

KENDRIYA VIDYALAYA CHIRIMIRI (C.G)

ALLOTMENT OF RESPONSIBILITIES FOR SESSION 2024-25 (w.e.f01.04.2024)

NAME OF DEPARTMENT	RESPONSIBILITIES	NAME OF STAFF MEMBERS	DESIGNATION	Sign.
EXAMINATION	1.Planning and conduct of examination, tests and upkeeping of related records of home exam.Analysis of result.	Sh Santosh Kumar Dr Vinita Pandey Sh Yogesh Kumar Ms Divya Jain Sh Suresh Kumar Sh Shiv Kumar	PGT Hindi TGT Hindi TGT English TGT Hindi Sub Staff Sub Staff	
	2. Process of registration with CBSE , Uploading data on CBSE portal,Conduct of external exam. 3.Result analysis.	Sh A K Dubey Ms Neelam Singh Mrs Anju Verma Mrs Shalini Shingh (For technical support) Sh Suresh Kumar Sh Shiv Kumar	PGT Physics TGT Science TGT Science PGT CS Sub Staff Sub Staff	
	Planning , Conducting and analyzing performance of students	Sh Arvind Yadav	PRT	
ADMISSION	Execution of all process as per admission guidelines. Up keeping of related records.	Sh Paul Uday Arong	PGT Commerce	
		Sh Akhilesh Kandariya	TGT WE	
		Sh Rahul Singh	PRT	
WEBSITE UPDATION	1.Collecting relevant material and uploading the same on the website of Vidyalaya. 2.Changing log in password of website regularly	Mrs Shalini Singh	PGT CS	
		Mr Imran Ahmad	Computer Instructor cum AI teacher	
		Ms Sushmita Singh	TGT Social Science	
TIME-TABLE	1.Framing of Vidyalaya Time-Table as per KVS guidelines. Assigning substitution duties for the staff on leave /absent. 2.Maintenance of attendance records for part time contractual teachers in consultation with UDC	Ms Khushboo Sh Vivek Tiwari Sh Hariom Singh	PGT Mathematics TGT Mathematics TGT Lib	
		Sh Harishchandra	PRT	
COMPUTER	Proper upkeeping and utilisation of computers on stock.	Mrs Shalini Singh	PGT CS	
DAILY MAIL CHECKING	1.To check e-mails on e-mail id of the Vidyalaya. 2.Timely submission of these mails to the Principal. 3.Timely disposal of such mails	Sh Naveen Saini	JSA	
		Sh Jitendra Kumar Mishra	DEO	
		Mr Imran Ahmad	Computer Instructor	

MAINTENANCE OF T.C & ADMISSION REGISTER	Preparation of Transfer certificate on request and instant uploading the information related to T.C on website. Maintenance of admission files and registers.	Sh Hariom Singh Sh Suresh Kumar Sh Shiv Kumar	Lib Sub Staff Sub staff	
ACCOUNTS WORK	Maintenance of all records related to accounts viz cashbook, fee receipt, lesser, cheque book, cheque issue register, petty cash book. Collection of fees from class teachers and deposit it to the bank, Timely remittance of TDS to the Bank and e filing, regulation of VAT, preparation of Monthly /Annual Accounts. Preparation of Budget estimate & revised estimate, preparation for internal & external audit, calculation and uploading salary on UBI Portal, timely sending of remittances, scrutiny of all bills submitted for payment, maintenance of office stocks ,Tally works etc.	Sh Navin Saini Sh Jitendra Kumar Mishra (They will be assisted/guided by SSA deputed by RO)	JSA DEO	
GEM Procurement	To take care of all documentation and updation on GEM portal regarding procurements	Sh Navin Saini(Buyer & consignee) Sh A k Dubey(PAO)	JSA PGT Physics	
OTHER OFFICE WORK	Upkeeping of all files. Maintenance of postage stamp, staff attendance register, letter & communication register, dispatch register, letter drafting etc.	Sh Navin Saini Sh Jitendra Kumar Sh Suresh Kumar Sh Shiv Kumar	JSA DEO Sub Staff Sub staff	
MAINTENANCE & REPAIR	All works related to maintenance & repairs.	Sh A k Kandariya	TGT WE	
MEDICAL CHECK UP & FIRST AID, Medical Stock	Conduct of medical check up, providing first aid & maintenance of medical room, checking hygiene and cleanliness among students. Conducting fit india/SBSB activities	Mohammad Abdullah Khan	TGT P&HE	
		Mrs Tanya Sahi	Nurse	
TEACHING AID	To maintain stock of teaching aids, to maintain a record of use of such aids by teachers.	Ms Sushmita Singh	TGT So Science	
CAMPUS HYGIENE & Assessing outsourced services	To observe standard of cleanliness & hygiene in the Vidyalaya premises & provide feedback to the Principal.	Sh Sanjay Kumar Dana	Yoga Coach	
		Sh Tushar Das	Sports Coach	
		Mrs Rajeshwaree Mrs Tanya Sahi	Special Educator Nurse	

