

PM SHRI KENDRIYA VIDYALAYA BANIKHET

VIDYALAYA DUTY CHART

SESSION: 2024-25

Vidyalaya academic & Institutional Plan for session 2024-25 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 2024-25. 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 2024-25. 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 2024-25

PRIMARY SECTION

Class	Class Teacher	Co-class Tecaher
I A	Ms. Preeti Yadav	Ms Imrana
I B	Ms Imrana	Ms. Preeti Yadav
II A	Ms. Kirti Raj	Ms. Shalini
II B	Ms. Shalini	Ms. Kirti Raj
III A	Ms. Sheetal Chopra	Mr. Suneel Kumar
III B	Mr. Suneel Kumar	Ms. Sheetal Chopra
IV A	Mr.Nitin Sagar	Ms. Pooja Rani
IV B	Ms. Pooja Rani	Mr.Nitin Sagar
V A	Ms. Shailja Kalia	Ms. DrishtyTawra
V B	Ms. DrishtyTawra	Ms. Shailja Kalia

Principal

LIST OF CLASS TEACHER AND CO – CLASS TEACHERS SESSION 2024-25

SECONDARY SECTION / SENIOR SECONDARY

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
VI	A	Mr Vishal Kapoor	TGT- Skt
	B	Mrs Neetu Sharma	TGT – Skt
VII	A	Mr Harsh Malik	TGT – English
	B	Dr Geeta Mehta	TGT – English
VIII	A	Mrs Deepika Bajaj	PGT MATH
	B	Mrs Sapna	Ms.Anju Bala
IX	A	Mr Kuldeep Kumar	Computer Instructor
	B	Mrs. Deepmala	Computer Instructor
X	A	Mr Pushpak Rana	PGT – CS
	B	Mr. Rahul Kumar	PGT – CS
XI	A	Mr Akhilesh Rana	Mrs Neha Parmar
XI	B	Mr Krishan Kumar	Mrs Anusua
XII	A	Mrs Anju Kumari Sharma	PGT – Maths
XII	B	Mrs Anandita Bhardwaj	Ms Anju Bala

Principal

**DUTIES AND RESPONSIBILITY OF THE TEACHERS/CLASS/CO-CLASS TEACHERS
(SESSION 2024-25)**

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 compulsory.
- 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.

PM SHRI KENDRIYA VIDYALAYA BANIKHET
COMMITTEES 2024 - 25

The following committees/clubs have been framed for the session 2024-25 for the 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.No	NAME OF COMMITTEE	NAME OF I/C & MEMBERS	DUTIES
1.	Flag Hoisting, Retreating Ceremony and PA system arrangement	1. Ms Anju Bala(PGT Hindi) 2.Mr. Vishal Kapoor TGT(WET) 3.Mrs Shailja Kalia (PRT) 4.Mrs. Geeta Mehta TGT(P& HE) 5.Mrs. Sushma PRT(Music)	<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.	UBI Fee Collection and Verification.	1. Mr. Akhilesh Rana , Overall I/C TGT (WET) 2. Mrs Anandita Bhardwaj(PGT Comm) 3. Mr. Kuldeep Kumar (TGT-Maths) 4. Mr Anuj Kumar (JSA)	<ul style="list-style-type: none"> • To monitor activities of UBI fees collection. • Verify CS- 54
3.	Website updation and PIMS	1.Mr. Vishal Kapoor I/C (TGT WET) 2.Mr Harsh Malik (Librarian) 3. PGT - CS 4.Comp. Instructor	<ul style="list-style-type: none"> • To monitor activities of KV PIMS • 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.	Vidyalaya Admission Committee and Monthly Enrollment Committee	1. Mr Akhilesh Rana , I/C (PGT Physics) 2. Mrs Deepmala (TGT English) 3. Mr Umesh Kumar (HM) 4. Mr. Suneel Kumar (PRT) 5. Computer Instructor	<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).

