**KENDRIYA VIDYALAYA, DWARKA SEC – 5, DELHI -75**

**SESSION 2019 – 20 (SECOND SHIFT)**

**OFFICE ORDER**

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2019-20. All the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the incharges or in absence of incharges any member of the committee. In absence of the incharge the next senior member of the committee will automatically will be the incharge and so on but all the members will be equally responsible. Incharge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the incharge, the member in the committee will complete the handing and taking over procedure.

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| **S. No.** | **Committee Name** | **Scope of Work** | | **In charge and  Members Name** | | **Sign** |
| 1. | Admission | • Distribution, Registration and scrutiny of admission forms as per the schedule given by KVS..  • Arrangement of Draw of lots as per KVS guidelines.  • Preparation of provisional list of selected candidates for the admission for all the classes.  • To administer the admission test and preparation of merit list as per the admission guidelines by the KVS.  • To take the approval of VMC before the release of Admission list.  • Maintenance of admission registers.  • Admission of candidates based on KV TC as per KVS norms.  • Admission as per RTE Act.  • Local Transfer Admission.  • Maintenance of admission records as per KVS guidelines in the prescribed proformas  • Details of admission uploading on the website.  • Updating of monthly enrollment of various classes to the RO, Cluster etc.  • All other work related to admission as per direction of the undersigned. | | 1.Mr. Rahul Kumar  PGT ( Eco.)I/C  2. Mr.B S Srivastava  PGT (comm)  3. Mrs.Monika  (Lib)  4. Mrs. Sharmila  (Art Tr)  5. Mrs. Pranita  TGT(SC)  6.Mrs.Meena Bathla (I/C)(PRT)  7.Mrs.Rachna Rawat(PRT)  8.Mr.Satyawan(PRT)  9.Ms. Priyanka Meena(PRT) | |  |
| 2. | CCA, AEP & Maintaining Diary of Events | • Division of houses along with house master and Associate of house masters  • a.) Distribution to students to various house  • b) Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects.  • c) Procuring badges for Captains Monitors, prefects.  • d) Conduct of investiture( Badge presentation Ceremony)  • e) Assigning duties to all men hers of the Student Council House Wise.  • f) Conduct of monthly meetings with the members of student's council.  • g) Maintenance of Students council register/record.  • Box meant for general complaints / suggestion, should be opened on the last working day of the month  • Separate files for preserving the complaints / suggestions & register for recording the complaints / suggestion should be opened  • Corrective, measures are to be taken immediately in consultation with Principal.  Monthly online report to be sent.  • To see that morning assembly programme is being conducted within stipulated time.  • To evaluate the various items of morning assembly programme on five point scale - Excellent: Very  good; Good; Average; Below Ave- rage  • To prepare the schedule for conducting morning assembly programme, class teachers of secondary, primary, must be given responsibility of conducting morning assembly programme.  • To arrange the PA system, musical instrument well in advance before the start of morning assembly.  • Annual Planning of CCA activities —house wise.  • Maintenance of result and register of CCA activities.  • Purchase and distribution of CCA prizes & medals.  • Maintaining CCA Activities register  • Any other work related to CCA as per direction of the undersigned. | | 1.Mrs. Kasturi Meena ( I/C) PGT(Hindi)  2. Mrs. Neeru Verma  PGT(Eng)  3. Mrs. Krupawati  TGT(SST)  4. Mrs. Kavita Narula  TGT(Sc)  5.Mrs.Manju sharma(I/C)(PRT)  6.Mrs.Meena Singh(PRT)  7. Mrs Jyoti Yadav(PRT) | |  |
