

**KENDRIYA
VIDYALAYA
AUGUSTYAMUNI**

**Vidyalaya
Committees
2024 – 25**

DUTY ALLOTMENT – SESSION: 2024 – 25

The following committees, departments and clubs are hereby constituted to carry out various curricular, co – curricular and extra-curricular activities for session 2024 – 25. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners and in – charges and members of Dept./committee/Club are hereby instructed to prepare the action plan and implement it with all seriousness. In-charges to ensure maintenance of proper written record of all activities. The duties, responsibilities/ activities are mentioned below: -

S No	DEPT/COMMITTEE/CLUB	IN-CHARGE/CONVENER/MEMBER	DUTIES/RESPONSIBILITIES/ACTIVITIES
1	COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	Mr. Aneesh Chandra Joshi, PGT CS Mr. Jai Krishna, PGT Physics Mrs. Gunjan, PGT English Mr. Suraj Singh, TGT S.St Mr. Jignesh Yadav, PRT	1.This committee will suggest and chalk out all action plans for academic and co – curricular activities. 2. This committee will function as advisory board for Vidyalaya’s activities. 3.In-charge and members of this committee will help and suggest the Principal to take decisions during emergency and in normal course of action viz Sports, Games, Examination etc. 4.Any other related work assigned by the Principal.
2	Academic Advisory Committee	Mr. Aneesh Chandra Joshi, PGT CS Mr. Jai Krishna, PGT Physics Mr. T P Bhatt, PGT Maths Mrs. Gunjan, PGT English Mrs. Swati, PGT Biology Mr. Suraj Singh, TGT S.St Mr. Jignesh Yadav, PRT	1.To get the Split – up of syllabus subject wise and class wise on or before 31 st March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS) 2.To list out the names of slow bloomers (on the basis of PT - 1) and prepare action plan for better performance in examination. 3.To prepare and inform subject teachers about the special timetable of all holidays, breaks (Autumn & Winter) and vacation including Monitoring Assembly time of Vidyalaya for remedial classes. 4.To suggest positive and practical plan for the improvement of the academic competency of the students. 5.Weak students’ monthly progress will be checked separately through prescribed Performa. 6. Ensure the usage of Saathi portal. 7.Any other related work assigned by the Principal.
3	ADMISSION	Mr. Aneesh Chandra Joshi, PGT CS (I/C) Mr. Ashish Rawat, TGT Lib Mr. Kulbhushan Bisht, PRT Ms. Mamta, PRT	1.To admit the students by following admission procedure as per guidance issued by KVS (HQ). 2.To issue & collect the admission registration forms after through scrutiny. 3.To make a plan to set the question papers required for fresh admission for class IX. 4.To complete the formalities of admission as per KVS instructions. 5. Maintenance of Admission record and entry in Scholar Register. 5.Any other related work assigned by the Principal.
4	ALUMNI ASSOCIATION	Mr. Pankaj Singh, PGT Hindi (I/C) Ms. Gunjan, PGT English Mr. Prem Prakash Naithani, TGT Sanskrit	1.To maintain alumni register comprising at least their photographs, local address, year of passing, mail id and present address with post and company. 2.To conduct at least one alumni meet in a calendar year. 3. To ensure updation of Samagam portal KVS Alumni.

5	Beautification/Art & Craft and Gardening	Ms Swati PGT Bio (I/C) Mr Manish Soni , PGT Chemistry Mr Rajkumar Jangid ,TGT AE Mr Sunil Kumar, PRT	1.To prepare plan for beautification of the campus 2.Any other related work assigned by the Principal. FOR GARDENING 1.To procure saplings and other requirements for the garden and to monitor the maintenance of gardens. 2.To take up the plantations of trees in around the campus. 3.To instruct and supervise the gardener to maintain the campus without any weeds etc. 4.Any other related work assigned by the Principal.
6.	Examination	Mr T.P. Bhatt, PGT Maths(I/C) Mr Jignesh Yadav, PRT Mr Yatin Dua, PRT	1.Complete schedule of all exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents separately at least two weeks before commencement of tests/exam. 2.Maintain the required Examination stationary in stock. 3.Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII. 4.All the required documents/materials like answer scripts, mark-slips, marks register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam. 5.Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course action.

