

PM SHRI KENDRIYA VIDYALAYA (AFS) AMLA
(Allotment of additional responsibilities for the session 2024-25)

Following Committees are hereby constituted for the session 2024-25, for the smooth functioning of the Vidyalaya activities. Conveners/ In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect and directed to frame action plan of the year and submit on or before **30th March 2024** Handing/taking over of the charge must be completed at the earliest. After physical stock verification, a report regarding handing/taking over of the charge must be submitted to the Principal on or before **05.04.2024**.

All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal or Vice - Principal, so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stock holders. Conveners/In charges should make sub committees, if required, for co-ordination of related work in a most befitting manner, for formation of such sub committee's approval of the Principal should be obtained. Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal or Vice –Principal. **He /She should also take the help of other staff members for best results.** All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2024-25. **DATE: 30.03.2024**

S.No.	Committees		Name of the Teachers	Sign.	Duties/ responsibilities
1.	General Supervision of the Vidyalaya		Mr. M. M.Katiyar, Principal		➤ General Supervision of daily activities of Vidyalaya.
			Mr. Rajkumar Vishwakarma, Vice-Principal		
			Mrs.Meera Jha,PRT		
2.	Academic Coordinator & Implementation of NEP		Mr. Rajkumar Vishwakarma, Vice-Principal - I/C		<ul style="list-style-type: none"> ➤ Sustain and nurture strong points ➤ Record the lapses and weak points of the Vidyalaya ➤ Suggestions for improvement and discuss in monthly staff meeting regarding academic improvement
			Mrs.Meera Jha,PRT		
3	CBSE	Mr.Rahul Parashar (Comm.) - I/C			<ul style="list-style-type: none"> ➤ To coordinate and conduct internal and CBSE exam on time. ➤ To maintain secrecy in all respects. ➤ To handle correspondence in relation to CBSE/RO. ➤ To suggest ways and means to improve examination. ➤ To Keep the records of exams. & Results.
		Mr.Ritesh Shrotriya,PGT (Maths)			
	Internal	Sec.	Mr.K.K.Sahu ,PGT (Physics.)		
			Mrs Saroj Shukla,TGT Hindi)		
			Mrs.Meera Jha,PRT-I/C		
		Pri mar y.	Miss.Pooja ,PRT		
		Miss Namrta Chourasiya ,PRT			
Examination	Olympiads& NTSE ,Other	Mrs.Sunita Kadwey,PGT (Chem.)			<ul style="list-style-type: none"> ➤ To prepare students for Olympiads. ➤ Plan and prepare students for participation in National Science Olympiad.
		Mr.Sunil Srivastava,TGT (Sci.)			

		Exams			
		CBT/CCT	Mr.Rahul Parshar PGT (Comm.) Coordinator -I/C		<ul style="list-style-type: none"> ➤ To conduct PISA Practice tests as per instructions & schedule issued by the KVS. according to the getting circulars. ➤ Timely updating PISA side. ➤ Closely monitors the PISA based activities. ➤ Time to time reporting about the progress & performance to Principal & vice –principal.
			Mr.Hemant Verma ,TGT (Maths)		
			Mr Narmada Prasad Solanki Comp.Instructor.		
			Miss Jyoti (PRT)& Computer Instructor (Primary)		
4	Admission		Mr.Rahul Parshar PGT (Comm.)- I/C		<ul style="list-style-type: none"> ➤ Registration and conducting admission tests and interviews, preparing list of selected candidates ➤ To answer the queries of parents. ➤ To maintain proper records ➤ Follow admission guidelines of KVS 2024-2025.
			Mr,Rajendra Satpute TGT(Maths)		
			Mr.Rupesh Choudhary ,PRT		
.5	Administrative & Office Matters		Mr. Jitendra Shrivastava ,(SSA) under the Guidance of Principal		<ul style="list-style-type: none"> ➤ Reply to RTI queries well in time.
6.	Local Purchase Committee as approved by chairman VMC		Mr.Ritesh Shrotriya, PGT (Math)		<ul style="list-style-type: none"> ➤ Plan and purchase as per GFR guidelines. ➤ Ensure quality items at Affordable Cost. ➤ Ensure about the competitive rates of the articles. ➤ To call the quotations as per the requirement of items. ➤ Completion of quotations & making comparative statements and taking approval from Chairman. ➤ Supervising the whole procedure of condemnation till the auction.
			Mr. Rajendra Kumar Satpute, TGT (Math)		
			Mr. Vinayak Tiwari, TGT (S.ST)		
			Miss Divya Arora, PRT		
			Mr. T.R. Malviya, PRT And Concerned store/stock incharge		
7.	Condemnation Committee As approved by Chairman VMC		Mr. M M Katiyar, Principal (Head of the Committee)		
			Mr. Rahul Parashar, PGT (Commerce)		
			Mr. J K Sahu, Librarian		
			And Concerned store/stock incharge		
			Mr. Shourya Tripathi, PRT		
8.	Auction Committee As approved by Chairman VMC		Mr. M M Katiyar, Principal		
			Mr. K K Sahu, PGT (Phy)		
			Mr. Sachin, TGT (P&HE)		
			Dr. Shinjini Sikarwar, TGT (Math)		
			Mr. Rupesh Choudhary, PRT		

