

**KENDRIYA VIDYALAYA VIRAMGAM**  
**DUTY CHART / COMMITTEES 2020-21 (w.e.f 19.08.2020)**

Sl. No	Committees	Responsibilities / Scope of Work	Name of the teacher In charge/ Member- Secondary	Name of the teacher In charge/ Member- Primary	Teacher Sign
1	Academic Advisory Committee	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same which includes the following: a) Students welfare, staff welfare, working system, academics and co-curricular activities etc.,	Mr. D.K. Das - PGT Chem Mr. Sunil More -PGT English Mr. M K Gupta -PGT Hindi	Mr. Umesh Rajak-PRT Ms Nisha -PRT	
2	Admission	Complete admission process including issue of application through fee collection and allotting section/ sending required data to RO/HQ as and when asked with the approval of the undersigned	Mr. Sunil More -PGT English Mr. Deepa Ram- TGT (W.E) All Class Teachers	Mr. Kishor Chauhan-PRT Ms. Deeksha Jain-PRT	
			Mr. Deeparam-To send Monthly report of Enrollment	Ms. Deeksha Jain-PRT- To send Monthly report of Enrollment	
3	Time Table	Preparation of time table/Daily substitution arrangement for absentees / on duty /preparing compact time table during revision time /Annual day/ Sports day and as and when required	Mr. R.N. Meena PGT Maths Mr. Deepa Ram- TGT (W.E)	Mr. Kishor -PRT Ms Nisha -PRT	
4	Conduct of Morning Assembly/ Announcement	Make necessary announcement in the morning assembly as per the direction of the undersigned.	Ms. Reshmaben - PRT (Music) Mr. P.V Parmar- TGT (P&HE) Mr. Sachin Kumar- TGT S.Sc.	Mr. Kishor -PRT Ms. Manisha -PRT	
5	CCA(Internal & External)	Prepare a calendar of activities for CCA/ conduct of CCA / prize and certificate distribution / Celebration of important days/ planning and conduct of effective morning assembly	Mr. Sachin Kumar- TGT S.Sc. Mr. Mukesh Gupta- PGT Hindi	Mr. Kishor -PRT Ms Manisha -PRT	
6	Examination (Internal)	Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration	Mr. Mukesh Gupta -PGT Hindi Mr Gaurav Chavda -PGT CS	Mr Umesh Kumar -PRT Ms Nisha -PRT	

7	Examination (CBSE)	Effective coordination with CBSE board in smooth and timely submission of data/ registration and conduct of board examinations / submission of data regarding the same to RO /HQ as and when required	Mr Gaurav Chavda -PGT CS Mr. Sachin Kumar- TGT S.Sc. Mr.D.K.Das -PGT Chem	--	
8	Implementation of CCE I-VIII	Briefing and guiding teachers about the implementation of CCE in true spirit including the maintenance of the record / effective implementation of CCE / timely submission of data to the higher authorities as and when required	Mr. Ashish Kumar-TGT Maths Mr. Sachin Kumar -TGT S.Sc.	Mr. Umesh Rajak- PRT Ms.Nisha Kumari-PRT	
9	PISA/CCT	To conduct CCT Test Uploading of PISA details on PISA Portal To conduct Weekly Practice of Questions for students registered for PISA Timely submission of data to the higher authorities as and when required	Mr. D.K.Das -PGT Chem Ashish Kumar-TGT Maths Mr.R.N.Meena PGT Maths Mr. Sunil More PGT English		
10	Online Classes during Lockdown	To conduct Workshop for online classes To keep records of online classes and timely submission of data to the higher authorities as and when required	Mr Gaurav Chavda -PGT CS Mr. Ashish Kumar-TGT Maths	Ms.Nisha Kumari-PRT	
11	Scouts & Guides/ Cubs & Bulbuls	Prepare an action plan for the year 2019-20/ Organize Scouts and Guides activities as per KVS direction/ Providing Voluntary service as and when required during special occasions/monitoring discipline of the Vidyalaya	<b>Scouts &amp; Guides</b> Mr.D.K.Das -PGT Chem Ms.Nisha	<b>Cubs &amp; Bulbuls</b> Mr. Kishor - PRT Ms. Deeksha- PRT	
12	ID card / Student data	Ask for quotation/negotiating/designing/supply of data /getting photographed/ checking data /collection of money/supply of ID card	Mr. Sachin Kumar -TGT S.Sc.	Mr. Kishor - PRT Mr. Umesh Rajak - PRT	