7.	CCA	<p>Ms Gunjan, PGT English(I/C) Mr Prem Prakash Naithani, TGT Skt Mr Raj Kumar Jangid, TGT AE Mr Kulbhushan Bisht, PRT Ms Lakshmi Pandey, PRT Music</p>	<p><u>MORNING ASSEMBLY ORGANISATIONS</u> 1.To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly. 2.Children’s birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her to provide a greeting card to all students and to wish them by presenting birthday song. 3.News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism (Controversial items) 4.Thought for the day should be very short and thought providing.</p> <p><u>CELEBRATING OF FESTIVALS & IMPORTANT DAYS</u> 1.To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calender& invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc. 2.Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily. 3.To encourage the students & staff to participate in these programmes& assign duties for them. 4.Guest lecture should also be organized on special occasion & important day to celebrate the occasion with true spirit.</p> <p><u>Co-curricular Activities(INTERNAL)</u> 1.To prepare an action plan for internal and external CCA activities for the session and complete in time. 2.They will also have to suggest practical plans for improvement of CCA activities. 3.To check the preparation of CCA. 4.To pan for prize distribution. 5.To send the important news items from time to time related to CCA to newspaper agencies for publications. 6.Any other related work assigned by the Principal.</p> <p><u>Co-curricular Activities(EXTERNAL)</u> 1.Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. 2.To make announcement of the prize winners in the morning assembly and maintaining record of prize winners. 3.To send the information regarding the prize winners to the Web site committee to upload in our school website. 4.Any other related work assigned by the Principal.</p>
8.	Value Education	<p>Mr Pankaj Singh, PGT Hindi Ms Gunjan, PGT English Mr Prem Prakash Naithani, TGT Skt Mr Raj Kumar Jangid, TGT AE Mr Kulbhushan Bisht Ms Lakshmi Pandey</p>	<p><u>VALUE EDUCATION</u> 1.To prepare compact programmes for developing good habits and moral value among the students. 2.To award the students with certificate & prizes on the observation of good habits & behavior of students. 3.To present moral stories in the assembly (at least once in a week) 4.To encourage teachers to present moral talk to the students in morning assembly on a specific value.</p>

