

KENDRIYA VIDYALAYA BANIKHET NHPC, DALHOUSIE CANTT.

VIDYALAYA DUTY CHART

SESSION: 2021-22

Vidyalaya academic & Institutional Plan for session 2021-22 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and club are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the academic session 2021-22. Therefore, all in charges, conveners and members of the Dept. / Committee/Club are here by instructed to take charge of their concerned department and set the action plan for session 2021-22. Please go through the Vidyalaya Academic Plan for the detailed information especially for guidelines, duties responsibilities and activities.

LIST OF CLASS TEACHER AND CO – CLASS TEACHERS SESSION 2021-22**PRIMARY SECTION**

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
I	A	Mr. Dhian Singh	Mr. Sunil Kumar
	B	Mr. Satish	Mrs. Sukeshma
II	A	Mrs. Shailja Kalia	Mrs. Vidhi Sharma
	B	Mrs. Sukeshma	Contractual Teacher.
III	A	Mr. Suneel	Mr. Dhian Singh
	B	Mrs. Vidhi Sharma	Mr. Satish
IV	A	Mrs. Sudha Verma	Mr. Suneel
	B	Mrs. Jyoti kumari	Contractual Teacher.
V	A	Mr. Yashwant Kumar	Mrs. Sudha Verma
	B	Mr. Sunil Kumar	Mrs. Shailja Kalia

LIST OF CLASS TEACHER AND CO – CLASS TEACHERS SESSION 2021-22

SECONDARY SECTION / SENIOR SECONDARY

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
VI	A	Mr. Yudhveer Singh	PGT Biology
	B	Mr. Pradeep Prasad	Mrs. Deepmala
VII	A	Mr. Vimal Kumar	Mr. Pradeep Prasad
	B	Mrs. Deepmala	Mrs. Kavita
VIII	A	Mrs. Neena Dogra	Mr. Vimal Kumar
	B	Mrs. Kavita	Mr. Neeraj Chauhan
IX	A	Mrs. Nisha Gupta	Mr. Yudhveer Singh
	B	Mr. Vikram Singh	Mr. Neeraj Sharma
X	A	Mr. Neeraj Chauhan	Mr. Karamvir
	B	Mr. Karamvir	Mrs. Rekha Mahajan
XI	A	Mr. Rishi Verma	PGT English
XI	B	Mrs. Neelam Devi	Mrs. Rekha Mahajan
XII	A	Mr. Akhilesh Rana	PGT Biology
XII	B	Mr. Deepak Chand	PGT English

Sanjay Kumar
Principal

KENDRIYA VIDYALAYA BANIKHET NHPC DALHOUSIE, CANTT.

**DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS
(SESSION 2021-22)**

Class teachers play a pivotal role in the school management and take care of the academic, socio-cultural, co – scholastic, emotional and psychological needs of the students catering for their growth with full potential. In order to make them well informed and aware of their duties and responsibilities the some points are detailed here under-

1. To select responsible class monitors to assist him/her in maintaining class discipline.
2. To train and to guide the monitors to be efficient & effective in class control in his/her absence.
3. To instruct class to conserve water, electricity & paper regularly. Advise them to be respectful to seniors, peers, juniors, plants & animals.
4. To check class for proper & clean uniforms, shoes, hair & nails.
5. To boost the morale of non-performing students.
6. To communicate with the subject teacher's regarding non-performance in the subject concerned.
7. To check bags of students on at random intervals on a regular basis for contrabands items.
8. To monitor attendance register, fee receipt book, caution defaulters & communicate with parents on a regular basis.
9. To maintain home addresses and telephone numbers of the parent of each child.
10. To ensure parents send leave application/medical certificate for the absence of their ward & file them for records.
11. To ensure safety & neatness in the class through class monitors with emphasis on arrangement of furniture, maintenance of display boards, black boards, duster, cupboards & dustbin.
12. To ensure safety & repairs/replacement of window panes, switches, fans, tube-light, & black board etc. and to display do's and don'ts of instructions in the class room.
13. To keep the Principal informed of any problem/incidents.
14. To build a rapport with all the students irrespective of their performance and instill in them confidence and trust so that so that the students look up to him/her for guidance and there is a free flow of communication.
15. Be accessible to the students at all times and more so in times of need.
16. Instill a sense of belongings to the class and to the school at large.
17. Instill safety consciousness among them to be alert during hazardous circumstances.
18. To ensure safe arrival and departure of the students.

I. MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER:

1. Student's bio - data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward.
2. Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Failure to realize fees from particular students will make the defaulting teacher accountable.
3. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.
4. Fee collection requires extreme caution. All entries in the class attendance register should tally CS-54 register and daily fee collection register.
5. Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.
6. Every student should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.

7. Entries regarding date of birth of child and SC/ST/OBC entries should be absolutely correct and written using Red Ink. Boys and girls name to be entered using different coloured inks. Category of child should be clearly recorded.

II. DUTIES DURING MORNING ASSEMBLY:

1. The Class Teacher/ Co-Class Teacher will accompany and lead the students of their respective classes to the Morning Assembly.
2. Punctuality and promptness of Class Teacher/Co-Class Teacher along with respective students immediately after the Assembly bell/Drum beat.
3. Ensuring that uniform check is conducted by Class Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.
4. Ensuring that all students are participating in chorus in the following items:
 1. Prayer
 2. Pledge
 3. Community song
 4. National Anthem
5. Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.

III. INSTRUCTION TO BE FOLLOWED WHILE FILLING UP THE TRANSFER CERTIFICATE/WITH DRAWAL FORMS:

1. When a student applies for Transfer Certificate, the Class/Co-Class Teacher should check the following thoroughly.

Name of a child

Details of Parents

Date of Birth

Signature of Parent on the TC Withdrawal Form

Class/Section in which studying

Result pertaining to previous class

Last fees paid Month/Year to be indicated

Reason for applying for Transfer Certificate

Admission Number

TC Number & Book Number

1. After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1st April onwards and number of meetings attended by the student.

