

PM SHRI KENDRIYA VIDYALAYA (AFS) AMLA

(Allotment of additional responsibilities for the session 2026-27)

Following Committees are hereby constituted for the session 2026-27, 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 2026** 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 **03.04.2026**

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 2026-27.

DATE: 28.03.2026

S.No	Committees	Name of the Teachers	Sign.	Duties/ responsibilities	
1.	General Supervision of the Vidyalaya	Mr. M. M.Katiyar, Principal Mr. Sintu Baldwa ,PGT(Comp.Sc.) Mr Rupesh Choudhary ,PRT		☐ General Supervision of daily activities of Vidyalaya.	
2.	Academic Coordinator & Implementation of NEP	Mr. Sintu Baldwa ,PGT(Comp.Sc.) Mr Rupesh Choudhary ,PRT I/C (Primary) Mrs.Meera Jha,PRT		☐ 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	
3	CBSE	Mr.Sintu BaldwaPGT (Comp.) - I/C		☐ To coordinate and conduct internal and CBSE exam on time. ☐ To maintain secrecy in all respects. ☐ To handle correspondence in relation to CBSE/RO.	
		Mr.Ritesh Shrotriya,PGT (Maths)			
	Internal	Sec.	Mr.K.K.Sahu ,PGT (Physics.)		☐ To suggest ways and means to improve examination. ☐ To Keep the records of exams. & Results.
			Mrs Saroj Shukla,TGT Hindi)		
			Dr(Mrs) Sinjini SikarwarTGT(Math)		
		Pri mar y.	Mrs.Meera Jha,PRT-I/C		
			Miss.Pooja ,PRT		
			Miss Namrta Chourasiya ,PRT		
	Examination	Olympiads& NTSE ,Other Exams	Mrs.Sunita Kadwey,PGT (Chem.)		☐ To prepare students for Olympiads. ☐ Plan and prepare students for participation in National Science Olympiad.
			Mr.Vinayak Tiwari,TGT (Soc.St..)		
CBT/CCT		Mr.Sintu Baldwa PGT (Comp.) Coordinator -I/C		☐ 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.Ritesh Shrotriya PGT (Math.)- I/C		☐ 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.YadRam Meena ,PRT			
5	Administrative & Office Matters & Qtrly Submission of Income Tax	Mr. Jitendra Shrivastava ,(SSA) & Mr Sohan Kumar JSA		☐ Reply to RTI queries well in time.	

	TDS 26 Q & 24 Q			
6.	Local Purchase Committee as approved by chairman VMC	Mr.Ritesh Shrotriya, PGT (Math)		<input type="checkbox"/> Plan and purchase as per GFR guidelines. <input type="checkbox"/> Ensure quality items at Affordable Cost. <input type="checkbox"/> Ensure about the competitive rates of the articles. <input type="checkbox"/> To call the quotations as per the requirement of items. <input type="checkbox"/> Completion of quotations & making comparative statements and taking approval from Chairman. <input type="checkbox"/> Supervising the whole procedure of condemnation till the auction.
		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.Ritesh Shrotriya, PGT (Math)		
		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)		
		Mrs Avinash Kour, TGT (AE)		
		Miss Namrata Chourasia, PRT		
10	Time Table / Arrangement	Mr.K.K Sahu,PGT (Physics.)-I/C		<input type="checkbox"/> To prepare Timetable and amend it whenever needed during the session. <input type="checkbox"/> To ensure proper distribution & communication of time table to students, teachers and provide its copies to the Principal and Vice Principal. <input type="checkbox"/> Daily arrangement of teachers on leave. <input type="checkbox"/> Arrangement of Contractual teachers with the consent of Principal.
10.	Time Table / Arrangement Sec)	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		
		P ri. Mrs Meera Jha ,PRT & Mr Shaurya Tripathi PRT		
11.	Maintenance & Repair Committee School Building & Staff Quarter As approved by Chairman VMC	MrSintu Baldwa PGT(C.S.)		<input type="checkbox"/> To plan & purchase material and supervise the works. <input type="checkbox"/> To prepare the list of materials and submit to Principal for necessary action. <input type="checkbox"/> To maintain all fans/ tube lights in working order <input type="checkbox"/> Plan the repair work.
		Mr. Manish Kumar, PGT (Eco)		
		Mr. Hemant Kumar Verma, TGT (Math)		
		Mrs. Meera Jha, PRT & Ms Arti Niranjana PGT(History)		
		Mr. Rupesh Choudhary ,PRT		
		Mr Jai Kumar Sahu Librarian		
		Mrs, KarunaTGT(WE) I/C Stock Incharge		
12.	Guidance & Counselling	Mr Sintu Baldwa,PGT (ComP.Sc.)-I/C		<input type="checkbox"/> Organize workshop for staff and parents. <input type="checkbox"/> To handle typical problems of children. <input type="checkbox"/> Monitoring of typical problematic kind of students. <input type="checkbox"/> To keep in touch with such parents.
		Mrs.P R Jyoti T Parmar,PGT (Geo.)		
		Mrs. T.Khan,TGT (Eng.)		