9	Chem Lab	Mr Manish Soni, PGT Chemistry	<p>1.To make necessary arrangement for procuring the materials for Science and Computer Laboratories as per the needs.</p> <p>2. To maintain the laboratories for students use update the stock & make necessary arrangement of apparatus for the use of students.</p> <p>3.The required practical/activities to be conducted for different classes as per prescribed syllabus.</p> <p>6. To give sufficient practice to the board class students.</p> <p>7. To organise science exhibition at various levels to make projects for various competitions at Regional and other levels.</p> <p>7.Any other related work assigned by the Principal.</p>
10	Phy Lab	Mr Jai Krishan, PGT Physics	
11	Bio Lab	Ms Swati, PGT Biology	
	Comp. Lab	Mr Aneesh Chand Joshi, PGT CS	
12	M & R COMMITTEE	<p>Mr Suraj Singh, TGT S.St (I/C)</p> <p>Mr Gaurav Dalal. TGT PHE</p> <p>Mr Kulbhushan Bisht, PRT</p> <p>Mr Sunil Kumar, PRT</p>	<p>1.To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments.</p> <p>2.To plan & purchase the material required for the purpose of maintenance and repair.</p> <p>3.Arrange to keep the Vidyalaya Campus neat & clean.</p> <p>4.To take an action in time for the decent look of the Vidyalaya.</p> <p>5.To maintain the tube lights & fans etc. in proper condition.</p> <p>6.The committee members will look after the judicious use of water and electrical power in the school and staff quarters.</p> <p>7.The committee will suggest the requirements in respect of maintenance and repair.</p> <p>8.Any other related work assigned by the Principal.</p>
13	Swachhta Abhiyan/Cleanliness)	<p>Ms Swati PGT Bio (I/C)</p> <p>Mr Manish Soni , PGT Chemistry</p> <p>Mr Rajkumar Jangid ,TGT AE</p> <p>Mr Suraj Singh, TGT-SSSt</p> <p>Mr Sunil Kumar, PRT</p> <p>Ms Deepali, PRT</p>	<p>Committee should inspect and ensure all toilets and bathrooms should be washed with Phenyl.</p> <p>Wet mop of all corridors, departments, Class rooms and steps</p> <p>1.The above said places will be cleaned after school hours/ before school starts and maintained by agency.</p> <p>2.The front area of the school building and assembly area to be swept before starting Prayer.</p> <p>3.Surrounding areas including play fields will be kept clean.</p> <p>4.drains around the main building & Primary wing cleaned regularly.</p> <p>5.Fans and ceiling will be cleaned at least once a month.</p> <p>6.The in charge teacher will arrange for effective work by the Safai Karmachari maintained by the agency and availability of quality materials in time.</p> <p>7.Any other related work assigned by the Principal.</p>
14	Cleanliness of Water Coolers Cleanliness of Water tanks Cleanliness of roofs, Balconies(Chhajje) and development of areas behind physics and biology lab	<p>Mr Manish Soni , PGT Chemistry (I/C)</p> <p>Ms Swati PGT Bio</p> <p>Mr Rajkumar Jangid ,TGT AE</p> <p>Mr Suraj Singh, TGT-SSSt</p> <p>Mr Sunil Kumar, PRT</p> <p>Ms Deepali, PRT</p>	<p>Cleanliness I/C to assign tasks and maintain a separate register for record of the tasks undertaken on a monthly basis.</p> <p>2.Any other related work assigned by the Principal.</p>

15	CMP/ NEWS LETTER	Mr Sunil Kumar, PRT (I/C) Mr Yatin Dua, PRT Mr Mamta, PRT	1.To execute the CMP as per KVS directions. 2.Any other related work assigned by the Principal.
16	NAEP	1. Ms Swati, PGT Bio (I/CO) 2. Ms Gunjan, PGT English 3. Mr Prem Prakash Naithani, PRT SKT 4. Ms Lakshmi Pandey, PRT Music 5. Ms Luxmi, Nurse	1.Maintain AEP programme as per KVS direction. 2.Chalk our yearly plan to conduct AEP activities. 3.Report of conducted activities should be sent to KVS RO(KOL) for its information. 4.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them. 5.Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 7.Experts should also be invited from time-to-time to provide proper guidance to the students. 8.Any other work related and assigned by the Principal.
17	Discipline	Mr Jai Krishan, PGT Physics (I/C) Mr Raj Kumar Jangid, TGT -AE Mr Gaurav Dalal, TGT PHE Ms Gunjan, PGT English Ms Deepal, PRT All class teachers	1.To check the uniform and grooming of all the students and make a note of regular defaulters. 2.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them. 3.Provide proper guidance to students for their future plan & action. 4. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 5.Experts should also be invited from time-to-time to provide proper guidance to the students. 6.Any other related work assigned by the Principal.
18	Eco Club/Nature Club	Ms Swati PGT Bio (I/C) Mr Manish Soni , PGT Chemistry Mr Rajkumar Jangid ,TGT AE Mr Suraj Singh, TGT-SSt Mr Sunil Kumar, PRT Ms Deepali, PRT	1.To inculcate the habit of loving nature in the minds of children. 2.To announce a particular day as "plantation Day" and the children may be asked to take care of sapling in the vidyalaya campus. 3.Every class may be allotted a particular area in the garden to be maintained during their SUPW periods. 4.To encourage students to look in to the beautification of campus. 5.To form a science club & encourage students interested in science to take up good projects. 6.To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc. 7. To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving. 8.To prepare at least one class wise magazine. 9.To organize at least two competitions/seminars/programmes etc. based on subject. 10. To promote scientific atmosphere in the Vidyalaya, cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 11.To guide the students to write articles to publish in magazine and news papers. 12.Any other related work assigned by the Principal.
19	E-Class Room and live telecast of various programmes as and when given by RO, HQ and Ministry	Mr Aneesh Chand Joshi,PGT CS (I/C) Computer Instructor Mr Jignesh Yadav, PRT Mr Kulbhushan, PRT Mr Yatin Dua, PRT	1. In-charge to maintain the record of e-classes (PPTs) taken by teachers in their respective classes. 2. To monitor the schedule for e-classes. 3. To enable the teachers to access various links and help in carrying out their e-classes.
20	Furniture	Mr Suraj Singh , TGT S.St (I/C) Mr Gaurav Dalal, TGT PHE Mr Sunil Kumar, PRT	1.To identify and plan smooth excursion of students as KVS guidelines. 2.Any other related work assigned by the Principal. 1.To supervise the use of 3furniture by the students. 2.To plan for repair & purchase of Vidyalaya furniture for students & staff in various classroom & departments as per requirements from the budget allotment.