		Miss Anu Chuadhary, PRT		
9.	Weeding Out Committee As approved by Chairman VMC	Mrs. Sunita Kadwey, PGT (Chemistry)		
		Mrs. T Khan, TGT (English)		
		Mr. Ram Manoj, TGT (AE)		
		Miss Namrata Chourasia, PRT		
10.	Time Table / Arrangement	Mr.K.K Sahu,PGT (Physics.)-I/C		<ul style="list-style-type: none"> ➤ To prepare Timetable and amend it whenever needed during the session. ➤ To ensure proper distribution & communication of time table to students, teachers and provide its copies to the Principal and Vice Principal. ➤ Daily arrangement of teachers on leave. ➤ Arrangement of Contractual teachers with the consent of Principal.
		Mr.Ritesh Shrotriya,PGT (Maths) Arrangement- I/C		
		Mrs.Saroj Shukla& Mr Jai Kumar Sahu(Librarian)-Proxy /Tr. Arrangement		
		Mr.Rupesh Choudhary,PRT –I/C		
		Miss.Divya ,PRT &Mr Shaurya Tripathi PRT		
11.	Maintenance & Repair Committee School Building & Staff Quarter As approved by Chairman VMC	Mrs. KarunaTGT(WE) I/C Stock Incharge		<ul style="list-style-type: none"> ➤ To plan & purchase material and supervise the works. ➤ To prepare the list of materials and submit to Principal for necessary action. ➤ To maintain all fans/ tube lights in working order ➤ Plan the repair work.
		Mr. Manish Kumar, PGT (Eco)		
		Mr. Hemant Kumar Verma, TGT (Math)		
		Mrs. Meera Jha, PRT		
		Mr. Rupesh Choudhary ,PRT		
		Mr Jai Kumar Sahu Librarian		➤
12.	Guidance & Counseling	Mr.Rahul Parashar,PGT (Comm.)-I/C		<ul style="list-style-type: none"> ➤ Organize workshop for staff and parents. ➤ To handle typical problems of children. ➤ Monitoring of typical problematic kind of students. ➤ To keep in touch with such parents.
		Mrs.P R Jyoti T Parmar,PGT (Geo.)		
		Mrs. T.Khan,TGT (Eng.)		
		Mrs .Meera Jha ,PRT		
13.	Innovations & Experimentation	Mrs. Sunita Kadwey ,PGT (Chem.)-I/C		<ul style="list-style-type: none"> ➤ Motivate teachers for innovation and experimentation during teaching learning process ➤ Develop innovative project at Vidyalaya level.
		Mr.Sunil Srivastava ,TGT (Sci.)		

	Innovations & Experimentation	Mrs Karuna Nagar TGT(WE) I/C-ATL Mrs,Lavanya ,TGT (Sci.) Mr.Shourya Tripathi (PRT)		<ul style="list-style-type: none"> ➤ To provide space to take up Innovative Practices, Action Research & motivate to submit the paper to KVS/NCERT/SCERT. ➤ To collect feedback from students and parents and submit to the Principal. ➤ To meet minimum once in a month. ➤ Submission of monthly progress report of overall development of the school. ➤ To keep the record in proper way.
14.	Aqua Guard & Water Cooler Cleanliness/Supervision	Mr.Hemant Kumar Verma,TGT(Maths)- I/C Mr.T.R.Malviya ,PRT		<ul style="list-style-type: none"> ➤ To supervise and maintain all water coolers, aqua guards. ➤ Proper installation & running of Aqua guards. ➤ Proper AMC & Cleanliness.
15.	U DISE	Mr.Rajendra Satpute TGT (Maths)-I/C Mr.Hemant Verma,TGT (MATHS) Mr Rupesh Chaudhary PRT		<ul style="list-style-type: none"> ➤ Recommend fee concession for emergency assistance to the students(exemption of VVN for one session). ➤ Fill data on U-DISE portal ➤ Complete entry for scholarship timely. ➤ Collection of bills/receipts of expenditure from parents of students admitted under RTE ➤ Keep proper records of admissions under RTE. ➤ Properly check the filled forms and submit to office in proper time. ➤ Help office to prepare Cheques
16..	P.A. System	Mrs.Karuna,TGT(WE) I/C Mrs.Tanushree Sarkar,Music Teacher Mr Shourya Tripathi (PRT)		<ul style="list-style-type: none"> ➤ To maintain mic system. ➤ Arrange the mic system before start of any program.
17.	Furniture	Mr.Arun Khatarkar,TGT (S.St.)-I/C Mr.Jay Kumar Sahu,TGT (Lib.) Mr.T.R.Malviya ,PRT		<ul style="list-style-type: none"> ➤ To maintain the record of furniture and inventory of each class and department . ➤ To prepare a list of broken/unserviceable & repair of broken furniture.
18.	Excursion & Adventure	Mrs.PR Jyoti T Permar ,PGT(Geo .)-I/C Mr.Sachin ,TGT(P&HE) Mr.Ram Manoj,TGT(AE) Mrs.Lavanya,TGT (Sci.) Mr.Hemant Verma,TGT (MATHS)		<ul style="list-style-type: none"> ➤ To motivate the children for Excursion and Trekking. ➤ To arrange railway reservation well in advance. ➤ To motivate the children for adventure and trips and excursion.
19	Internal Complaint Committee at	Presiding officer-Mrs Rani Dange Assistant Commissioner ,KVS RO Bhopal		<ul style="list-style-type: none"> ➤ To enquire into the complaints of sexual harassment against the

