



MESCO PUBLIC SCHOOL, AMROHA

Allotment of Duties (Session-2021-22)

Senior Coordinator (IX to XII)	-	Mrs. Sadia Nizam
Middle Coordinator (V to VIII)	-	Mrs. Azra Siddiqui
Primary Coordinator (Nursery to IV)-	-	Mrs. Fabeha Touseef
CCA Coordinator	-	Mrs. Azra & Ms Aaisha Parevven

Head of the Department

English	-	Ms. Azra Siddiqui
Hindi	-	Ms. Tanveer Jamal
Maths	-	Mr. Faisal Ahmad
Science	-	Mr. Sattar Ahmad
Social Science	-	Ms. Nishat Naqvi
Urdu	-	Mr. Mahir Hussain
Computer	-	Ms. Afreen Siddiqui

Subject Coordinator

(Primary Classes)

English	-	Mr. Hina Naaz
Hindi	-	Ms. Ruby Rastogi
Maths	-	Mr. Mohammad Tayyab
Science/EVS	-	Mr. Faheem Siddiqui
Social Science	-	Ms. Mehrun Nisa
Urdu	-	Ms. Neha Parveen
G.K.	-	Mr Vamis Mashkooor
Art	-	Mr Asad Raza

Additional Duties

1. **Time Table Incharge** - Ms Aaisha/Ms. Azra
2. **Examination Incharge** - Class- Nur. & K.G- Ms. Indu
- 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** - Mr Ashraf Ali
4. **Activity Incharge** - Ms Aaisha/Ms. Azra
5. **Discipline Incharge** - Mr. Faheem, PTIs & Ms. Nishat
6. **P.T.M Incharge** - Mr. Vamis Mashkooor / Ms. Ruby Rastogi
7. **House Keeping** - Mr. Asad Raza
8. **Substitution** - Ms Aaisha/Ms. Azra
9. **Maths Olympiad Incharge** - Mr. Faisal Ahmed
10. **Science Olympiad Incharge** - Mr. Shashank Bhardwaj
11. **Lab Incharges:**
 - a) Physics - Mr. Sattar Ahmad
 - b) Chemistry - Mr. Shashank Bhardwaj
 - c) Biology - Ms Sana Malik
 - d) Maths - Mr Faisal Ahmad
 - e) Computer - Ms Afreen Siddiqui
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 - Ms. Azra Siddiqui & Ms Hina Naaz
 - Hindi - Ms. Tanveer Jamal & Ms. Ruby Rastogi
 - Urdu - Mr. Usman & Mr. Mahir Naqvi
 - IT - Ms. Afreen Siddiqui

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

Mr Zeeshan Ahmad

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