NOTE: One day comprises of two meetings (i.e. F/N & A/N)

IV. INSTRUCTION TO BE FOLLOWED WHEN A STUDENT BRINGS A LEAVE LETTER:

- i) The application should be properly scrutinized.
- ii) Signature of Parent is compulsorily.
- iii) Reason for leave to be checked.
- iv) If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher
 - a. Total attendance since 1st April
 - b. Total attendance of a child in percentage.
 - c. Recommended/Not Recommended with the Class Teachers signature

NOTE:

- i) As per KVS rules, every student should have 75% attendance compulsory before taking the Session Ending Examination.
- ii) No permission will be given for any student to skip Periodic Test/Assignment Test/HY Exam/pre board/Session ending Examination etc., which is a part of Evaluation System. Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors/Army Doctors, to avoid submission of fraudulent medical certificate.

NOTE: Private Hospital Certificate will not be accepted.

V. DUTIES OF CLASS/CO-CLASS TEACHERS INSIDE THE CLASS ROOM:

1. The class room should be neat and tidy.
2. The seating arrangement should be proper.
3. Boys & Girls should be made sit separately.
4. Overflowing dust bin should be avoided. Cupboard should not be made into make shift dustbins.
5. The display corners in the class room should have
6. i. Class Time Table ii. House division chart
7. Wall magazines in the class should be neat and impressive.
8. Class room should be well decorated with colorful charts.
9. Black board should contain the following information period wise and day wise, on a compulsory task.
 - Date: Subject: Students on Roll:
 - Class: Unit: Students Present:
 - Class Teacher: Topic: Students Absent:
 - Subject Teacher: Students Leave
 - Period:

Information should be provided in Hindi also

viii) Students who are given permission to go for drinking water/toilets etc. should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls. The Out Pass should have signature of Class Teacher, Monitor & Principal.

VI. OTHER DUTIES OF CLASS/CO-CLASS TEACHERS:

1. All the Class Teachers/Co-Class Teachers are to ensure that the students of their classes do take part in the Co- Curricular Activities.
2. The students also participate in the Inter Class activities whenever it is conducted.
3. The students of their classes maintain the discipline and decency in the Vidyalaya and act according to the article 60 of the Education Code of Kendriya Vidyalaya.
4. Ensure that the students of their classes do have the required text books and note books.
5. Ensure and monitor the home work and class work done by the students.
6. Guide them in general deportment instilling values among them.
7. Maintain the contact numbers of the Parents and the local guardians of the students.
8. Prepare and preserve the Result of various examination and tests under CCE.
9. To implement the any other instructions as received from the Principal and KVS authorities for the betterment of the students.

KENDRIYA VIDYALAYA BANIKHET NHPC, DALHOUSIE CANTT.
COMMITTEES 2021-22

The following committees have been framed for the session 2021-22 for smooth functioning of the Vidyalaya. Every committee In-charges is responsible for preparation of Annual / Year Planner of all activities of his/her department.

S. N o	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES
1.	Flag Hosting and Retirement Ceremony	<ol style="list-style-type: none"> 1. TGT (P& HE) 2. Yoga Tr. Or Sports Coach 3. Mrs. Nisha Gupta TGT(English) 4. Mr. Satish (PRT) 5. Mr. Vikram TGT Maths 6. TGT WET 	<ul style="list-style-type: none"> • To ensure raising of National Flag every morning and it's lowering before sunset in our KV. • To position the flag post at prominent place. • To follow DO's and Don'ts to honor our National Flag. • To ensure compliance of the Flag Code.
2.	Academic and Administrative support	<ol style="list-style-type: none"> 1. Mrs Rekha Mahajan I/C PGT(Economics) 2. Mr. Neeraj Sharma PGT(Maths) 3. Mr. Rishi Verma PGT(Chemistry) 	<ul style="list-style-type: none"> • Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. • Interacting with the teachers and directing them on their academic duties. It is the sole responsibility of Academic coordinator to check the academic activities of teachers. He will prepare plan and schedule for Notebooks (C/w & H/w) checking. • Preparing academic calendar department wise for 2021-22
3.	KV Shaala Darpan & UBI fees collection	<ol style="list-style-type: none"> 1. Mr. Deepak Chand I/C PGT (Comp. Sci.) 2. Mr. Satish PRT 3. Mr. Dhian Singh 4. Comp. Instructor 5. Mr. Anil JSA 6. All class teachers 	<ul style="list-style-type: none"> • To monitor activities of KV Shaala Darpan & UBI fees collection. • To make entry on KV Shaala Darpan Web Portal. • To send report to parents and stake holders. • To follow up all work related to KV Shaala Darpan & UBI fees collection.
4.	Admission Committee	<ol style="list-style-type: none"> 1. Mrs. Neelam Devi overall I/C PGT (Commerce) 2. Mrs. Rekha Mahajan PGT (Economics) 3. Mr. Neeraj Chauhan TGT(Science) 4. Comp. Instructor 5. Mr. Suneel Kumar PRT I/C Primary 	<ul style="list-style-type: none"> • Admission to all classes throughout the year including RTE as per KVS norms. • Planning & Conducting of Admission Test for class IX. • Monthly review Meetings on admissions done. This work has to continue till November 30. • Maintenance of Register of data required for submission to KVS (HQ). • Every month Enrolment of the Vidyalaya has to be collected and checked by the department and submit the same to the Principal – This has to be done a day prior to last working day of the month. • Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to Principal • This has to be done a day prior to last working day of the month.