	Vidyalaya Level Internal Complaint Committee at Vidyalaya Level	NGO Member-Same as KVS RO Bhopal Member- Mrs PR Jyoti Parmar PGT(Geog) Member:Mrs T Khan TGT(English) Member-Mr MM Katiyar,Principal		officials of the Vidyalaya except Principal ,VP & HM.
20.	Discipline	Mr.Sachin ,TGT(Phe.Edu.)-I/C Miss.Arati ,PGT (Hist .) Mr.K.K.Sahu,PGT (Phy.) Mrs.T.Khan,TGT(Eng) Mr.Vinayak Tiwari ,TGT (S.St.) Mrs.Chanchal ,TGT (Hindi) Mrs.Karuna,TGT(WE) Mr.Sunil Srivastava,TGT (Sci.) Mr.Rupesh Choudhary,PRT Mrs.Aprana,PRT Mrs.Meera Jha,PRT Class Teacher Concerned		<ul style="list-style-type: none"> ➤ To formulate rules regulations to maintain discipline of the vidyalaya . ➤ To keep the records properly. ➤ To keep track of in disciplined students monitor them with proper counselling. ➤ To check students who damaged school property and call the meeting of their parents. ➤ To oversee moment of students from class to ground, departments assembly / class / library. ➤ To investigate the in-discipline cases, prepare report and suggest some ways to improve discipline. ➤ To plan duties and responsibilities of student council, house captains and class monitors. ➤ Regular supervision of duties performed by the students. ➤ Checking of uniform and late comers', class out passes etc. with the help of class teacher. ➤ Counselling of the indisciplined student time to time. ➤ To ensure overall discipline of Vidyalaya.
21.	Supervision of Cleanliness of Toilets & the Campus	S e c o n d a r y . Mrs.P R Jyoti T Parmar ,PGT (Geo.)-I/C Mrs.Sunita Kadwey ,PGT (chem.) (Girls Toilet-Ground Floor Mr.Ram Manoj ,TGT(Drawing)Boy's Toilet Ground floor Mr.Arun Khatarkar ,TGT (S.St.)(1st Floor Boys) Mrs.Meera Jha,PRT -I/C Mr.T.R.Malviya ,PRT (Ground floor		<ul style="list-style-type: none"> ➤ To monitor the work of conservancy. ➤ Make floor-wise in charges so that toilets and classrooms, dept. are spick and span. ➤ Corridors are swiped and swabbed twice a day. ➤ Toilets are cleaned twice a day. ➤ Playgrounds, parks are cleaned.

