

K V VIRAMGAM

DUTY ALLOTMENT / COMMITTEES FOR THE SESSION: 2023-24

The following committees, departments and clubs are here by constituted to carry out various curricular, co-curricular and extracurricular activities for session 2023-24. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners, in-charges and members of Dept/committee/ Club are hereby instructed to open a register to record the action plan prepared and to implement it with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals.
The duties, responsibilities/activities are mentioned below.

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
1.	Academic Advisory Committee	Class IX-XII Mrs. Sneha Lata (PGTPhy) <i>[Signature]</i> (Overall I/C) Class VI-VIII Ms Asha Gupta (TGTSanskrit) <i>[Signature]</i> Class I-V Mrs. Jamuna Kumari (PRT)	Mr. Lakma Ram (PGT Chem) <i>[Signature]</i> Mr Rakshit (TGT WE) Mrs Archana (PRT) <i>[Signature]</i> All Subject teachers	All Subject teachers
2.	CCA 1) Morning assembly organizations 2) Celebrating of festival & important days 3) CCA (internal) & EBSB	Ms Asha Gupta (TGTSanskrit) CCA I/C Secondary <i>[Signature]</i> Ms. Archana Rajput PRT CCA I/C Primary <i>[Signature]</i>	Mr. Krishana Thakar (TGT English) Mr. Jignesh Barot (PRT Music) Ms Priyanka Gopal (TGT- AE) All House Masters and Members	MrsVarsha (PGT Hindi) Ms Supriya (PGT Eng) Mr Fa!gun (PRT) <i>[Signature]</i> Ms Bhavna(PRT) <i>[Signature]</i>
3.	Subject Committee	English - Mr. KrishnaThakar (TGT English) Hindi & Sanskrit- MsAsha Gupta (TGT Sanskrit) <i>[Signature]</i> Science – Mr.Lakma Ram (PGT Chemistry) <i>[Signature]</i> Maths – Mrs. Jamuna Kumari (PRT) Social Science – Ms.Lina (TGT Sst -Cont.) CMP - Mrs. Jamuna Kumari (PRT)	All Subject teachers <i>[Signature]</i>	All Subject teachers

Sl. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
4.	Games & Sports and SBSB	Ms Archana Rajput (PRT) <i>Archana</i> Mr. Rakshit Dadhich (TGT WE)	Ms. Jamuna Kumari (PRT) Ms Asha Gupta (TGT Sanskrit) <i>AS</i>	Mr Happa Ram (Coach) <i>HP</i> Mr Kartik (Special Educator) <i>KA</i> Mr. Falgun (PRT) <i>FA</i> Mrs Varsha (PGT) <i>VS</i> Ms. Poonam (PGT)
5.	Admission	Mr. Lakma Ram (PGT Chemistry) <i>LR</i>	1. Mrs. Sneha Lata (PGT- Phy) <i>SL</i> 2. Mrs. Jamuna Kumari (PRT) 3. Mr. Jignesh Barot (PRT Music) 4. Mrs Jamuna Kumari (PRT) 5. Mr. Gaurav Chavda (PGT CS)-OLA Portal Online Update 6. Class Teacher (Class I)	
6.	Exam (Internal)	Secondary Mrs. Snehlata (PGT Phy)- Primary Mrs. Jamuna Kumari (PRT)	Ms Priyanka Gopal (TGT- Art) <i>PG</i> Mr. Rakshit Dadhich (TGT - WE) Ms Archana Rajput (PRT) <i>Archana</i>	Secondary Ms. Poonam (PGT) Mr Sagar (TGT) Primary- Ms. Bhavana (PRT) Mr Muhammad Patel (PRT)
7.	Exam (CBSE & External)	Mr. Gaurav Chavda (PGT CS)	Mr. Lakma Ram (PGT Chemistry) Mr. Rakshit Dadhich (TGT - WE) Ms. Jamuna Kumari (PRT)	Mrs Aarti (DEO)
8.	Scout & Guide	Ms Priyanka Gopal (TGT- Art)- Guide <i>PG</i> Mr Jignesh Barot (PRT - Music)- Scout	Mr Rakshit (TGT WE)	Ms. Mohammad Patel (PRT) <i>MP</i> Mr Falgun (PRT) <i>FA</i> Mrs Varsha (PGT Hindi) <i>VS</i>
9.	Library	Mr Jignesh Barot (PRT- Music)	Ms Archana Rajput (PRT) <i>Archana</i> Ms Priyanka Gopal (TGT-AE) <i>PG</i>	Mr. Falgun (PRT) <i>FA</i> Mr. Praveen (PGT)
10.	Cleanliness, Security and Gardening	Ms Priyanka Gopal (TGT-AE) <i>PG</i>	Mr. Rakshit Dadhich (TGT WE) Ms Jamuna Kumari (PRT) Ms Archana Rajput (PRT) <i>Archana</i>	Ms. Atiksha (PRT) <i>AS</i> Mr. Falgun (PRT) <i>FA</i> Mr Praveen (PGT Hindi) <i>PS</i> Ms. Poonam (PGT) <i>PS</i>
11.	Medical, FIRST AID (Health & Hygiene, Medical Checkup)	Ms Priyanka Gopal (TGT-AE) <i>PG</i>	Mr. Rakshit Dadhich (TGT-WE) Ms Jamuna Kumari (PRT) Ms Archana Rajput (PRT) <i>Archana</i>	Ms. Poonam (PGT) <i>PS</i> Ms. Bhavna (PRT)