13	Discipline	Prepare an action plan to maintain perfect discipline in the school campus/ checking late comers and follow up/ checking of uniform/ and communicating to parents through class teachers	Mr. P.V Parmar P&HE Mr. D.K.Das -PGT Chem Ms Nisha (PRT) <b>Entrance &amp; Lobby :</b> Checking late comers Mr. P.V Parmar Mr.Deeparam TGT WE <b>Primary Classes</b> <b>lobby:</b> Mr. Umesh Rajak - PRT	---	
14	Standard Operating Procedure	Safety and security of children / informing hospital, security /conducting mock drills / Tackling the emergency situation /educating children about reacting to untoward situation, emergency situation Contact with the right Authorities for bringing situation under control Public information as per the direction of the undersigned	Mr.D.K.Das -PGT Chem Mr. P.V Parmar TGT P&HE Mr. Kishor Chauhan, PRT Ms.Nisha Kumari-PRT ----- <b>(Mock drills)</b>	---	
15	UBI Online Fee Collection	Fee collection checking month wise and submitting the report	Mr Gaurav Chavda -PGT CS Mr. R.N.Yadav(JSA) All Class teachers and Co-Class teachers	---	
16	Vidyalaya Magazine / News Letter	Announcement for articles/collection/getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned and distribution	Mr. Mukesh Gupta -PGT Hindi Mr. Sunil More -PGT English Mr Gaurav Chavda -PGT CS	Ms.Nisha Kumari- PRT Ms. Manisha -PRT	
17	Olympiads-	Notification/registration/procuring books/guiding children/ conduct of Olympiad/distribution of certificates	Mr. Sachin Kumar -TGT S.Sc Mr. Ashish Kumar-TGT Maths Ms.Nisha Kumari- PRT	Mr. Umesh Rajak -PRT Ms. Manisha -PRT	
18	Excursion / Educational Tour	Finalizing place and date/ Call for quotation/ discussion with undersigned regarding money collection/ safe conduct of education tour	----	---	

19	Cleanliness & Sanitation	Ensure cleanliness and sanitation is maintained in the class rooms labs, toilet and the immediate premises / submit daily report to the undersigned. Complete cleanliness of the Vidyalaya and surroundings and issue of payment to the cleaning Staff	Mr. P.V Parmar TGT P&HE Mr. Deepa Ram TGT (WE)	Mr. Kishor Chauhan- PRT Ms Deeksha Jain – PRT Ms. Manisha -PRT	
20	Computer Literacy	Encouraging staff and students to take part in ICT projects/ training staff in maximum utilization of smart classroom	Mr Gaurav Chavda -PGT CS Mr. Deepa Ram TGT (WE)	Ms. Manisha -PRT	
21	Vidyalaya Website	Updating website on day to day basis	Mr Gaurav Chavda -PGT CS Mr. Deepa Ram TGT (WE) Mr. Mukesh Gupta -PGT Hindi Mr. Sunil More -PGT English	---	
22	Furniture	Condemnation of old furniture/taking inventory/ procuring furniture according to students' level considering the budget through purchase Procedure	Mr. R.N.Meena -PGT Maths Mr. P.V Parmar TGT P&HE Mr. Deepa Ram TGT (WE)	Mr. Umesh Rajak- PRT Mr. Kishor Chauhan-PRT	
23	Maintenance and Repair	Repairing electrical and electronic items/ AMC for needed articles and maintaining register for complaints for repairing items from teachers	Mr. Deepa Ram, TGT (WE) Mr. P.V Parmar TGT P&HE	---	
24	Purchase committee	Follow the purchase procedure / collecting requirement data from staff/ placing order/entry in stock register/supply and maintaining issue register	Mr. D.K.Das -PGT Chemistry Mr.Gaurav Chavda – PGT CS Mr. P.V Parmar TGT P&HE Mr. Sachin Kumar TGT(SST) Mr.Deeparam TGT(WE)	Mr. Umesh Rajak- PRT Mr. Kishor Chauhan-PRT	
25	Food/Refreshment committee	Refreshment for Guests Refreshment for Staff Refreshment for students	Mr. Sachin Kumar TGT(SST) Mr. Deeparam TGT(WE)	Mr. Kishor Chauhan-PRT Ms.Nisha Kumari- PRT	
26	First Aid /Medical Checkup	To procure first aid for students / conducting medical checkup twice in a year and settling the account along with the report	Mr. P.V Parmar TGT P&HE Mr. Sachin Kumar TGT(SST)	Mr. Kishor Chauhan-PRT Ms. Deeksha Jain-PRT	