5.	Purchase Committee	<ol style="list-style-type: none"> 1. Mrs. Rekha Mahajan I/C PGT(Economics) 2. Mr. Neeraj Sharma PGT(Maths) 3. Mrs. Kavita Devi TGT(S.Sc) 4. Mr. Tarlok Kumar Sub-Staff Lab 	<ul style="list-style-type: none"> • To estimate the requirements in the beginning of the academic year. • To procure the required items following the purchase procedure. • To conduct market survey and collect quotation from local market. • To take items purchased into stock. • Any other related work.
6.	Discipline committee	<ol style="list-style-type: none"> 1. Mr. Rishi Verma I/C PGT(Chemistry) 2. Mr. Yudhveer Singh TGT(Maths) 3. Mrs. Rekha Mahajan PGT(Economics) 4. Mr. Vikram Singh TGT(Maths) 5. Mrs. Nisha Gupta TGT(English) 6. Mrs. Vidhi Sharma PRT Music 	<ul style="list-style-type: none"> • Checking of student's uniform, late comers, students missing assembly. • Checking of students' behavior in and outside the class. • Monitoring the movement of students in lines during arrival, departure and to ensure safe passage to students. • Checking of students entry and exit in line from outside and inside school gates before morning assembly and after school hours. (Class teacher also assist) • Conducting Discipline proceedings and submitting a report on such inquiries conducted and outcome of the inquiry along with recommendation. • A monthly report on discipline proceedings & steps taken up and observations made have to be submitted to Principal. • Checking the Movement of students in corridor without out-passes and recording the same to intimate Principal.
7.	Furniture	<ol style="list-style-type: none"> 1. Mr. Karmvir I/C Overall (PGT Hindi) 2. Mr. Pradeep Prasad Bhatt TG (Sanskrit) 3. TGT (P&HE) 4. TGT(WE) 5. Mr. Sunil Kumar I/C Primary 	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation for 2021–22 in the new format and keep ready for Physical Verification • Raising the indent of the Furniture required within the ceiling. • Maintenance of furniture register & inventories in each class, lab, departments, library, office etc. • Preparation of list of repairable and broken furniture. • Submission of requirements of shortage making inventory and monitoring.
8.	School Building Civil & Electrical Maintenance committee	<ol style="list-style-type: none"> 1. Mr. Pradeep Prasad Bhatt I/C TGT (Sanskrit) 2. Mrs. Deepmala TGT(Eng) 3. Mr. Vikram Singh TGT(Maths) 4. Mrs. Vidhi Sharma PRT Music 5. Mr. Suneel PRT 	<ul style="list-style-type: none"> • Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya infrastructure development and works in progress. • Checking the cracks in the wall, tree/plants growth in the roof and side walls of the Vidyalaya. • Monitoring and recording of civil work / repair work undertaken. • Preparing the estimates and submitting request for procurement of materials such as gitty (stone dust/ stones), sand, cement etc., with clear justification. • Stock entry of the material purchased and proper usage of material purchased and record of the same in the stock register. • Certifying the proper usage of material at appropriate and required places. • Informing Principal the areas of immediate attention

9.	N.C.C	<ol style="list-style-type: none"> 1. Mrs. Deepmala I/C TGT(English) 2. Mr. Suneel PRT 	<ul style="list-style-type: none"> • To organize NCC activities on routine basis in the Vidyalaya.
10.	<p>Exam Dept (Primary Section)</p> <p>Home Exam (Secondary Section)</p> <p>CBSE Examination Committee</p> <p>NIOS and other competitive Examination Committee</p>	<ol style="list-style-type: none"> 1. Mrs. Shailja Kalia I/C PRT 2. Mr. Satish PRT - Member <ol style="list-style-type: none"> 1 Mr. Neeraj Sharma I/C PGT(Maths) 2 Mr. Yudhveer singh TGT(Maths) 3 Mrs. Neena Dogra TGT(Hindi) 4 Mr. Vikram Singh TGT (Maths) <ol style="list-style-type: none"> 1 Mr. Rishi Verma I/C PGT(Chemistry) 2 Mr. Vikram Singh TGT(Maths) 3 Class Teachers and Co-Class Teachers IX to XII <ol style="list-style-type: none"> 1. Mr. Neeraj Sharma 2. Mr. Deepak Chand 3. Mr. Akhilesh Rana 	<ul style="list-style-type: none"> • Raising the indent for the papers and other important requirement • Planning & conducting of PT/HY/SEE Exam as per schedule. • Listing out absentees and Planning & conducting Re-tests • To prepare the result analysis of internal exams and maintaining the record in an appropriate manner. <p>Distribution of Report cards to class Teachers.</p> <ul style="list-style-type: none"> • Distribution of the split up syllabus supplied by R.O to teachers and students. • Responsibility of Core team is to coordinate and direct the supporting staff for a smooth execution of the work. • It is mandatory for all the question paper setters to provide the question paper both in soft and hard copies duly computerized, without which Exam Department shall not accept the papers anything hand written. • Mr. Neeraj Sharma and Mr. Rishi Verma will monitor the entire department proceedings and make sure that all wings of his department are functional.
11.	Medical Room, First Aid & Health Checkup	<ol style="list-style-type: none"> 1. PGT Biology I/C 2. Mr. Neeraj Chouhan TGT Biology 3. Nurse 4. TGT P&HE 	<ul style="list-style-type: none"> • Planning a calendar of activities of the department such as on which dates Medical checkup has to be carried out. • Planning with doctor for a medical checkup for children twice a year. Collection of medical Certificate from class teachers. • Keep first aid item readily available in staff room, sports room and principal room. After the medical checkup, getting the cards binding and kept as a record.