| 3. | Home Examination & CBSE | • To prepare an action plan for conducting monthly test for classes III to V, VI to X and XI, XII and other classes. Conducting FA I, II, III, IV, SA — I, SA — II as per KVS norms.  • To collect the question paper along with blue print, design, marking scheme for these exams and to preserve them for inspection purpose.  • To procure the result register, progress reports, certificate of school based evaluation and other stationery well in advance by giving requisition to the Principal well in advance.  • To conduct the test as per guidelines.  • Declaration of results as per the KVS schedule.  • To maintain and place all the records pertaining to examination before the member of panel inspection team.  • To calculate the split up syllabi's as per KVS norms and to issue the notices, circulars of the examinations to the staff from time to time.  • To visit KVS, Regional Office and CBSE websites regularly for the examination notices, circulars.  • To discuss and submit the report, circulars with the Principal time to time and to take action and follow up regularly.  • To update examination details on website regularly.  • To arrange PTM as well staff meeting as per need.  • Registration for Problem solving Assessment Test, Class IX to XII registration, filling of the forms and completing the formalities time bound.  • Correspondence for school affiliation.  • Maintenance and submission of records of result analysis and CBSE exam to KVS Regional Office and KVS (HQ) in time.  • Maintaining the record of shortage of attendance directing the class teachers to inform the same to the parents and correspondence with CBSE board.  • Framing the practical time table in liaison with other subject teachers.  • Conducting the CBSE board exam as per the CBSE norms.  • Updating school website regularly.  • To arrange PTM as well staff meeting as per need.  • Any other work related to exam and as per direction given by the undersigned. | | 1.Mrs. Rajni Devi (I/C)  PGT(Comm. )  2. Mr. Ramesh Kumar  PGT(Eng)  3. Mrs. Ritu Yadav  PGT(Phy)  4. Mr. Shrawan Kumar  TGT(Maths)  5. Mrs.Veena Saxena  TGT(Maths)  6.Priyanka Gomber (I/C) (PRT)  7. Mrs.Jyotsana Mundepi (PRT)  8.Mrs.Meena Singh (PRT)  9.Mr.Sanjeev(PRT)  **CBSE**  1.Mr.S.K.Mishra (I/C)  PGT( C.S)  2 Mr.Rakesh Thakur  PGT(Hist)  3. Mrs.Rekha Rani  TGTHindi)  4. Mrs. Monika  (LIB.) | |  |
| 4. | Subject Conveners | • The split up syllabus approved by KVS  • Demo classes by rotation during the subject committee Subject conveners should convene the meeting with member at their own faculty in the last week of every month. | | 1. Mr. Ramesh Chandra – PGT Eng 2. Mrs. Kasturi Meena- PGT Hindi 3. Mrs. Rajni Manchanda -PGT Maths 4. Mrs. Sarita Suman- PGT Chemistry 5. Mrs. Pratima Menon- PGT Geography | |  |
|  |  | • Minutes of the meeting are to be submitted to the principal on the last day of the month.  • Subject conveners will discuss the following issues during the meeting : Guidance regarding the maintenance of teacher diary  • Coverage of syllabus as per the split up syllabus approved by KVS  • Conducting the practical for classes IX to XII as per discussed in the meeting  • Uses of computers and other audio visual aids in teaching learning process  • Plan of evaluation of home assignment  • To discuss guidelines regarding, setting of question paper, blue print, marking scheme as per KVS norms.  • Plan of action for weak students & bright students  • Remedial teaching for weak students  • Decoration of bulletin boards in corridors / class rooms with educational charts.  • Club activity / Science and social exhibition  NOTE:As a subject convener, you will be held responsible for non-submission of the record to the Principal. | |  | |  |
| 5. | External Examination | • To conduct the exams as per the norms of the examination conducting agency.  • To maintain the record and send the data from time to time to the concerned. | | **FIRST SHIFT** | |  |
| 6. | Time Table and Arrangement & Verification of Pay of  Contractual Staff | • To prepare the class time table and teachers time table as per KVS norms.  • To prepare the special time table & after school hours, Autumn break, Winter Break, summer vacation for the classes X and XII as per the direction of the Principal and KVS.  • To prepare the special time table for remedial teaching (weak students in all classes.)  • To give arrangement work for the teachers.  • To display copy of arrangement work in the notice board.  • Preparation of part time teachers and salary statements and to affix their signature as a token of verifying the number of periods taken by part time teachers.  • To maintain the arrangements register.  • Any other work related to time table and as per direction given by the undersigned. | | 1. Mrs. Rajnai Manchanda (I/C) PGT(Maths ) 2. Mrs. Sarita Suman   PGT Chem.   1. Mrs. Mamta   TGT Hindi  4.Mrs.Usha Bajaj(I/C) (PRT)  5.Mrs.Sanju Bhati (PRT)  6.Mr. Satyawan (PRT)  7.Mrs.Geeta Joshi (PRT) | |  |
