

Supervision:

- Secondary wing: Principal KV IIT Ropar
- Primary wing: Sr. most PRT

Guiding Principles and preview:-

1. **Interest of the Vidyalaya is supreme.**
2. All Communication/order should be clear, well directed, routed through the Principal.
3. Delegation and work designs are aimed at overall improvement of the institution. It should be taken up in the spirited manner and must be carried forward promptly.
4. An improvement in Co-ordination is always desired. **Job clarity** and fair work distribution should form the basis of conflict free work environment
5. Timely planning and defined accountability will lead to effectiveness.
6. Keeping the exception of the unforeseen and unperceivable, the routine jobs can be planned in advance so that priorities are clearly laid down, individual creativity takes precedence, **Standard Operating Processes (SOPs) are well observed.**
7. **Automation** in certain areas can be reached.
8. There is minimum resistance while carrying out the professional responsibilities.
9. **All departments are required to prepare the annual calendar of activities / procurement plan in advance so that development action in the Vidyalaya is initiated at the right time.**
10. A Positive and **constructive approach** is needed from all Team leaders/ Dept. Heads and committee members. In cases, where there is perception of higher workloads, well worked out delegation which has to be routed through the Principal will be done.

Sr. No.	Committees	Duties	Signature of the member
1	Admission Committee: <u>Fresh Admissions / TC Admissions</u> 1. <u>Ms Poonam Singh</u> 2. <u>Ms Babita, PRT</u> 3. <u>Ms Bhavna, TGT AE</u>	<ul style="list-style-type: none">• To check out the admission schedule time as per KVS direction.• To monitor registration and checking of the entries and documents attached with the registration forms.• Allotment of admission number and Co-ordination work with the office and class teachers.• Issue of school leaving certificates.• Checking of admission number with concerned documents etc	

2	Time Table: A) TIME TABLE and Substitution arrangements 1. <u>Mr Suraj Bhan Rana ,PGT Maths</u> 2. <u>Mrs. Vandana, TGT Maths</u> 2. Ms Navjeet Kaur 3. Sp Educator	<ul style="list-style-type: none"> • Preparation of school time table implementation of changes as per requirement under Time-table as per daily arrangement of substitute teachers. • To prepare special time-table as per need and also to prepare time-table for supervisory work to be done by the principal. The new time table will come into effect from 1stApril 2025. • Display and sharing of time table with all concerned staff. 	
3	Examination Dept. Internal Exam- 1. Sh Surajbhan Singh Rana, PGT Maths (Secondary) 2. Mr Rampal (Middle Stage) 3. Ms Naveen Kumari (Foundational and preparatory stages) External Exam- 1. Mr. Rampal, TGT SKT 2. Mr. Sunil Kumar, Librarian CBSE Exam- 1. Mr. Naresh Kumar, PGT CS	<ul style="list-style-type: none"> • All examination work pertaining to Vidyalaya. • Planning execution of examination Schedule including unit test/cumulative tests etc. • Maintenance of examination record and keeping them under safe custody confidentially. • Maintenance of CBSE result and other board. • All examination work pertaining to Vidyalaya for board students. • Maintenance of examination record and keeping them under safe custody confidentially, Maintenance of CBSE result and other board. • Implementation and compliances as mandated under SQAA. • Registration and conduct of Olympiads. 	
4.	NCSC / Nominations for Manak Inspire Awards/ STEM Activities/ RBVP and Vigyan Utsav/Nutrition Garden CCT/ Olympiads/ Eco Club- Mission for Life and Green School Programme	<ul style="list-style-type: none"> • Notifying the dates to student • Registration and coordination of examinations • Preparation of student for examinations 	