21	Games & Sports (I/C)	Mr Gaurav Dalal, TGT PHE (I/C) Games Coach	<p>3. Any other related work assigned by the Principal.</p> <ol style="list-style-type: none"> 1.To prepare a plan &programme for the entire session as per KVS groupings. 2.Select the students & games in the beginning of the session to impart proper training to students. 3.Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. 4.Utilize the games period primarily for the development of the ear marked games by the KVS. 5. Encourage the students to use the available sports equipments in school judiciously. 6.Complete all internal games & sports competitions by the third week of April'11 & organize the Sports day celebration by the end Sep/Oct of every year. 7. To organise various sports olympiads also.
22	Health Club/ First-Aid/ Health check-ups	Ms Swati, PGT Bio (I/C) Mr Sunil Kumar, PRT Mr Gaurav Dalal, TGT PHE Staff Nurse	<ol style="list-style-type: none"> 1.To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer. 2.To print and maintain the Health card for each students as per CBSE format. 3.To make available stock of First aid materials for the students including inhalers for asthmatic students in emergency. 4.A special care must be taken for girl child as per their natural need, if situation demands for that. 5.To get medical history of students who have undergone heart surgery or taking continuous medication on any ailment which will affect their health if exertion of any kind in school and inform coaches, concerned teachers and the u/s. 6. Any other related work assigned by the Principal.
23	Implementation of Spoken English/ASL	Ms Gunjan, PGT English (I/C) TGT English Mr Kulbhushan, PRT Ms Mamta, PRT	<ol style="list-style-type: none"> 1.Workshops for students and teachers related to spoken English. 2.Encourage students to speak in English while inside school premises. 3. Work on pronunciation and enunciation.
24	Student Council	Mr Aneesh Chand Joshi, PGT CS Ms Gunjan, PGT English (I/C) Mr Gaurav Dalal, TGT PHE Mr Kulbhushan Bisht	<ol style="list-style-type: none"> 1.Proper selection of candidates in tandem with Class teachers of classes XI and XII, CCA members and House Incharges. 2.Conduct of Interviews, maintain proper records and selection of candidates. 3.Preparation for investiture's ceremony. 4.Preparation of duties for the student council and maintain records.
25	Refreshment	Mr Ashish Rawat, Librarian (I/C) Mr Sunil Kumar, PRT Ms Deepali, PRT TGT Maths	<ol style="list-style-type: none"> 1. To procure and distribute refreshment on various occasions and special days. 2. Also responsible for refreshment of VMC members or special guests during their visits.
26	KVS Jr. Maths Olympiad & all Maths activities	Mr T P Bhatt, PGT Maths (I/C) TGT Maths Mr Jignesh Yadav	<ol style="list-style-type: none"> 1. To ensure preparatory camps for JMO participants with the help of other mathematics teachers. 2. To ensure availability of previous years question banks to them. 3. Any other related work assigned by the Principal.
27	KVS Jr. Science Olympiad NTSE (Govt. Conducted) Olympiads(NSO) SOF/ NCSC, JNSMEE	Mr Jai Krishan, PGT Physics Mr Manish Soni, PGT Chem(I/C) Ms Swati, PGT Bio	<ol style="list-style-type: none"> 1.To ensure preparatory camps for JSO participants with the help of other science teachers. 2. To ensure availability of previous years question banks to them. 3.Any other related work assigned by the Principal.

