

COMMON DUTIES AND RESPONSIBILITIES OF ALL ASSISTANT COMMISSIONERS RELATED TO ALLOTTED KVS

14. Academic supervision and monitoring of the overall functioning of the Vidyalayas allotted :		
15. Planning and guiding Cluster and Regional Level activities		
16. Guiding and reviewing of Vidyalaya Plan and monitoring its implementation including CCA, Sports and pace-setting activities.		
17. Supervision and monitoring of maintenance of infrastructure of Vidyalaya including sanitation, maintenance of toilets, electrification, drinking water facilities, fire safety equipment and maintenance of school garden.		
18. Examination of complaints related to students, staff and Principal for the allotted Vidyalayas.		
19. Monitoring of appointment of part time teachers on contractual basis and short term deputation of teachers wherever needed to ensure availability of teachers for all subjects and classes throughout the year and to provide additional support in the required subjects.		
20. Monitoring publication of Vidyalaya Patrika and celebration of Annual Day and other programmes of the Vidyalayas.		
21. Monitoring of timely distribution of split up syllabus, Students' diary, Teachers diary, study material etc.		
22. Monitoring the academic improvement programme for talented students and low performers.		
23. Land and Building issues of Kendriya Vidyalaya of allotted KV.		
24. Monitoring of PTA/VMC meeting		
25. Reporting / Reviewing of ACRs		
26. POSH/Women related issue/POCSO/81 B of allotted KVs		
OTHER AREAS OF DUTIES AND RESPONSIBILITIES		
01. Admission related matters, Local Transfers, condonation of attendance, RTE and student's enrolment, fee related matters.	Shri Manish Kumar Prabhat AC	Shri Purnendu Mandal AC
02. Enrolment of students		01.CBSE Board Exam and results
03. Bharat Scouts and Guides		02.Internal Examination and result
04. Atal Tinkering Lab		03. PMSHRI programme
05. Teachers training/In-service Course/Induction Course/Workshops/ CPD		04. NIOS/GNOU
06. National Awards/Innovative and experimentation award		05. Youth Parliament Competition
07.Principals' Conference		06. DC's Conference
08. CBSE Affiliation related issues		07. Regional Sports Control Board /NCC
09. NCSC		08. E-Classroom/Computer Infrastructure/ICT Report
10.All issues of grievances of parents/teachers/students of allotted KVs		09. LAT
11.Preparation and distribution of Study materials		10. Syllabus preparation, Remedial Classes
12. Maths/Science Olympiad /Cyber Olympiad/Physics Olympiad		11. Implementation KVS Monthly Calendar of Activities
13. PMJVK/PMKVY/Skill Education/PVEP		12.All issues of grievances of parents/teachers/students of allotted KVs
14 Teachers' deputation in MEXT/Fulbright exchange programme/ JENESYS and Sakura		13. EK Bharat Shreshth Bharat
15.Celebration of important days etc. Parilsha Pe Charina		14.NEP/NCF/ELN/ORF
16.Science Exhibition		15 NDMA compliance and submission of quarterly report
17. Any other work assigned by DC		16.Routes to Roots, Life skill education , Awakened citizen programme/Rupantar
ALLOTMENT OF KVs to ASSISTANT COMMISSIONERS		
8. Bailey Road FS	8. Bethiah	8. Muzaffarpur FS
9. Bailey Road SS	9. Modhari	9. Muzaffarpur SS
10. No.1 Darbhanga	10.Ara	10. Kankearbagh FS
11. No.2 Darbhanga	11.Buxar	10. Avaria
12. Sheohar	12.Sasaram	11. Purnia
13. Danapur FS	13.Lakhisarai	12. Kishanganj
14. Danapur SS	14. Jamalpur	12. Siwan
		13. Chapra
		14. Gopalganj
		14. Jhappan
		20. AFS Bihra
		21. Khagaul
		28. Jawaharnagar
		22. Jhaljha
		23. Khagaria
		24. Nabiganj
		25. Aurangabad
		26. Barachatti
		33. Madhepura
		27. Jehanabad
		29. CUSB Bodhgaya
		30. Kaimi Kol
		31. Nimmi
		32. Bela Muzaffarpur
		33. Madhepura

Distribution :

1. Shri Manish Kumar Prabhat AC, KVS, RO, Patna
2. Shri Purnendu Mandal, AC, KVS, RO, Patna
3. The Principals, All KVs of Patna Region
4. The AO, KVS, RO, Patna
5. All Sections KVS, RO, Patna

(DR. AJAI KUMAR MISHRA)
DEPUTY COMMISSIONER