| 7. | Career counseling and Guidance | • To arrange guest lectures on important occasions by inviting Scientist. Doctors and others dignitaries.  • To arrange Vocational guidance and counseling to the students by inviting reputed personalities in the concerned filed.  • To pay the remuneration in consultation with principal | | 1. Mrs. Sunita (I/C)   PGT( Bio)   1. Mrs. Rajni Devi   PGT Comm.   1. Mrs. Sarita Suman   PGT Chem   1. Mrs. Kavita Narula   TGT Science | |  |
| 8. | Social Science Exhibition | • To motivate children to prepare projects/ model based on country/state allotted to the region.  • To encourage more and more children to participate in cluster level Regional Level and National Level exhibition.  • To motivate the children to participate in debate, group dance, music, skit competitions organized in connection with social science exhibition.  • To encourage the students to submit online projects on project Think.com.  • To ensure project based learning in all the classes. | | 1. Mrs. Pratima Menon(I/C) PGT(Geog ) 2. Mr. Rakesh Thakur PGT(History) 3. Mr. Ranjeet Kumar   PGT(Eco)   1. Mr. Rahul Kumar PGT (Eco) 2. Mrs. Krupawati TGT(SST) 3. Mr. Vijay Kumar TGT (SST) 4. MR. Joginder TGT(SST) | |  |
| 9. | Science Exhibition & Science Congress | • To motivate the students to prepare the exhibits based on theme given by KVS.  • To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS.  • To encourage more and more children to participate at cluster Level, Regional level and National Level science exhibit ion / children science congress.  • To inculcate scientific temper among the students by adopting activities based method in teaching learning process.  • To encourage the children to give online projects by using computers.  • To ensure adequate participation in INSPIRE activities. | | 1. Mrs. Sarita Suman (I/C) PGT(Chem ) 2. Mrs. Ritu Yadav   PGT Physics   1. Mrs. Sunita PGT (Bio) 2. Mrs. Kavita Narula   TGT(SC)   1. Mrs. Pranita Panth TGT (SC) | |  |
| 10. | Exhibition (Primary) | • To motivate the students to prepare the exhibits based on theme given by KVS.  • To organize Vidyalaya level Science Exhibition as per the time schedule given by KVS.  • To encourage more and more children to participate at cluster Level, Regional level and National Level science exhibits/ children science congress.  • To inculcate scientific temper among the students by adopting activities based method in teaching learning process.  • To encourage the children to give online projects by using computers. | | 1.Mrs.Geetanjali (I/C)  2. Mrs Madhuchhanda | |  |
| 11. | Discipline | • To check the late comers during morning assembly  • To observe the behavior of students inside and outside class room  • To ensure provision of out pass in all classes and their utilization.  • To initiate proper action as per KVS norms against indiscipline students.  • To check the girls and boys uniform daily.  • To check the bags once in a week.  • To confiscate the mobiles and other prohibited appliances.  • To take the regular meeting of student’s councils, perfect, monitors.  • To ensure discipline in the vidyalaya.  • To refer the problematic cases to the counselor for diagnosis.  • To inform the parents immediately. | | 1.Mrs. Shobhana TGT PET (I/C)  2. Mr. Surender (Coach)  3. Mr. Vikram (Coach)  4. All Class Teachers   1. Mrs. Geeta Joshi (I/C) 2. Mrs.Rachana Rawat (PRT) 3. Mrs.Meena Singh (PRT) 4. Mrs.Sanjeev (PRT) | |  |
| 12. | Building Maintenance | • To ensure obtaining of safety & fire safety certificate of the building from authorized depts.  • To maintain a register related with deficiencies noted in the Vidyalaya building.  • To undertake maintenance of school building on war footing basis.  • To ensure the proper functioning of Aqua guard installed in school building.  • To ensure the cleaning of overhead tanks in school building.  • To deal with electricity related problems.  • To ensure the chlorination of water stored in tanks after cleaning.  • To ensure the proper functioning of water coolers.  • To ensure testing of portability of water by authorized agency.  • Any other work related to building maintenance and as per direction given by the undersigned. | | 1. Mr. Ankit Jeenwal TGT WET (I/C) 2. Mrs. Sarita Suman PGT(Chem ) 3. Mrs. Rajni Devi   PGT(Comm)   1. Mr. Rakesh Thakur PGT(History) 2. MR. Sarwan Kumar TGT Maths 3. Mrs. Sharmila TGT (Art & Craft) 4. Mr. Surender (Coach) 5. Mrs Madhu Sharma 6. All staff members | |  |