28	Library Committee/Readers Club, Pustakouphar	Mr Ashish Rawat, Librarian (I/C) Ms Gunjan, PGT English Mr Yatin Dua, PRT Ms Mamta, PRT	<ol style="list-style-type: none"> 1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students. 2. Newspapers, magazines etc. should be readily available in library. 3. Prepare a list of books with the help of subject teachers by April every year & purchase them latest by June every year as per budget provision. 4. At least two programmes at school level should be organized in this session to make aware the students & staff for the use of library & to encourage the students to study the books & magazine. 5. Issue of books to the students & staff and maintain issue register etc. 6. To collect requirements of staff and students and to procure the books. 7. Library policy must be displayed in library. 8. Any other related work assigned by the Principal. <ol style="list-style-type: none"> 1. To improve the library in quality. 2. To make a list of required books (Department wise) in the month of April and to purchase the books. 3. Students also must be encouraged to give the list of good books for purchase. 4. To monitor the library activities. 5. Any other related work assigned by the Principal.
29	Staff Meeting Minutes and Arrangement	Mr Prem Prakash Naithani, TGT SKT(I/C) Mr Sunil Kumar, PRT TGT English	<ol style="list-style-type: none"> 1. Ensure proper arrangement for the meetings conducted. 2. Maintain the staff meeting register with proper record of the minutes along with teachers' signatures.
30	Music & Dance	Ms Gunjan, PGT English Ms Lakshmi Pandey, PRT Music	<ol style="list-style-type: none"> 1. To select a group of students who are having keen interest in the field and train them for different activities. 2. To prepare the students to participate in all external & as well as internal cultural events. 3. To impart proper training to the students for using the musical instruments. 4. To train students properly to sing in the morning assembly & in other programmes. 5. To prepare dance and Music programmes for the annual day. 6. Any other related work assigned by the Principal.
31	Scholarship & Samagra ID @ All State Govt Schemes	Mr T P Bhatt	<ol style="list-style-type: none"> 1. Timely completion of the activities as per the guidelines issued by KVS. 2. Timely presentation of Data and records as demanded at Vidyalaya and RO level.
32	Photography & Videography	Mr Gaurav Dalal, PRT (I/C) Mr Yatin Dua, PRT Ms Deepali, PRT Computer Instructor	<ol style="list-style-type: none"> 1. To take photograph of special lectures, occasions, school seminars, programmes etc. and to make record of it. 2. Any other related work assigned by the Principal.
33	Press & Publication	Mr Aneesh Chand Joshi, PGT CS(I/C) Mr Pankaj, PGT Hindi Ms Gunjan, PGT English Mr Prem Prakash Naithani, TGT SKT	<ol style="list-style-type: none"> 1. To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity after approval from the u/s. 2. Any other related work assigned by the Principal.