	<ol style="list-style-type: none"> 1. Mr Naveen Kumar, PGT Bio 2. Mr. Balwinder Singh, PGT Chemistry 3. Ms. Amravati, PGT Physics 4. Ms. Vandana, TGT Maths 	<ul style="list-style-type: none"> • -JNNMSE, Green Olympiad, Inspire Award, National Science Congress etc. • Preparation of CCT Tasks and coordination with other subject Teachers. • Activities for promotion of Science & Technology and mathematics in the Vidyalaya • Documentation of related tasks for inspection. To Organize Vanmahotsave Week, flower arrangement competition, Rangoli etc. on inter house level. • To maintain the school garden and to plan for further extension and expansion. • To add some flowering plants in the garden. • To add some pot of floral plants. 	
5	<p>CLA & Morning Assembly:</p> <ol style="list-style-type: none"> 1. Mrs Trishi Verma, PGT Hindi 2. Mrs Poonam Singh, PGT Hindi 3. Ms. Sugandha, PRT 4. Mr Rahul Sharma, PRT (Music) 	<ul style="list-style-type: none"> ○ Chalk out Annual programme to be included in school website. • -Implementation of programme conducting the various activities with some innovations ideas and monitoring the results of various competition, purchases and distribution of prizes. <ul style="list-style-type: none"> ○ To celebrate all the important days ○ To chalk out an annual program of all the important days etc. and to keep a day track of it. ○ To collect all the information about the achievements and get the entries countersigned by the chief coordinator on every last working day and submit them to the Principal for perusal. ○ To collect the photographs of the outstanding for record. ○ To write periodic report about the achievements time to time. • -To maintain file for this purpose. <ul style="list-style-type: none"> ○ To write the certificates and honor the achievements time to time. ○ Monitoring the day to day house activities and guiding the on suitable scale. ○ To organize the inter school, inter-region and other competitions time to time. ○ Correspondence with various agencies pertaining to CCA programme. 	

		<ul style="list-style-type: none"> ○ To monitor the morning assembly programme through the house master. ○ Timely conduct of the assembly with a preplanned schedule. ○ To coordinator prizes distribution and other activities that come up from time to time. ○ To organize the special programme e.g. VIP's visit, celebration etc. ○ To co- ordinate the master of the day activities involving school band with suitable commands. ○ School Magazine / News Letter 	
6	Sports: <ol style="list-style-type: none"> 1. Mr Dinesh Kumar, PET I/C 2. Sports Coach 3. Ms Sugandha ,PRT 4. Ms Naveen Kumari,PRT 5. Ms Prabhmeet ,Sp Educator 	<ul style="list-style-type: none"> • To prepare an annual programme for sports and games. • To plan and organize Annual sports day. • To prepare school team for various sports events on cluster/ Regional level etc. • To plan annual purchase for sports and games as per need of the Vidyalaya well in time. Celebration of National Sports Day and other activities. • To co-ordinate these activities with other institution. • To keep a systematic record of all these activities/ Registration of students of n Sports portal and Eligibility/ NOC of students and their sending off in coordination with office. 	
7	Library Activities/Reader Clubs and NIE <ol style="list-style-type: none"> 1. Mr Sunil Kumar, Librarian 2. Ms Kavita, TGT English 	<ul style="list-style-type: none"> • Constitution of library committee as per KVS Library Guidelines and procedure Manual. • To chalk out the programme for maximum utilization of library facilities. • To train the students in taking notes from the books they keep a proper record of books read by the students. This can be taken as a project in all classes to improve the reading habits of the students 5 to 10 marks can be for the project as motivational. • To issue books as per day to day needs of students and maintain the library in functional mode. 	
8.	Beautification & Cleanliness of the Campus First Aids and Medical	<ul style="list-style-type: none"> • Clicking photos, making videos as per needs. • displaying of Photographs • distribution of photograph required by students 	

	Checkups of the Students, Medical and Recovery Room 1. Ms Bhavna, TGT AE 2. Mr Sunil Kumar, Librarian 3. Ms Navjeet Kaur	<ul style="list-style-type: none"> To monitor the overall cleanliness of the Vidyalaya that includes washrooms / toilets / corridors / class rooms / labs / Vidyalaya buildings/ playground etc. To get done the cleanliness job by the conservancy staff. To chalk out appropriate programme of cleanliness group wise. Ensure quality first aids, liaisoning with Medical Center To guide student for health awareness Arrange talks from experts To plan and executes health checkup of all student of Vidyalaya 	
9	Discipline & Vigilance 1. Mr Dinesh Kumar, TGT PHE, I/C <u>Floor in-charges</u> 2. Sports Coach, (VI-VIII- Floor) 3. Nurse, Ground Floor 4. B Wing (Mr Dinesh Kumar PET) 5. Middle Wing : Librarian (upper floor) 6. Middle Wing : PGT Chem	<ul style="list-style-type: none"> Checking of students in the class room corridors etc. during assembly time, recess break and after the school hours. Devising suitable correction measures. Checking of uniform and personal hygiene, Cleanliness of floor, Toilets To handle all the discipline cases effectively on their floor Any others job pertaining to discipline, Arrival and Dispersal of students. Issue of out passes and reporting to the Principal. Resolution of conflicts in their allotted areas. 	
10	Scout & Guide Movement 1. Mr. Rampal –Unit leader 2. Ms Bhavana, Unit Leader 3. Ms Anju Kumari 2. Ms. Seema Saini-Guides and Bulbul 4. Ms Sugandha, Flock Leader	<ul style="list-style-type: none"> To co-ordinate all the scouting and guiding activities. To participate in various scout and guide camps. To plan and co-ordinate all the activities related to scout and guide. To Handle all communication pertaining to District Commissioner (Guides) 	

