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| KENDRIYA VIDYALAYA VIRAMGAMDUTY CHART / COMMITTEES 2019-20 |
| 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** | AcademicAdvisoryCommittee | 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. Sachin Kumar- TGT (SST)Mr. Deepa Ram- TGT (W.E) |   Mrs. Neelam- 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. Deepa Ram- TGT (W.E)Mr. Gopal Sharma TGT (AE)Mr.Virendra TGT(Science) |  Mrs. Neelam- PRT Ms. Ruchi - Librarian |   |
| **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. Deepa Ram- TGT (W.E)Mr.Sachin Kumar – TGT(SST) |  Mr. Kishor -PRT   Mrs. Sweta- PRT |   |
| **4** | Conduct ofMorningAssembly/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) |  Mrs. Neelam- PRT Mrs. Sweta- PRT |   |
| **5** | CCA(Internal) | 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(SST) |  Mrs. Neelam- PRT Mr. Kishor - PRT |   |
| **6** | CCA(External) | Effective coordination of external Co-curricular activities with the approval of the undersigned | Mr. Deepa Ram- TGT (W.E)Mr. Gopal Sharma- TGT (AE)  |  Mrs. Neelam- PRT Mr. Kishor- PRT |   |
| **7** | Examination(Internal) | Effective planning and execution of examination as per pattern prescribed by the KVS for all classes & result declaration | Mr. Deepa Ram- TGT (W.E)Mr. Gopal Sharma- TGT (AE)Mr. Bhavesh Computer Ins. |  Mr. Kishor- PRT Mrs. Neelam - PRT |   |
| **8** | Examination(CBSE) | Effective coordination with CBSE board in smooth and timely submission of data/ registration and conduct of board examinations / submission of dataregarding the same to RO /HQ as and when required | Mr. Gopal Sharma- TGT (AE)Mr. Sachin Kumar- TGT(SST)Mr. Bhavesh  Computer Ins. | --- |   |
| **9** | Implementationof CCE | 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. Deepa Ram- TGT (W.E)Mr. Gopal Sharma- TGT (AE)Mr. Bhavesh Chavda- Computer Ins. |  Mrs. Neelam- PRT Mr. Umesh Rajak- PRT |   |
| **10** | Scouts & Guides/Cubs & Bulbuls | Prepare an action plan for the year 2019-20/ Organize Scouts and Guides activities as perKVS direction/ Providing Voluntary service as and when required during special occasions/monitoring discipline of the Vidyalaya | **Scouts & Guides**Mr. Gopal Sharma TGT(AE) | **Cubs & Bulbuls** Mr. Kishor - PRT Mrs. Sveta - PRT   |   |
| **11** | ID card /Student data | Ask for quotation/negotiating/designing/supply of data /getting photographed/ checking data /collection of money/supply of ID card | Mr. Gopal Sharma- TGT (AE)Mr. Bhavesh Chavda - Computer Ins.Mr. Virendra - TGT (Sci) |  Mr. Umesh Rajak - PRT Mr. Kishor  - PRT |   |
| **12** | 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 Parmaar PET I/C**Entrance & Lobby**:Checking late comersMr. Gopal Sharma- TGT (AE)Mrs. Jyoti- PRT**Comp. lab wing & Secondary Classes****lobby**:Mr. Gopal Sharma- TGT (AE)Mr. Virendra – TGT (Science) | --- |   |
| **13** | StandardOperatingProcedure |  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. Virendra –TGT (Science) Mr. Kishor Chauhan, PRT (**Hospital**) ------**(Mock drills)** | --- |   |
| **14** | UBI Online Fee Collection |  Fee collection checking month wise and submitting  the report | Mr. Gopal Sharma- TGT (AE)Mr. Bhavesh- Computer Ins. | --- |   |
| **15** | VidyalayaMagazine / News Letter |  Announcement for articles/collection/getting the quotation processed/placing order/ editing/ getting it printed with the approval of undersigned  and distribution | Mr. Deepa Ram TGT (WE)Mr. Gopal Sharma TGT (AE)Mr Bhavesh- Computer Ins. |  Mrs. Sweta- PRT Mr. Kishor Chauhan-  PRT  |   |
