

केन्द्रीय विद्यालय,सुकना

(मानव संसाधन विकास मंत्रालयके अंतर्गत,
भारत सरकार)

डाकघर-सुकना,जिला-दार्जिलिंग,पिन कोड-
734009

टेलीफोन एवं फैक्स -0353-2573375/2573863

सीबीएसई संबद्धता संख्या - 2400013

विद्यालय कोड - 19244



<https://sukna.kvs.ac.in>

KENDRIYA VIDYALAYA, SUKNA

(Under Ministry of HRD, Govt. of India)

P.O. : Sukna Dt- Darjeeling, PIN : 734009

Tel & Fax: 0353-2573375/2573863
CBSE Affiliation No:2400013

School Code No : 19244

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CHARTER OF DUTIES FOR ACADEMIC SESSION 2024-25

1	ACADEMIC ADVISORY COMMITTEE	In-Charge: Md. Mofizuddin Ansari, VP Mr Robin Banerjee, PGT Chem Co-ordinator(Sec): Mr. Biraj Chettri, PGT Eco Co-ordinator(Prim):Ms J.P. Kujur, PRT Science: Ms. Verma Rini C, PGT Phys Soc Science: Mr Biraj Chettri, PGT Eco Math: Mr. Sawon Mondal, PGT Math English: Mr Noel T Shen, PGT Eng Hindi: Ms. Subhashini Srikanth, PGT Hindi	<ol style="list-style-type: none">1. Monthly report to RO.2. Supervision & checking of academic as per direction of principal and KVS3. Implementation of KVS policies and circulating among staff members4. Information & checking of Vidyalaya plan.5. Monthly Syllabus completion report on last working day6. Distributing split up syllabus to subject teachers7. Briefing staff members regarding policies and follow up
2.	ADMISSION	<ol style="list-style-type: none">1. Mr. Noel T Shen, PGT Eng (I/C)2. Ms. Sudeshna Karmakar, Librarian3. Mr. Santosh Kumar, TGT Science4. Mr. Sudhakar, PRT5. Mr. Kamal Sharma, PRT6. Ms. Nidhi7. Mr. Vishwajeet Kumar, JSA	<ul style="list-style-type: none">• Admissions to all classes as per KVS norms.• Maintenance of admission registers.• Record of TC in and out cases

3.	EXAMINATION (Internal and CBSE)	<p><u>Secondary & Sr Secondary</u> (Home)</p> <ul style="list-style-type: none"> • Mr Robin Banerjee, PGT Chem (I/C) • Ms. Subhashini Srikanth, PGT Hindi • Mr Ujjal Sarkar, TGT Eng • TGT Math <p><u>Primary</u></p> <ul style="list-style-type: none"> • Ms Shaista Khatun, PRT(I/C) • Mr. Ajeet Singh Meena, PRT • Ms. Shipra Yadav, PRT • Mr. Keshav, PRT <p><u>CBSE</u></p> <ul style="list-style-type: none"> • Mr. Biraj Chettri, PGT Eco(I/C) • Ms. Sudeshna Karmakar, Librarian • Ms. Mamoni Das, TGT Skt • Ms. Rashmi Pandey, TGT SST 	<ul style="list-style-type: none"> • All works related with internal and CBSE. • Planning and conducting of PT/HY/SSE as per schedule. • Distribution of progress cards and split up syllabus to the teachers. • Result and error analysis • Sending result analysis to RO • Conduct of PTM • Feedback to principal <ol style="list-style-type: none"> 1. To complete all work related to OASIS, Updating students and teachers' data 2. Students' registration and CBSE exam forms 3. Preparing reply to CBSE letters Implementing CBSE directions
4.	TIME TABLE	<p><u>Secondary & Sr Secondary</u></p> <ul style="list-style-type: none"> • Mr. Sawon Mondal, PGT Math(I/C) • Mr Amit Mukherjee, TGT Math • Mr. Pardeep Singh Malik, TGT AE • TGT Maths <p><u>Primary:</u></p> <ul style="list-style-type: none"> • Mr. Sudhakar Yadav, PRT(I/C) • Mr. Kamal Sharma, PRT • Ms. Prachi Khokher, PRT 	<ul style="list-style-type: none"> • Preparation of all types of time table. • Monitoring of bell timing, checking & reporting to the Principal on teachers attending the class. • Preparation & certifying part time teacher salary statement. • Checking the class room display board. • Arrangements • Taking students enrolment on last working day and uploading on website (With the help of Comp Ins and office staff) • Sending vacancy position to RO