11	PA System , B8R (Repair and Maintenance Activities,) 1. Mrs Rinku Grover,TGT(WE 2. Mrs Vandana , TGT Maths	<ul style="list-style-type: none"> • To look after the P.A equipment and its day to day maintenance separately in secondary and primary dept. • To hire P.A system on special occasion. • To carry out all the purchases repair needed for the purpose. • Co-ordinate with the CCA committee for conduct of various programs. Arrange / demonstration for disasters like earth quake and fire • Renewal of Fire / School building NOCs to ensure school safety. ➤ Coordinate with Floor In charges and reporting to the Principal for needful improvement ➤ To look after the operational condition of the water supply, electricity supply lines, Building maintenance etc. ➤ To Ensure Safe and potable drinking for children and staff. ➤ To get water tested as required / according to KVS guidelines 	
12.	Purchase and Account Committee 1. Ms. Poonam Singh, PGT Hindi 2.Mr Naveen Kumar, PGT Biology 3.Ms Vandna, TGT Maths 4.Ms Seema Saini All Dept in charges and Office as per requirements	<ul style="list-style-type: none"> • To plan for the tentative purchase from the VVN. • To prepare for the required provision to be made in the VVN budget. • To settlement of all bills as par time lines and updating of Gem Portal, settlement of the accounts as per purchase procedure. • To monitor and control the utilization of material purchased. • To plan for the Purchase and help preparation of Annual Procurement plan and stoking and proper utilization of resources. 	
13.	Furniture & fixture 1. Mr Balwinder Singh, PGT Chemistry 2. Mr Rampal, TGT SKT	<ul style="list-style-type: none"> • To get the record of the Vidyalaya furniture. • To <u>get the furniture numbered serially, year wise and clear demarcation of source funds- VVN/IIT accordingly.</u> • To plan for annual purchase and repair. • To maintain the stock register of furniture and get the physical verification done annually. • To provide all the filaments and fixtures repaired as and when required. 	

14	FCP/AEP & CCT / Inclusion Programme / Rupanantar 1. Ms Vandana, TGT Maths 2. Ms Kavita, TGT Eng	<ul style="list-style-type: none"> ➤ To liaison and coordinate with Ram Krishna Mission and ACP Trained teachers. ➤ Prepare schedule for ACP Classes and ensure compliance of KVS Directions in this regards, arrange talks by experts. ➤ To organize career exhibition ➤ To organize seminars for students. ➤ To Organize Motivation talks ➤ Organize a Movie show (Motivational) like Tare Zameen Par. 	
15	Teaching Aids & Resources 1. Ms Balvinder Singh, PGT Chem 2. Ms Anju Kumari 3. Ms Babita Thakur (IC Primary Resource Room)	<ul style="list-style-type: none"> ➤ To maintain the proper record of the T/Aids and allow accessibility to the teachers. ➤ To keep proper record and operate it through and issue register. ➤ To plan for Annual purchase. ➤ To arrange some demonstrative lessons through the use of Audio-Visual Aids. ➤ Maintenance and upkeep of Primary Resource Room. 	
16	Mathematics Lab/Vedic Maths Club 1. Mr. Surajbhan Singh Rana, PGT Maths 2. Ms Vandana, TGT Maths	<ul style="list-style-type: none"> ➤ To keep the record of activities performed by student ➤ To prepare the student for Maths Olympiad. ➤ Setting up and Up gradation of Lab as per Bench marking ➤ To consolidate result and display the achievements periodically and graphically. ➤ To carry out some innovations for further improvement of the project. ➤ To write/ present report on the project undertaken. 	
17	Computer Labs (ICT)/e-classroom/ e-Portals/School Website/UBI and Samagam Portal/Udice – E Punjab	<ul style="list-style-type: none"> ➤ To keep the computer and the accessories in functional order. ➤ To keep the instruments under lock and key. ➤ To plan for purchase of computer. ➤ To popularize class project among the students of various classes. 	