| **16** | Olympiads- |  Notification/registration/procuring  books/guiding children/ conduct of  Olympiad/distribution of  certificates | Mr. Gopal Sharma TGT (AE)Mr. Virendra –TGT (Science)Mr. Dhaval – TGT (Maths) | --- |   |
| **17** | Excursion /Educational Tour |  Finalizing place and date/ Call for quotation/   discussion with undersigned regarding money  collection/ safe conduct of education tour | Mr. Gopal Sharma TGT (AE) |  Mr. Jyoti - PRT Mr. Kishor Chauhan-  PRT |   |
| **18** | Cleanliness & Sanitation |  Ensure cleanliness and sanitation is aintained 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. Deepa Ram TGT (WE)  |   |   |
| **19** | ComputerLiteracy | Encouraging staff and students to take part in ICT projects/ training staff in maximum utilization of smart classroom | Mr Bhavesh- Computer Ins.Mr. Deepa Ram TGT (WE) | ---  |   |
| **20** | Vidyalaya Website | Updating website on day to day basis | Mr. Gopal Sharma TGT (AE)Mr. Bhavesh- Computer Ins. | ---- |   |
| **21** | Furniture | Condemnation of old furniture/taking inventory/ procuring furniture according to students level considering the budget through purchase Procedure |   Mrs. Jyoti PRT | --- |   |
| **22** |  Maintenanceand 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)Mrs.Sweta, PRT | --- |   |
| **23** | Purchasecommittee | Follow the purchase procedure / collecting requirement data from staff/ placing order/entry in stock register/supply and maintaining issue register |   Mr. Sachin Kumar TGT(SST)Mr.Deeparam TGT(WE) | Mr. Umesh Rajak- PRT Mrs Neelam PRT |   |
| **24** | Foodcommittee | Refreshment for GuestsRefreshment for StaffRefreshment for students |   Mr. Sachin Kumar TGT(SST)Mr.Deeparam TGT(WE) | Mr. Kishor ,PRT  I/cMrs Jyoti, PRT Mrs. Sweta, PRT  Mrs. Neelam PRT |   |
| **25** | First Aid/MedicalCheckup | To procure first aid for students / conducting medical checkup twice in a year and settling the account along with the report | \_\_ |  Mrs Neelam- PRT  Mrs Jyoti- PRT |   |
| **26** | AdventureActivities | Arranging adventure activities for students as per KVS guidelines |  Mr. Gopal Sharma TGT (AE)  |   Mr. Kishor- PRT |   |
| **27** | Gardening/Security/HouseKeeping | Maintenance of good garden/instructions to security and housekeeping/maintenance of their attendance and checking their workand giving instruction |  Mr. Deepa Ram TGT (WE) Mr. Gopal Sharma TGT (AE) |   Mrs Jyoti- PRT |   |
| **28** | Beautification | Beautification of Vidyalaya and its surroundings/ decoration on special Occasions | Mr. Gopal Sharma TGT (AE) I/cMr.Deepa RamTGT (WE) |  Mrs Sweta-PRT Mrs Neelam- PRT |   |
| **29** | Teaching Aids | Prepare Requirement list /purchase / issue and maintaining record | Mr. Virendra - TGT (Sci)Mr. Dhaval- TGT (Maths)Mr. Gopal Sharma TGT (AE) |  Mrs. Sweta- PRT Mrs. Neelam, PRT |   |
| **30** | Library | stock checking /purchase /issue and sending data for higher authorities as when asked/conducting book exhibition/making students read book reviewin assembly |  Ms. Ruchi Jain - LibrarianMr. Deepa Ram TGT (WE)  |  Mr Kishor Chauhan, PRT Mrs. Neelam,PRT |   |
| **31** | EQIUP | Development of module /conduct of pretest/ implementation of EQUIP /conduct of posttest/ recording the outcome of the programme and submitting the report to the undersigned | Mr. Deepa RamTGT (WE)  | Mrs Shweta ,PRT |   |