		P r i m a r y	Boy's Toilet) Miss,Reetu PRT (Ground floor Girls) Mrs Namrata Chaurasia ,PRT(Upper Girls Toilet) Mrs Preeti Meena,PRT(Upper Floor Girls) Mr Shourya Tripathi PRT(Upper-Boys Toilet)		
22.	Media Publicity & Press Note		Mr.Sunil Srivastava ,TGT (Sci.)-I/C Mr.Rupesh Choudhary,PRT		➤ To publish / coverage of achievement of students in various competitions organized at different levels.
23.	Photography		Mr.Ram Manoj ,TG (Drawing)-I/C Mr.Shaurya Tripathi ,PRT		➤ To collect and maintain record of photographs of various events organized in the Vidyalaya. ➤
24.	Scout & Guide /Cub-Bulbul		Mr.K.K.Sahu ,PGT (Phy.)-I/C Mr.Shaurya Tripathi ,PRT- I/C - Cub-Bulbul All trained members of scout & guide /Cubs & Bulbul		➤ To conduct Scout activities weekly . ➤ To prepare calendar of activities for the session 2024-2025. ➤ To prepare the students for various testing Camps and select students to participate at district/ state/ national level.
25.	NCC		Mr.Hemant Verma,TGT(Maths)-I/C Ms Arti Niranjana		➤ Registration of the students ➤ Command and training, timely completion of syllabus. ➤ To prepare calendar of activities for the session 2024-2025.
26..	Communication Skill & Language Lab		Mrs. T.Khan,TGT (Eng.)-I/C Mr.Harris Raean ,TGT (Eng.) , Mr.Rupesh Choudhary,PRT Miss.Anu,PRT		➤ Proper use of reading cards. ➤ Planning & implementation of programmes for development of communication skill among staff & students. ➤ Proper use of language lab.
27..	Raj Bhasha & Hindi		Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C Mrs.Saroj ,TGT(Hindi) Mrs. T.Khan,TGT (Eng.) Mrs.Chanchal ,TGT (Hindi) Miss Dhenuka PRT		➤ Timely preparation of reports. ➤ Use of Hindi Bhasha for day to day correspondence. ➤ To celebrate Hindi Pakhwara and organize different events. ➤ Ensure centpercent official work in hindi . ➤ To send quarterly report to rajbhasha to RO.
	Subject	English	Mrs.T.Khan TGT (Eng.)-I/C All TGT's & PRT's Related		➤ To note the steps for enhancing teacher and learning process. ➤ To give emphasis on ICT. ➤ To note down the steps taken for improvement of the performance of the weak students with name . ➤ Steps taken by teachers to motivate students for better performance.
		Hindi	Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C All TGT's & PRT's Related		
		Science (Sci.,Comp.EVS)	Mr.K.K.Sahu,PGT(Phy.)- I/C All PGT's ,TGT's & PRT's Related		

28.	Committee	Social Science (S.St., Hist.,Comm.,Eco.	Mrs PR Jyoti Parmar,PGT (Geog..) -I/C		<ul style="list-style-type: none"> ➤ To conduct subject committee meeting monthly & keeps the records of the meeting . ➤ To Plan & Review of the performance of Students on regular basis.
			All PGT's & TGT's Related		
		Mathematics	Mr.Ritesh Shrotiya,PGT (Maths)-I/C		
			All PGT's TGT's & PRT's Related		
			Mrs.Karuna Ade,TGT(WE)-I/C		
			Mr. Ram Manoj ,TGT (Art .)		
WE & Art	Mr.Sachin , TGT(PHE)		<ul style="list-style-type: none"> ➤ To ensure proper activities to be performed Which are related to Art & SUPW ➤ To prepare calendar of activities for the session 2024-2025. 		
29.	Library Committee		Mr.MM Katiyar -Principal -I/C		<ul style="list-style-type: none"> ➤ To prepare list of required books / newspapers / magazines periodically and journals. ➤ To keep proper record of books and magazines and monitor them properly. ➤ To maintain proper issuing and returning of books. ➤ To promote and motivate students and teachers toborrow more and more books from the library. ➤ To purchase books as per KVS instructions. ➤ To display new arrivals books in a corner. ➤ To maintain proportion of books of both the languages (Hindi + English). ➤ Regular meeting of library committee. ➤ To make available latest editions of the books for the children. ➤ To facilitate children for reading of all available books, CDs, LCDs, etc. and also e- Granthalaya. ➤ To purchase & make available select latest books for their primary students as per their interest. ➤ To ensure the ratio and variety of books in Primary Class Libraries.
			Mr. Jai Kumar SahuLib. -Secretary		
			Mrs Sunita kadwey PGT(Chem.)		
			Mrs.Kanchan Tiwari PGT(Hindi)		
			Mrs.Meera Jha,PRT		
			Mr Rupesh Chaudhari PRT		
30.	House Incharges (Secondary)		1.Shivaji House-Mr Manish Kumar (I/C)		<ul style="list-style-type: none"> ➤ To Ensure the Participation/Representation in all the Scheduled Academic,CoCurricular Activities (As Per the Activity Calender) ➤ To Ensure the Participation of House Participants in the Morning Assembly programme.
			2.Ashoka House-Mrs Sunita Kadwe(I/C)		
			3.Tagore House-Ms Arti Niranjan(I/C)		
			4.Raman House-Mrs Jyoti Parmar(I/C)		
31 31.	Campus Beautification/ BALA Campus Beautification/ BALA		Mr.Ram Manoj TGT (Art.)		<ul style="list-style-type: none"> ➤ Planning for beautification of campus. ➤ Preparation of month wise reports. ➤ Implementation of BALA concepts properly .
			Mrs.Karuna Yede,TGT (WE)		
			Mrs.Lavanya,TGT (Sci.)		
			Mrs.Meera Jha,PRT		
			Miss Pooja,PRT		