	1. Mr. Naresh Kumar, PGT CS- I/C 2. Ms Navjeet Kaur	<ul style="list-style-type: none"> ➤ To develop some computer programme for the use of the Vidyalaya especially for the examination and office record. ➤ To update website monthly. ➤ To update TC on weekly basis issued to students. ➤ Maintenance and upkeep of all e-portals.(UDISE, SMAGAM, UBI,SIC, ETC.) ➤ Filing of monthly and quarterly returns/ reports to Regional office. 	
18	Vocational Education 1. Mrs Rinku Grover 2. Ms Amarvati , PGT Physics 3. Ms Sugandha	<ul style="list-style-type: none"> ➤ To prepare the list of requirement and initiate action for setting up of the labs/ Gardening activities as per NEP 2020,Procurement of essential tools. ➤ Record of activities performed from Ito V and VI to XI during the session ➤ Condemnation of unserviceable articles ➤ Setting up and Up gradation of Lab as per Bench marking ➤ To consolidate result and display the achievements periodically and graphically. ➤ To carry out some innovations for further improvement of the project and arranging lab visits in HIES ➤ To write a report on the project 	
19	Press and Media 1. Mr. Sunil Kumar, Librarian 2. Ms Kavita TGT English	<ul style="list-style-type: none"> ➤ To send news report/ Press Release to media. ➤ To maintain a record of press report. ➤ To send invitation to media and any other correspondence with press. ➤ Sending out various messages on behalf of school. ➤ 	
20	Raj Bhasha Samiti 1. Ms Poonam Singh, PGT Hindi 2. Mr. Rampal, TGT SKT	<ul style="list-style-type: none"> ➤ To keep the record ➤ to attend meeting of Raj Bhasha Samiti ➤ To motivate teachers to work in Hindi, Conduct workshops and promote use of Hindi as per Rajbhasha Guidelines. 	
21	EBSB Club/ Social Science Society AKAM Azadi ka Amrit Mahotsav/constitution Club 1. Mrs Anju ,TGT SST	<ul style="list-style-type: none"> ➤ Enrolment of student for the club ➤ arranges Talks from experts/teacher ➤ Preparing children for EBSB/ AIL project etc 	

	2. Mr. Rahul Sharma, PRT Music 3. Ms Bhavna TGT AE	➤ Planning and carrying out activates as per KVS Calendar.	
22	Excursion & Adventure Camp 1. Mr Naveen Kumari, PGT Bio 2. Mr Dinesh Kumar 3. Ms Bhavana TGT AE 4. Ms Babita Thakur,PRT	➤ Planning for annual Academic excursion ➤ Making necessary arrangement ➤ Enrolment of student for the adventure the camp. ➤ - Planning and making arrangements	
23	Organization of VMC, VEC, and AAC 1. Principal KV IIT Ropar..... - Co-coordinator/ 2. Mrs Trishi Verma, PGT 3. Mr. Sunil Kumar, Librarian 4. Ms Seema Saini , PRT Other staff will be deputed as per needs	➤ Playing and execution of various requirement and activities of Vidyalaya with the help of chairman ➤ To arrange Meetings of VMC ➤ To Record the minutes of VMC Meeting	
24	Vidyanjali Initiative 1. Mr. Sunil Kumar, Librarian	- To promote the initiative - To conduct sessions with the help of volunteers , - Volunteers registrations - Updating of requirements of Vidylayanjali Portal - Monthly Reports filing.	-

25	OUTPASS & ID Cards Committee 1. Ms Rinku Madan, TGT AE 2. Ms Seema Saini, PRT 3. Mr Naresh Kumar for Technical support	<p><u>For Secondary Section:</u> In case of absence of In charge, next responsible teacher will issue the out pass</p> <p><u>For Primary Section:</u> HM or any person authorized by her will issue the out pass.</p>	
25	School Innovation Council/Wall 1. Ms Amrawati , PGT Physics 2. Mr. Sunil Kumar, Librarian & all Stem Teachers	<ul style="list-style-type: none"> • <u>Register Members/Experts to the councils.</u> • <u>Plan and organize the activities as per guidelines</u> • <u>Arrange Expert Talks to promote innovation</u> 	
26+	Academic Committee and Continuous Professional Development (CPD) 1 .Mr Sunil Kumar, Librarian 2. Ms Poonam Singh, PGT Hindi 3. Mr Naresh Kumar PGT CS 4. Ms Naveen Kumar. PGT Bio	<ul style="list-style-type: none"> • <i>Dissemination and sharing of curriculum/ syllabus</i> • <i>Preparation of academic calendar of activities</i> • <i>Ensuring effectiveness of remedial and intervention</i> • <i>Working for academic improvement as per feedback from parents.</i> • <i>Prepare School level CPD Calender.</i> • <i>Conduct training programme as per schedule in all domains/ subject as per expertise given by KVS HQ</i> • <i>Maintain training record of all teachers.</i> • Arranging resource persons from outside for CPD • PGT CS to provide technical support on CPD/ Samagam. 	