		Mr Yad Ram Meena ,PRT		
13.	Innovations & Experimentation	Mrs. Sunita Kadwey ,PGT (Chem.)-I/C		<input type="checkbox"/> Motivate teachers for innovation and experimentation during teaching learning process <input type="checkbox"/> Develop innovative project at Vidyalaya level. <input type="checkbox"/> To provide space to take up Innovative Practices, Action Research & motivate to submit the paper to KVS/NCERT/SCERT. <input type="checkbox"/> To collect feedback from students and parents and submit to the Principal. <input type="checkbox"/> To meet minimum once in a month. <input type="checkbox"/> Submission of monthly progress report of overall development of the school. <input type="checkbox"/> To keep the record in proper way.
	Innovations & Experimentation	Mr Vinayak Tiwari ,TGT (Soc.Sci.)		
		Mrs Karuna Nagar TGT(WE) I/C-ATL Mr KK Sahu ,PGT (Physics) Mr.Shaurya Tripathi (PRT) Ms Pranshi Srivastava (PRT)		
14.	Aqua Guard & Water Cooler Cleanliness/Supervision	Mr.Hemant Kumar Verma,TGT(Maths)-I/C		<input type="checkbox"/> To supervise and maintain all water coolers, aqua guards. <input type="checkbox"/> Proper installation & running of Aqua guards. <input type="checkbox"/> Proper AMC & Cleanliness.
		Mr.T.R.Malviya ,PRT		
15.(i)	Youth Parliament	1.Mrs PR Jyoti Parmar PGT(I/C) 2.Ms Arti PGT(History) 3.Mr Arun Khatarkar TGT(So.St.) 4.Mr Mr Vinayak Tiwari TGT(So.St.)		<input type="checkbox"/> Recommend fee concession for emergency assistance to the students(exemption of VVN for one session). <input type="checkbox"/> Fill data on U-DISE portal <input type="checkbox"/> Complete entry for scholarship timely. <input type="checkbox"/> Collection of bills/receipts of expenditure from parents of students admitted under RTE <input type="checkbox"/> Keep proper records of admissions under RTE. <input type="checkbox"/> Properly check the filled forms and submit to office in proper time. <input type="checkbox"/> Help office to prepare Cheques
	U DISE	Mr.Ritesh Shrotriya PGT (Maths)-I/C		
		Mr Rupesh Chaudhary PRT		
16..	P.A. System	Mrs.Karuna,TGT(WE) I/C		<input type="checkbox"/> To maintain mic system. <input type="checkbox"/> Arrange the mic system before start of any program.
		Mrs.Tanushree Sarkar,Music Teacher		
		Mr Shourya Tripathi (PRT)		
17.	Furniture	Mr.Arun Khatarkar,TGT (S.St.)-I/C		<input type="checkbox"/> To maintain the record of furniture and inventory of each class and department . <input type="checkbox"/> To prepare a list of broken/unserviceable & repair of broken furniture.
		Mr.Jay Kumar Sahu,TGT (Lib.)		
		Mr.T.R.Malviya PRT Mr JAS RAM MEENA		
18.	Excursion & Adventure	Mrs.PR Jyoti T Parmar ,PGT(Geo .)-I/C		<input type="checkbox"/> To motivate the children for Excursion and Trekking. <input type="checkbox"/> To arrange railway reservation well in advance. <input type="checkbox"/> To motivate the children for adventure and trips and excursion.
		Mr.Sachin ,TGT(P&HE)		
		Mrs Avinash Kour,TGT(AE)		
		Mr Vinayak Tiwari,TGT (So St.)		
		Mr.Hemant Verma,TGT (MATHS)		
19	Internal Complaint Committee at Vidyalaya Level Internal Complaint Committee at Vidyalaya Level	Presiding officer-Mrs Kiran Mishra Assistant Commissioner ,KVS RO Bhopal		<input type="checkbox"/> To enquire into the complaints of sexual harassment against the officials of the Vidyalaya except Principal ,VP & HM.
20.		Mr.Sachin ,TGT(Phe.Edu.)-I/C		<input type="checkbox"/> To formulate rules regulations to maintain discipline of the vidyalaya . <input type="checkbox"/> To keep the records properly. <input type="checkbox"/> To keep track of in disciplined students monitor them with proper counselling. <input type="checkbox"/> To check students who damaged school property and call the meeting of their parents.
		Miss.Arti ,PGT (Hist .)		
		Mr.K.K.Sahu,PGT (Phy.)		