| 13. | Furniture  ,Boarding & Lodging | • To maintain the record of room wise/dept. wise distribution of furniture.  • To take initiative to see that the broken furniture is repaired regularly.  • To prepare the list of broken furniture which are to be condemned  • To see that the school furniture is to be replaced in class rooms/ dept. after school functions like — sports day, Republic day, Annual Day, Independence Day or any other function).  • To see any shortages, deficiency of furniture’s and report to the Principal.  • Any other work related to furniture and as per direction given by the undersigned. | | 1. Mr. Joginder TGT SST(I/C) 2. Mr. Ankit TGT (SUPW) 3. Mrs..Rachna Gahlot(I/C) (PRT) 4. Mr.Atul Rana (PRT) 5. Mrs.Sangeeta(PRT) | |  |
| 14. | SC / ST Welfare | • Collecting data of SC/ST students enrolled.  • Preparation of lists of SC/ST/OBC students for scholarships.  • Exploring different sources for benefit of SC/ST/OBC students.  • To ensure receipt of benefits to SC/ST/OBC students.  • To take care of benefits of minorities and weaker sections. | | 1. Mr. Rakesh Thakur PGT History (I/C) 2. Mrs. Veena Saxena TGT Maths 3. Mrs. Pooja Verma (Lib) 4. Mrs. Amrita Topoo TGT Eng 5. Mrs. Sharmila TGT (Art Edu) 6. Mrs.Sangeeta(I/C) (PRT) 7. Mrs. Neelma (PRT) 8. Mrs.Priyanka Meena (PRT) 9. Mrs.Neelma (PRT) | |  |
| 15. | Excursions & Transport Committee | • 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.  • To ensure collection of NOC from the concerned parents.  • To arrange suitable transport as per KVS norms.  • Any other work related to excursion and transport committee and as per direction given by the undersigned. | | 1. Mrs. Shobhana TGT PET(I/C) 2. Mr. Rakesh Kumar PGT (History) 3. Mr. Vijay Kumar   TGT (SST)   1. Mr. Sharwan Kumar TGT Maths 2. Mrs. Veena Saxena TGT Maths 3. MRs. Rekha TGT Hindi 4. Mrs. Harpreet Kaur TGT Maths 5. Mrs.Jyoti Jolly(I/C) (PRT) 6. Mr.Sanjeev (PRT) 7. Mrs.Neelma (PRT) | |  |
| 16. | Website Maintenance &  Up gradation | • To upload daily updates of various activity.  • To monitor regularly maintenance of website.  • To collect all information from other sources and deptt. for information to upload.  • To upload Transfer certificate of the students who got transferred from vidyalaya.  • To make website attractive and informative. | | 1. Mr. S.K.Mishra(I/C)   PGT( CS)   1. Mr. Sharwan Kumar -TGT Maths 2. Mr.Satyawan (I/C) (PRT) 3. Mr.Sanjeev (PRT) 4. Computer Instructor | |  |
| 17. | ICT | • To train teachers for optimum use of e-classes.  • To maintain e-classrooms with the help of Class teacher incharge.  • To keep record of usage of e-classroom through other teachers.  • Any other work related to ICT and as per direction given by the undersigned. | | 1. Mr. S.K.Mishra(I/C)   PGT( CS)  2.Mr. Sharwan Kumar - TGT Maths | |  |
| 18. | Cleanliness, Housekeeping & 'Security | • To ensure the cleanliness of the classrooms, corridor, toilets and other common areas.  • To ensure the provision of dustbins in all the classrooms.  • To appraise the Principal about the cleanliness of school building from time to time.  • To supervise the work of the people deployed under housekeeping regarding cleanliness of campus.  • To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of Campus.  • To clear the wild bushes and throny plants that are  growing in different parts of school campus.  • To ensure cleanliness of open drains for smooth flow of water during the rainy seasons.  • To ensure cleanliness of area around the Principal Quarter.  • To take the rounds of the Vidyalaya thrice in a day and to ensure cleanliness.  • In-charge can delegate the work wing-wise for efficient functioning and for fixing the responsibility. But the In-charge will be held responsible for the lapses and the deviations of the orders.  • To ensure availability of soaps in the washrooms.  • Any other work related to cleanliness, housekeeping and security and as per direction given by the undersigned. | | 1. Mr.Ramesh Kumar PGT( English )/Mr. Ankit Jeenwal TGT WET I/C   Reception & G.Floor  1.Mr.B S Srivastava PGT Comm.   1. Mr. Rakesh Thakur PGT History   1st Floor  1. Mr. Rahul PGT(Eco)  2.Mr. S.K Gangwan TGT- Maths   1. Amrita Toppo TGT-Maths   2nd Floor   1. Mrs Monica(Lib) 2. Mrs Subhashini TGT-Sc 3. Mrs. Rekha TGT-Hindi   3rd Floor   1. Mr. Sharwan Kumar TGT –Maths 2. Ms. Sonia, Hindi   Staff Room   1. Mr. R.P.Pandey 2. Mr. B.L.Tiwar   **IN PRIMARY**   1. Mrs.Priyanka, Mrs. Priyanka Meena (G.F) 2. Mrs.Jyoti J./Mrs.Geetanjali (F.F) 3. Mrs.Ruchika (I/C)/   Mrs.Jyoti Yadav (S.F)   1. Mrs.Meena B,   Mrs. Jyotsana (T.F) | |  |