			<ul style="list-style-type: none"> • 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. Mr. Krishan Kumar I/C PGT(Economic 2. Mrs. Anju Kumari Sharma PGT(Chemistry) 3. Mr. Umesh Kuamr (HM) 4. Mr. Arpit Srivastav (SSA) 5. Mr. Tarlok Kumar (Lab Att) 	<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. Dr Geeta Mehta TGT(P&HE) I/C 2. Mr. Akhilesh Rana (PGT - Physics) 3. Mrs Anusua Roy (PGT –Eng) 4. Mr Dharmender (PRT) 5. Mrs. Shailja Kalia (PRT) 	<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

			<p>assembly and after school hours. (Class teacher also assist)</p> <ul style="list-style-type: none"> • 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. Vishal Kapoor I/C TGT (WET) 2. Mr. Pushpak Rana TGT (S.Sc) 3. Mrs Deepika Bajaj (TGT - Hindi) 4. Ms. Pooja Rani (PRT) 5. Mr. Nitin Sagar (PRT) 	<ul style="list-style-type: none"> • Preparing the list of articles for condemnation for 2024–25 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. Vishal Kapoor (TGT - WET) I/C 2. Mr. Harsh Malik (Librarian) 3. Mr. Umesh Kumar (HM) 4. Mrs. Preeti Yadav (PRT) 	<ul style="list-style-type: none"> • Raising the quotations for procurement of materials required for civil work. Monitoring of Vidyalaya

			<p>infrastructure development and works in progress.</p> <ul style="list-style-type: none"> • 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 Activities	1. Mrs. Neha Parmar I/C PGT(BIO)	<ul style="list-style-type: none"> • To organize NCC activities on routine basis in the Vidyalaya.
10.	Examination Dept Primary Section Secondary Section – Including Internal, External(CBSE), NIOS, Olympiads	1.Mr. Suneel Kumar (PRT) I/C 2.Ms.Sheetal Chopra 3.Ms. Shalini (PRT) [Class 1 & 2] 1.Mrs Anju Kumari Sharma (PGT-Chem)I/C 2.Mr Pushpak Rana (TGT – S.Sc) 3.Mr Rahul Kumar (TGT – Maths) 4.Mrs Sapna (TGT- Sc) 5.Mr Harsh Malik (Librarian) 6.Mr Arun Kumar (Sub Staff)	<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

			<p>manner.</p> <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. • Uploading ,Updation and completion of the data related to CBSE • Smooth conducting of different exams like NIOS, SOF, IMO etc. • 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.
11.	<p>Medical Room,First Aid, Health Checkup and AEP Planning.</p>	<ol style="list-style-type: none"> 1. Mrs. Neha Parmer I/C PGT Biology 2. Mrs. Sapna TGT Biology 3. Staff Nurse 	<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. Mrs Anandita Bhardwaj (PGT - Comm) I/C 2. Mr. Kuldeep Kumar TGT(Maths) 1. Mr. Dharmender (PRT) 2. Ms Imrana (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. Mrs Anusua Roy (PGT-Eng) I/C 2. Ms Anju Bala (PGT Hindi) 3. Mrs. Deepmala (TGT - English) 4. Mrs. Deepika Bajaj (TGT Hindi) 5. TGT - Skt 1. Ms. Shailja Kalia (PRT) I/C PRT 2. Mr. Suneel Kumar (PRT) 3. Mrs. Sushma (PRT-Music)	<ul style="list-style-type: none"> Preparation of Calendar of activities for 2023-24. Preparation of Days to be observed and celebrated in the year 2022-23. 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

			<p>information on the display board in corridor and class rooms.</p> <ul style="list-style-type: none"> • 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.	Teaching Aids& A.V Aids	<ol style="list-style-type: none"> 1. Mr. Pushpak Rana I/C TGT (S.Sc) 2. Mr. Suneel (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.
15.	Photography/	<ol style="list-style-type: none"> 1. Mr. Harsh Malik (Librarian) I/C 2. Mr Nitin (PRT) 3. Computer instructor/DEO 	<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