	Discipline	Mrs.T.Khan,TGT(Eng)		<ul style="list-style-type: none"> ☐ 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.
		Mr.Vinayak Tiwari ,TGT (S.St.)		
		Mrs.Chanchal ,TGT (Hindi)		
		Mrs.Karuna,TGT(WE)		
		Mr.Mohan Kushwaha,TGT (Hindi)		
		Mr.Rupesh Choudhary,PRT		
		Mrs.Aprana,PRT		
		Mrs.Meera Jha,PRT		
21.	Supervision of Cleanliness of Toilets & the Campus	S e c o n d a r y . P r i m a r y .	<ul style="list-style-type: none"> ☐ Mrs.P R Jyoti T Parmar ,PGT (Geo.)-I/C ☐ Mrs.Sarita Yadav,TGT (Math.) (Girls Toilet-Ground Floor ☐ Mr., Mrs Avinash Kour,TGT(AE))Girls Toilet Ground floor ☐ Mr Manish Choukikar TGT(Eng)Ground Floor Boys Toilet ☐ MRJK Sahu Lib. Ist Floor Boys Toilet ☐ Mrs.Meera Jha,PRT -I/C ☐ Mr.T.R.Malviya ,PRT (Ground floor Boy's Toilet) ☐ Miss,Reetu PRT (Ground floor Girls) ☐ Mrs Namrata Chaurasia ,PRT(Upper Girls Toilet) ☐ Mrs Preeti Meena,PRT(Upper Floor Girls) ☐ Mr Jas Ram Meena PRT(Upper-Boys Toilet) 	<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.
22.	Media Publicity & Press Note	Mr.Sohan Kumar ,JSA I/C		<ul style="list-style-type: none"> ☐ To publish / coverage of achievement of students in various competitions organized at different levels.
		Mr.Rupesh Choudhary,PRT		
23.	Photography	Mrs Avinash Kour,TGT (AE)-I/C		<ul style="list-style-type: none"> ☐ To collect and maintain record of photographs of various events organized in the Vidyalaya. ☐
		Mr.Shaurya Tripathi ,PRT		
24.	Scout & Guide /Cub-Bulbul	Mr.Arun Khatarkar ,TGT (S.St.)-I/C		<ul style="list-style-type: none"> ☐ 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.
		Mr.Shaurya Tripathi ,PRT- I/C - Cub-Bulbul All trained members of scout & guide /Cubs & Bulbul		
25.	NCC	Mr.Hemant Verma,TGT(Maths)-I/C		<ul style="list-style-type: none"> ☐ Registration of the students ☐ Command and training, timely completion of syllabus. ☐ To prepare calendar of activities for the session 2024-2025.
		Ms Arti Niranjana Member		
26..	Communication Skill & Language Lab	Mrs. T.Khan,TGT (Eng.)-I/C		<ul style="list-style-type: none"> ☐ Proper use of reading cards. ☐ Planning & implementation of programmes for development of communication skill among staff & students. ☐ Proper use of language lab.
		Mr. Surendra Uike ,TGT (Eng.)		
		Mr Manish Choukiker TGT(Eng)		
		, Mr.Rupesh Choudhary,PRT		

