



ATAL TINKERING LAB

Kindly note the areas of responsibility for session 2021-22 :

S NO	AREA OF RESPONSIBILITY	TEACHER IN-CHARGE(S)	ROLE OF THE IN-CHARGE(S)	OVERALL SUPERVISION
1	PFMS	Mr Umesh Verma	Bill entry, UC generation and uploading of UC and other documents. (To be done by April-May of the succeeding financial year)	VPL / HM (Sr)
		Ms Rani Vaid	To remain present during uploading and understand the procedure, sign the relevant documents after checking and verification	
		Mr Ranjeet Singh	To remain present during uploading and understand the procedure and take trainings from AIM.	
		Mr Varughese M John	To provide Bank Statements as and when required.	
		Mr Ananda Halder	Verification of Audit statement by the Internal Auditor	
2	ATL DASHBOARD	Ms Rani Vaid	Dashboard entry	HM (Sr)
		Ms Anjali Sharma	To remain available during dashboard entry for the inputs from Maths Dept.	
		Ms Meetu Tripathi	To remain available during dashboard entry for the inputs from IT Dept.	
		Mr Umesh Verma	To remain available during dashboard entry for the inputs from Science Dept.	
		HM (Sr)	To check and verify the final status of entries to be entered on the Atal Dashboard	
		Mr Ranjeet Singh	To remain available during the above to enhance learning and being trained.	
3	PURCHASE COMMITTEE	Mr Umesh Verma	To invite quotes and make comparative statement as per the procedure of AIM.	HM (Sr)
		Ms Rani Vaid	To verify the requirements and originate the Minute Sheet – Overall I/C. (To check MS & seek approval)	
		Mr Ranjeet Singh	To make the list of requirements in consultation with ATL I/C	
4	STOCK CHECKING COMMITTEE	Mr Prabhat K Mishra	To do stock checking of non-consumable items and make entries in the stock register of ATL.	VPL
		Mr Ranjeet Singh	To do stock checking of consumable items and make entries in the consumable register	
		Ms Rani Vaid	Overall supervision of stocks	
5	BOOT CAMP	Ms Rani Vaid	To conduct the Co-ordination meetings and take follow ups from concerned staff.	VPL
		Mr Sanjay Dua	To compile the list of students and the respective teacher-incharges and hand over to ATL I/C.	
		Ms Indula Mishra	To compile the list of students and the respective Teacher-in-charges for records.	
		Mr Ranjeet Singh	Technical Support	
6	ATL MARATHON(S)	Ms Rani Vaid	To conduct the Co-ordination meetings and take follow ups from concerned staff.	HM (Sr)
		Mr Umesh Verma	To compile the list of students and the respective teacher-incharges and hand over to ATL I/C.	
		Mr Ranjeet Singh	Technical Support	

7	ASTRONOMY CHALLENGE AND OTHER ASTRONOMY RELATED PROJECTS	Mr Prabhat K Mishra	Selection, Compilation and submission of projects and report making under supervision of ATL I/C	HM (Sr)
		Ms Vaishali Mittal		
8	AI	Ms Sheetal Joshi	Selection, Compilation and submission of projects and report making under supervision of ATL I/C	HM (Sr)
		Ms Asha Menon		
9	APP DESIGNING AND OTHER IT RELATED PROJECTS	Ms Meetu Tripathi	Selection, Compilation and submission of projects and report making under supervision of ATL I/C	VPL
		Ms Meenakshi Gulati		
10	MATIFIC / BRICMATHS/ OTHER MATHS RELATED PROJECTS	Ms Namrta Kaushik	Selection, Compilation and submission of projects and report making under supervision of ATL I/C	HM (Sr)
		Mr Anoop Dixit		
11	KID EX	Ms Vibha Jain	Compilation of Final Report	HM (Pr)
		Ms Subha Renakumar	Follow up with the Class teachers (VI-X) for the participation and result compilation	
		Ms Yasha Sharma	Follow up with the Class teachers (I-V) for the participation and result compilation	
		Ms Vibha Khurana	Follow up with the Class teachers (PS & PP) for the participation and result compilation	
12	QUARTERLY REPORT	Ms Rani Vaid	Compilation of report	HM (Sr)
		Mr Santhosh Kumar	To provide SMC report	
13	MONTHLY REPORT	Ms Rani Vaid	Compilation of report	HM (Sr)
14	TINKER CLUB	Mr Umesh Verma	To remain present during the ATL Club classes	HM (Pr)
		Mr Ranjeet Singh	To compile monthly report in consultation with ATL I/C	
15	SOCIAL MEDIA OUTREACH	Ms Rani Vaid	To provide content	HM (Pr) / VPL
		Ms Yasha Sharma	To make creative(s) and upload on all social media platforms of ATL	
		Ms Sharmishtha C	Drafting of message for the social media platforms	
16	COMMUNITY OUTREACH	Ms Anjali Sharma	Coordination with NGOs	VPL
		Ms Neha Gupta	Coordination with NGOs	
		Ms Rani Vaid	Coordination with sister schools and partner schools and Hubs of Learning	
17	DESIGNING OF CREATIVES FOR THE ATL WEBINARS	Mr Prabhat K Mishra Ms Asha Menon	Concerned webinar in-charges to provide content	HM (Sr)
18	REPORT MAKING (WEBINARS)	Ms Vidhi Oberoi	To make reports as per the prescribed formats	VPL
		Ms Swati Chawla		
19	ENVIRONMENT CLUB	Ms Neerja Bhatnagar	To make reports and forward to the ATL in-charge.	HM (Sr)

Note :

- The committee members will work in consultation with ATL I/C and HM (Sr).
- The concerned in-charges are to make reports and submit to the ATL in-charge only after seeking approval from HM (Sr)
- The detailed ION of ATL Fest and e-newsletter will be circulated soon by ATL I/C.

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

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