27	Adventure Activities	Arranging adventure activities for students as per KVS guidelines	---	---	
	Gardening /Security/House Keeping	Maintenance of good garden/instructions to security and housekeeping/maintenance of their attendance and checking their work and giving instruction	Mr. P.V Parmar TGT P&HE Mr. Deepa Ram TGT (WE)	Ms. Deeksha Jain-PRT Ms. Manisha -PRT	
28	Beautification	Beautification of Vidyalaya and its surroundings/ decoration on special Occasions	Ms.Nisha Kumari- PRT Ms. Manisha -PRT Mr. Sachin Kumar TGT(SST) Mr.Deepa Ram TGT (WE)		
29	Teaching Aids	Prepare Requirement list /purchase / issue and maintaining record	Mr Ashish Kumar TGT Maths (With the help of Various Department In-charges)	Mrs. Nisha Kumari -PRT	
30	Library	Stock checking /purchase /issue and sending data for higher authorities as when asked/conducting book exhibition/making students read book review in assembly	Mr. P.V Parmar TGT P&HE	Mr. Umesh Rajak - PRT	
31	ACP	Teaching of module as per KVS Guidelines/ recording the outcome of the programme and submitting the report to the undersigned	Mr. Deepa Ram TGT (WE) Mr. Sachin Kumar TGT(SST)		
32	Grievance Redressal Committee	Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned	Mr. D.K.Das -PGT Chemistry Mr. P.V Parmar TGT P&HE Mr. Deepa Ram TGT (WE)	Mr. Kishor Chauhan-PRT Ms.Nisha Kumari- PRT	
33	Public Relation & RTI	Maintaining cordial relation with the public/utilizing the public sources for the effective and smooth functioning of the day to day activities of the Vidyalaya	Mr. D.K.Das -PGT Chemistry Mr. Sachin Kumar -TGT(SST) Mr. R.N.Yadav (JSA)	Mr. Umesh Rajak - PRT Ms.Nisha Kumari- PRT	

34	Photography	Recording all special and worth recording events/transferring the data to computer/sending the required data to the in charge of website committee for updation on the same day	Mr Ashish Kumar TGT Maths Mr. Deepa Ram- TGT (WE)	Mr. Kishor Chauhan- PRT Ms. Manisha -PRT	
35	PA System	Repair/Maintenance and arrangement of PA system on all occasions and on daily basis	Mr. Deepa Ram- TGT(WE) Mr.P.V.Parmar TGT PE	Mr. Kishor Chauhan- PRT	
36	Drinking water supply	Maintenance and supply of potable drinking water	Mr. Deepa Ram- TGT(WE) Mr.P.V.Parmar TGT PE		
37	Inspection Tool/Follow up	Preparing inspection tool with the approval of the undersigned/submission for inspection/sending follow up action to RO	Mr. Gaurav Chavda PGT CS Mr. Deepa Ram- TGT (WE) Mr. R.N.Yadav (JSA)	Ms.Nisha Kumari- PRT	
38	Staff Club	Conducting staff welfare programmes	Mr.D.K.Das -PGT Chem	Ms.Nisha Kumari- PRT	
39	Audio Visual aids/Resource Room	Maintenance and supply along with the optimum usage of resources/maintaining records	Mr. Deepa Ram- TGT (WE) Mr. Gaurav Chavda PGT CS	Mr. Umesh Rajak – PRT Ms. Nisha Kumari- PRT	
40	AEP (Disha)	Orientation programme for students/ arranging classes on NAEP /inviting special guests for lectures /conducting interesting activities	Mr. Sachin Kumar –TGT(SST) Ms.Nisha Kumari- PRT	Mr. Kishor Chauhan- PRT Ms. Manisha -PRT	
41	Anti-Bullying	Orientation programme for students/ preparedness to face bullying /control of bullying / maintaining record of cases /guidance and counselling/ sending data to HQ/RO as and when required with the approval of the undersigned	Mr.D.K.Das -PGT Chem Mr. Sachin Kumar –TGT(SST) Ms.Nisha Kumari- PRT	---	
42	Guidance & Counselling	Conducting career guidance programme for students of class IX & X/arranging special guests to address students in career related fields/conducting interest inventory and giving	Mr.D.K.Das -PGT Chem Mr. Sachin Kumar –TGT(SST) Ms.Nisha Kumari- PRT		