			Miss.Anu,PRT		
27..	Raj Bhasha & Hindi		Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C Mrs. Mohan Kushwaha,TGT (Hindi.) Mrs Saroj,TGT (Hindi.) Mrs.Chanchal ,TGT (Hindi) Mr YadRam Meena PRT		<ul style="list-style-type: none"> ☐ 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.
28.	Subject Committee	English	Mrs.T.Khan TGT (Eng.)-I/C		<ul style="list-style-type: none"> ☐ 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. ☐ To conduct subject committee meeting monthly & keeps the records of the meeting . ☐ To Plan & Review of the performance of Students on regular basis.
			All TGT's & PRT's Teaching English		
		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 Teaching Science		
		Social Science (S.St.,Hist.,Comm.,Eco.	Mrs PR Jyoti Parmar,PGT (Geog..) -I/C		
			All PGT's & TGT's Related to the Teaching of Socila Science		
		Mathematics	Mr.Ritesh Shrotiya,PGT (Maths)-I/C		
			All PGT's TGT's & PRT's Related		
WE, Art & PHE	Mrs.Karuna Yede,TGT(WE)-I/C				
	Mrs Avinash Kour.,TGT (Art .)				
	Mr.Sachin , TGT(PHE)				
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 to borrow 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 Sahu Lib. -Secretary			
		Mrs Sunita kadwey PGT(Chem.)			
		Mrs.Kanchan Tiwari PGT(Hindi)			
		Mrs.T.Khan,TGT(Eng)s			
		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 Niranjani(I/C)			
		4.Raman House-Mrs Jyoti Parmar(I/C)			
31 31.	Campus Beautification/ BALA	Mrs Avinash Kour TGT (AE.)		<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.Saroj,TGT (Hindi.)			
		Mrs.Meera Jha,PRT			
		Miss Pooja,PRT			
		1.Mr. Sintu Baldwa ,PGT(Comp.Sc.)I/C		☐ To Ensure the Routine Daily supervision of the Campu	

32.	Cleanliness Supervision (In & Around the Campus) including the Toilets & Water Points)		2.Mrs PR Jyoti Parmar PGT(Geo.) 3.Ms Arti Niranjani PGT(History) 4.Mr Sachin TGT(P&HE) 5.Mr Shourya Tripathi PRT		
33.	Audio Visual Room		Dr.Shinjini Sikarwar.TGT (Maths) Mr. Vinayak Tiwari ,TGT (Soc.St.)		☐ 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. Sintu Baldwa ,PGT(Comp.Sc.)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	Teaching Aids	Ms.ARTI PGT (History.)-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. ☐ To ensure proper activities to be performed by the science teachers. ☐ 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.
		Phy.Lab	Mr.K.K.Sahu ,PGT (Phy.)- I/C		
		Atal Tinkering Lab	Mrs.Karuna Yade ,TGT (WE.)- I/C Mr.K.K.Sahu ,PGT (Phy.)		
		Bio.	Mrs Sunita Kadwe,PGT (Chem.) , I/C Mrs Jha PGT(Bio)		
		Geo.Lab	Mrs.P R Jyoti T Parmar.PGT(Geo.)-I/C		
		Maths Lab	Mr. Ritesh Shrotiya,PGT (Maths) -I/C Dr (Mrs) Shinjini Shikarwar) TGT(Math)		☐ To ensure that all the required equipment / material available in the lab. ☐ To ensure proper activity to be performed by math teachers.
		36.	Clubs	Integrity	Mr.Sachin ,TGT (Phe.Ed.)-I/C Mrs.Chanchal,TGT(Hindi) Mr.Haris ,TGT (Eng.)
Eco (Gardenin g, &Nature)/ Green Club	Mrs.P R Jyoti T Parmar,PGT (Geo.)-I/C Mrs Sunita Kadwey ,PGT (Chem.) Mrs Ruby Jha,TGT (Sci.)-				☐ 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.
Health (First Aid & Medical Check - Up)	Mrs.Tanushree Sarkar,Music Teacher- I/C Mrs.Karuna,TGT(WE)-I/C Mr.Sachin ,TGT (Phe.Ed.)				☐ 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.
AEP	Mrs. T.Khan,TGT (Eng.)-I/C Mrs,Ruby Jha PGT (Bio.) Mrs .Saroj ,TGT (Hindi)				☐ Sensitize student about adolescent stage& organize workshop for parents also. ☐ Arrange lecture on NAEP. ☐ To complete the modules as per schedule.
	Miss.Arti ,PGT (Hist.)-I/C				