	Press &Media / Bouquet presentations Committee	1.Mrs. Deepmala I/C TGT (Eng) 2.Mr Krishan Kumar (PGT-Eco) 3.Mrs. Anandita Bhardwaj (PGT -Comm)	Albums have to be presented to Inspection officers
16.	Bharat Scout and Guide Cubs and Bulbul Committee	1. Mr. Akhilesh Rana I/C (PGT Phy) 2. Mrs. Deepmala (TGT -Eng) 3. Mr. Pushpak (TGT -SST) 4. Mrs. Shailja Kalia (PRT) 5. Mr. Suneel Kumar (PRT) 6. Mr Dharmender (PRT) 7. Mrs Deepika Bajaj (TGT-Hindi)	<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.
17.	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 sitting so that a fruitful outcome is realized.
1	Science	1. Ms. Neha Parmar PGT(Bio) I/C 2. Mr. Akhilesh Rana PGT Physics 3. Mrs. Anju Kumari Sharma PGT chemist 4. Mrs. Sapna TGT biology 5. Mrs. Sheetal Chopra PRT 6. Mr. Suneel Kumar PRT	<ul style="list-style-type: none"> • 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. • Identification of slow learners and gifted children and remedial action. • Under achievers / slow learners identification. • Strategy for effective monitoring for students
2	Maths	1. PGT(Maths) I/C 2. Mr. Rahul Kumar TGT Maths 3. Mr. Kuldeep TGT Maths 4. Mrs. Shailja Kalia PRT 5. Mrs. Sheetal Chopra PRT	
3	Social Science	1.Mr.Krishan Kumar (PGT Eco) I/C 2.Mrs. Anandita Bhardwaj (PGT Comm) 3.Mr. Pushpak Rana (TGT S.Sc) 4. Mrs Neetu Sharma (TGT S. Sc)	
4	Computer	1.PGT (Comp.Sci.) I/C 2. Computer instructor	

5	Hindi	<ol style="list-style-type: none"> 1. Ms Anju Bala (PGT Hindi) I/C 2. Mrs Deepika Bajaj (TGT-Hindi) 3. Mr. Dharmender 4. Ms. Preeti Yadav 5. Ms. Shalini 6. Mr. Nitin Sagar 7. Ms.Kirti Raj 	<p>improvements. Educational tour.</p> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Mrs. Anusua Roy PGT(English) I/C 2. Mrs. Deepmala TGT English 3.TGT- English 3. Ms. DrishtyTawra 4. Ms. Pooja Rani 5. Ms. Imrana 6. Ms. Shalini 	
7	Physical Education	<ol style="list-style-type: none"> 1.Dr Geeta Mehta 2.Sports Coach 3. Mr. Nitin Sagar 	
18.	Library Advisory Council	<ol style="list-style-type: none"> 1. Mr Harsh Malik (Librarian) I/C 2. Mrs Anusua Roy (PGT – Eng) 3. Ms Anju Bala (PGT- Hindi) 4. Mr Krishan Kumar (PGT – Eco) 5. Mrs Neha Parmar (PGT- Bio) 6. Mr Kuldeep Kumar (TGT- Maths) 7. Mr Umesh Kumar (HM) 	<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.

19.	Eco Club, Beautification and Gardening/Green School	<ol style="list-style-type: none"> 1. Mrs. Neha Parmar (PGT -Biology) I/C 2. Mrs Sapna (TGT- Science) 3. Mrs. Shailja Kalia (PRT) 4. Ramesh (Sub staff) 	<ul style="list-style-type: none"> • Conducting activities related to the Club. • Celebration of important day and van Mahotsava etc.
20.	Result Moderation Committee A-Secondary Section B-Primary Section	<ol style="list-style-type: none"> 1. Mrs Anandita Bhardwaj(PGT-Comm) I/C 2. Mr. Akhilesh Rana (PGT-Physics) 3. Mrs. Anju Kumari Sharma (PGT- chemist) <ol style="list-style-type: none"> 1. Mr. Umesh Kumar (HM) 2. Mr. Dharmender (PRT) 3. Mr Suneel (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.
21.	Hygiene and Sanitation (Cleanliness of Vidyalaya washrooms and Surroundings) plus Drinking water Facility/स्वच्छ भारत अभियान कार्यक्रम	<ol style="list-style-type: none"> 1. Ms. DrishtyTawra (PRT) I/C 3.Mrs. Deepmala (TGT - English) 4.Ms Shailini (PRT) 5.Mr Vikram Kumar (Sub-staff) 	<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.
22.	Reception & Refreshment Committee for all the occasions	<ol style="list-style-type: none"> 1. Mr Krishan Kumar(PGT – Eco) I/C 2. Mrs Deepmala (TGT- English) 3. Mr Suneel (PRT) 4. Mr. Ramesh (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.