| **32** | Grievance Redressal Committee | Maintaining complaint box/opening once in a fortnight/recording and taking remedial measure with the consent of the undersigned | Mr. Deepa Ram TGT (WE) | Mrs.Neelam - 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 theVidyalaya |  Mr. Virendra TGT(Science)Mr. Sachin Kumar –TGT(SST) |  Mrs. Sweta- PRTMrs. Jyoti- 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. Deepa Ram- TGT (WE)Mr Bhavesh Computer Ins. | Mr. Kishor Chauhan- PRTMrs Sweta Sharma-PRT |   |
| **35** | PA System | Repair/Maintenance and arrangement of PA system on all occasions and on daily basis | Mr. Deepa Ram- TGT(WE) | Mrs. Jyoti-PRTMs. Reshmaben PRT(Music) |   |
| **36** | Drinking watersupply | Maintenance and supply of potable drinking water | Mr. Gopal TGT (AE)Mr. Virendra –TGT (Science) | Mr. Kishor Chauhan- PRT |   |
| **37** | InspectionTool/Follow up | Preparing inspection tool with the approval of the undersigned/submission for inspection/sending follow up action to RO | Mr. Deepa Ram- TGT(WE)Mr. Bhavesh Computer Ins. | --- |   |
| **38** | Staff Club | conducting staff welfare programmes | ------ |  Mrs. Sweta Sharma-  PRT |   |
| **39** | Audio Visualaids/ResourceRoom | Maintenance and supply along with the optimum usage of resources/maintaining records |  Mr. Deepa Ram- TGT(WE)Mr. Bhavesh Computer Ins.  |  Mrs. Sweta Sharma- PRT |   |
| **40** | AEP (Disha) | Orientation programme for students/ arranging classes on NAEP /inviting special guests for lectures /conducting interesting activities | Mr. Gopal TGT (AE)Mr. Virendra –TGT (Science) | --- |   |
| **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. Gopal TGT (AE)Mr. Virendra –TGT (Science) | --- |   |
| **42** | Guidance &Counselling | Conducting career guidance programmme for students of class IX & X/arranging special guests to address students in career related fields/conducting interest inventory and giving feedback to students/counselling for parents and students | Mr. Gopal TGT (AE)Mr. Virendra –TGT (Science)Mr.Sachin Kumar – TGT(SST) | Mr. Kishor- PRT |   |
| **43** | RajyaBhasha | Sending bilingual circulars/maintaining the records in bilingual and uploading timahi report /conduct of Hindi Pakhwada |  Mr. Gopal TGT (AE) |  Mrs. Neelam- PRT |   |
| **44** | Sports | Conduct of Inter house sports events/coaching children for different games and sports/conduct of cluster and regional sports events/giving properguidance for the children those who are taking part at different level sports events/arranging for certificates and medals for the winners by followingfinancial rules/Sports Day celebration | Mr. Deepa Ram- TGT (WE)Mr. P.V.Parmar ,TGT(P&HE) |   Mr. Kishor- PRT  Mrs. Jyoti- PRT |   |
| **45** | PTA | Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of themeetings and follow up measures | Mr. Gopal TGT (AE)  |  Mr. Kishor- PRT |   |
| **46** | VMC | Suggesting names for the committee / fixing the date for PTA/CPR meetings in consultation with the undersigned/ maintaining the minutes of themeetings and follow up measures |   | Mrs. Neelam- PRT Mrs. Sweta- PRT |   |
| **47** | Display Boards | a)Maintenance of the display boards in the Principal's roomb)High school display boardsc)Office room display board updationd)Primary display boardse)Staff Room |  All House Masters and  associates of  respective house | All House Masters andassociates ofrespective house |   |
| **48** | Condemnation | Preparing condemnation list as per the KVS norms and submitting to the undersigned / arranging for auction if needed as per the KVS guidelines andsettling the finance in the office |  All the Stock Holders | All the Stock Holders |   |