32.	Cleanliness Supervision (In & Around the Campus) including the Toilets & Water Points)	1.Mr Raj Kumar Vishwakarma (VP)-I/C 2.Mrs PR Jyoti Parmar PGT(Geo.) 3.Ms Arti Niranjan PGT(History) 4.Mr Sachin TGT(P&HE) 5.Mr Shourya Tripathi PRT		➤ To Ensure the Routine Daily supervision of the Campu
33.	Audio Visual Room	Dr.Shinjini Sikarwar.TGT (Maths) Mr.Ram Manoj ,TGT (Art.)		➤ To check out the plan so that teachers can use resources properly. ➤ Proper use of gadgets, teaching Aids and teaching material.
	Resource Room	Mrs.Pranshi,PRT-I/C Miss Reetu ,PRT Miss Pooja,PRT		
34.	Computer Labs	Mr.Rahul Parashar,PGT(Comm)-I/C Mr.Rupesh Choudary ,,PRT		➤ To maintain all computers in working order. ➤ To check out the plan so that teachers can use computers. ➤ Ensure proper working of all computers. ➤ Ensure cleaning & dusting of the lab & system.
35.	Departments	Mrs. Jyoti Permar ,PGT (Geo.)-I/C Mr.Vinayak Tiwari,TGT(S.Sci.) Mrs.Reetu ,PRT		➤ To maintain proper record of teaching aids& display in the room. ➤ To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal.
	Chem.Lab	Mrs.Sunita Kadwey ,PGT (Chem.)-I/C		➤ To ensure about all equipment/ material available in the lab as per KVS benchmark.
	Phy.Lab	Mr.K.K.Sahu ,PGT (Phy.)- I/C		➤ To ensure proper activities to be performed by the science teachers.
	Atal Tinkering Lab	Mrs.Karuna Yade ,TGT (WE.)- I/C Mr.K.K.Sahu ,PGT (Phy.) Mrs.Lavanya, TGT (Sci.) Mr.Sunil Srivastava ,TGT (Sci.)		➤ Cleanliness of the lab assigned by sub staff. ➤ To ensure neatness of apparatus and lab. ➤ Prepare plan of lab activities month wise & display in the lab.
	Bio.	Mr.Sunil Srivastava ,TGT (Sci.) , I/C		
	Geo.Lab	Mrs.P R Jyoti T Parmar.PGT(Geo.)-I/C Mr. Ritesh Shrotyia,PGT (Maths) -I/C		➤ To ensure that all the required equipment / material available in the lab. ➤ To ensure proper activity to be performed by math teachers.
	Integrity	Mr.Sachin ,TGT (Phe.Ed.)-I/C Mrs.Chanchal,TGT(Hindi) Mr.Haris ,TGT (Eng.)		➤ To develop plantation in the Vidyalaya campus and also along the boundary wall. ➤ To form integrity clubs as per KVS norms. ➤
		Mrs.P R Jyoti T Parmar,PGT (Geo.)-I/C		

36.	Clubs	Eco (Gardening, & Nature)/ Green Club	Mrs Sunita Kadwey ,PGT (Chem.)		<ul style="list-style-type: none"> ➤ To supervise the maintenance of existing garden. ➤ Get/ arrange decorative plants and pots. ➤ To Prepare & perform required activities on the stage for improving overall development of the students. ➤ To instill & inculcate values of patriotism Secularism Socialism among students through various club activities.
			Mr.Sunil Srivastava,TGT (Sci.)-		
		Health (First Aid & Medical Check - Up)	Mrs.Tanushree Sarkar,Music Teacher-I/C		<ul style="list-style-type: none"> ➤ To inform parents for seriously sick student. ➤ Planning for twice medical checkup of students. ➤ Keep record of medical card. ➤ To attend to injured students and provide first aid on time with the help of Nurse.
			Mrs.Karuna,TGT(WE)-I/C		
			Mr.Sachin ,TGT (Phe.Ed.)		
		AEP	Mrs. T.Khan,TGT (Eng.)-I/C		<ul style="list-style-type: none"> ➤ Sensitize student about adolescent stage& organize workshop for parents also. ➤ Arrange lecture on NAEP. ➤ To complete the modules as per schedule.
			Mrs.Lavanya TGT (Sci.)		
			Mrs .Saroj ,TGT (Hindi)		
		Youth Club	Miss.Arti ,PGT (Hist.)-I/C		
			Mr.Manish ,PGT (Eco.)		
37.	News Letter/Magazine	Mrs.Kanchan...,PGT (Hindi)-I/C		<ul style="list-style-type: none"> ➤ To record whole year (session) activities/organize workshop for parents also. ➤ To collect photographs of all special achievements. ➤ To write note for different function organized in Vidyalaya. ➤ To collect articles for magazines. 	
		Mrs. T.Khan,TGT (Eng.)			
		Mo. Harris Raine,TGT (Eng.)			
				