23.	<p style="text-align: center;">Vidyalaya Magazine, CMP/FLN & Quarterly News Letter for Primary Committee</p>	<ol style="list-style-type: none"> 1. Ms Anju Bala (PGT - Hindi)I/C 2. Mrs. Anusua Roy (PGT - English) 3. Mrs Deepika Bajaj (TGT-Hindi) 4. Mrs. Deepmala (TGT - English) 5. TGT Sanskrit 6. Ms. DrishtyTawra (PRT) I/C Primary 7. Mr. Dharmender 8. Ms. Kirti Raj 	<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 2023. 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 apprise them on the work & conduct of the Vidyalaya primary wing
24.	<p style="text-align: center;">राजभाषाकार्यान्वयसमिति Raj Bhasha Committee</p>	<ol style="list-style-type: none"> 1. Ms Anju Bala (PGT- Hindi) 2. Mrs Deepika Bajaj (TGT - Hindi) 3. TGT(Sanskrit) 4. Mr. Dharmender 5. Mr. Nitin Sagar 	<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. • 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

			<p>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.</p> <ul style="list-style-type: none"> • Every month a test on intricacies of Rajbasha has to be conducted for teachers.
25.	<p>Income Tax and Form 16</p>	<ol style="list-style-type: none"> 1. Mrs Anandita Bhardwaj (PGT – Comm) 2. Mr. Kuldeep Kumar (TGT Maths) 3. Mr Arpit Srivastava (SSA) 	<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.
26.	<p>Parent Teacher Meeting</p> <p>Parent Teacher association(PTA)</p>	<ol style="list-style-type: none"> 1. Mr Krishan Kumar (PGT-Eco) I/C 2. Mrs Anju Kumari Sharma (PGT- Chem) 3. Mr Umesh Kumar (HM) 4. Mr. Suneel Kumar 5. All Class Teachers 6. 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.