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
12.	Disaster Management	Mr. Rakshit Dadhich (TGT WE)	.(TGTSO.Sc) Mr Jignesh Barot (PRT - Music) Ms Archana Rajput (PRT) Ms.JamunaKumari (PRT)	Mr. Falgun (PRT) Ms. Bhavna (PRT)
13.	BUILDING MAINTENANCE AND REPAIR AND CIVIL WORK	Mr. Rakshit Dadhich (TGT WE)	Mr Lakma Ram (PGT Chem) Mr. Jignesh Barot (PRT - Music) Ms. Priyanka Gopal (TGT AE)	Mr. Falgun (PRT) Mr Mohammad Patel (PRT) Mr Happa Ram (Coach)
14.	Furniture	Mrs. Sneh Lata (PGTPhy)	Ms. Jamuna Kumari (PRT)Mr. Rakshit Dadhich (TGT So.Sc)	Mr Mohammad Patel (PRT) Ms. Bhavana (PRT)
15.	PISA LAT	Mrs. Sneh Lata (PGTPhy)	Mr. Lakma Ram (PGT Chem) Mr. Krishna Thakar (TGT Eng) Ms. Jamuna (PRT)	Ms. Poonam (PGT) Mr Sagar (TGT-Maths) Ms Leena (TGT Social Science)
16.	Guidance & Counseling	Ms Asha Gupta (TGTSanskrit) Mr. Rakshit Dadhich (TGT WE)	Mr. Lakma Ram (PGT Chem) Ms. Jamuna Kumari (PRT)	Ms. Poonam (PRT) Ms. Bhavana (PRT)
17.	Awakened Citizen Programme	Ms. Neha Choudhary (TGT So.Sc)	Ms. Priyanka Gopal (TGT-AE) Mr. Rakshit Dadhich (TGTWE)	
18.	Computer Department & Website Updation UBI Portal, UDISE Updation, UPLOADING/eLEARNING RESOURCES	Mr. Gaurav Chavda (PGT CS)	Mr Lakma Ram (PGT Chem) Ms. Asha Gupta (TGT Sanskrit) Mr. Rakshit Dadhich (TGTWE) Ms. Jamuna Kumari (PRT)	Ms. Komal (Comp.Ins) (DEO)
19.	Raj bhasha Samiti	Ms Asha Gupta (TGT Sanskrit)	Ms Sneh Lata (PGT Phy) Ms. Archana Rajput (PRT) Mr. Jignesh Barot (PRT - Music) Mr. Gaurav Chavda (PGT CS)	Mrs. Varsha (PGT Hindi)