		feedback to students/counselling for parents and students			
43	Raj Bhasha	Sending bilingual circulars/maintaining the records in bilingual and uploading timahi report /conduct of Hindi Pakhwada	Mr. Mukesh Gupta- PGT Hindi Mr. Gaurav Chavda PGT CS Mr. Umesh Rajak – PRT Mr. R.N.Yadav(JSA)		
44	Sports	Conduct of Inter house sports events/coaching children for different games and sports/conduct of cluster and regional sports events/giving proper guidance for the children those who are taking part at different level sports events/arranging for certificates and medals for the winners by following financial rules/Sports Day celebration	Mr. P.V.Parmar ,TGT(P&HE) Mr. Sachin Kumar –TGT(SST)	Mr. Kishor- PRT Ms.Nisha Kumari- PRT	
45	VMC PTA PTM	Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of the meetings and follow up measures	Mr. Sunil More PGT English Mr. Gaurav Chavda PGT CS Mr. Mukesh Gupta- PGT Hindi Mr. Sachin Kumar –TGT(SST)	Mr. Kishor- PRT Ms. Nisha Kumari- PRT	
46	Display Boards	a)Maintenance of the display boards in the Principal's room b)High school display boards c)Office room display board updation d)Primary display boards e)Staff Room	Mr. Sachin Kumar-Tgt S.Sc. Ms Nisha -PRT All House Masters and associates of respective house	All House Masters and associates of respective house	
47	Condemnation	Preparing condemnation list as per the KVS norms and submitting to the undersigned / arranging for auction if needed as per the KVS guidelines and settling the finance in the office	All the Stock Holders	All the Stock Holders	
48	Publicity	Event update in the mass media with the approval of the undersigned	Mr. Mukesh Gupta- PGT Hindi Mr. Sunil More PGT English Mr. R.N.Yadav(JSA)	Mr. Kishor PRT	

49	Subject Committee Convenors	<p>1. Developing departmental Plan 2020-21</p> <p>2. Listing the agenda points 3 days before the conduct of meeting /getting the approval of the undersigned</p> <p>3. Recording the minutes/ follow up of the decisions taken</p> <p>4. Presenting the minutes before the Academic Advisory committee for Information</p>	<p>1. Hindi &amp; Sanskrit- Mr. Mukesh Gupta- PGT Hindi</p> <p>2. English Mr. Sunil More PGT English</p> <p>3. Maths Mr. R.N.Meena PGT(Maths)</p> <p>4. Science- Mr. D.K.Das – PGT Chemistry</p> <p>5. S.Studies- Mr.Sachin Kumar - TGT(S.Sc)</p> <p>6. Physical Education/Yoga- Mr. P.V Parmar- TGT (P&amp;HE)</p>	---	
50	Flag Hoisting Committee	Raising the Flag every morning and its lowering before sunset with all respect	<p>Mr. P.V Parmar- TGT (P&amp;HE)</p> <p>Mr.Sachin Kumar - TGT(S.St)</p>	<p>Mr.Umesh Rajak – PRT</p> <p>Mr. Kishor- PRT</p>	
51	KVS Shaala Darpan	To compile and feed the data in all manners in Application Software with the help of Class Teachers and verify it time to time/sending required data to RO/ HQ as and when asked with the approval of the undersigned	<p>Mr. Gaurav Chavda PGT CS</p> <p>Computer Ins.</p> <p>All Class Teachers</p>		
52	Physics Chemistry Biology Lab	Maintenance and supply along with the optimum usage of resources/maintaining records	<p>Mr. D.K.Das – PGT Chemistry</p> <p>PGT Biology</p> <p>PGT Physics</p> <p>Mr. Deepa Ram- TGT (WE)</p>		
53	Music Room	Maintenance and supply along with the optimum usage of resources/maintaining records	<p>Ms. Reshmaben - PRT (Music)</p> <p>Ms. Manisha -PRT</p> <p>Mr. P.V Parmar- TGT (P&amp;HE)</p>	---	