		<ol style="list-style-type: none"> 1. Mr Krishan Kumar(PGT – Eco) I/C 2. Mrs Deepmala (TGT- English) 3 Mrs Deepika Bajaj (TGT HINDI) 4. Mr Umesh Kumar (HM) 5. Mrs Sushma (PRT- Music) 	<ul style="list-style-type: none"> • 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.
27.	Grievance Committee	<ol style="list-style-type: none"> 1. Mrs.Anusua Roy (PGT- English)I/C 2. Mr Krishan Kumar(PGT- Eco) 3. Mrs Anju Bala (PGT – Hindi) 4. Mr Umesh Kumar (HM) 	<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.
28.	Sexual Harassment, ICC & Gender Sensitization Committee	<ol style="list-style-type: none"> 1. Mrs. Anandita Bhardwaj (PGT – Comm I/C 2. Mrs Anusua Roy (PGT- English) 3. Ms Anju Bala, (PGT Hindi) 4. Dr. Geeta Mehta (TGT P&HE). 5. Mrs Deepika Bajaj(TGT- Hindi) 6. Mr. Umesh Kumar (HM) 	<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.
29.	Staff room display	<ol style="list-style-type: none"> 1. Mr. Akhilesh Rana (Staff Secretary) 2. Mr Vikam (Sub Staff) 	<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.
30.	Alumni Association	<ol style="list-style-type: none"> 1. Mrs. Anusua Roy (PGT – English) I/C 2. Mrs. Deepmala (TGT – English) 3. Mrs. Shailja (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.
31.	Staff Meeting & recording of the minutes & Monthly DO to Ro.	<ol style="list-style-type: none"> 1. Ms Anju Bala (PGT – Hindi) 2. Mrs Anusua (PGT – English) 3. Mrs Deepmala (TGT – English) 4. Mrs Deepika Bajaj (TGT – Hindi) 	<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.
32.	Identity Card Committee Staff and Students	<ol style="list-style-type: none"> 1. Ms. Anju Bala (PGT-Hindi) I/C 2. Mr Umesh Kumar (HM) 3. Mr. Suneel Kumar (PRT) 4. Mr. Anuj Kumar (JSA) 	<ul style="list-style-type: none"> • Prepare a list of students for identity card. • To ensure identity card should be as per KVS norms.
33.	Conservancy Services Watch and Ward cum Housekeeping etc.	<ol style="list-style-type: none"> 1. Mr Arpit Srivastava (SSA) 2. Mr Anuj Kumar (JSA) 3. Mr Tarlok (Lab Att) 	<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.
34.	e-mail Checking and Day to Day Correspondence Committee/ Tally	<ol style="list-style-type: none"> 1. Mr Anuj Kumar (JSA) 2. Mr Krishan Kumar (PGT – Economics) 3. Computer instructor 4. PGT – CS 	<ul style="list-style-type: none"> • To monitor and reply all mails/google sheets and required data with KVS RO/HQ 24*7.
35.	Ek Bharat Shrestha Bharat Club EBSB-Club	<ol style="list-style-type: none"> 1. Mr Pushpak Rana (TGT- S.Sc) I/C 2. TGT (Art) 3. Mrs Deepmala (TGT - Eng) 4. Mrs Deepika Bajaj (TGT- Hindi) 5. Mrs. Neetu Sharma (TGT- S.Sc) 6. Mrs. Sushma PRT Music 	<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.
36.	Awakened Citizen Programme	<ol style="list-style-type: none"> 1. Pushpak Rana (TGT - S.Sc) 2. Mr. Rahul Kumar (TGT Maths) 3. Dr Geeta Mehta (TGT P&HE) 	<ul style="list-style-type: none"> • To prepare a separate schedule for performing these activities
37.	CCT Committee	<ol style="list-style-type: none"> 1. Mrs.Anju Kumari Sharma (PGT - Chem) 2. All Maths Teachers 3. All Science Teachers 4.All English Teachers 	
38.	Condemnation Board cum auction Committee	<ol style="list-style-type: none"> 1. Mr Krishan Kumar (PGT –Eco) I/C 2.Mr Rahul Kumar (TGT- Maths) 3. Mr. Akhilesh Rana PGT (Physics) 4. Mrs. Anju Sharma PGT (Chem) 5. Arpit Srivastava (SSA) 	
39.	<p>School response Teams:-</p> <p>1. Child Rights Protection Cell</p> <p>2.Disaster Management and Mock Drill</p> <p>3.Team for students with special needs</p>	<ol style="list-style-type: none"> 1.Mr. Krishan Kumar (PGT- Eco)I/C 2.Mrs Anju Kumari Sharma (PGT- Chem) 3. Mr Umesh Kumar (HM) 4.Mrs Shailja (PRT) <ol style="list-style-type: none"> 1.Mr. Pushpak Rana (TGT- S.Sc) 2. Mrs Neetu Sharma (TGT – S.Sc) 3. Dr Geeta Mehta (TGT P&HE) 4. Mr. Vishal Kapoor (TGT- WE) 5.Sports Coach/ Yoga coach <ol style="list-style-type: none"> 1.Mrs Neha Parmar (PGT – Bio) 2.Mrs Sapna (TGT – Bio) 3.Staff Nurse 	<ul style="list-style-type: none"> • Mock Drills & awareness programme to be organized twice a year i.e. April & Oct • 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

			<p>guidelines to parents about what they should and should not do in case of any news of such incidents.</p> <ul style="list-style-type: none"> • Conduct advance reconnaissance of the school with the help of the local police. • Hold mock drills for students, teachers and staff.
40.	Guidance and counseling Cell	<p>1.Mr Harsh Malik (Librarian) I/C 2. Mrs Anusua (PGT English) 3. Ms Anju Bala (PGT Hindi)</p>	<p>The guidance and counseling cell typically works to provide support, advice, and assistance to individuals dealing with personal, academic, or career-related challenges. This can include offering counseling sessions, organizing workshops or seminars, providing resources for self-help, and facilitating referrals to specialized services if needed.</p>
41.	PM Shri	<p>1.Mr Krishan Kumar (PGT- Eco) I/C 2.Mrs Sapna (TGT –Sc) 3. Mr Umesh Kumar (HM) 4. Mr Suneel (PRT) 5. Mr Arpit (SSA)</p>	<p>1.Monitoring and recording of civil work / other work undertaken in PM SHRI Scheme. 2.Preparing the estimates and submitting request for procurement of resources for PM Shri Scheme clear justification.</p>
42.	Skill India (PMKVY 4.0)	<p>1.Mr. Vishal Kapoor I/C TGT WET 2.Computer Instructor 3.PGT CS</p>	
43.	Staff Club	<p>1.Mr. Akhilesh Rana PGT Phy I/C 2.Ms. Drishty PRT 3.Ms. Pooja Rani PRT</p>	
44.	Vidyapravesh & SRP	<p>1.Ms. Preeti Yadav I/C 2. Ms. Shalini</p>	<p>1. To prepare 4 to 6 weeks SRP and Welcome of student of class I 2. Maintain all records related to SRP and class I</p>
45.	Anandwar-Fun Day (Planning and Implementaion)	<p>1.Ms. Pooja Rani I/C 2. Mrs. Sheetal Chopra (PRT) 3. Ms. Kirti Raj (PRT)</p>	<p>To prepare an annual calendar for Fun-Day activities as per KVS norms and ensure the implementation of these activities as per plan .</p>