| 19. | Gardening & Beautification of the Whole  Campus | • To supervise the work of people deployed under Horticulture and beautification  • To supervise the work of people deployed under Horticulture and beautification of Vidyalaya campus.  • To procure ornamental plants and other fruit bearing plants in consultation with Principal.  • To ensure watering of all potted plants and other plants growing in the Vidyalaya campus.  • To procure fertilizers, manure, pesticides in consultation with Principal.  • Preparation of placards in different areas of garden. Numbering of tress and potted plants.  • Celebration of Vanamahostava in consultation with principal and forest dept.  • To motivate the children for gardening and beautification.  • To develop medicinal plant garden in the campus.  • To display the quotations in the corridors and class rooms.  • To fix bulletin board in the class room for display of educational charts.  • To decorate the corridor and common areas with paintings photographs of National leaders, scientists. | | 1. Mrs. Sunita Kumari PGT Bio (I/C) 2. Mrs. Sharmila TGT Art 3. Mr. Ankit -WET 4. Mrs. Pooja- (Lib) 5. Mrs.Madhuchhanda(I/C) (PRT) 6. Mrs.Rachna Gahlot (PRT) 7. Mrs.Manju Sharma (PRT) 8. Mrs.Suvarna (PRT) | |  |
|  |  | • To ensure the display of material on the bulletin boards.  • Any other work related to furniture and as per direction given by the undersigned. | |  | |  |
| 20. | Magazine, Vidyalaya Report and student Diary | • Class teachers of class III to XII will identity the children with talent. These talents are to be nurtured.  • Editorial board will collect the article from the students. Article are to be arranged section wise( English section, Hindi section, drawing and painting etc.  • Editorial board should take concerted efforts to bring about class magazine by the end of the July 20127. | | 1. Mrs. Kasturi Meena (I/C)   PGT(Hindi )   1. MR. Ramesh Chandra –PGT Eng 2. Mrs. Neery Verma 3. Mrs Rekha 4. Mrs Mamta 5. Mrs Poonam Pandey 6. Mrs.Madhuchanda(I/C)   (PRT)   1. Mrs.Neelma (PRT) 2. Mrs.Meena Singh (I/C) (PRT) 3. Mrs.Usha Bajaj (PRT) | |  |
| 21. | Class Magazine | Articles are to be screened, proof reading must be done and selected article should find a place in the class magazine. Class magazine should contain 50 pages-(English section: 20 pages-Hindi section:- 20 pages and 10 pages- Art, drawing and paintings.  • Editorial board select the article for the class magazine. These articles are to be arranges section wise like English section, Hindi section, Sanskrit section, Art, Drawing and painting section.  • Editorial board can invite the article from teachers side also.  • School magazine should contain total 82 pages (30 page- English, 30 pages Hindi, 10 pages Sanskrit and 10 pages- Art, drawing and painting and 2 pages photography section.  The editorial board should make concerted effort to bring about the school magazine in time. | | 1. Mrs. Kasturi Meena (I/C)   PGT(Hindi )   1. MR. Ramesh Chandra –PGT Eng 2. Mrs. Neery Verma 3. Mrs Rekha 4. Mrs Mamta 5. Mrs Poonam Pandey | |  |
| 22. | Raj Sabha Committee | To implement the decision taken during Nagar Raj Basha committee meeting  To attend Nagar Raj Basha committee as and when required  To send periodical report to the KVS RO Delhi, HQ KVS New Delhi, as per KVS instructions.  To take initiative to see that correspondence is made in Hindi / bilingual. | | 1. 1. Mrs. Kasturi Meena (I/C)   PGT(Hindi )   1. Mrs. Mamta 2. Mrs Rekha 3. Mrs.Rachana Rawat (I/C) (PRT) 4. Mrs.Usha Bajaj (PRT) | |  |
| 23. | OLYMPIADS  Science Olympiad & NTSE  Mathematics Olympiad  Language & G.K.  Olympiad Miscellaneous  Competition Primary Olympiads Clubs | • To update yourself about different Olympiad.  • To encourage maximum participation of students.  • To inform/ announce well in time about the Olympiad.  • To aim to achieve better quality results I Olympiads.  • To conduct additional classes to help students to compete in the competition.  • To select high achievers and to give proper coaching for the competition like Maths, Science Olympiad and NTSE | | 1. Mrs. Rajni Manchanda (I/C) PGT( Maths) 2. Sarita Suman 3. Ritu Yadav 4. Ramesh Chandra 5. Krupawati 6. Mrs.Priyanka Gomber(I/C) (PRT) 7. Mrs.Jyotsana (PRT) 8. Mrs.Meena Singh (PRT) 9. Mr.Sanjeev (PRT) | |  |
|  | CLUBS | | | | |  |