12.	Time Table A-Secondary Department B- Time Table Primary Department	1. Mr. Akhilesh Rana I/C PGT(Physics) 2. Mrs. Neelam Devi PGT(Commerce) 3. Mr. Vikram Singh TGT(Maths) 1. Mr. Dhian Singh I/C PRT 2. Mrs. Vidhi Sharma PRT	<ul style="list-style-type: none"> • Preparation of class & teacher’s Time Table as per KVS norms. • Preparation of special Time Table for Board classes, Remedial classes, Classes for slow learners, and Zero period. • Monitoring of bell timing. • Distribution of Registers to all the class monitors to note every day’s activity period-wise. • Collecting the registers and submitting the same to Principal for his supervision. • Random checking for teachers attending the classes during their arrangement. • To ensure no teacher who is absent is left without arrangement. • Arrangements after countersignature by Principal can be displayed in prominent places in the Vidyalaya i.e. floor wise display can be done.
13.	CCA and Important Days celebration committee A-Secondary Section B-Primary Section	1. Mr. Karamvir I/C PGT(Hindi) 2. PGT(English) 3. Mrs. Nisha Gupta TGT(English) 4. Mrs. Neena Dogra TGT (Hind) 5. TGT(P&HE) 6. Sports Coach/ Yoga Teacher 1. Mrs. Sukeshma Mahajan I/C 2. Mrs. Sudha Verma PRT 3. Mrs. Vidhi Sharma PRT(Music Tr.)	<ul style="list-style-type: none"> • Preparation of Calendar of activities for 2021-22. Preparation of Days to be observed and celebrated in the year 2021-22. House distribution activity. Selection and celebration of School Captains and Vice Captains under student’s council. • Planning, preparation and Celebration of Annual Day • Duty allotment and monitoring of assembly program. • Checking of the information on the display board in corridor and class rooms. • Theme selection for every month and carrying out the suggested activities. • Maintaining the record of achievements of the students of house and maintaining transparency in the result process. • Important announcements in the assembly, planning & preparing students for various activities. For this, the CCA I/c or deputy has to meet Principal to note the next day’s announcements. • Important dates shall be collected and be celebrated appropriately. • The committee can even suggest Principal for the purpose
14.	CS-54 and CS-11 Fees Record (Pay bill checking)	1. Mr. Akhilesh Rana PGT(Physics) 2. Mr. Yudhveer Singh TGT(Maths)	<ul style="list-style-type: none"> • Maintenance of CS-54 and CS-11 & its verification every month. • The committee is responsible for submitting every month the statements of CS – 54 and CS – 11. The committee is responsible for preparing and submitting CS-54 and CS -11
15.	Teaching Aids & A.V Aids A-Secondary B-Primary	1. Mrs. Deepmala I/C TGT(English) 2. Mr. Vimal Kumar Jaiswal TGT(SST) 3. Mr. Sunil Kumar PRT	<ul style="list-style-type: none"> • Procurement of Audio Visual and teaching aids. • Upkeep of audio visuals and teaching aids. • List of Audio Visual and teaching aids used by the teachers.

16.	Educational Excursion (Planning year calendar & Plan of action)	<ol style="list-style-type: none"> 1. Mr. Deepak Chand I/C PGT(CS) 2. Mr. Suneel Kumar PRT 	<ul style="list-style-type: none"> • Planning of educational tour for different classes as per schedule given by the KVS. • Deciding the places to visit through formal discussions with Principals and submit a report through the register meant for the purpose of excursions to children. • Taking students to local places of educational and tourist interest. • Planning safety measures, communicating parents through DO Letters, charting the buses, contacting the visiting places, taking permissions etc., are the responsibilities of the committee and submitting a final report for modifications and necessary approval.
17.	<p style="text-align: center;">Photography/</p> <p style="text-align: center;">Press &Media /</p> <p style="text-align: center;">Bouquet presentations Committee</p>	<ol style="list-style-type: none"> 1. Mr. Yudhveer Singh I/C TGT(Maths) 2. Mr. Pradeep Prasad TGT(Sanskrit) 3. Computer instructor/DEO 4. Mrs. Vidhi Sharma PRT <ol style="list-style-type: none"> 1.Mrs. Neena Dogra TGT (Hind) 2.Mrs. Nisha Gupta TGT (Eng) <ol style="list-style-type: none"> 1. Mrs. Rekha Mahajan PGT(Economics) 2 Mrs. Sudha Verma PRT 	<ul style="list-style-type: none"> • Arrangement of photographer for important functions. • Display of photographs on display boards along with proper headings. Maintaining the album of the Vidyalaya Year-wise. • During the inspections Albums have to be presented to Inspection officers
18.	Career Guidance and Counseling (To Plan and fix the dates)	<ol style="list-style-type: none"> 1. Mr. Neeraj Sharma I/C PGT(Maths) 2. Mr. Rishi Verma PGT(Chemistry) 3. Mrs. Rekha Mahajan PGT(Economics) 4. Mrs. Vidhi Sharma PRT Music 	<ul style="list-style-type: none"> • Year Planner for counseling sessions shall have to be prepared by secretary of the committee. A minimum of 06 (six) such counseling sessions shall have to be planned and be organized and reporting is mandatory. • Collection of information and providing to students. Arrangement of Guest Lectures. • Monthly report has to be submitted on activities undertaken for providing information to the students - Please use a separate register.

19.	Primary Education – (Core committee) CMP	<ol style="list-style-type: none"> Mrs. Sudha Verma I/C PRT Mrs. Sukeshma PRT Mrs. Shailja Kalia PRT 	<ul style="list-style-type: none"> Year Planner shall have to be prepared by each head. Planning and preparation Calendar of activities. Supervision of Primary classes. All the new entries may be supervised with the help of Sr. PRT's & Academic Coordinator & PGT's of the Vidyalaya, so that necessary help can be given to them to understand about CMP work and CCE/Back to basic work/learning outcomes / BALA etc. Maintaining the bank of Worksheets on yearly basis and getting the book of worksheets binded and display in CMP room. All works related to primary education. Maintaining CMP & CCE Records, back to basic records. Formation of Committees for various occasion for primary wing for smooth conduct of Primary wing. A monthly report on activities undertaken by the Primary wing.
20.	Sports Committee	<ol style="list-style-type: none"> I/C TGT(P&HE) Mr. Neeraj Chauhan TGT(Biology) Mr. Satish PRT Mrs. Nisha Gupta TGT English 	<p>Planning Vidyalaya sports activities, (Year calendar).</p> <ul style="list-style-type: none"> Monitoring blocks period. Purchasing required material. Arrangement of sports meets as per KVS norms. Planning and conducting Annual Sports Day celebration for 2019-20.
21.	Scout and Guide Cubs and Bulbul	<ol style="list-style-type: none"> Mr. Vikram Singh I/C Scout TGT(Maths) Mrs. Nisha Gupta I/C Guides TGT(English) Mrs. Neena Dogra TGT(Hindi) Mrs. Deepmala TGT (English) Mrs. Kavita Devi TGT(SST) Mrs. Sudha Verma I/C PRT Mrs. Sukeshma PRT Mrs. Shailja Kalia PRT Mr. Satish PRT Mr. Neeraj Chauhan TGT (Science) Mr. Karamvir PGT (Hindi) Mr. Dhian Singh PRT 	<ul style="list-style-type: none"> Registration of units. Fresh registration for Pravesh, Cubs & Bulbuls etc. Conducting upgrading camps & celebrations related to Scout. Taking up Community development and service works once in a month. Submitting monthly Reports & carrying out other work related.
22.	Subject Committee		<ul style="list-style-type: none"> Every month these committees invariably sit and discuss on agenda that pre-decided and got approved by Principal. The agenda shall be on the following points. These points are suggestive but not exhaustive and teacher Head can explore more and make committee meeting a novel and noble sitting so that a fruitful outcome is realized. Split up syllabus month wise and teacher wise. Project work-term wise. Weightage of marks to each topic. Evaluation scheme. Practical work. Class room activities and teaching aids. Model question paper.
1 2 3 4	A-Secondary Science Maths Social Science Computer	<ol style="list-style-type: none"> Mr. Rishi Verma PGT(Chem) Mr. Neeraj Sharma PGT(Maths) Mrs. Rekha Mahajan PGT Economics Mr. Deepak Chand PGT (Comp.Sci.) 	