| **49** | Publicity | Event update in the mass media with the approval of the undersigned | Mr. Sachin Kumar – TGT(SST) |  Mr. Kishor PRT |   |
| **50** | Subject CommitteeConvenors | 1.Developing departmental Plan 2016-172. Listing the agenda points 3 days before the conduct of meeting /getting theapproval of the undersigned3. Recording the minutes/ follow up of the decisions taken4.Presenting the minutes before the Academic Advisory committee for Information |  2). Hindi & Sanskrit-Ms. Jagruti l– TGT(Hindi)Mr. Jagruti – TGT (Sanskrit)   3). Maths   Mr.Dhaval– TGT(Maths)4). Science-Mrs. Virendra –TGT (Science)5). S.Studies-  Mr.Sachin Kumar - TGT(S.St)6). Yoga-Mr. P.V Parmaar- TGT (P&HE)Mr. Gopal TGT (AE)                | --- |   |
| **51** | Flag Hoisting Committee | Raising the Flag every morning and its lowering before sunset with all respect | Mr. Deepa Ram- TGT (WE)Mr. Gopal TGT (AE)    Mr. P.V Parmaar- TGT (P&HE)           |  Mr.Umesh Rajak - PRT |   |
| **52** | KV Shaala Darpan |  To compile and feed the data in all manners in   Application Software with the help of DEO and verify  it time to time/sending required  data to RO/ HQ as and when asked with the approval of the undersigned | Mr. Virandra –TGT (Science)Mr. Sachin Kumar –TGT (SST)   Mr. Bhavesh Computer Ins. | Mr. Kishor- PRTMrs. Jyoti -PRT |   |
| **53** | Junior Science Lab |  Maintenance and supply along with the optimum usage of resources/maintaining records |  Mr. Virendra –TGT (Science) | Mrs. Jyoti- PRT |   |
| **54** | Music Room |  Maintenance and supply along with the  optimum usage of resources/maintaining records | Ms. Reshmaben -  PRT (Music) | --- |   |
| **55** | Art & Craft | Conduct various important activities for students and sharpen their skills | Mr. Gopal TGT (AE)Mr. Deepa Ram- TGT (WE) | --- |   |
| **56** | Computer Lab | Maintenance and supply along with the optimum usage of resources/maintaining records |  Mr.Deeparam – TGT(WE)Mr Bhavesh Chavda- Computer Ins. | --- |   |
| **57** | Exhibition | To prepare the students for KV/Cluster/RO level exhibition. | Mr. Sachin Kumar- TGT (S.St)Mr. Virandra –TGT (Science)Mr. Dhaval- TGT (Maths)  | --- |   |
| **58** | Study Material | Preparation of HOTSPreparation of Sure Short Questions.Preparation of Worksheets etc. |  Mr. Virendra–TGT (Science)Mr.Dhaval – TGT ( Maths) | --- |   |
| **59** | Preparation ofTC / Bonafidecertificate |  Preparation of TC and uploading on the vidyalaya  website and issue bonafide certificate in the format  with the consent of the undersigned | Mr. Bhavesh  Computer Ins.Mr. Virendra TGT(Science)Concerned Class Teacher | --- |   |
| **60** | Contingency Office | Keep the necessary official things as per requirement | ----- | --- |   |
| **61** | Value Education and Life Skills | Conducting Value Education programmme 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 |   |
| **62** | Lost and Found Property | Making announcement for the things and hand over to the owners |  Mr. Gopal TGT (AE) Mr. Dhaval–TGT (Maths) |  Mrs. Jyoti- PRT Mrs. Sweta- PRT |   |
| **63** | Eco (Nature) Club | Plantation of trees/plants; Adoption, maintenance and protection of plants; Study of common plants in area; Green practice in Vidyalaya; Create awareness reg. problems and protection of Environment in neighborhood |  Mr. Gopal TGT (AE)I/C  |  Mrs. Jyoti, PRT |   |
|  **64** | CMP |  Conduct weekly CMP meetings, Organise various activities under CMP and attend cluster/RO level CMP meetings | --- |  Mrs Sweta -PRT Mrs Jyoti -PRT Mr. Kishor -PRT |   |

         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**