| 24. | Eco, Science, Health & Wellness | | * To conduct club activities regularly as per KVS norms. | 1. Mrs. Sunita Kumari PGT- Bio (I/C)  2. Mrs. Kavita Narula  3. Mrs. Pranita Pant  4. Mrs.Geetanjali Singh(I/C) (PRT)  5. Mrs.Rachna Gahlot (PRT)  6.Mrs.Sanju Bhati (PRT)  7.Mrs.Suvarna (PRT) | |  |
|  | 1.Integrity and Heritage Club | | * To ensure at least one activity per month. * Club incharges to maintain the record of activities with proper photograph and uploading on the school website. * On the last working day all in charges will submit the club register to the Principal/ Vice- Principal * Club in charges are to coordinate with the CCA in charge for conduct of activities. | | 1. Mr. Rakesh Thakur   Mrs. Sonia   1. Mr. Ramesh Chandra   Mrs. Poonam Pandey   1. Mrs. Harpreet Kaur   Mr.S.K. Gangwar   1. Mrs. Sharmila 2. Mrs. Shobhana, MRs. Madhu Sharma 3. Mrs. Girja , Mrs. Krupawati 4. Mrs. Mamta, Mrs Rekha Rani, Mrs Krupawati. |  |
| 2.Spoken English Primary | |
| 3.Language & Reading Club | |
| 4.Mathematics Club | |
| 5.Art & Craft | |
| 6.Games & Sports & Yoga | |
| 7.Music & Dance | |
| 8.Theater Club | |
| 25. | Library Committee | | * The meeting are to be convened at least once in a month * Committee will submit the list of books to be procured subject wise in the beginning of academic session * Books review * To inculcate reading habits among the staff & children * To display cover of new arrival at proper place. * Other routine work. * To organize books exhibition on important occasions as per KVS rules. * Any other work related to Library and as per direction given by the undersigned. | | 1. Mrs. Monika (I/C)  2. Mrs. Pratima Menon  3. Mr.B S Srivastava  4. Mrs Rajni Manchanda  5.Mrs.Madhuchanda(I/C) (PRT)  6. Mrs.Jyoti Jolly (PRT)  7. Mrs.Ruchika Rana (PRT) |  |
| 26 | Scouts & Guides | | • To ensure minimum enrolment (50%) in the movement before 31st August.  • To organize investiture ceremony for the new recruits.  • To conduct the parade after- school hours and class on every Thursday | | 1. Mrs. Krupawati  TGT(Sst)(I/C)  2.Mrs.Sharmila TGT(Art)  3.Mrs.Subhashni TGT(SC) |  |
| 27. | Clubs & Bulbul | | • To train the students for Pratham / Dwitiya / Tritiya / Raj Puraskar / Rastrapati / Pratham charan / Dwetiya charna / Tritiya Charan / ChaturdhaCharan.  • To issue the merit certificate after the conduct of test.  • Celebration of thinking day.  • To procure the uniform for Scouts / Guides who are involved in Guard of Honor.  • Any other work related to scout & guide/cub& bulbul and as per direction given by the undersigned. | | CUBS  1..Mr.Satyawan(I/C) (PRT)  2. Mr.Atul Rana(PRT)  3. Mrs. Priyanka Meena  BULBUL  1.Mrs.Sangeeta(I/C)(PRT)  2.Mrs.Suvarna(PRT)  3.Mrs.Ruchika(PRT)  4.Mrs.Poonam(PRT) |  |
| 28. | Income Tax Committee | | * Calculation of income tax from the members of the staff as per the provisions of Govt. of India. * To verify the fee details first verified by the class teachers. * To check whether the deductions made by office is correct | | 1. Mrs. Ranju ,UDC (I/C)  2. Mr. Sourav kumar  (LDC) |  |
| 29. | Fees Verification & CS-54 | | * CS-54 must be maintained monthly and as per KVS norms. * It must be a time bound activity. | | 1.Mrs Veena Saxena (TGT Maths)  2. Mr. S.K Gangwar (TGT maths) |  |
| 30. | Canteen Committee | | • To supervise cleanliness in the canteen area.  • To check preparation/ingredients of different foods.  • To monitor functioning of canteen as per KVS/CBSE circular. | | 1. Mr. Shrawan Kumar (I/C) (TGT Maths)  Mr. B.S Srivastva (PGT COMM)   1. Mrs. Monika(Lib) 2. Mrs. Kavita 3. Mr. Sanjeev ,PRT   4.Mrs.Jyoti Jolly, PRT |  |
| 31. | Medical  Check up | | • To procure the required number of medical cards in the beginning of the academic session.  • To distribute the medical cards to the class teachers based on strength.  • To arrange the medical checkup twice in a year (First check up from April to August and second Oct to January)  • To ensure the follow up action after the medical checkup.  • To ensure procurement and maintenance of equipment & medicine required for medical room.  • To ensure first aid Kit.  • To make list of contacts of ambulance. | | 1. Mrs. Sunita kumari (I/C)(PGT Bio)  2. Ms. Ritu Yadav (PGT Phy)  3.Mrs.Neelma(I/C) (PRT)  4.Mrs.Rachna Gahlot(PRT)  5.Mrs.Rachana Rawat(PRT) |  |