5	Hindi	5. Mr. Karmvir PGT Hindi Mrs. Neena Dogra TGT(Hindi)	<ul style="list-style-type: none"> • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners identification. • Strategy for effective monitoring for students improvements. Educational tour. • Class activities, Exhibition, Exam- PT/MT/HY/SEE. • Preparation of subject magazine. • CCE work, Back to basic files/ Subject enrichment activities and Files of Cycle test/CT/MT/Remedial class test carried out topic-wise by the teachers. • Innovations taken up and the reports thereof.
6	English	6. Mrs. Anusua Roy PGT(English) and	
	B-Primary		
1	English	1. Mrs. Vidhi Sharma PRT Mus	
2	Hindi	2. Mrs. Sudha Verma PRT	
3	Maths	3. Mrs. Shailja Kalia PRT	
4	EVS	4. Mr. Suneel PRT	
23.	Library Advisory Council	1. Mrs. Neena Dogra I/C TGT(Hindi) 2. Mrs. Jyoti (Librarian) 3. Mr. Karmvir PGT(Hindi) 4. Mrs. Kavita Devi TGT(SST) 5. Mr. Pradeep TGT(SKT)	<ul style="list-style-type: none"> • Planning and preparing the books for condemnation. • Supervising the Library activities undertaken by the Librarians and seeking a report on monthly basis. • Raising the requirement of books taking the list from students of classes XI and XII and respective subject teachers. • Submission of requisition to Principal for procurement through the committee. Strictly following Library Policy of KVS. Improving library service and its monitoring. • Note: Librarians are to prepare a Yearly planner of activities and submit to Principal.
24.	Value Education & Integrity Club A-Secondary B-Primary	1. Mrs. Deepmala I/C TGT(English) 2. Mr. Vimal TGT(S.Sc) 1. Mrs. Sukeshma PRT I/C 2. Mrs. Sudha Verma PRT	<ul style="list-style-type: none"> • Preparation of Annual calendar of value based education programs and activities. • Conducting of value education program as per KVS guidelines.
25.	Eco Club	1. Mr. Neeraj Chauhan I/C TGT (Biology) 2. PGT (Biology) 3. Mrs. Vidhi Sharma PRT Mus	<ul style="list-style-type: none"> • Conducting activities related to the Club. • Celebration of important day and van Mahotsava etc.
26.	AEP – planning & conducting a minimum of 6 sessions in each term	1. PGT(Biology) 2. Mr. Neeraj Chauhan TGT (Biology) 3. Mrs. Sudha Verma PRT 4. Mrs. Vidhi Sharma PRT Mus 5. Staff Nurse	<ul style="list-style-type: none"> • Organizing PT meeting, creating awareness among parents and children about the changes in adolescent (adult) stage, Awareness about sexual diseases, Solution for stress related problems. Planning, Preparation and conducting the programs. • Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
27.	Result Moderation Committee A-Secondary Section B-Primary Section	1. Mrs. Rekha Mahajan I/C PGT(Economics) 2. Mr. Vikram singh TGT(Maths) 1. Mrs. Sukeshma I/C PRT 2. Mrs. Sudha Verma PRT	<ul style="list-style-type: none"> • To decide the hard and difficult cases. Formulating the criteria to decide class wise result of border case.