LIBRARY	To run a completely automated library, formation of Library Committee & convene its meeting & all other activities as per Library Policy.	Sh Hariom Singh	Librarian	
SCOUT & GUIDE	To conduct all activities related to Scout & Guide , Cubs & Bulbuls in association with trained Scouters & Guiders.	Sh Subodh Kumar Dhirhe (I/C) & All basic trained staff	PRT	
CUB & BULBUL		Sh Manohar Sahu(I/C) & All basic trained staff	PRT	
STUDENTS DISCIPLINE COMMITTEE	1.To check indisciplinary act of students.Appraising students cpde of conduct to students and adherence to that. 2.Keeping record of such students who have been found in the act of breaching students code of conduct . 3.Ensure regular counseling to such students with the help of Vidyalaya committee for Guidance & Counseling.	Mohammad Abdullah Khan	TGT P& HE	
		Mrs Shahnila Naz	TGT AE	
PURCHASE ADVISORY COMMITTEE	1.To see that purchase procedure is followed in all purchases procurements in the Vidyalaya. 2.To verify vouchers of purchasing.	Mrs Shalini Singh	PGT CS	
		Dr Vinita Pandey	TGT Hindi	
		Mrs Bhuvaneshwari Nagwanshi	PRT Music	
CCA	1.To plan & implement CCA Activities, observing special days & reporting there of. 2.Daily evaluation of morning assembly programme 3.Formation of four houses & their House Masters, Associates House Master, House Captains etc. 4. Constitution and maintaining record of regular meeting of students council	Sh Vivek Tripathi	TGT Sanskrit	
		Sh Yogesh Kumar	TGT English	
		Ms Rashmi Shikha	TGT English	
		Sh Yogendra Singh	PRT	
Scholarship	Register students for different scholarship with the help of class teachers	Mrs Bhuvaneshwari Nagwanshi	PRT Music	
		Mohammad Abdullah Khan	TGT P& HE	
CS 54	Maintenance of fee collection details with help of class teachers	Ms Khushboo	PGT Maths	
		Sh Subodh Kumar Dhirhe	TGT Mathematics	