			<p>To keep record of Fun-Day with photographs in separate register.</p> <p>To collect and save the best pictures and videos of each Fun-Day activities from the concerned teachers/incharges and make them available as and when required</p>
46.	Seating Arrangements	<p>1.Mr. Puspak Rana (TGT-S.St) I/C</p> <p>2. Mr. Rahul (TGT-Maths)</p> <p>3. Mr. Harsh Malik (TGT-Lib)</p> <p>4.Mr.Nitin Sagar (PRT)</p> <p>5. Mr Arun Kumar (Sub Staff)</p> <p>6. Mr. Ramesh (Sub Staff)</p>	<p>To ensure the seating arrangements for Principal, HM, Guests/Parents, Staff, and the students during CCA programs /Workshops /Parents as Learning Partners programs/any program under CMP/any demo by an artisan/any event being conducted in the school where gathering with seating is required</p>
47.	CMP Room And LTM	<p>1.Mr. Dharmender (PRT) I/C</p> <p>2.Mr. Suneel (PRT)</p> <p>3.Ms. Drishty Twara (PRT)</p>	<p>To ensure the proper working & maintenance and use of the present equipment /machines /devices in the resource room(CMP Room) and ensure periodically whether these equipment/machines/devic es are present there or not.</p>
48.	CCT And LAT for primary classes	<p>1.Ms. Drishty Twara (PRT) I/C</p> <p>2.Ms. Sheetal Chopra (PRT)</p> <p>3. Mr. Nitin Sagar (PRT)</p>	<p>To print and distribute the CCT & LAT test papers (as and when required) to the concerned class teachers and collect the marks slips (in soft copy only) of each test and maintain a record of it (in soft copy) and present it before the members of Panel Inspection Team/HM/Principal as and when required.</p>
49.	FLN & NEP-2020 Monthly Magazine	<p>1.Ms. Sheetal Chopra (PRT) I/C</p> <p>2. Ms. Preeti Yadav</p>	<p>To plan and organize various activities under FLN/NEP</p>

		<p>3.Ms. Kirti Raj 4.Ms. Shalini 5.Ms. Imrana</p>	<p>2020. To prepare the FLN Academic Calendar. To ensure the preparation and submission of records required for FLN cluster meet which is held on quarterly basis. To present FLN records before the Principal/HM/member of the Annual Panel Inspection Team as and when required. To ensure effective implementation of FLN /NEP-2020</p>
50.	Excursion and Field visit	<p>1.Mr. Krishan Kumar Thakur(PGT-Eco) I/C 2.Ms. Neha Parmar (PGT-Bio) 3. Dr Geeta Mehta (TGT P&HE) 4. Mr. Rahul (TGT-Maths) 5. Mrs. Sushma PRT(Music)</p>	<p>To plan education tours / excursions for all the classes as per KVS norms. To ensure the safety of the students during the journey period and their stay at the venue.</p>
51.	Toy Based Library (Planning and Implementaion)	<p>1.Ms. Shailja Kalia (PRT) I/C PRT 2. Ms. Kirti Raj 3. Ms. Imrana</p>	<p>To implement Toy Based Library and maintain records of them as per KVS norms.</p>

Principal