34	Rajbhasha & Narakas	Mr Pankaj Singh, PGT Hindi (I/C) Mr Prem Prakash Naithani, TGT SKT Ms Lakshmi Pandey	1.To follow Rajbhasha Kalyan Samiti guidelines. 2.To create a Hindi atmosphere & to prompt hindi in daily use. 3.To celebrate “Hindi Pakhwara” as per the KVS guidelines. 4. Any other related work assigned by the Principal.
35	RTE	Mr. Aneesh Chandra Joshi, PGT CS (I/C) Mr. Ashish Rawat, TGT Lib Mr. Kulbhushan Bisht, PRT Ms. Mamta, PRT	1.To ensure the availability of that the latest software is uploaded. 2.To maintain a usage record of resource room. 3. Any other related work assigned by the Principal. 1.To supervise admissions under RTE. 2.To check proper reimbursement of money under RTE. 3.To monitor their studies and help any other special requirement under educating parents for their continuous study. 4. Any other related work assigned by the Principal. 1.To maintain a record regarding the applications received. 2.To instruct the concern record holder to reply within the time limits and maintain the file. 3.Any other related work assigned by the principal.
36	Scout & Guide Cubs and Bulbuls	Mr Aneesh Chandra Joshi, PGT CS Mr Jai Krishan, PGT Physics Mr Ashish Rawat, Librarian (I/C) Ms Swati, PGT Bio Mr Jignesh Yadav, PRT- Bulbuls Mr Sunil Kumar, PRT-Cubs	Conduct all scout and guide activity as per KVS calendar and keep the record
37	Ek Bharat Shrestha Bharat	Ms Gunjan , PGT English Mr Suraj Singh, TGT SSt (I/C) TGT English Ms Mamta, PRT Mr Kulbhushan Bisht, PRT Ms Lakshmi Pandey, PRT Music	1.To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities. 2.To prepare the students for participating in external & internal competitions. 3.To prepare all magazine class wise. 4.To organize at least two competitions/ seminars/ programmes etc. based on subject. 5.To organize Social Science Exhibition at Vidyalaya Cluster, regional & national level and try to achieve remarkable achievements in the exhibitions. 6.To guide the students to prepare articles to publish in magazine and newspapers. 7.To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc. 8. Any other related work assigned by the principal.
38	School level workshop/DIKSHA and CBSE related activities, 50 hrs teachers’ training	Mr Pankaj Singh, PGT Hindi (I/C) Mr T.P. Bhatt, PGT Maths Mr Jignesh Yadav, PRT	1.To plan and conduct monthly activities and maintain record 2.To do the required work in time. 3. Any other related work assigned by the principal.
39	Students Achievements	Mr Aneesh Chandra Joshi, PGT CS (I/C) Mr T.P. Bhatt, PGT Maths Mr Pankaj Singh, PGT Hindi	1.In-charge to keep a record of students’ achievements. 2.To upload the same on school website. 3. Any other related work assigned by the principal.
40	SUPW &Audio Visual Aids (Other than computer related A/V items)	Mr Yatin Dua, PRT TGT Maths	