| 32. | Purchase Committee for  Labs/Games Etc. | | • To verify requirement of various department.  • To help in the procedure of procurement of items.  • To help in spot purchasing as and when required.  • To verify purchased items.  • Any other work related to purchase committee for labs/games etc. and as per direction given by the undersigned. | | 1. Mrs.Shobhna(TGT Sports) (I/C)  2. Mr. S.K Mishra (PGT CS)  3. Mrs. Sarita Suman (PGT Chemistry)  4.Mrs.Sunita PGT(Bio)  5.Ms.Ritu Yadav PGT(Phy)  6.Mrs.Geeta Joshi(I/C) (PRT)  7.Mrs.Jyoti jolly (PRT)  8. Meena Bathla |  |
| 33. | Late Coming of Students | | • To Check late coming & maintain a record.  • To inform parents for regularly late coming.  • Entry of late coming to be marked in student diary. | | 1. Mrs. Shobhna (PET) (I/C)  2. Mr. Surender (Coach)  3. Mr. B.S. Srivastva(PGT Comm) |  |
| 34. | National  Accreditation Committee | | • To coordinate with CBSE.  • To get prepared records to be inspected. | | 1. Mr. S.k Mishra (I/C) PGT(CS )  2.Mr.B.S.Srivastva (PGT Comm) |  |
| 35. | Grievance  Committee | | • To collect grievances through suggestion boxes or directly.  • To solve grievances of students satisfactorily. | | 1. Mrs. Shobhna (PET) (I/C)  2.Mr. B.S. Srivastva (PGT Comm) |  |
| 36. | CMP  Activities &TLM | | • To ensure the implementation of CMP as per KVS norms.  • b). To take the requirement of TLM from teachers well in advance every month.  • c). To procure TLM for the local market by taking an amount of Rs. 2000/- every month.  • d). To ensure the distribution of TLM to all the teachers as per requirements.  • e). To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement.  • f) To maintain the register reflecting the number of work sheets prepared by the teachers subject wise. Any other work related to CMP activities & TLM and as per direction given by the undersigned. | | 1.Mrs..A. Latha (I/C) (PRT)  2.Mr.Satyawan (PRT)  3.Mrs.Manju Sharma(PRT)  TLM  1.A. Latha (I/C) PRT  2.Mrs.Meena Bathla (PRT)  3.Mrs.GeetaJoshi (PRT)  4.Mrs.Suvarna (PRT) |  |
| 37. | Staff Club | | • To maintain functioning of staff club.  • To arrange farewell of transferred/retiring employees.  • To keep proper account of staff club collection/ Expenditure.  • To encourage good interpersonal relations among the staff. | | 1. Mr. Sarwan Kumar (I/C)(TGT maths)  2. Mr. Ramesh Kumar PGT(English ) |  |
| 38. | Raghavan Committee for  preventing Bullying & Ragging in the Vidyalaya | | • To take all necessary steps to curb bullying at any level.  • To initiate proper action as per KVE. in case of bullying and ragging.  • Sensitize the students on the topic. | | 1. Mrs. Shobhna(PET) (I/C)  2.Mrs. Kasturi Meena PGT(Hindi )  3.Mr. Rahul Kumar (PGT Eco) |  |
| 39. | Minutes of Staff Meeting | | • To record minutes of meeting in Hindi or bilingual.  • To get signed the minute by the Principal and Staff.  • To produce staff meeting register on | | 1.Mrs.Sangeeta Bhardwaj(TGT English) 2. Mrs. Rekha Rani (TGT Hindi) |  |
| 40. | Maintaining  reports of Workshops | | • To maintain record of all workshops with photographs.  • To send reports to KVS on workshops.  • To arrange workshops for students & staff in school. . | | 1.Mrs.Sangeeta Bhardwaj(TGT English) (I/C)  2. Mrs. Mamta (TGT Hindi) |  |
| 41. | Security Committee | | • To ensure security of students and staff in the school with the help of security agency and teachers.  • To identify and prevent students sitting in classrooms in isolation during assembly and function.  • To ensure that two girls move out at a time for natural calls etc.  • To check the movement of students in prohibited area. | | 1. Mr. B.S. Srivastva (I/C) PGT(comm )  2. Mr. Rakesh Thakur (PGT History) |  |
| 42. | Photography | | • To keep all photos in record.  • To upload the same on the school website.  • To display the photos on the notice board etc.  • To ensure the photography/Videography as important occasions days/ functions.  • To keep all photos in record. | | 1. Mrs. Kasturi Meena (I/C) PGT(Hindi )  2. Ms. Monika (LIB)  3.Mr.Sanjeev(I/C) (PRT)  4.Mr.Atul Rana (PRT) |  |