28.	Hygiene and Sanitation (Cleanliness of Vidyalaya washrooms and Surroundings) plus Drinking water Facility	<ol style="list-style-type: none"> 1. Mrs. Kavita Devi I/C TGT(SST) 2. Mrs. Vimal Kumar TGT(S.S) 3. Mrs. Jyoti (Librarian) 4. Mr. Yashwant Kumar TGT(A) 5. Mrs. Sudha Verma I/C Primary 6. All Sub Staffs & Sweepers 	<ul style="list-style-type: none"> • Checking cleanliness in toilet and other places, daily pursuing sweeper to work promptly. • Submitting Monthly report on observations. • The committee shall take up the work in a very effective manner so that, children get hygienic environment and sanitized toilets. • Please ensure that, the labours use disinfectants. Keep the contact number of the contractor responsible for and update him with the problems observed. The undersigned is confident on the team constituted as they execute the work promptly. • Once in every week, the committee shall go around the Vidyalaya exterior view and find out the growths in the wall and the surroundings. • Plan the cleaning campaign and get the work done with the help of contractor / Labour. • Submit the requisition and report on the work completion.
29.	Beautification & Garden	<ol style="list-style-type: none"> 1. PGT(Biology) 2. Mr. Neeraj Chauhan TGT(Biology) 3. Mrs. Sudha Verma PRT 	<ul style="list-style-type: none"> • Garden maintenance observation and making suggestions to gardener. • Monthly review of garden and suggestions to improvement. • Submitting of monthly review of garden & Beautification of Vidyalaya. • Raising the requirement for Garden and Vidyalaya beautification.
30.	Students' council committee	<ol style="list-style-type: none"> 1. CCA I/C Primary and Secondary 2. All Class/co-class Teachers . 	<ul style="list-style-type: none"> • Planning a calendar of Students' council meeting to discuss about various academic activities of the Vidyalaya. • Review of Attendance registers once in every 15 days and communicating. • Syllabus coverage from classes VI to XII once in a month.
31.	Exhibitions Committee - Science	<ol style="list-style-type: none"> 1. Mr. Rishi Verma and Mr. Akhilesh Rana I/C 2. PGT(Biology) 3. Mr. Neeraj Chauhan TGT(Biology) 4. Mrs. Vidhi Sharma PRT 5. Mrs. Neelam Devi PGT (Commerce) 	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin. • Note: As far as Science exhibition is concerned, the In charge teacher will discuss with Principal on all the modalities to be observed and record in the Science department minutes register.
32.	Exhibitions Committee – Social Science	<ol style="list-style-type: none"> 1. Mrs. Rekha Mahajan I/C PGT(Economics) 2. Mrs. Kavita Devi TGT(SST) 3. Mr. Vimal Jaiswal TGT(SST) 	<ul style="list-style-type: none"> • Plan the exhibition themes and models in advance and start synopsis preparation. • Conduct mock exhibition well before the exhibitions scheduled as per KVS. • Decide the best models and the suggestions for improvement. • Get the new models ready before the exhibition to begin.

			<ul style="list-style-type: none"> • Note: As far as Social Science exhibition is concerned, the Incharge teacher will discuss with Principal on all the modalities to be observed and record in the Social Science department minutes register.
33.	Reception & Refreshment Committee for all the occasions	<ol style="list-style-type: none"> 1. Mrs. Rekha Mahajan I/C PGT(Economics) 2. Mr. Neelam Devi PGT(Commerce) 3. Mrs. Vidhi Sharma PRT (Music) 4. Mr. Yashwant Kumar TGT(AE) 5. Mr. Arun Kumar Sub Staff 	<ul style="list-style-type: none"> • The committee is responsible to get the front elevation of the Vidyalaya fully decorated and reception formalities shall be made to the perfection. • Refreshment procurement and arrangement is another vital responsibility shall be done meticulously. • Fixing and arranging the arena for refreshment of Guests and teachers and volunteers during big events. • The entire infrastructure required (spoons, plates, cups, saucers, drinking water etc.) for smooth conduct of refreshment distribution though proper work distribution amongst is the main responsibility to be executed meticulously. • Note: 11th hour planning or doing be avoided for important events. All the events that go with external guest are always important and shall go without any hiccups. Postponing is bad attitude, so avoid it.
34.	Vidyalaya Magazine, CMP& Quarterly News Letter for Primary Committee	<ol style="list-style-type: none"> 1. Mr. Karmvir I/C PGT(Hindi) 2. Mrs. Anusua Roy PGT(English) 3. Mrs. Neena Dogra TGT(Hindi) 4. Mr. Pradeep Prasad TGT(Sanskrit) 5. Mrs. Deepmala TGT(English) 6. Mrs. Shailja Kalia PRT <ol style="list-style-type: none"> 1. Mrs. Sudha Verma PRT I/C Primary 2. Mrs. Sukeshma PRT 3. Mr. Satish PRT 4 Mrs. Shailja Kalia PRT 	<ul style="list-style-type: none"> • Overall Planning of the magazine collection as per fixed schedule. • Collect the materials and keep updating them periodically. • Prize recipients (students, teachers) shall be asked to give their photographs. Teachers/officers/officials retiring from services shall have a space to be part of Vidyalaya Magazine. • The magazine collection and compilation work shall be completed before December 2021. Responsible for the planning quarterly Newsletter for Primary lines of previous year. Dates of unveiling the Newsletter shall be decided through a planner and accordingly the work has to be conducted and keep ready. • Every quarterly the Newsletter has to go to Regional Office to update them on the work & conduct of the Vidyalaya primary wing
35.	R.T.I & Parliament Questions Reply	<ol style="list-style-type: none"> 1. Mr. Anil (JSA) I/C 2. Mr. Tarlok Kumar (Sub-Staff Lab) 	<ul style="list-style-type: none"> • To attend the queries made under RTI and ensure their response is made on or before the stipulated date. • Collect data/information to be incorporated in the reply of such letters. • The members and I/C to keep them updated with the rules and procedures regarding RTI act.
36.	राजभाषा कार्यान्वय समिति Raj Bhasha Committee	<ol style="list-style-type: none"> 1. Mr. Karmvir I/C PGT(Hindi) 2. Mrs. Neena Dogra TGT(Hindi) 	<ul style="list-style-type: none"> • Periodical reports shall be prepared as per the schedule and without any reminder from Head of the Institution. So, the committee requires some plan on Raj Basha implementation.