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
20.	RTI	Mr. Lakma Ram (PGT Chemistry)	Ms Sneh Lata (PGT Phy) Mr. Rakshit Dadhich (TGTWE)	
21.	Time Table	Mrs Snehlata (PGT Phy) Ms. Jamuna Kumari (PRT)- Primary Classes	Mr. Rakshit Dadhich Mr Gaurav (PGT CS) Ms. Archana (PRT)	Ms. Poonam (PGT) Mr. Falgun (PRT)
22.	Vidyalaya Patrika & CMPnews letter	Mrs Asha Gupta (TGT Sanskrit) Ms. Archana Rajput (PRT)	Mr Gaurav (PGT CS) Mr. Krishna (TGT English) Ms. Jamuna Kumari (PRT)	Mrs Varsha (PGT) Ms. Komal (Com.Ins.) Mr. Falgun (PRT) Ms. Bhavana (PRT) Ms Supriya (PGT)
23.	Purchase, Condemnation and Disposal Committee	All Deptt. Incharges as and when required Purchasing through GeM Portal Mr. Lakma Ram (PGT Chemistry) Mr. Rakshit Dadhich (TGT WE) Mr. Gaurav Chavda (PGT CS)	Purchase Verification - Through LPC / Dep. In charges along with member Ms Sneh Lata (PGT Phy) Mr. Jignesh Barot (PRT - Music) Ms. Jamuna Kumari (PRT) Consignee - I/C Concerned Deptt.	
24.	Alumni Association	Mr. Jignesh Barot (PRT - Music)	Mr. Lakma Ram (PGT Chemistry) Ms Sneh Lata (PGT Phy) Mr. Rakshit Dadhich (TGTWE)	Mr. Falgun (PRT) Ms. Bhavana (PRT)
25.	Discipline Committee	Mr. Lakma Ram (PGT- Chemistry) Mrs. Priyanka Gopal (TGT- AE)	Mr. Rakshit Dadhich (TGTWE) Ms. Archana Rajput (PRT) All Staff members	Mr. Falgun (PRT) Ms. Bhavana (PRT) Mr Mohammad Patel (PRT)
26.	Office Work (Staff Salary Verification and Verification of official Documents as and when required)	Mr. Lakma Ram (PGT- Chemistry)- Over all finance, IT, salary upload, PFMS	Mr. Rakshit Dadhich (TGT WE)- IT, Salary , annual account and tally with the help of DEO, Ms. Jamuna Kumari (PRT)- Leave, Regular and contractual staff, Admin letter , salary (contractual Staff), VMC	.(DEO) Ms. Komal (Com.Ins.) Mr Mohammad Patel (PRT) Mr. Falgun (PRT) Mr. Praaveen (PGT Hindi)

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
			Mr. Jignesh Barot (PRT - Music) – Postal record , SRRegister and TC book updation	
27.	VMC/VEC PTA	Mr. Lakma Ram (PGT-Chemistry)	Ms Jamuna Kumari (PRT) Mr. Gaurav Chavda (PGT CS)	Mr. Falgun (PRT) Ms. Bhavana (PRT)
28.	Refreshment for Guest	Ms. Priyanka (TGT AE) Ms. Archana Rajput (PRT)	Ms Jamuna Kumari (PRT) Mr. Jignesh Barot (PRT - Music)	Mr Mohammad Patel (PRT) Mr. Falgun (PRT) Ms. Poonam (PGT)
29.	UBI FEE PORTAL TC UPDATION	Mr. Gaurav Chavda (PGT CS)	Mr Rakshit (TGT WE) CLASS TEACHERS	(DEO) Ms Komal (Comp Inst.)
30.	Preparation of TC / Bonafide certificate	Mr. Lakma Ram (PGT-Chemistry)	Ms Jamuna Kumari (PRT) Mr. Rakshit Dadhich (TGT WE) Verification By CLASSTEACHERS	Mr. Falgun (PRT) Mrs Varsha (PGT Hindi). Ms Aarti (DEO)
31.	Teaching Aids	Ms Jamuna Kumari (PRT)	Ms Archana (PRT) Ms Snehlata (PGT Phy) Ms. Priyanka (TGT AE)	
32.	Language Lab	Ms. Asha Gupta (TGT Sanskrit) Ms Jamuna Kumari (PRT)	Mr. Rakshit Dadhich (TGTWE) Mr. Gaurav Chavda (PGT CS)	Ms Komal (Com. Ins.) (DEO) Ms Supriya (PGT Eng)
33.	PRASHAST Portal updation	Mr Kartik (Special Educator-Cont.) Ms Priyanka (TGT AE)	All Class Teachers	Ms Komal (Comp Inst.)
34.	Bagless Days	Ms Priyanka (TGT AE) Mr Rakshit (TGT WE)		Ms Komal (Com. Ins.) Mr Happa Ram (Coach) Ms Supriya (PGT Eng)
35.	Scholarship Portal	Mr Gaurav (PGT CS) Mr Lakma Ram (PGT Chem)	All Class teachers for Verification	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
36.	CLEANINESS & HYGIENE	Ground Floor, Vidyalaya Campus Assembly Ground and Passage – Ms Priyanka(TGT AE) <i>P</i> First Floor, Sports Ground and Passage from Entrance Gate to School Gate Mr Rakshit (TGT WE)	Mr Jignesh (PRT Music) Ms Jamuna (PRT) Ms Snehlata (PGT Phy) Mr Lakma Ram (PGT Chem) <i>Coach</i>	Ms Komal (Com. Ins.) Mr Kartik(Special Edu) Ms Leena (TGT Social Sc) Mr Happa Ram (Coach) <i>Happa</i> Ms Supriya (PGT Eng) Ms Poonam (PGT Bio) <i>P.Su</i>
37.	Gardening	Mr Rakshit (TGT WE)	Mr Lakma Ram (PGT Chem) <i>Coach</i> Ms Priyanka (TGT AE) <i>P</i>	Mr Happa Ram (Coach) Ms Poonam (PGT Bio) Mr Kartik (Special Edu)
38.	GREEN SCHOOL AUDIT	Mr Rakshit (TGT WE) Ms Priyanka(TGT AE) <i>P</i>	Mr Lakma Ram (PGT Chem) <i>Coach</i>	
39.	SCIENCE AND MATHS EXHIBITION/OLYMPIAD AND EXAMS	Mr Lakma Ram (PGT Chem) <i>Coach</i> Ms Snehlata (PGT Phy)	Mr Rakshit (TGT WE) Ms Asha (TGT Sanskrit)	All Science and Maths Teachers
40.	PUSTAKOPHAR	Primary Mrs Archana (PRT) <i>Archana</i> Secondary Ms Asha (TGT Sanskrit) <i>Asha</i>	Ms Jamuna Mr Rakshit (TGT WE)	
41.	FIRE SAFETY AND DISASTER MANAGEMENT	Mr Rakshit (TGT WE)	Mr Lakma Ram (PGT Chem) <i>Coach</i> Ms Asha (TGT Sanskrit) Mr Jignesh (PRT Music) Ms Jamuna	
42.	NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP)	Ms Asha (TGT Sanskrit) Mr Rakshit (TGT WE)	Mr Lakma Ram (PGT Chem) <i>Coach</i> Ms Priyanka (TGT AE) <i>P</i> Mr Gaurac (PGT CS)	
43.	SEXUAL HARRASSMENT COMMITTEE	Ms Snehlata (PGT Phy) <i>S</i>	Mr Lakma Ram (PGT Chem) <i>Coach</i> Ms Asha (TGT Sanskrit) Ms Priyanka (TGT AE) <i>P</i>	