| 43. | Literary Clubs | | • To develop the language skills like reading, writing, speaking, listening skills among the students  • To develop the proper reading habits among the children.  • To give required guidance in the planning and execution of project to students  • To encourage the use of Audio Visual aids in teaching learning process  • To conduct the language games during the teaching periods.  • To preserve the projects prepared by the children.  • To train the students for various activities like recitation of poem, storytelling, debate, elocution and essay writing, extempore speech.  • Training the students for various activities of morning assembly programme like pledge, thought for the day, news and special item. | | 1. Mrs. Kasturi Meena (I/C) PGT( Hindi)  2. Mr. Ramesh Kumar (PGT English)  3.Mrs. Neeru verma PGT English  4.Mrs.Sangeeta Bhardwaj (TGT Eng)  5. Mrs. Poonam pandey (TGT English)  6. Mrs. Mamta (TGT Hindi)  7.Mrs.RekhaRani (TGT Hindi) |  |
| 44. | Lunch Break Supervision | | • To mind the discipline of the students during the lunch break  • To see that the students reach their respective class after the lunch.  • To keep at least two children by rotation in each class to avoid stealing of the student belongings. | | 1. Mrs.Sobhana ,PET 2. Sports Coach 3. Duty assigned by House master |  |
| 45. | Back to Basics | | * To train all teachers for KB. * To supervise the progress of B2B. * To ensure its proper implementation. | | 1.Mrs.Joginder (I/C) TGT(SOST )  2. Ms. Sonia, TGT Hindi |  |
| 46. | Value  Education | | * To conduct all activities RKM for awakening citizen program. * To conduct quizzes & tests on value education. * To arrange talks on value education in morning assembly. | | 1. Mrs. Amrita Toppo,(TGT Eng) 2. Mrs.Subhashini(TGT Sc) |  |
| 47. | Resource Room | | * To maintain R.R.in all respect. * To maintain sound system& Audio, visual. * To prepare room for meeting /workshop. | | 1. Mrs. (I/C)  PGT( )  2.Mrs. (I/C) (PRT)  3.Mrs.Poonam (PRT)  4.Mrs.Sangeeta (PRT) |  |
| 48. | PA System | | * To Maintain PA System for various purposes. * Daily use in Morning assembly. | | 1. Mr. Ankit Jeenwal (WET) (I/C) 2. Mrs.Veena Saxena(TGT Math) 3. Mr.Sanjeev (PRT) 4. Mr. Atul (PRT) 5. Mrs. Girija (PRT) |  |
| 49. | Games & Sports | | * To maintain records of all activities * To maintain ground/courts/boxing room. * To prepare teams for regional/National sports meet. * To ensure Mass P.T. regularly. * All other work related to Games and Sports as per direction of the undersigned. | | 1. Mrs.Sobhana ,PET (I/C) 2. Mrs.Madhu Sharma,(yoga Teacher) 3. Sports Coach 4. Mr.Atul Rana (PRT) 5. Jyotsana 6. Priyanka Meena 7. Mrs. Sangeeta (PRT) 8. Coach |  |
| 50. | KANT Learning | | * To maintain record on day to day basis and send report to kant learning | | **1.Mr. Ankit,TGT(WET)**  **2.Mrs.Parinita Pant,TGT(SC)**  **3.Mrs.Poonam Pandey,TGT(Eng)**  **4. Priyanka Gomber , PRT** |  |
| 51 | POCSO | | * To maintain complaint record on day to day basis and conduct inquiry if required and submit report to the under signed. | | 1.Mrs.Sobhana,PET  2.Mrs.Rajni Devi,PGT(Comm)  3.Mrs. Rajni Manchanda,PGT(Math)  4.Mrs.Rekha Rani,TGT(hindi)  5.Mr.S K Mishra,PGT(CS) |  |
| 52 | KHAN Academy | | * To make time table class wise for khan academy. * To maintain period wise proper record of khan academy and to take counter signature of Vice Principal on daily basis. | | 1. Ms. Veena Saxena, TGT Math 2. Mr. Sarwan Kumar, TGT Math 3. Ms. Harpreet Kaur, TGT Math 4. Mr. S K Gangwar, TGT Math |  |  |  |  |  |  |
| 53 | PISA | | • To maintain proper record of PISA and to take counter signature of vice principal | | 1.Mr.Srawan KumarI/C TGT(Math)  2.Mrs. Parnita Pant,TGT(SC)  3.Mrs.Sangeeta Bhardwaj,TGT(eng) |  |  |  |  |  |  |
| 54 | LANGUAGE LAB | | * To make time table for effective utilization of language tab * To maintain period wise proper record of utilization of language lab and to take counter signature of Vice Principal on daily basis. | | 1. Mrs. Sonia, TGT Hindi I/c 2. Mrs. Sangeeta Bhardwaj, TGT Eng. 3. Mr. Satyawan, PRT 4. Mr. Sanjeev Sheravat, PRT |  |
| 55 | Office | | • To prepare cash book and ledger of VVN and School Fund.  • To prepare monthly report of VVN and School Fund.   * To clear the Bills of Staff and other agencies within a fortnight. * To show the service book to the staff before the end of October 2019. * To obtain leave application from the staff within a week. * Every Saturday cash book and ledger to be shown to the undersigned. * To prepare TC and upload the same within 3 days. * Check and reply of mails within time. * Verification of admissions under MP and HRM Quota. * Note-Mr. Shiv Narayan Yadav, ASO to assign the work and monitor the progress of assigned work on daily basis. | | 1. Mr. S N Yadav ASO 2. Ms. Ranju Kumari, SSA 3. Mr. Saurabh Kumar, JSA 4. Mr. Inru Ram, JSA 5. Mr. Mukesh Kumar, Sub-Staff. |  |

**PRINCIPAL**