Language Lab	Maintaining register of use of this lab by English teachers in different classes	Sh Yogesh Kumar Ms Rashmi Shikha	TGT English TGT English	
RTI MATTERS	Dealing with RTI applications, information in consultation with Principal & providing information under RTI to the applicant in time as per direction of PIO/APIO	Mohammad Abdullah Khan (Sh Santosh Kumar, PGT Hindi in absence of Mohammad Abdullah Khan)	TGT P& HE	
RAJ BHAHSA COMMITTEE	To convene meetings /seminars on implementation & usage of Rajbhasha. Preparation of quarterly report. Observing & reporting Hindi Day, Hindi Pakhwada, Hindi Month etc.	Sh Santosh Kumar	PGT Hindi	
		Dr Vinita Pandey	TGT Hindi	
		Ms Divya Jain	TGT Hindi	
BEAUTIFICATION OF VIDYALAYA PREMISES	Plan & implement all works of beautification/ decoration of the Vidyalaya Premises.	Mrs Shahnila Naz	TGT AE	
		Mrs Savita	PRT	
Grievance redressal	Timely attending and disposal of Grievances related to students, parents and staff if any	Mohammad Abdullah Khan Mrs Anju Verma	TGT P&HE TGT Science	
Internal Complaint committee	To look in to the matters of working women related to unethical behavior towards them in the Vidyalaya.	Mrs Shalini Singh Dr Vinita Pandey Mrs M R Kurre(VMC member)	PGT CS TGT Hindi	
AEP	Conducting regular activities of AEP & keeping record.	Sh Vijay Kumar	PGT Bio	
		Dr Vinita Pandey	TGT Hindi	
		Sh Subodh Kumar Dhirhe (PGT English)	TGT Math PGT English	
ACP	Conducting value education classes in association with Ramkrishna Mission Kolkata	Sh Hariom Singh(IX) Ms Sushmita Singh(IX) Dr Vinita Pandey(VIII) Sh Vivek Tiwari(VIII) Mrs Shahnila Naz(VII) Sh Yogesh Kumar(VII)	TGT Lib TGT So Science TGT Hindi TGT Math TGT AE TGT English	
CMP	Planning & implementation of CMP activities , maintenance of resource room.	Sh Hemant Kashyap	PRT	
FURNITURE	Maintenance & upkeep of furniture stock.	Sh Kishan Lal Kumawat	PGT Economics	
MATHEMATICS LAB/Park	Development, Maintenance & proper upkeep of Mathematics Park	Sh Vivek Tiwari	TGT Math	
		Sh Subodh Kumar Dhirhe	TGT Math	
OFFICE STOCK	Maintenance & upkeep of the stock.	Sh Navin Saini	JSA	
STOCK OF WE	Maintenance & upkeep of the stock.	Sh Akhilesh Kandariya	TGT WE	

STOCK OF MUSIC	Maintenance & upkeeping of the stock.	Mrs Bhuwaneshwaree	PRT Music	
STOCK OF LIBRARY	Maintenance & upkeeping of the stock	Sh Hariom Singh	Lib	
STOCK OF SPORTS	Maintenance & upkeeping of the stock.	Mohammad Abdullah Khan	TGT P&HE	
Fire safety	Maintain & Upkeeping of stock of fire fighting equipments and fire safety certificate	Sh Akhilesh Kandariya	TGT WE	
STOCK OF COMPUTERS & UBI FEE	Maintenance & up keeping of the stock . To train all class teachers for UBI fee work and to see that it is done correctly in time .	Mrs Shalini Singh Mr Imran Ahmad And Compyuter Instructor II (For day to day use of ensuring safety and security)	PGT CS AI Teacher	
Stock of Physics Lab	Maintenance & up keeping of the stock .	Sh A K Dubey	PGT Phy	
Stock of Chemistry Lab	Maintenance & up keeping of the stock .	Neelam Singh	PGT Chem	
Stock of Biology Lab	Maintenance & up keeping of the stock .	Ms Neelam Singh Sh Vijay (For day to day use ensuring safety and security)	TGT Bio PGT Bio	
INTEGRITY CLUB	To foster integrity by organizing various activities of the Club.	Ms Sushmita Singh	TGT Social Science	
		TGT So science II	TGT Social Scince	
ECO CLUB	Raising concern on environmental issues by organizing various activities of the Club.	Ms Neelam Singh	TGT Bio	
		Sh Vijay Kumar	PGT Bio	
SADBHAWANA CLUB	To foster communal harmony.	PGT English Sh Vivek Tripathi	PGT English TGT Sanskrit	
ADVENTURE CLUB	To encourage adventurous activities among students.	Mohammad Abdullah Khan & Sports coach	TGT P&HE	
Maths subject Committee	Plan and implement activities/projects related to the subject.Conduct action research in the Subject	Ms Khushboo Both TGT Mathematics	PGT Maths	
Guidance & Counseling	Providing Guidance & Counseling services and maintaining record thereof	Sh Hariom Singh Counselor Mrs Rajeshwaree	TGT Lib Counselor Special Educator	
Science Subject Committee	Plan and implement activities/projects related to the subject. action research in the Subject	Neelam Singh (PGT Physics,Biology and CS) & TGT Bio will be the members)	PGT Chemistry	