		Youth Club	Mr.Manish ,PGT (Eco.) Mr.Hemant Verma ,TGT (Maths)		
37.	News Letter/Magazine		Mrs.Kanchan...,PGT (Hindi)-I/C Mrs. T.Khan,TGT (Eng.) Mr Manish Choukikar,TGT (Eng.) ... Mrs.Meera Jha,PRT		<input type="checkbox"/> To record whole year (session) activities/organize workshop for parents also. <input type="checkbox"/> To collect photographs of all special achievements. <input type="checkbox"/> To write note for different function organized in Vidyalaya. <input type="checkbox"/> To collect articles for magazines.
38.	SECURITY , SAFETY OF STUDENTS & FIRE SAFETY, conservancy Services (Outsourcing Services Committee))		Mr.Manish ,PGT (Eco.)-I/C Mr.Sachin,TGT(P& HE) Mr.Arun Khatarkar,TGT (S.St.) Mrs Sarita Yadav,TGT (Math.) Mr. Jai Kumar Sahu,Lib. Mr.Hemant Verma,TGT (MATHS) Mr.Rupesh Choudhary,PRT		<input type="checkbox"/> To supervise that the security personals are working properly <input type="checkbox"/> Ensure safe entry and exit of students from building. <input type="checkbox"/> Ensure that unwanted elements are not entering in the campus. <input type="checkbox"/> Keep a check that no item is being taken from Vidyalaya without prior permission. <input type="checkbox"/> Ensure teachers and student will use gate pass to go to outside the school campus in school hours. <input type="checkbox"/> Ensure installation, refilling & monitoring of Firefighting.
39.	Lock & Key		Mr.Sohan Kumar JSA & Sunil Kapse Security Guard on Duty		<input type="checkbox"/> 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. <input type="checkbox"/> To maintain proper record of locks. Prepare list of unserviceable locks yearly for writing them off. <input type="checkbox"/> To purchase locks, if required with the permission of the principal and according to KVS norms.
40.	Website Updation		Mr Sintu BaldwaPGT(CS)- I/C Mr.Sohan Kumar, JSA		<input type="checkbox"/> Timely updating Vidyalaya website with correct data and accuracy.
41.	Science Exhibition		Mrs.Sunita Kadwey ,PGT (Chem.)-I/C ,Mrs Ruby Jha PGT (Bio.) Mr.K.K.Sahu,PGT (Phy.)		<input type="checkbox"/> To ensure scientific temperament. <input type="checkbox"/> To ensure mass participation in Science Exhibition. <input type="checkbox"/> 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 Niranjana PGT(History		<input type="checkbox"/> To ensure mass participation in social science exhibition. <input type="checkbox"/> To prepare students for Youth Parliament. <input type="checkbox"/> To conduct all the activities & send photo /video to KVS as per schedule on time .
43.	COMPLAINT HANDLING & GRIEVANCES		Mr Sintu BaldwaPGT(CS)- under the guidance of Principal Mrs.P R Jyoti T Parmar,PGT(Geo.) I/C Mrs. T.Khan,TGT (Eng.) Mrs.Meera Jha ,PRT		<input type="checkbox"/> Acknowledgement of verbal and non-verbal complaints. <input type="checkbox"/> Redress disposal of complaints. <input type="checkbox"/> Records to be maintained.
44.			Mrs Jyoti Permar,PGT(Geo.)-I/C Mr Sintu BaldwaPGT(CS) Mrs.Sunita Kadwey,PGT(Chem.) Mrs.Kanchan Tiwari ,PGT (Hindi) Mrs.Chanchal,TGT (Hindi) Mrs. Meera Jha,PRT		<input type="checkbox"/> Acknowledgement of verbal and non-verbal complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. <input type="checkbox"/> To provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required. <input type="checkbox"/> Prepare a report and submit to higher authority if requires
45.	Awakened Citizen Programme	VI VII VIII IX	Mr.Surendra Uike ,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.		<input type="checkbox"/> Proper implementation of ACP programme. <input type="checkbox"/> To Conduct various training sessions on suggested activities. <input type="checkbox"/> 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 & Miss Dhenuka PRT	<input type="checkbox"/> Keep records of FLN/NIPUN BHARAT ABHIYAN. <input type="checkbox"/> Conducting various activities under FLN/NIPUN BHARAT ABHIYAN