		Mrs.Meera Jha,PRT			
38.	SECURITY , SAFETY OF STUDENTS & FIRE SAFETY, conservancy Services (Outsourcing Services Committee))	Mr.Manish ,PGT (Eco.)-I/C		<ul style="list-style-type: none"> ➤ To supervise that the security personals are working properly ➤ Ensure safe entry and exit of students from building. ➤ Ensure that unwanted elements are not entering in the campus. ➤ Keep a check that no item is being taken from Vidyalaya without prior permission. ➤ Ensure teachers and student will use gate pass to go to outside the school campus in school hours. ➤ Ensure installation, refilling & monitoring of Firefighting. 	
		Mr.Sachin,TGT(P& HE)			
		Mr.Arun Khatarkar,TGT (S.St.)			
		Mo. Haris Raine,TGT (Eng.)			
		Mr. Jai Kumar Sahu,Lib.			
		Mr.Hemant Verma,TGT (MATHS)			
Mr.Rupesh Choudhary,PRT					
39.	Lock & Key	Mr.Dashrath Kapse ,Sub-Staff		<ul style="list-style-type: none"> ➤ To ensure that all classrooms doors & school gate are properly locked after the school is over & to ensure doors, school gates are properly opened before the school begins. ➤ To maintain proper record of locks. Prepare list of unserviceable locks yearly for writing them off. ➤ To purchase locks, if required with the permission of the principal 	
		Security Guard			

				and according to KVS norms.
40.	Website Updation		,PGT(CS)- I/C Mr.Sohan Kumar, JSA Mrs.Karuna Yede ,TGT (WE)	<ul style="list-style-type: none"> ➤ Timely updating Vidyalaya website with correct data and accuracy.
41.	Science Exhibition		Mrs.Sunita Kadwey ,PGT (Chem.)-I/C ,PGT (Bio.) Mr.K.K.Sahu,PGT (Phy.) Mr.Sunil Srivastava,TGT (Sci.) Mrs.Lavanya,TGT (Sci.)	<ul style="list-style-type: none"> ➤ To ensure scientific temperament. ➤ To ensure mass participation in Science Exhibition. ➤ To create awareness about the latest development in science and technology.
42.	Social Science Exhibition EBSB, Youth Parliament ,Mera Yuva Bharat Abhiyan		Mrs.P R Jyoti T Parmar, PGT (Hist .) -I/C Ms Arti Niranjan PGT(History)	<ul style="list-style-type: none"> ➤ To ensure mass participation in social science exhibition. ➤ To prepare students for Youth Parliament. ➤ To conduct all the activities & send photo /video to KVS as per schedule on time .
43.	COMPLAINT HANDLING & GRIEVANCES		Mr.Rajkumar Vishwakarma, Vice-Principal under the guidance of Principal Mrs.P R Jyoti T Parmar,PGT(Geo.) Mrs. T.Khan,TGT (Eng.) Mr.Sunil Srivastava,TGT (Sci.) Mrs.Meera Jha ,PRT	<ul style="list-style-type: none"> ➤ Acknowledgement of verbal and non-verbal complaints. ➤ Redress disposal of complaints. ➤ Records to be maintained.
44.			Mrs Jyoti Permar,PGT(Geo.)-I/C Mr.Rajkumar Vishwakarma, Vice-Principal Mrs.Sunita Kadwey,PGT(Chem.) Mrs.Kanchan Tiwari ,PGT (Hindi) Mrs.Chanchal,TGT (Hindi) Mr.Sunil Srivastava,TGT (Sci.) Mrs. Meera Jha,PRT	<ul style="list-style-type: none"> ➤ Acknowledgement of verbal and non-verbal complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. ➤ To provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required. ➤ Prepare a report and submit to higher authority if requires
45.	Awakened Citizen Programme	VII VIII IX	Mr.Rajendra Satpute ,TGT (Maths) Mrs.T.Khan ,TGT(Eng.) Mrs.Chanchal ,TGT(Hindi) Mrs Saroj ,TGT(Hindi) Mrs.Karuna Yede TGT (WE) Mr.Jay kumar Sahu Lib.	<ul style="list-style-type: none"> ➤ Proper implementation of ACP programme. ➤ To Conduct various training sessions on suggested activities. ➤ To Complete the ACP module as per guidelines .
46.	FLN/NIPUN BHARAT ABHIYAN		Mr.Rupesh Choudhary,PRT -I/C Mrs. Meera Jha,PRT Mrs.Reetu,PRT	<ul style="list-style-type: none"> ➤ Keep records of FLN/NIPUN BHARAT ABHIYAN. ➤ Conducting various activities under FLN/NIPUN BHARAT ABHIYAN
47.	TLM		Mr.Tulsi Ram Malviya ,PRT -I/C Miss Poonam ,PRT	<ul style="list-style-type: none"> ➤ Proper purchase procedure to be followed. ➤ Teacher learning material should be used for TLM

