator

(Primary Classes)

English	-	Mr. Azeemuddin
Hindi	-	Ms. Poonam Taneja
Maths	-	Mr. Akhiyar Ahmed Siddiqui
Science/EVS	-	Mr. Faheem Siddiqui
Social Science	-	Ms. Nishat Naqvi
Urdu	-	Ms. Aaisha Parveen
Computer	-	Ms. Afreen Siddiqui
G.K.	-	
Art	-	

Additional Duties

- | | | |
|-------------------------------------|---|--|
| 1. Time Table Incharge | - | Mr.Ankit /Mr.Tayyab |
| 2. Examination Incharge | - | Class- Nur. & K.G- Ms. Azra |
| | - | Class – I to V- Ms. Tanveer Jamal |
| | - | Class- VI to XII- Mr. Akhiyar Ahmed |
| | - | Entrance – Ms. Aaisha Parveen |
| | - | CBSE – Mr. Ashraf Ali |
| 3. CBSE Coordinator | - | Ms. Sadia Nizam |
| 4. Activity Incharge | - | Ms. Afreen & Ms. Sabiha Habib |
| 5. Discipline Incharge | - | Mr. Shashank Bhardwaj, PTIs & Ms. Nishat |
| 6. P.T.M Incharge | - | Mr. Vamis Mashkooor / Ms. Ruby Rastogi |
| 7. House Keeping | - | Mr. Faheem Siddiqui |
| 8. Substitution | - | Mr. Ankit Kumar, Mr. Tayyab & Ms. Nishat |
| 9. Maths Olympiad Incharge | - | Mr. Faisal Ahmed |
| 10.Science Olympiad Incharge | - | Mr. Shashank Bhardwaj |
| 11.Lab Incharges: | | |
| a) Physics | - | Mr. Afshan Ahmad, Ms. Huma Baby |
| b) Chemistry | - | Mr. Shashank Bhardwaj |
| c) Biology | - | |
| d) Maths | - | |
| e) Computer | - | |
| 12.Excursion Incharge | - | Mr. Vamis & Mr. Tayyab |
| 13.House Incharge | | |
| Ambedkar House (Blue) | - | Mrs. Indu Saxena |
| Abul Kalam House (Green) | - | Ms. Mehrun Nisa |
| Sir Syed House (Red) | - | Ms. Hina Naz |
| Nehru House (Yellow) | - | Mr. Afshan Ahmad |
| 14.Editorial Board | | |
| English | - | Mr. Azeem Uddin & Ms. Azra Siddiqui |
| Hindi | - | Ms. Tanveer Jamal & Ms. Poonam Taheja |
| Urdu | - | Mr. Usman & Mr. Mahir Naqvi |
| IT | - | Ms. Afreen Siddiqui & Mr. Avinash |

Principal
Ms. Pooja Buttan

MESCO PUBLIC SCHOOL, AMROHA
Support/Office Staff

Mr. Ashraf Ali

1. CBSE Online Work
2. Fees
3. Daily Report, Fee Report, Monthly Report
4. Salary Register Service Book
5. Imprest (MESCO)

Mr. Shahbaz Haider

1. Maintenance of Vehicles
2. Circular & Other Typing work
3. Transport (Mr. Ashhar Tauseef & Mr. Shahbaz Haider)
4. Driver Duty
5. Bank Work
6. Diesel Record
7. Leave Record
8. Refreshment & Staff Requirements
9. Imprest (ASAD)

Mr. Asad Raza

1. Teacher's Files
2. Student's Files
3. Typing Work
4. Daily Work Report
5. Dealing with parents/visitor's
6. Housekeeping Stock maintenance
7. Stock Register

Mr. Shehzar Tanveer

1. Server Room
2. Smart Board Maintenance Work
3. Daily Hygiene Report.

Ms. Saba Rais

1. Report Card
2. Website Updation & Development (Mesco School + Pharmacy)
3. Agreement and Letters
4. Question Paper Typing
5. Reports Typing
6. Staff Circulars
7. Resource Centre Coordination

Ms. Insha Khanam

1. To be responsible for the signing in of visitors to the school and to communicate with courtesy
2. Operating the school's main telephone, transferring calls, or taking and delivering messages as appropriate
Managing the school's public noticeboard
To take attendance of all the staff members. & mention it on Attendance Notice Board.
3. Write Daily thought at Reception Notice Board.
4. Making calls to absentees' parents and maintain a record of same.
5. Dealing with parents and helping them to solve their queries
6. Dealing with visitors and maintain a proper record of visitors.
7. Making necessary call to parents or other
8. Issuing Out pass to students, when students are leaving the school before time.
9. At the time of recruitment, guide the candidates in filling Job Application Form.

Mr. Mohd Haroon

1. To type all circulars to be issued to parents and students.
2. To type all official letters.
3. To help the librarian in maintain the E – library record.
4. To maintain the full record of all circulars in both soft as well as hard copy
5. To prepare school formats.
6. To type & maintain all academic documents.

MANAGER

PRINCIPAL