Social Science subject committee	Plan and implement activities/projects related to the subject. action research in the Subject	Sh Kishan Lal Kumawat (PGT Commerce and both TGT So science will be members)	PGT Eco	
Language Subject Committee (English)	Plan and implement activities/projects related to the Languages. action research in the Subject	Mr Yogesh Kumar (PGT and all TGT English will be its member)	TGT English	
Language Sub Committee (Hindi)	Plan and implement activities/projects related to the Languages.	Sh Santosh Kumar (Both the TGT Hindi will be its member)	PGT Hindi	
Internal complaint committee (Members from School & locality)	To receive & Process complaints of sexual harassment against women at working place(This committee will be Presided over by Member as nominated by KVS RO Raipur and including NGO member Mrs Indu Sahu,President Chetna Child & Welfare society,B-105 Krishna Aprtment,LIC Colony Mowa Raipur)	Mrs Shalini Singh Dr Vinita Pandey Mrs M R Kurre	PGT CS TGT Hindi VMC member	
SOP (Standard operating procedure)	Complying with all provisions of National disaster management guidelines	Mohammad Abdullah Khan Sh Sanjay Kumar Dana	TGT P&HE Yoga Coach	
Worming composting, Rain water harvesting	Development and its maintenance with the help of outsourced staff	Sh Akhilesh Kandariya	TGT WE	
Checking Upkeeping of staff quarters allotted to employees,Allotment of staff quarters	Checking of proper up keeping ,cleanliness of staff quarters and submit monthly report thereof.	Sh Santosh Kumar Sh Akhilesh Kandariya Sh Suresh Kumar Sh Shiv Kumar	PGT Hindi TGT WE Sub staff Sub staff	
DISCIPLINE DURING LUNCH BREAK	As per day wise duties assigned to teachers,sub staff and conservancy staff(List Attached)			
SAFE EXIT OF STUDENTS AFTER LAST PERIOD	The Teacher present in the last period shall be responsible for safe exit of students out of Vidyalaya Premises such teachers shall not leave school campus till dispersal of all students.			
National Flag (arranging for hoisting and lowering)	Mohammad Abdullah Khan Sh Tushar Das Sh Sanjay Kumar Dana	TGT P& HE Sports Coach Yoga Coach		

Note: Addition/deletion, if any shall be brought as and when it is required



(N.K. Sinha)

Principal

Kendriya Vidyalaya Chirmiri SECL (C.G.)

List of class teachers (2024-25) w.e.f 01.04.2024

Class	Name of class teacher	Name of co class teacher
IA	KOMAL	SAVITA
IB	SAVITA	KOMAL
IIA	HARISH CHANDRA	RAMKISHOR
IIB	RAMKISHOR	HARISH CHANDRA
IIIA	PRATISHTHA TRIPATHI	MONOHAR SAHU
IIIB	MANOHAR SAHU	PRATISHTHA TRIPATHI
IVA	YOGENDRA SINGH	SUMAN
IVB	SUMAN	YOGENDRA SINGH
VA	ARVIND YADAV	RAHUL SINGH
VB	RAHUL SINGH	ARVIND YADAV
VIA	PGT BIOLOGY	DIVYA JAIN
VIB	DIVYA JAIN	PGT BIOLOGY
VIIA	TGT SOCIAL SCIENCE II	SHAHNILA NAZ
VIIB	SUBODH KUMAR DHIRHE	TGT SOCIAL SCIENCE II
VIIIA	RASHMI SHIKHA	SUSHMITA SINGH
VIIIB	SUSHMITA SINGH	RASHMI SHIKHA
IXA	Dr VINITA PANDEY	ANJU VERMA
IXB	ANJU VERMA	Dr VINITA PANDEY
XA	AKHILESH KANDARIYA	YOGESH KUMAR
XB	YOGESH KUMAR	AKHILESH KANDARIYA
XIA	AKHILESH KUMAR DUBEY	PGT Biology
XIB	KISHAN LAL KUMAWAT	PGT English
XIIA	NEELAM SINGH	SHALINI SINGH
XIIB	PAUL UDAY ARONG	SANTOSH KUMAR



Principal