47.	TLM FOR PRIMARY SECTION		Mr.Tulsi Ram Malviya ,PRT –I/C Miss Poonam ,PRT,Ms Dhenuka Miss Pooja,PRT,Ms Jyoti PRT	<input type="checkbox"/> Proper purchase procedure to be followed. <input type="checkbox"/> Teacher learning material should be used for TLM
48.	Alumni Association		Mrs.P R Jyoti T Parmar,PGT (Geo.)-I/C Miss.Arti ,PGT(Hist.) Mrs.Sunita Kadwe PGT(Chem)	<input type="checkbox"/> Arrange alumni meeting. <input type="checkbox"/> Keep records of alumni meet. <input type="checkbox"/> Registration of alumni.
49.	CCA	Primary Section.	Mrs.Aparna KotangalePRT-Coordinator Miss Tanushree Sakar,PRT-Co-Coordinator Miss Preeti Meena,PRT	<input type="checkbox"/> To ensure proper conducting of morning assembly. <input type="checkbox"/> Proper celebration of different days and various functions. <input type="checkbox"/> To plan, prepare items for different programmes & celebration of important days. <input type="checkbox"/> Prepare CCA calendar for whole year. <input type="checkbox"/> To print student's diary, News letter etc <input type="checkbox"/> Maintain silence on the stage when any programme is going on.
		Secondary Section.	Mrs.Kanchan Tiwari ,PGT (Hindi)-I/C Mrs.T.Khan ,TGT (Eng.)& Mrs Kanchan Tiwari PGT(Hindi)	
50.	हिंदी राजभाषा समिति		मदन मोहन कटियार,प्राचार्य - अध्यक्ष श्रीमती कंचन तिवारी-स्नात०शिक०(हिंदी)संयोजक श्री मोहन कुशवाहा ,श्रीमती सरोज शुकला सदस्य एवं श्रीमती चंचल प्रशिक्षित स्नातक शिक० (हिंदी)	<input type="checkbox"/> राजभाषा की तिमाही बैठक आयोजित करना एवं राजभाषा का क्रियान्वयन करना
51.	Meeting Arrangement& Minutes Writing		Mrs Chanchal ,TGT (Hindi)-I/C (Writing) Mrs.T.Khan TGT (Eng.) Miss Pooja PRT-I/C (Arrangement) Divya.PRT(Arrangement)	<input type="checkbox"/> To make seating arrangement for staff meeting in a systematic way <input type="checkbox"/> To arrange everything in Well manner. <input type="checkbox"/> To note down the minutes of each meeting .
52.	Maintenance of staff room.		Mrs Sarita Yadav TGT(Math)-I/C Mr. Mohan Kushwaha TGT (Hindi.)	<input type="checkbox"/> To take care of staff room and ensure its dusting & cleaning regarding . <input type="checkbox"/> To take care Computer.
53.	Refreshment Committee		Mrs.P R Jyoti T Parmar,PGT(Geo.)-I/C Mrs.Shinjini Shikharwar ,TGT (Math) Miss Priyanshi,PRT	<input type="checkbox"/> To arrange all the material for refreshment during official programme in the vidyalayas.
54.	Audio Visual Aid	Science	Mrs. Sunita Kadwey,PGT (Chem.)-I/C Mrs Ruby Jha,PGT (Bio.)& Mrs Karuna YedeTGT(WE)	<input type="checkbox"/> To make the joyful environment for Learning in the entire School campus. <input type="checkbox"/> To suggest all the points to improve the level of learning.
		Maths	Mrs Sarita Yadav ,TGT (Maths) Dr.Shirjni Sikharwar,TGT (Maths)	
		English	Mrs.T.Khan TGT (Eng.)-I/C Mr.Surendra Uike ,TGT (Eng.)	
55.	Display Board Decoration		Ms Arti Niranjn PGT(History & Mrs Avinash Kour,TGT (Art.)-I/C Mr.Vinayak Tiwari ,TGT(S.Sci.) Mrs Saroj Shula TGT(Hindi) Ms Dhenuka PRT,Msrs Reetu PRT Ms Divya Arora PRT,	<input type="checkbox"/> To update All the boards time to time with the help of house masters.
56.	Games & Sports &		Mr.Sachin, TGT(P& HE)I /C Mr.Jay Kumar Sahu,TGT(Lib.) Mrs Avinash Kour TGT (Art.)- Mr.Hemant Verma ,TGT (Maths) Mr Vinayak Tiwari TGT(Soc.Science) Mrs.Karuna Yede,TGT(WE) Mr YadRam Meena PRT	<input type="checkbox"/> To ensure about all sports related materials available. <input type="checkbox"/> To ensure proper activities to be performed Which are related to games/Sports. <input type="checkbox"/> To prepare students for assembly commands. <input type="checkbox"/> To prepare calendar of activities for the session 2024-2025. <input type="checkbox"/> To prepare the students for various games and sports and select students to participate at cluster/regional/ national level.