5.	C.C.A and Morning Assembly	<p><u>Secondary & Sr Secondary</u></p> <ol style="list-style-type: none"> Ms. Gurvinder Kaur, TGT Eng(I/C) Ms. Subhashini Srikanth, PGT Hindi Mr. Mr. A.K. Minj, TGT Hindi Ms. Mamoni Das, TGT Skt <p>House Masters:</p> <ol style="list-style-type: none"> Mr. Robin Banerjee Mr. Satyajit Roy Mr. Noel T Shen Mr. Biraj Chettri <p>Primary:</p> <ol style="list-style-type: none"> Ms. J.P.Kujur Ms. Palak Vaid Ms Nisha <p>House Masters:</p> <ol style="list-style-type: none"> Mr. Kuldeep Mrs. Manju Ms. Shipra Yadav Ms. Ilma Malik 	<ul style="list-style-type: none"> Arrangements of morning assembly, important day celebration. Conducting all CCA competitions as per KVS norms. Importance announcement in assembly.
6.	FURNITURE	<ul style="list-style-type: none"> Mr. Pardeep Singh Malik(I/C) Mr Sachin Kumar, TGT Hindi Mr Keshav, PRT Mr Pawan Sahu Mr. Ajeet Singh Meena 	<ul style="list-style-type: none"> Maintenance of register Inventories in each class, dept, library, office, labs etc. Preparation of list of repairable & broken furniture. Submission of requirements, if any.
7	GARDENING /BEAUTIFICATION / DISPLAY BOARDS	<ul style="list-style-type: none"> Ms. Rinki Baroi, PGT Bio (I/C) Ms. Punam Agarwal, TGT Eng Ms. Sneha Prakash, TGT Sc Ms. Puja Sahu, TGT AE Mr. Kush, PRT Music Ms. Nidhi, PRT 	<ul style="list-style-type: none"> Maintenance & development of school garden, Children Park. Preparation of quotation charts. Regular grass cutting Keeping check on gardener

8.	CONSERVANCY SERVICES SECURITY SERVICES	<ul style="list-style-type: none"> • Md. Mofizuddin Ansari, VP • Mr Biraj Chettri, PGT Eco(I/C) • Mr. Sawon Mondal, PGT Maths • Mr. Pawan Kumar Sahu, TGT P&HE • Mr. Santosh Kumar, TGT Science 	<ul style="list-style-type: none"> • Labors of private agency. • Maintenance of attendance registers. • Checking the duties of securities and Gardner • Verifying & certifying the bills.
9.	MEDICAL CHECK-UP	<ul style="list-style-type: none"> • Mr. Pawan Kr Sahu, TGT P&HE • Mr. Santosh Kumar, TGT Science • Ms. Sneha Prakash, TGT Science • Ms. Punam Agarwal, TGT Eng • Nurse 	<ul style="list-style-type: none"> • Arrangement of medical checkup for all students twice in a year.
10.	PHOTOGRAPHY	<ul style="list-style-type: none"> • Mr. Kuldeep, PRT(I/C) • Ms. Palak Vaid, PRT • Ms. Nisha, PRT 	<ul style="list-style-type: none"> • Arrangement of photographer for important function. • Display of photographs on display boards
11.	GUIDANCE, COUNSELLING and ADOLESCENCE EDUCATION	<ul style="list-style-type: none"> • Counsellor I/C • Mr Robin Banerjee, PGT Chem • Ms Mamoni Das, TGT SKT • Ms. Sudeshna Karmakar, Librarian 	<ul style="list-style-type: none"> • Collection of information & providing to students • Arrangements of guest lectures. • To look after the adolescence problems of boys and girls. • To open AEP box every Wednesday and preparing ATR(Action Taken Report)
12.	SPORTS COMMITTEE	<ul style="list-style-type: none"> • Mr Pawan Sahu, TGT P&HE • Games Coach • Yoga teacher •TGT Maths •Mrs. Zainab Fatima, PRT 	<ul style="list-style-type: none"> • Planning the Vidyalaya sports activities. • Monitoring of block periods • Purchasing of materials. • Arrangement of sports meets as per KVS norms.
	SCOUTS & GUIDES CUBS & BULBULS	<ul style="list-style-type: none"> • Ms.Nirmal Lama,TGT SST (I/C Guide) 	<ul style="list-style-type: none"> • Registration for new enrolment before 31st August.