41	Time Table	Mr Jai Krishan, PGT Physics (I/C) Mr T.P. Bhatt Mr Suraj Singh, TGT SSt Ms Mamta, PRT	<ol style="list-style-type: none"> 1. Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules. 2. To make arrangement for the teacher on leave and on duty. 3. To prepare and inform to subject teachers about the special time-table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan. 4. To ensure the ringing of bell in time. 5. Any other related work assigned by the principal. 1. To encourage the students to write articles on different topics and collect the articles. 2. To edit all the articles written by the students. 3. To make arrangements to compile the articles language wise and to select the articles on certain parameters as decided by the committee. 4. To complete all administrative formalities for printing the magazines. 5. To collect messages from authorities. 6. Any other related work assigned by the principal.
42	Vidyalaya Patrika	Mr Pankaj Singh, PGT Hindi (I/C) Ms Gunjan , PGT English Mr Prem Prakash Naithani, TGT SKT TGT English	<ol style="list-style-type: none"> 1. To encourage the students to write articles on different topics and collect the articles. 2. To edit all the articles written by the students. 3. To make arrangements to compile the articles language wise and to select the articles on certain parameters as decided by the committee. 4. To complete all administrative formalities for printing the magazines. 5. To collect messages from authorities. 6. Any other related work assigned by the principal 7. To update website weekly (The data should be collected from all the Department heads, CCA coordinator) Examination (External & Internal) Office etc. 8. Any other related work assigned by the principal.
43	Website	Mr Aneesh Chandra Joshi, PGT CS Computer Instructor Mr Yatin Dua, PRT	<ol style="list-style-type: none"> 1. To update website weekly (The data should be collected from all the Department heads, CCA coordinator) Examination (External & Internal) Office etc. 2. To check KVS (RO) and KVS (HQ) website every day and to download circulars etc. 3. Any other related work assigned by the principal.
44	PURCHASE COMMITTEE	Mr Aneesh Chandra Joshi, PGT CS Mr Jai Krishan, PGT Physics Ms Gunjan, PGT English Mr Akash Chaudhary, SSA	<ol style="list-style-type: none"> 1. To call for quotations for all the items required in the month of April/ May every year. 2. To follow the rules and regulations of KVS for the purchase of the materials. 3. Purchases for the different depts. to be done in the school as per requirements.
45	CONDEMNATION COMMITTEE	Mr Aneesh Chandra Joshi, PGT CS Ms Gunjan, PGT English Mr Suraj Singh, TGT SSt Mr Akash Chaudhary, SSA	<ol style="list-style-type: none"> 1. To prepare a consolidated condemnation report for every session before the VMC Meeting and to get it approved.

46	Safe School and Disaster Management	<p>Ms Swati, PGT Bio</p> <p>Ms Gunjan, PGT English</p> <p>Mr Suraj Singh, TGT SSt</p> <p>Mr Prem Prakash Naithani, TGT SKT (I/C)</p> <p>Mr Akash Chaudhary, SSA</p>	<ol style="list-style-type: none"> 1.Planning and execution of disaster relief plan. 2. Mock Drills and evacuations to be conducted on a regular intervals. 3. Workshop and activities on sensitization of students and staff regarding Disaster Management. 4. Keep relevant data regarding the same. 5. To be alert in case of any emergency . 6. In- charge needs to procure building safety certificate and check & maintain record of the expiry date of fire extinguishers.
47	Partnership with Govt Schools and All State govt. schemes	<p>Mr Jai Krishan, PGT Physics</p> <p>Mr Rajkumar Jangid, TGT AE</p> <p>Mr Suraj Singh, TGT SSt</p> <p>Mr Kulbhushan Bisht, PRT</p>	As per KVS Guidelines.
48	Suggestion Box/ Complaint Box	<p>Ms Gunjan, PGT English</p> <p>Ms Swati, PGT Bio</p> <p>TGT English</p>	<ol style="list-style-type: none"> 1.To keep the suggestion box in working condition. 2. Maintain records of the inputs provided by students. The box is to be opened in every 15 days and required action to be taken.
49	Enrollment	<p>Mr Aneesh Candra Joshi, PGT CS</p> <p>Mr Akash Chaudhary, SSA</p>	<ol style="list-style-type: none"> 1. Timely completion as per the guidelines issued by KVS. 2.Timely presentation of Data and records as demanded at Vidyalaya and RO level.
50	Daily Enrollment Register.	Mr Darshan Meena, JSA	To ensure timely competition everyday.