			Miss Pooja,PRT		
48.	Alumni Association		Mrs.P R Jyoti T Parmar,PGT (Geo.)-I/C		<ul style="list-style-type: none"> ➤ Arrange alumni meeting. ➤ Keep records of alumni meet. ➤ Registration of alumni.
			Miss.Arti ,PGT(Hist.)		
			Mrs.Chanchal ,TGT(Hindi .)		
49.	CCA	Primary Sec.	Mrs.Aparna ,PRT-Coordinator		<ul style="list-style-type: none"> ➤ To ensure proper conducting of morning assembly. ➤ Proper celebration of different days and various functions. ➤ To plan, prepare items for different programmes & celebration of important days. ➤ Prepare CCA calendar for whole year. ➤ To print student's diary, News letter etc ➤ Maintain silence on the stage when any programme is going on.
			Miss Tanushree Sakar,PRT-Co-Coordinator		
			Miss Preeti Meena,PRT		
		Secondary Sec.	Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C		
			Mrs.T.Khan ,TGT (Eng.)		
50.	○○○○○ ○○○○○○ ○○○○○		○○○ ○○○○ ○○○○○○- ○○○○○○○		<ul style="list-style-type: none"> ➤ ○○○○○○○ ○○ ○○○○○○ ○○○○ ○○○○○○ ○○○○ ○○○○ ○○○○○○○○ ○○○○ ○○○○
			○○○○○○○ ○○○○ ○○○○○○-○○○○○○○		
			○○○○○○○ ○○○○ ○○○○○○ ○○○○○○ ○○○○		
			○○○○○○○ ○○○○ ○○○○○○		
51.	Meeting Arrangement& Minutes Writing		Mrs Chanchal ,TGT (Hindi)-I/C (Writing)		<ul style="list-style-type: none"> ➤ To make seating arrangement for staff meeting in a systematic way ➤ To arrange everything in Well manner. ➤ To note down the minutes of each meeting .
			Mrs.T.Khan TGT (Eng.)		
			Miss Pooja PRT-I/C (Arrangement)		
			Divya.PRT(Arrangement)		
52.	Maintenance of staff room.		Mr.Arun Khatarkar,TGT (S.Sci.)-I/C		<ul style="list-style-type: none"> ➤ To take care of staff room and ensure its dusting & cleaning regarding . ➤ To take care Computer.
53.	Refreshment Committee		Mrs.P R Jyoti T Parmar,PGT(Geo.)-I/C		<ul style="list-style-type: none"> ➤ To arrange all the material for refreshment during official programme in the vidyalayas.
			Mrs.Lavanya,TGT (Sci.)		
			Miss Priyanshi,PRT		
54.	Joyful Learning	Science	Mrs. Sunita Kadwey,PGT (Chem.)-I/C		<ul style="list-style-type: none"> ➤ To make the joyful environment for Learning in the entire School campus. ➤ To suggest all the points to improve the level of learning.
			Mr.Sunil Srivastava,TGT (Sci.)		
		Maths	Dr.Shirjini Sikharwar,TGT (Maths)		
			Mr.Rajendra Satpute ,TGT (Maths)		
		English	Mrs.T.Khan TGT (Eng.)-I/C		
			Mr.Haris ,TGT (Eng.)		