13.		<ul style="list-style-type: none"> Mr. Ajit Kumar Minj, TGT Hindi (I/C Scouts) Ms Rashmi Pandey, TGT SST Ms. J.P.Kujur,PRT Mr. Sudhakar Yadav, PRT 	<ul style="list-style-type: none"> Conduct of parade after school hours once in a week and class on every Wednesday during zero periods. Celebration of important days as per kvs guidelines.
14.	LUNCH TIME SUPERVISION	As per MOD List	<ul style="list-style-type: none"> Supervising the students during lunch time as per the direction of principal. Planning for solving the problems. Monitoring work.
15.	VIDYALAYA WEBSITE UPDATATION and E- Class rooms – Maintenance and judicial use	<ul style="list-style-type: none"> * Mr Satyajit Roy, I/C * Comp Instuctor (Sec) * Comp Instuctor (Pri) 	<ul style="list-style-type: none"> UPDATING KV WEBSITE AS PER THE KVS DIRECTION. ENROLMENT OF STAFF AND STUDENTS. PROPER UTILIZATION OF PROGRAMMES.
16.	CLUBS 1. SCIENCE CLUB 2. MATHS CLUB 3. ECO CLUB 4. ADVENTURE	Club In Charges <ul style="list-style-type: none"> Mr Robin Banerjee Mr Sawon Mondal Ms. Rinki Baroi Mr. Sudhakar Yadav 	<ul style="list-style-type: none"> Conduct various activities Submission of brief reports
17.	SUBJECT COMMITTEES 1. ENGLISH/HINDI /SKT 2.SCIENCE/MATHS 3. Social Science	In charges: Mr Noel T Shen Ms Subhashini Srikanth And Members Mr Robin Banerjee Mr. Sawon Mondal And members Ms. Seema Pandey And members	In the meeting, conveners should discuss the following points on the priority basis required during that month. <ul style="list-style-type: none"> Split up syllabus month wise and term wise. Plan of home assignments month wise Project works term wise. Weight age of marks to each topic. Evaluation scheme Practical work Class-room activities and teaching aids.