	Fit India Movement		Mr.Shaurya Tripathi ,PRT MissPreeti Meena ,PRT Miss .Poonam ,PRT Miss Dhenuka PRT Miss.Anu,PRT		<input type="checkbox"/> Cleanliness and maintenance of the ground. <input type="checkbox"/> To encourage all the students to participate mandatorily in the games & sports activities. <input type="checkbox"/> 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 Shrotriya Raman – Mrs.P R Jyoti T Parmar		To do all the work related to hoses.
58.	COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS		1.Mr Sintu Baldawa PGT(C.Sc.) 2.Mr.K.K.Sahu ,PGT(Physics .) 3.Mr.Ritesh Shrotriya ,PGT (Math) 4. Mrs.P R Jyoti T Parmar,PGT (Geo.) 5.Dr Shinjini Shikarwar,TGT (Maths) 6.Mr.Rupesh CHOUDHARY,PRT		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		1.Mr Sintu Baldawa PGT(C.Sc.) I/C 2.Mrs.Kanchan Tiwari ,PGT (Hindi) , 3.Mrs T Khan TGT (Eng.)& House Masters of Four Houses		Master To Select the Head Boy,Head Girl & all other Office Bearers in Consultation with House Masters.
60.	Students ID card		1.Mrs T Khan TGT(I/C)Secondary 2Mr Rupesh Choudhary I/C-Primary 2.Mrs. Sunita Kadwey,PGT (Chem. 3.Mrs Avinash Kour,TGT (AE) 4.Mr.Rupesh Choudhary,PRT		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
61.	Students Achievements Record		1.Miss .Arti PGT (Hist.) 2.MrsSaroj ,TGT (Hindi.)		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 (Soc..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.Rupesh Choudhary ,PRT (All Copies -I-V) (Only sample checking) Mrs PR Jyoti Parmar PGT(Geo) (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 & GST		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