		<ol style="list-style-type: none"> 3. Mr. Pradeep Prasad TGT(Sanskrit) 4. Mrs. Anusua Roy PGT(English) 	<ul style="list-style-type: none"> • So, Year planner may be prepared for the purpose. • Hindi Pakhwada has been the sole work, we do for Raj Basha. • So, the committee is responsible to plan some more activities prior to Hindi Pakhwada and conduct through Hindi classes and CCA activities and CCE activities so that, the report sent to KVS about the Raj Basha implementation will be decorative and acceptable. • Every month a test on intricacies of Rajbasha has to be conducted for teachers.
37.	<p style="text-align: center;">Income Tax and Form 16</p>	<ol style="list-style-type: none"> 1. Mr. Vikram singh I/C TGT(Maths) 2. Mr. Akhilesh Rana PGT(Physics) 	<ul style="list-style-type: none"> • The committee will maintain a register and record month-wise collection of income tax. • The committee will coordinate with office and CA who is looking after the Vidyalaya income tax work and ensure submission of all the documents. • The committee has to review the income tax collection and challan submissions every month and record the SBI challans with challan numbers and dates. • The committee is authorized to speak to CA and note down the procedure of completing the work of Income tax.
38.	<p style="text-align: center;">Parent Teacher Meeting- I - V Meeting to be called in August/ Dec & Jan</p> <p style="text-align: center;">Parent Teacher Meeting Classes VI to XII Meeting to be called in August/ Dec & Jan</p> <p style="text-align: center;">Parent Teacher association</p>	<ol style="list-style-type: none"> 1. Mrs. Rekha Mahajan I/C PGT(Economics) 2. Mrs. Sudha Verma PRT 3. All Class Teachers 4. All Sub-staff members 	<ul style="list-style-type: none"> • To plan for periodical meetings with the parents. • To invite the parents well in time and to ensure their presence. • To plan for useful discussions in those meetings, to fulfill the very purpose of the P.T.A. • To plan for personal discussion with the parents of slow-learners for improvement. • To invite parents for their presence during important celebrations in the KV. • Month-wise report on meetings conducted shall be submitted to Principal. It is mandatory.
39.	<p style="text-align: center;">Grievance Committee</p>	<ol style="list-style-type: none"> 1. Mrs. Neelam I/C PGT(Commerce) 2. Mrs. Rekha Mahajan PGT(Economics) 3. Mr. Vikram singh TGT(Maths) 4. Mr. Akhilesh Rana PGT(Physics) 	<ul style="list-style-type: none"> • To periodically open suggestion box at least once in a months. • To keep a record of suggestions or grievances received from the students, staff or parents. To maintain the minutes of the meetings.

40.	Sexual Harassment, ICC & Gender Sensitization Committee	<ol style="list-style-type: none"> 1. Mrs. Rekha Mahajan I/C PGT(Economics) 2. Mrs. Neena Dogra TGT(Hindi) 3. Mr. Neeraj Sharma PGT(Maths) 4. Mr. Vikram Singh TGT(Maths) 5. Mrs. Neelam PGT(Commerce) 	<p>Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.</p> <ul style="list-style-type: none"> • Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment; Recommend appropriate punitive action against the guilty party to the Principal.
41.	Staff room display	<ol style="list-style-type: none"> 1. Mrs. Kavita Devi TGT(SST) 2. Mrs. Vidhi Verma PRT Music 	<ul style="list-style-type: none"> • To maintain staff room neat and clean. • To look after the proper management of Staff room and its requirements.
42.	Alumni Association	<ol style="list-style-type: none"> 1. Mr.Karamvir I/C PGT(Hindi) 2. Mrs. Sudha Verma PRT 	<ul style="list-style-type: none"> • To maintain proper records of alumni of the Vidyalaya. • To arrange alumni meet in the Vidyalaya by discussing with the undersigned.
43.	Olympiads (Science & Maths) & VVM/NCSC/IAPT	<ol style="list-style-type: none"> 1. Concerned Department I/C 	<ul style="list-style-type: none"> • To conduct all the Olympiads smoothly. • To make the students aware about the different kinds of Olympiads conducted in the Vidyalaya.
44.	Staff Club	<ol style="list-style-type: none"> 1. Mr. Rishi Verma I/C PGT(Chemistry) 2. Mrs. Neena Dogra TGT(Hindi) 3. Mr. Dhian Singh PRT 	<ul style="list-style-type: none"> • Welcome / farewell party to the new / outgoing staff and welfare activities to be organized.
45.	Teacher's Lunch time duty Chart preparation /Corridorwise Duty/ Gate Duty	Mrs. Akhilesh Rana PGT(Physics)	<ul style="list-style-type: none"> • To depute teachers on duty during lunch time for the safety and security of students. • Teachers on duty will be totally responsible for the safety and security of child in the ground and in the Vidyalaya premises.
46.	Achievement register maintenance & Updating	<ol style="list-style-type: none"> 1. Mrs. Anusua Roy PGT(English) 2. Mrs Deepmala TGT (Eng) 	<ul style="list-style-type: none"> • To maintain proper records of Vidyalaya Achievement. • To provide information regarding Vidyalaya achievement to RO and HQ whenever it is needed.
47.	Staff Meeting & recording of the minutes & Monthly DO to Ro.	<ol style="list-style-type: none"> 1. Mr. Karmvir I/C PGT(Hindi) 2. Mrs. Anusua Roy PGT(English) 	<ul style="list-style-type: none"> • To record the minutes of all staff meetings, P.T.A. meetings, X & XII class P.T.A. meetings and to maintain records / files of the same. • To note down all important events/functions etc. held in Vidyalaya. • To prepare by monthly newsletter and to send to RO and other Officials of KVS.
48.	Fee concession & RTE	<ol style="list-style-type: none"> 1. Mrs. Neelam Admission I/C. 2. Mr. Deepak Chand PGT (CS) 	<ul style="list-style-type: none"> • The role is this committee is to prepare class-wise data of students who have been given Fee Concession of any kind. While in Primary; Fee concession / exemptions and RTE data