51	PISA / CCT	Mr Manish Soni, PGT Chemistry Mr Jignesh Yadav, PRT TGT Maths	1. Timely completion of the activities as per the guidelines issued by KVS. 2. Timely presentation of Data and records as demanded at Vidyalaya and RO level.
52	Awakened Citizen Programme	Mr Rajkumar Jangid, TGT AE (I/C) Mr Suraj Singh, TGT SSt Mr Prem Prakash Naithani, TGT SKT Mr Ashish Rawat, Librarian	Timely completion of the activities as per the guidelines issued by KVS. Timely presentation of Data and records as demanded at Vidyalaya and RO level.
53	Morning Assembly Judgement	Ms Gunjan, PGT English (I/C) Mr Prem Prakash Naithani, TGT SKT Ms Lakshmi Pandey, PRT Music Staff Nurse All House Masters	1. Record to be maintained separately by the CCA Incharge. 2. Proper timing of all the components of the assembly. 3. Morning assembly is to be judged on the following criteria: <ul style="list-style-type: none"> • Content • Creativity • Innovation • Confidence • Presentation It is the responsibility of the respective class teachers to ensure that the standards of the assembly presented are maintained and the above criteria are met.
54	UBI fee collection	All class teachers and co-class teachers.	Timely completion of the activities as per the guidelines issued by KVS. Timely presentation of Data and records as demanded at Vidyalaya and RO level.
55	SEXUAL HARRASMENT & INTERNAL COMPLAINT COMMITTEE	Ms Swati, PGT Bio Ms Gunjan, PGT English Mr Prem Prakash Naithani, TGT SKT Mr Suraj Singh, TGT SSt Ms Mamta, PRT Ms Deepali, PRT	All the complaints and other necessary actions are to be taken as per KVS Guidelines.

56	PA System	Mr Rajkumar Jangid, TGT AE (I/C) Mr Gaurav Dalal, TGT PHE Ms Lakshmi Pandey, PRT Music	Committee must ensure smooth management of PA system in the morning assembly as well as in other programmes.
57	Excursion and Adventure	Ms Swati, PGT Bio Mr Suraj Singh , TGT SSt Mr Gaurav Dalal, TGT PHE Ms Deepali, PRT Ms Mamta, PRT	To identify and plan smooth excursion of students as per KVS guidelines. Any other work assigned by the principal.
58.	Guidance And Counselling	Mr Aneesh Chandra Joshi, PGT CS (I/C) Mr Manish Soni, PGT Chemistry Ms Swati, PGT Bio Mr Jignesh Yadav, PRT	To identify students' requiring guidance and counselling in academics and on personal front. To help the identified students and make case studies for finding further solutions.
59.	SQAF (School Quality Assessment Framework)	Mr Aneesh Chandra Joshi, PGT CS Mr Manish Soni, PGT Chemistry (I/C) Mr Jai Krishan, PGT Physics	1. To maintain record for SQAF inspection in vidyalaya and to update records on the site as and when required according to the guidelines.

NOTES:-

1. All the In – charge, Asst. In – charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2024–25 as per the guidelines and submit a copy to the principal for monitoring the works in time without fail.
2. In case of any difficulty, the undersigned must be contacted.
3. The In – charges are free to take their own decision to complete their assigned activities. If necessary, they can contact the Principal for guidance and will have to work on full – fledged manner as a team.
4. It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In – charge of the concerned departments must be available on duty when In – charge proceeds on leave etc and vice versa.
5. Please put in your best efforts to complete all the responsibilities in time and in a creative and effective manner.
6. Please use your talent for the betterment of the Vidyalaya in general and students in particular.

PRINCIPAL

KENDRIYA VIDYALAYA AUGUSTYAMUNI

DUTIES AND RESPONSIBILITY OF THE CLASS TEACHERS/ SUBJECT TEACHERS SESSION 2024-25

DATE:

1. Please check the cleanliness of the class room. Not a single paper piece should be seen inside the class room thrown carelessly. 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 annual teaching plan to complete the syllabus on time. 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 November 2023 for classes X and XII and for others in the month of January 2024. First round revision for all classes X and XII will be completed by Oct. 2023 and for others by Jan 2024. Second round revision will commence from Jan 2024 onwards for classes X and XII and it will be completed by 15thJan 2024. For this purpose, action planned will be chalked out in the month of December 2024.
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.

PRINCIPAL