	4. Computer 5. PRIMARY	Mr. Satyajit Roy And Members Ms J. P. Kujur And members	<ul style="list-style-type: none"> • Model question papers. • Gifted children identification. • Under achievers/slow learners identification strategies for effective monitoring for their improvement. • Educational trips/tours. • Club activities • Exhibitions • Examinations result PT1/PT2/HY/PT3/UT'S/SSE. • Plan for preparation of subject magazines.
18.	DISCIPLINE COMMITTEE	Mr. Robin Banerjee (I/C for Boys) Ms. Rinki Baroi (I/C for Girls) Mr Biraj Chettri Mr Pawan Kumar Sahu Mr. Ujjal Sarkar Mr Sudhakar Yadav Ms Gurvinder Kaur Ms. Sudeshna Karmakar Ms. Reshmi Pandey Counselor	<ul style="list-style-type: none"> • Collecting information conducting coaching classes, announcement, and convincing motivating parents/students. • Relevant duties to carry Olympiads.
19	EDITORIAL BOARD	Mr. Noel T Shen I/C Ms. Gurvinder Kaur (I/C) Ms Subhashini Srikanth Ms. Mamoni Das Ms. Sudeshna Karmakar Mr A K Minj	<ul style="list-style-type: none"> • Preparation of student's diary, school magazine, newsletter, invitation cards.

		Ms Punam Agarwal	
20	LIBRARY COMMITTEE	Ms Sudeshna Karmakar (I/C) Mr Biraj Chettri Mr Noel T Shen Mrs Reshmi Pandey Student Members (2)	<ul style="list-style-type: none"> As per the library policy implemented by KVS
21	MODERATION COMMITTEE	Md. Mofizuddin Ansari, VP Mr. Robin Banerjee (I/C) Ms Subhashini Srikanth Class teachers of IX and XI	<ul style="list-style-type: none"> Scrutising and submission of report on internal assessment HW/projects/PT/monthly test immediately after the completion of respective exam. Maintenance of resolution and minutes of the meeting.
22	PURCHASING COMMITTEE	<ol style="list-style-type: none"> Satyajit Roy (I/C) Sawon Mondal Pardeep Singh Malik Sachin Kumar Kush Kuldeep Mr. Shishir Kumar Mr. Dhanraj 	<ul style="list-style-type: none"> Follow of action for the purchase of various items in different dept. As per the budget allotted in SF and VVN.
23.	CLEANLINESS COMMITTEE	<ul style="list-style-type: none"> Mr. Pardeep Singh Malik (I/C) Mr. Pawan Kumar Sahu Mr. A.K.Minj Mr. Sudhakar Yadav Games Coach Ms. Rini Verma C Ms. Punam Agarwal Ms. Reshmi Pandey TGT Maths 	<ul style="list-style-type: none"> To plan for cleanliness of school campus, classes and toilets. And its execution Daily basis reporting about cleanliness in different corners of Vidyalaya

24.	AWAKENED CITIZEN PROGRAM	<ul style="list-style-type: none"> • Mr. Gurvinder Kaur • Ms Sudeshna Karmakar • Ms Punam Agarwal • Mr A K Minj 	<ul style="list-style-type: none"> • Development of schedule for taking classes under ACP • To complete all module in class room
25.	RAJBHASHA SAMITI	<ol style="list-style-type: none"> 1. Ms Subhashini Srikanth (I/C) 2. Mr. A K Minj <ul style="list-style-type: none"> • 3. Mr. Sachin Kumar 	<ul style="list-style-type: none"> • Implementation of Govt. Policies & attending the meeting. • Submission of report.
26.	M & R	<ul style="list-style-type: none"> • Mr. Pardeep Singh Malik (I/C) • Mr. Pawan Kumar Sahu • Mr. Biraj Chettri • Mr. A K Minj • Mrs. Rini Verma 	<ul style="list-style-type: none"> • To check periodic maintenance of Vidyalaya • To execute work by proper Monitoring <p>To report about condition of Staff quarter time to time</p> <p>To check the progress of work</p>
27.	STOCK HOLDERS	All Stock Holders	<ul style="list-style-type: none"> • Verification items. • Preparation of condemnation list. • Purchasing of items as per the need & budget estimation.
28.	GRIEVANCES & SEXUAL HARASSMENT	<ul style="list-style-type: none"> • Mrs. Rini Verma I/C • Ms Rashmi Pandey • Ms J P Kujur • Ms Sneha Prakash • Ms Pooja Sahu • Counsellor 	<ul style="list-style-type: none"> • To check suggestion box weekly on Friday • Proper dealing with grievances • To report about the subject
29.	FIRST AID & M.I. ROOM	<ul style="list-style-type: none"> • Mrs. J Kujur, PRT • Nurse 	<ul style="list-style-type: none"> • To ensure first aid box equipped with proper medicine and other first aid. • To provide first aid as and when need occurs.
30.	TEACHING AIDS AND AUDIO-VISUAL AIDS	<p>Mr Amit Mukherjee (I/C for teaching aids)</p> <p>Mr Pardeep Singh Malik (I/C for Audio-Visual</p>	<ul style="list-style-type: none"> • To keep record of teaching aids and audio-visual aids. • To provide teaching aids and audio –visual aids to the subject teachers on demand.
31	ARRANGEMENT FOR STAFF MEETING, PTM AND VMC	<ul style="list-style-type: none"> • Ms Sudeshna Karmakar (I/C) • Ms Puja Sahu • Ms Manju, PRT 	<ul style="list-style-type: none"> • Proper Arrangement for the meeting • Informing members