55.	Display Board Decoration		Mr.Ram Manoj ,TGT (Art.)-I/C Mr.Vinayak Tiwari ,TGT(S.Sci.)		<ul style="list-style-type: none"> ➤ To update All the boards time to time with the help of house masters.
56.	Games & Sports & Fit India Movement		Mr.Sachin,TGT(P& HE) I/C Mr.Jay Kumar Sahu,TGT(Lib.) Mr.Ram Manoj ,TGT (Art.)- Mr.Hemant Verma ,TGT (Maths) Dr.Shirjni Sikhwar,TGT (Maths) Mrs.Karuna Yede,TGT(WE) Mr.Shaurya Tripathi ,PRT Miss .Anu ,PRT MissPreeti Meena ,PRT Miss .Poonam ,PRT		<ul style="list-style-type: none"> ➤ To ensure about all sports related materials available. ➤ To ensure proper activities to be performed Which are related to games/Sports. ➤ To prepare students for assembly commands. ➤ To prepare calendar of activities for the session 2024-2025. ➤ To prepare the students for various games and sports and select students to participate at cluster/regional/ national level. ➤ Cleanliness and maintenance of the ground. ➤ To encourage all the students to participate mandatorily in the games & sports activities. ➤ To conduct coaching camps for students.
57.	House Masters	Primary Sec. Secondary Sec.	Shivaji – Mr.Shourya Tripathi Tagore – Miss Divya Arora Ashoka – Miss Namrata Chourasiya Raman – Miss Jyoti Shivaji -Mr.Manish Tagore – Miss Arti Ashoka - Mr. Ritesh Shrotiya Raman – Mrs.P R Jyoti T Parmar		To do all the work related to hoses.
58.	COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS		1.Mr.Rajkumar Vishwakarma ,VP (I/C) 2.Mr.K.K.Sahu ,PGT(Phy .) 3.Mr.Rahul Parashar ,PGT (Coom.) 4. Mrs.P R Jyoti T Parmar,PGT (Geo.) 5.Mr.Rajendra Satpute ,TGT (Maths) 6.Mr.Rupesh ,PRT		<ol style="list-style-type: none"> 1.This committee will suggest and chalk out all action plan for academic and co – curricular activities. 2. This committee will function as advisory board for Vidyalaya’s activities. 3.Incharge and members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. 4.Decision of the committee will be final and binding on all students. 5.Any other related work assigned by the Principal
59.	Student Council		Mrs.Kanchan Tiwari ,PGT (Hindi) ,Mrs T Khan TGT (Eng.)& House Masters		Master To Select the Head Boy,Head Girl & all other Office Bearers in Consultation with House Masters.
60.	Students ID card		1.Mr.Rajkumar Vishwakarma ,VP (I/C) 2.Mrs. Sunita Kadwey,PGT (Chem.		<ol style="list-style-type: none"> 1.To do the required process/ tender to issue ID cards to students. 2.To ensure timely distribution of Id cards to students. 3. Any other related work assigned by the principal

		3.Mr.Ram Manoj ,TGT (Art.) 4.Mr.Rupesh Choudhary,PRT		
61.	Students Achievements	1.Miss .Arti PGT (Hist.) 2.Mr.Ram Manoj ,TGT (Art.) 3.Mr.Arun Khaterkar ,TGT (S.Sci.)		1.To keep a record of students achievements. 2.To upload the same on school website. 3. Any other related work assigned by the principal
62.	Student Exchange Programme	1. Mrs.P R Jyoti T Parmar,PGT (Geo.) 2.Mr.Vinayak Tiwari ,TGT (S.Sci.)		1.To do the required work in time. 2. Any other related work assigned by the principal.
63.	Class wise & Subject wise Checking of Copies	Primary Sec.-1.Mrs.Meera Jha ,PRT (All Copies -I-V) 2.Mr.Rajkumar Vishwakarma ,VP(Only sample checking) Sec.& Sr.Sec.1. Mr.Rajkumar Vishwakarma ,VP(All VI-XII) 2.Principal (Only sample checking)		1.Each Subject Copies for all the Classes will be checked once in each Month. 2.Monthly Report of Each Subject Class wise must be prepared after the .Identification of low Achievers.
64.	Income Tax	1.Mr.Jitender Srivastava ,SSA- I/C 2.Mr.Mr Sohan Kumar (JSA)		Income Tax Calculation& Quarterly submission of IT Return

PM SHRI KENDRIYA VIDYALAYA (AFS)AMLA

(DUTIES AND RESPONSIBILITY OF THE CLASS TEACHERS/ SUBJECT TEACHERS SESSION- 2024-2025) DATE: 30.03.2024)

1. Please check the cleanliness of the class room. Not a single paper piece should be seen inside the class room thrown carefully. If cleanliness is not up to the mark, please inform to undersigned/ Vice – Principal.
2. Each class room should have a dustbin and proper use of its must be done. The class teachers should instruct the students to use it properly.
3. All students should be made to sit according to their heights in an ascending order from front and middle area towards wall sides. So that all students will have good view of blank board.
4. Light and fans must be used as per requirement and no misuse of electricity should be allowed.
5. All subject teachers have to prepare (month wise) annual teaching plan to complete the syllabus on time. The syllabus for CCE first term should be completed by mid August and of second term by mid February and for Class XII should be completed by October 2024. Students may be called for extra classes to complete the syllabus on time if necessary with proper intimation and permission from the Principal.
6. Revision plan will be prepared in the month of December 2024 for classes X and XII and for others in the month of January 2025. First round revision for all classes X and XII will be completed by January 2025 and for others by February 2024. Second round revision will commence from February 2025 onwards for classes X and XII and it will be completed by 15th February 2025.
7. Teachers should check the attendance of students regularly and if any student is found irregular, same must be informed to his/ her parents immediately.
8. Name of the topic/ chapter must be written on blank board before start of the lesson/ unit/ topic.
9. Class room discipline must be maintained during the period.
10. Class work/ home work must be given in a balanced way and should corrected regularly with positive suggestions and remarks instead of negative/ discouraging remarks.

(M.M.KATIYAR)

PRINCIPAL