		3. Class teachers class(I-VIII)	has to be prepared in a register and submit every month for a review of Principal
49.	Identity Card Committee Staff and Students	1. Mrs. Nisha Gupta I/C TGT(English) 2. Mrs. Jyoti (Librarian) 3. Mrs. Shailja Kalia PRT	<ul style="list-style-type: none"> To allot quarter to employees as per KVS norms. To look after the upkeep and maintenance of staff quarters. To maintain allotment roster and to keep all records in good condition
50.	Conservancy services watch and ward Housekeeping etc.	1. Mr.Pradeep Prasad I/C TGT(Sanskrit) 2. Mr. Satish PRT 3. Mrs. Neena Dogra TGT(Hindi) 4. Mr. Suneel Kumar PRT 5. Mr. Karamvir PGT (Hindi)	<ul style="list-style-type: none"> To see the guards and gardener doing their job effectively To provide services to the Vidyalaya for safety and security of school building and infrastructure.
51.	e-mail Checking and correspondence committee	1. Mr.Anil Kumar (JSA) I/C 2. Mrs. Rekha Mahajan (PGT Eco.) 3.Mr Yudhveer TGT Maths 3.Computer instructor 4 Data Entry Operator 6 Satish (PRT)	<ul style="list-style-type: none"> To monitor and reply all mails/google sheets and required data with KVS RO/HQ 24*7.
52.	Ek Bharat Shrestha Bharat Club EBSB-Club Mahatma Gandhi Celebrations Constitution Day Activities	1. Mrs. Rekha Mahajan PGT (Eco) (Nodal teacher for EBSB) 2. Mr. Karamvir PGT (Hindi) 3. Mrs. Nisha TGT (Eng) 4. Mrs. Kavita Devi TGT (S.Sc) 5. Mrs. Sukeshma PRT 6. Mrs. Vidhi Sharma PRT Music 1.Mr. Vimal Kumar TGT (S.Sc) 2.Mr. Yashwant TGT AE 1. Mrs. Rekha Mahajan PGT (Eco) 2. Mrs. Kavita Devi TGT (S.Sc) 3. Mr. Vimal Kumar TGT (S.Sc)	<ul style="list-style-type: none"> To complete all assigned duties well in time. To Submit record of all activities in the form of google sheets/Photographs/Videos to KVs HQ on monthly basis.
53.	Awakened Citizen Programme	1.Mrs. Neena Dogra TGT (Hindid) 2.Mr. Vikram Singh TGT(Maths) 3.Mr. Pradeep TGT (SKT) 4. Mrs. Kavita Devi TGT (S.Sc) 5. Mrs. Nisha TGT (Eng) 6. Mr Yudhveer TGT Maths	<ul style="list-style-type: none"> To prepare a separate schedule for performing these activities

54.	Club Activities Science Club Social Sci. Club Maths Club Sports Club	All Science faculty members All social Sci. faculty members All Math faculty members PH&E/Sports Coach/ Yoga Teach	<ul style="list-style-type: none"> To maintain proper record of activities
55.	PISA Committee	1.Mr. Neeraj Sharma I/C PGT Maths 2. Mr. Rishi Verma PGT (Chem) 3. Mr. Akhilesh Rana PGT (Physics) 4.Mr. Vikram TGT (Maths)	
56.	Condemnation Board/ Committee	1. Mrs. Rakha Mahajan I/C 2. Mr. Karmvir PGT (Hindi) 3. Mr. Deepak Chand PGT CS 4. Mr. Neeraj Sharma PGT (Maths) 5. Mr. Anil Kumar JSA	
57.	PTA (Parents Teachers Association)	1.Mr. Neeraj Sharma I/C PGT Maths 2.Mrs. Neelam Devi PGT (Commerce) 3.Mrs. Neena Dogra TGT(Hin 4.Mrs. Vidhi Sharma PRT Music	
58.	Pustakopahar Committee Tarunotsav Committee	1. Mr. Karmvir I/C PGT (Hindi) 2. Mrs. Deepmala TGT (Eng) 3. Mrs. Kavita Devi TGT (S.Sc) 1. Mrs. Sukeshma I/C PRT 2. Mrs. Sudha Verma PRT 3. Mrs. Shailja Kalia PRT 4. Class teachers of class 1 st	
59.	School response Teams:- 1. Child Rights Protection Cell	1.Mr. Deepak Chand I/C PGT CS 2.Mrs. Rekha Mahajan PGT (Eco) 3.Mrs. Neena Dogra TGT (Hindi) 4.Mr. Neeraj Chauhan TGT (Sci)	

<p>2.Evacuation Team During Emergency</p>	<p>1.Mr. Akhilesh Rana I/C PGT (Physics) 2.Mr. Rishi Verma PGT (Chem) 3.Mr. Satish PRT 4.Mr. Dhian Singh PRT 5 All staff Members</p>	
<p>3.Search and Rescue Team</p>	<p>1.Mr. Rishi Verma PGT (Chem) 2.Mr.Neeraj Chauhan TGT (Sci) 3.Mr. Vikram TGT (Maths) 4.Mrs. Vidhi Sharma PRT Music 5. Mr. Sushil Kumar (Sub-staff)</p>	
<p>4.Transport Safety Team</p>	<p>1.Mr. Suneel I/C PRT 2.Mrs. Neelam Devi (PGT Commerce) 3.Mr. Deepak Chand PGT CS 4.Mr. Arun Kumar (Sub-staff)</p>	
<p>5.Team for students With Special need</p>	<p>1 Mrs. Rekha Mahajan I/C PGT (Eco) 2 Mr. Rishi Verma PGT (Chem) 3 Mr. Vimal Kumar TGT (S.Sc) 4 Mrs. Sudha Verma PRT</p>	
<p>6 Disaster Management and mock drills committee</p>	<p>1 TGT(WE) I/C 2 TGT(P&HE) 3Mr. Yashwant Kumar TGT(AE) 4Mr. Vimal Kumar TGT (S.Sc) 5Mrs. Jyoti Kumari Library</p>	<ul style="list-style-type: none"> • Mock Drills & awareness programme to be organized twice a year i.e. April & Oct
<p>7 Standard Operating Procedure (SOP)</p>	<p>1 PGT(Biology) 2 TGT(WET/SUPW) 3 TGT (P&HE) 4 Coach/ Yoga Teacher 5 Mrs. Sudha Verma</p>	<ul style="list-style-type: none"> • To read the SOP carefully and bring it to the notice of all the staff and the teachers of the School. • Develop comprehensive action plan to implement the guidelines. • Allocate specific roles to different personnel and teachers as per the SOP and brief the staff about the action to be taken by them in any exigency. • Take preventive measures as given in the guidelines in consultation with the local police. • Keep the security personnel of the school on the alert. • Communicate clear guidelines to parents about what they should and should not do in case of any news of such incidents. • Conduct advance reconnaissance of the school with the help of the local police. • Hold mock drills for students, teachers and staff.