



DAV PUBLIC SCHOOL

Sidhwaliya, Chhapra(Bihar)

Session (2025-2026)

For the smooth conduction of academic session (2025-26) and routine activities, different duties are allotted to respective teachers. Teachers are instructed to discharge their duty as mentioned below-

Duty Chart

w.e.f.-18/06/2025

S.No.	Name of Committee	Teacher's Name	Signature
1	Academic Incharge	Mr. Lav Kumar	
2	Academic Coordinator	Mrs. Chitra Pandey (L.K.G - V)	
		Mr. Niraj Kumar (VI - X)	
3	Routine	Mr. Navin Kumar	
		Mrs. Nishi Pandey	
4	Purchasing	Mr. Lav Kumar	
		Mr. Navin Kumar	
		Mr. Niraj Kumar	
		Mr. Pradeep Kumar	
		Mr. Suresh Kumar	
		Mrs. Chitra Pandey	
5	Disciplinary	Mr. Lav Kumar	
		Mr. Navin Kumar	
		Mr. Niraj Kumar	
		Mrs. Induprabha	
		Mrs. Nishi Pandey	
		Ms. Anjali Pandey	
		Mrs. Pushplata	
		Ms. Kiran Jyoti	
6	Assembly	Mrs. Madhu Kumari	
		Mrs. Chitra Pandey	
		Mr. Ravishankar Mishra	
		Mrs. Kiran Jyoti	
		Mrs. Anjali Pandey	
		Mrs. Pushplata	
7	Cultural	Mr. Sunil Yadav	
		Mrs. Chitra Pandey	
		Mrs. Anjali Pandey	
		Mr. Ravishanker Mishra	
		Ms. Ankita	
8	Examination (CBSE, CAE)	Mrs. Anupam	
9	Examination (Internal & Olympiad)	Mr. Pradeep Kumar	
		Mr. Navin Kumar	
10	Admission	Mr. Pradeep Kumar	
		Mr. Lav Kumar	
		Mr. Niraj Kumar	
		Mrs. Pushplata	

Principal
D.A.V. Public School
Sidhwaliya Chapra



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Duty Chart

11	Speech (Hindi)	Mrs. Mamata	JA
		Mr. Rajiv Tiwari	JB
		Mr. Ranjan Mishra	B
12	Speech (English)	Mrs. Anupam	Anupam
		Mr. Ranjan Mishra	B
13	Speech (Sanskrit)	Mr. Sunil Kumar	Sunil
		Mr. Ravishankar Mishra	Ram
14	Transport and Communication	Mr. Lav Kumar (I/C)	Lav
15	MOD I/C	Mrs. Chitra Pandey	Chitra Pandey
		Mrs. Pushplata	Pushplata
16	Dispersal	Mr. Niraj Kumar	Niraj Kumar
		Mr. Rajiv Tiwari	JB
		Mr. Navin Kumar	Navin
		Mr. Pradeep Kumar	Pradeep
		Mr. Sunil Kumar	Sunil
		Mr. Anil Kumar	Anil Kr
		Mrs. Kiran Jyoti	Kiran Jyoti
		All Teachers	
17	Hawan	Mr. Sunil Kumar	Sunil
		Mr. Ravi Shankar Mishra	Ram
18	General Cleanliness	Mr. Navin Kumar	Navin
		Mrs. Mamata	JA
		Mr. Srinivash Pandey	Srinivash
19	Water Supply	Mrs. Indu Prabha	Indu
		Mr. Sunil Kumar	Sunil
		Mr. Anil Kumar	Anil Kr
		Mrs. Mamata	JA
		Mrs. Madhu Kumari	Madhu
		Mr. Rajiv Tiwari	JB
20	Science Club	Mrs. Kiran Jyoti	Kiran Jyoti
		Mr. Navin Kumar	Navin
21	Social Science Club	Mr. Srinivash Pandey	Srinivash
		Mr. Lav Kumar	Lav
		Mr. Niraj Kumar	Niraj Kumar
22	CCA I/C	Mrs. Anjali Pandey	Anjali
		Mrs. Chitra Pandey	Chitra Pandey
		Mrs. Nishi Pandey	Nishi

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23	School Training Coordinator	Mr. Pradeep Kumar	TH
		Mr. Mritunjay Kumar	TH
		Mrs. Nishi Pandey	TH
24	First Aid	Mrs. Kiran Jyoti	Kiran Jyoti
		Mrs. Mamata	TH
		Mrs. Ankita	Ankita
		Mr. Anil Kumar	Anil K
25	Importance of the Day	Mrs. Anjali Pandey	Anjali
		Mrs. Anupam	Anupam
	School Celebrations	Mr. Lav Kumar	Lav
		Mr. Navin Kumar	Navin
		Mr. Srinivas Pandey	Srinivas
		Mr. Anil Kumar	Anil K
		Mrs. Mamata	Mamata
		Mrs. Chitra Pandey	Chitra Pandey
26	Sarva Shiksha Abhiyan	Mr. Pradeep Kumar	TH
		Mr. Niraj Kumar	Niraj
27	UDISE (APAAR ID)	Mr. Pradeep Kumar	TH
28	Cluster/Zonal/National Sports Team	Miss. Kiran Jyoti	Kiran Jyoti
		Mr. Anil Kumar	Anil K
29	IT HelpDesk	Mr. Pradeep Kumar	TH
		Mr. Mritunjay Kumar	TH
		Mrs. Anjali Pandey	Anjali
		Mr. Sunil Kumar	Sunil
30	PASystemOperating	Mr. Mritunjay Kumar	TH
31	Arya Samaaj Annual Summit	Mr. Sunil Kumar	Sunil
		Mr. Ravi Shankar Mishra	Ravi
32	Photography	Mr. Sunil Kumar	Sunil
		Mr. Anil Kumar	Anil K
33	Smart Class Adjustment	Mr. Pradeep Kumar	TH
		Mr. Mritunjay Kumar	TH
34	School Website	Mr. Pradeep Kumar	TH
		Ms. Anjali Pandey	Anjali

18/6/2025
PRINCIPAL
 Principal
 D.A.V. Public School
 Sidhwalia Chapra