Sr. No.	Name of Committee	Committee In-charge	Committee Members	Committee Members (Contractual Teachers)
44.	CHILD ABUSE COMMITTEE	Boys- Mr Rakshit (TGT WE) Girls- Ms Snehlata (PGT Phy)	Mr Lakma Ram (PGT Chem) Ms Priyanka (TGT AE) Ms Jamuna (PRT)	
45.	CMP INITIATIVE MONITORING COMMITTEE	Ms Jamuna (PRT)	Ms Archana (PRT) Mr Jignesh (PRT- Music)	All Pimary Teachers
46.	EXCURSION	Boys- Mr Rakshit (TGT WE) Girls- Ms Priyanka (TGT AE)	Mr Lakma Ram (PGT Chem) Ms Jamuna (PRT)	
47.	BEAUTIFICATION (Interior)	Ms Priyanka (TGT AE)	Mr Rakshit (TGT WE) Ms Archana (PRT) Ms Asha (TGT Sanskrit)	Ms Komal (Com. Ins.) Ms Supriya (PGT Eng)

Remark:

- All the In-charge, Asst. In-charges and members of the various departments / committees are requested to prepare a complete action plan in duplicate for the session 2023-24 as per the Plan and submit a copy to the Principal for monitoring the works in time without fail.
- In case of any difficulty, undersigned must be contacted.
- The In-charges are requested to inform the undersign regarding completion of assigned task. If necessary, they can contact the Principal for guidance and will have to work on full – fledged manner as a team.
- It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In-charge of the concerned departments must be available on duty when In-charge proceeds on leave etc. and vice versa.
- All the In-charges, Asst. In-charges and members of the concerned departments/ committees are hereby instructed to complete the stock verification for the session and prepare the lists for purchasing/ procuring the required materials for the next session.
- All the New In charges/conveners of departments/ committees are hereby directed to take over the charge latest by 30/6/2023 and after complete verification of stock and to maintain the stock register. Any discrepancy found should be reported to the under signed immediately.
- Please put your efforts to complete all the responsibilities in time and in a creative and effective manner.
- Please use your talent for the betterment of the Vidyalaya in general and students in particular.
- All the 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