		<ul style="list-style-type: none"> • Ms. Kajal, PRT 	<ul style="list-style-type: none"> • Preparation of agenda and circulating among members • Recording minutes of the meeting
32.	OFFICE	<ul style="list-style-type: none"> • Mr Shishir Kumar, ASO • Mr Dhanraj, SSA • Mr Vishwajeet Kumar, JSA 	<ul style="list-style-type: none"> • All type of works regarding office • Checking e mail and to reply
33	Quarter Allotment	<ul style="list-style-type: none"> • Mr. Noel T Shen I/C • Mr. Biraj Chettri • Mr. Dhanraj • Mr. Vishwajeet Kumar 	<ul style="list-style-type: none"> • Preparing roaster for allotment of quarter • Preparation of list of occupants of qtrs. and to submit MES
34	UBI/Shaladarpan/ UDISE/ Kanyashree, SC/ST Scholarship /	<ul style="list-style-type: none"> • Mr Satyajit Roy • Comp. Inst. • Mr. Kamal Sharma, PRT • All Class teachers 	<ul style="list-style-type: none"> • Timely Completing all information as per the requirements
35	Alumni Association	Mrs. Gurvinder Kaur, I/C Ms. Mamoni Das Mrs. Rashmi Pandey	<ul style="list-style-type: none"> • To maintain alumni association register • Update names of renowned alumni. • Conduction of session with them in morning assembly
36	PTM record maintenance committee	Md. Mofizuddin Ansari, VP Mr. Noel T Shen I/C Mr Ujjal Sarkar Mrs. I/C Mr. Sudhakar	<ul style="list-style-type: none"> • To organize and keeping record of all PTM • Giving feedback time to time regarding PTM
37	PM SHRI Committee	Md. Mofizuddin Ansari, VP Mr. Biraj Chettri I/C Mr. Satyajit Roy Mrs. Rashmi Pandey Ms. Sudeshna Karmakar Mr. Sudhakar Mr. Shishir Kumar Mr. Dhanraj Mr. Vishwajeet Kumar	<ul style="list-style-type: none"> • To plan and execute PMSHRI scheme effectively as per the instructions from HQ and RO • To purchase materials and organize educational tour time to time as per the schedule. • To keep update with the recent policy.
38	NIOS Committee	Mr. Biraj Chettri I/C Mrs. Rinki Baroi Mr. Pawan Kumar Sahu	<ul style="list-style-type: none"> • To conduct NIOS exam

		Ms. Sudeshna Karmakar	<ul style="list-style-type: none"> To update with the instructions and work load given by NIOS
39	Canteen Committee	Mr. A.K. Minj I/C Mrs. Puja Sahu Mr. Kush Mr. Dhanraj	<ul style="list-style-type: none"> To check the quality of food in regular basis To make food arrangement in different program from canteen