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| KENDRIYA VIDYALAYA VIRAMGAM  DUTY 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** | 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. 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 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) | 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 data  regarding the same to RO /HQ as and when required | Mr. Gopal Sharma- TGT (AE)  Mr. Sachin Kumar- TGT(SST)  Mr. Bhavesh  Computer Ins. | --- |  |
| **9** | Implementation  of 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 per  KVS 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 comers  Mr. Gopal Sharma- TGT (AE)  Mrs. Jyoti- PRT  **Comp. lab wing & Secondary Classes**  **lobby**:  Mr. Gopal Sharma- TGT (AE)  Mr. Virendra – TGT (Science) | --- |  |
| **13** | 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. 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** | 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. 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** | Computer  Literacy | 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** | 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)  Mrs.Sweta, PRT | --- |  |
| **23** | Purchase  committee | 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** | Food  committee | Refreshment for Guests  Refreshment for Staff  Refreshment for students | Mr. Sachin Kumar TGT(SST)  Mr.Deeparam TGT(WE) | Mr. Kishor ,PRT  I/c  Mrs Jyoti, PRT    Mrs. Sweta, PRT    Mrs. Neelam PRT |  |
| **25** | 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 | \_\_ | Mrs Neelam- PRT   Mrs Jyoti- PRT |  |
| **26** | Adventure  Activities | Arranging adventure activities for students as per KVS guidelines | Mr. Gopal Sharma TGT (AE) | Mr. Kishor- PRT |  |
| **27** | 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. 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/c  Mr.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 review  in assembly | Ms. Ruchi Jain - Librarian  Mr. 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 the  Vidyalaya | Mr. Virendra TGT(Science)  Mr. Sachin Kumar –TGT(SST) | Mrs. Sweta- PRT  Mrs. 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- PRT  Mrs 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-PRT  Ms. Reshmaben PRT(Music) |  |
| **36** | Drinking water  supply | Maintenance and supply of potable drinking water | Mr. Gopal TGT (AE)  Mr. Virendra –TGT (Science) | Mr. Kishor Chauhan- PRT |  |
| **37** | Inspection  Tool/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 Visual  aids/Resource  Room | 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 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. 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 the  meetings 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 the  meetings and follow up measures |  | Mrs. Neelam- PRT   Mrs. Sweta- PRT |  |
| **47** | 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 | All House Masters and   associates of   respective house | All House Masters and  associates of  respective 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 and  settling 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 Committee  Convenors | 1.Developing departmental Plan 2016-17  2. Listing the agenda points 3 days before the conduct of meeting /getting the  approval of the undersigned  3. Recording the minutes/ follow up of the decisions taken  4.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- PRT  Mrs. 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 HOTS  Preparation of Sure Short Questions.  Preparation of Worksheets etc. | Mr. Virendra–TGT (Science)  Mr.Dhaval – TGT ( Maths) | --- |  |
| **59** | 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. 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**