



MESCO PUBLIC SCHOOL, AMROHA

Allotment of Duties (Session-2022-23)

Senior Coordinator (IX to XII)	-	Dr. Nishat
Middle Coordinator (VI to VIII)	-	Ms Tanveer Jamal
Primary Coordinator (I to V)	-	Ms Aisha Parveen
Pre Primary Coordinator (Nursery & KG)	-	Ms Nidhi Chhabra
CCA Coordinator	-	Ms. Rehnuma & Ms. Sana Amber

Head of the Department

English	-	Mr Khurram
Hindi	-	Ms. Tanveer Jamal
Maths	-	Mr. Faisal Ahmad
Science	-	Mr. Shashank Bhardwaj
Social Science	-	Ms. Sadia Nizam
Urdu	-	Mr. Usman
Computer	-	Ms. Shamaila
GK	-	Mr Huma Rizvi
Art	-	Mr Brijesh Saini
Moral Science	-	Ms Azra

Subject Coordinator (Primary Classes)

English	-	Ms Azra Siddiqui
Hindi	-	Ms. Ruby Rastogi
Maths	-	Mr. Mohammad Tayyab
Science/EVS	-	Ms Hina Naaz
Social Science	-	Ms. Mehrun Nisa
Urdu	-	Ms. Neha Parveen

Additional Duties

1. **Time Table & Substitution Incharge** - Ms. Azra / Ms Aaisha
2. **Examination Incharge** - Class- Nur. & K.G- Ms. Nidhi Chhabra
- Class – I to V- Ms. Azra
- Class- VI to XII- Ms Fabeha Touseef
- Entrance – Ms. Aaisha Parveen
- CBSE – Mr. Ashraf Ali
3. **CBSE Coordinator** - Mr Ashraf Ali
4. **Activity Incharge** - Ms Rehnuma / Ms Sana Amber
5. **Discipline Incharge** - Mr. Muzammil, PTIs & Ms. Nishat
6. **P.T.M Incharge** - Dr Naimuddin / Ms. Shilpi Johri
7. **House Keeping** - Mr. Asad Raza
8. **Maths Olympiad Incharge** - Mr. Faisal Ahmed
9. **MOM** - Mr Mohd. Khurram
10. **Science Olympiad Incharge** - Mr. Faheemudddin
11. **Lab Incharges:**
 - a) Physics - Mr. Faheemudddin
 - b) Chemistry - Mr. Rehan
 - c) Biology - Ms Talha Aftab
 - d) Maths - Mr Faisal Ahmad
 - e) Computer - Ms Shamaila
 - f) Fine Arts - Mr Brijesh Saini
 - g) Activity Lab - Ms Rehnuma & Ms Sana Amber
 - h) Sports Room - Mr Faheem Ahmad Khan & Mr Wasil
12. **Excursion Incharge** - Ms Najaf & Mr. Tayyab
13. **House Incharge**
 - Ambedkar House (Blue)** - Mr Faisal Ahmad Siddiqui
 - Abul Kalam House (Green)** - Ms. Zeba Noor
 - Sir Syed House (Red)** - Ms. Hina Naaz
 - Nehru House (Yellow)** - Ms Razia Khan
14. **Editorial Board (overall incharge)** Ms Azra Siddiqui
 - English** - Mr Khurram & Ms Hina Naaz
 - Hindi** - Ms. Tanveer Jamal & Ms. Ruby Rastogi
 - Urdu** - Mr. Usman & Mr. Mahir Naqvi
 - IT** - Ms. Shamaila
15. **Clubs Incharge** - Ms Mehrun Nisa

Mr. Ashraf Ali

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

Mr. Shahbaz Haider

1. Maintenance of Vehicles
2. Transport
3. Driver Duty
4. Bank Work
5. Diesel Record
6. Leave Record
7. Refreshment & Staff Requirements
8. Imprest (ASAD)

Mr. Asad Raza

1. Teacher's Files
2. Student's Files
3. Typing Work
4. Housekeeping Stock maintenance
5. Stock Register
6. Dealing with Officials outside the campus
7. To be responsible for the signing in of parents and visitors to the school and to communicate with courtesy
8. Operating the school's main telephone, transferring calls, or taking and delivering messages as appropriate
9. Making necessary call to parents or others
10. Issuing Out pass to students, when students are leaving the school before time.
11. At the time of recruitment, guide the candidates in filling Job Application Form.

Mr. Shehzar Tanveer

1. Server Room
2. Smart Board Maintenance Work

Mr Hannan Siddiqui

1. Report Card
2. Website Updation & Development (Mesco School + Pharmacy+RBM)
3. Updating and Regular Updating of Mesco Dashboard

Mr Zeeshan Ahmad

1. To type all circulars to be issued to parents and students.
2. To maintain the full record of all circulars in both soft as well as hard copy
3. Reports Checking
4. Responsible for Senior Computer Lab

Ms Sana

1. To help the librarian in maintain the E – library record.
2. To maintain Junior Computer Lab

Ms Shilpi

Question Paper Setting