54	Art & Craft	Conduct various important activities for students and sharpen their skills	Mr. P.V Parmar- TGT (P&HE) TGT AE	---	
55	Computer Lab	Maintenance and supply along with the optimum usage of resources/maintaining records	Mr. Gaurav Chavda PGT CS Mr. Deeparam – TGT(WE) Computer Ins.	Mr Umesh Rajak –PRT Ms Manisha -PRT	
56	Exhibition EBSB	To prepare the students for KV/Cluster/RO level exhibition/National Level.	Mr. Sachin Kumar- TGT (S.Sc) Ms Nisha -PRT	---	
	Science Exhibition/Jigyasa/Inspire Awards		Mr. D.K.Das – PGT Chemistry PGT Biology PGT Physics Mr. Deepa Ram- TGT (WE)		
57	Preparation of TC / Bonafide certificate	Preparation of TC and uploading on the vidyalaya website and issue bonafide certificate in the format with the consent of the undersigned	Mr. R.N.Yadav JSA Mr. P.V Parmar- TGT (P&HE) Mr. Gaurav Chavda PGT CS- (Uploading on Website) Concerned Class Teachers	---	
58	Contingency Office	Keep the necessary official things as per requirement	Mr. R.N.Yadav JSA Mr. Deeparam – TGT(WE) Ms. Manisha -PRT	---	
59	Value Education and Life Skills	Conducting Value Education programme for students of class I to X / arranging special guests to address students in life skills related fields/ conducting interest inventory and giving feedback to students	Mr. Deepa Ram- TGT (WE)	Mr. Kishor- PRT Ms. Manisha -PRT	
60	Lost and Found - Property	Making announcement for the things and hand over to the owners	Mr. P.V Parmar- TGT (P&HE) Mr. Sachin Kumar- TGT (S.St)	Mr. Kishor- PRT	
61	Eco (Nature) Club	Plantation of trees/plants; Adoption, maintenance and protection of plants; Study of common plants	Mr. P.V Parmar- TGT (P&HE) Mr. Deepa Ram- TGT (WE)		

		in area; Green practice in Vidyalaya; Create awareness reg. problems and protection of Environment in neighborhood	Mr. Sachin Kumar- TGT (S.Sc)		
62	CMP	Conduct weekly CMP meetings, Organise various activities under CMP and attend cluster/RO level CMP meetings	---	Mr.Umesh Rajak PRT Mr. Kishor -PRT Ms Nisha -PRT Ms. Manisha -PRT Ms Deeksha Jain - PRT	
63	Office Work (For Verification)	Verification of Salary of Staff Verification of Monthly Account Preperation and Verification of Budget	Mr. R.N.Yadav- JSA Mr. Ashish Kumar-TGT Maths Mr. Gaurav Chavda PGT CS Ms. Manisha -PRT Ms Nisha -PRT		
64	Khelo India/Fit India/SBSB	Registration of Students /Uploading and updating portal	Mr. P.V Parmar- TGT (P&HE) Mr. Deepa Ram- TGT (WE) All Class teachers		
65	Language Lab	To maintain Stock Register of Language lab provided by HQ. To arrange classes on rotation basis and keep records for the same.	Mr. Sunil More -PGT English Mr. M K Gupta -PGT Hindi Mr. Gaurav Chavda PGT CS for technical Support		

- All duties and responsibilities are subject to change as and when required in the interest of the welfare of the students and the Vidyalaya
- It is expected from everyone that the duties are followed both in letter and spirit

  
**PRINCIPAL**  
**Dr.(Smt.) Mamta Singh**