

CHARTER OF DUTIES FOR THE SESSION 2024-25

1	ACADEMICS ADVISORY COMMITTEE	<ol style="list-style-type: none"> 1. Mr MD Ayyub Alam PGT ENG I/C 2. Mr. Vishnukant, PGT His 3. Mr. Manoj KR Singh, PGT Hindi <ul style="list-style-type: none"> • Ms Ekta PGT Maths • Ms Satrupa Barman, PGT Physics • Ms Kalpana Meena, TGT Sc. • Mr. Rajeev Chaturvedi, TGT Skt. • Mr. Prabhat R Lakra TGT Eng • Mr. Shashi Ranjan Barge, Librarian • Mr Ujjawal Gupta, HM I/C & PRT • Ms Bhavna Yadav, PRT • Ms Shilpi Choudhury, PRT 	<ol style="list-style-type: none"> 1. Monthly report to RO. 2. Supervision & checking of academic as per direction of principal and KVS 3. Implementation of KVS policies and circulating among staff members 4. Information & checking of vidyalaya plan. 5. Monthly Syllabus report on last working day 6. Distributing split up syllabus to subject teachers 7. Briefing staff members regarding policies and follow up 8. Preparing DO letters
2.	ADMISSION	<ol style="list-style-type: none"> 1. Mr Manoj Kr Singh, PGT Hindi I/C 2. Ms Kalpana Meena, TGT Sc 3. Mr Jibesh Barman, TGT AE 4. Ms Bhavna Yadav, PRT 5. Mr Sourabh, PRT 	<ul style="list-style-type: none"> • Admissions to all classes as per kvs norms. • Maintenance of admission registers. • Updating information on website and PIMS • Keeping records of admissions
3.	EXAMINATION (Internal and CBSE)	<p>Secondary & Sr Secondary (Home)</p> <ul style="list-style-type: none"> • Mr VishnuKant, PGT His I/C • Ms Kalpana Meena, TGT Sc • .Mr Rajeev Chaturvedi, TGT Skt. • Mr Sanjoy Chhetri, TGT Maths • Ms. Samprada Tamang, PGT Geo • Ms Reena Verma, PGT Socio. <p>Primary I/C</p>	<ul style="list-style-type: none"> • All works related with 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

		<ul style="list-style-type: none"> • Mr Sourabh, PRT, I/C • Ms Nisha Kumari, PRT • Ms Pavan Kumari, PRT • Mr. Surajit Saha, PRT <p>(CBSE)</p> <p>Mr Md Ayyub Alam I/C Ms Tithi Sarkar, TGT Maths Ms Pritti Roy, PGT CS Mr Sourav Sarkar, CI</p> <p>NIOS</p> <ul style="list-style-type: none"> • Mr.Prabhat R Lakra, TGT-English • Mr Shashi Ranjan Berge, Librarian • Mr Jibesh Barman, TGT AE • Ms Bhavna Yadav, PRT 	<ol style="list-style-type: none"> 1. To complete all work related to OASIS, Updating students and teachers dat 2. Students registration and CBSE exam forms 3. Preparing reply to cbse letters 4. Implementing CBSE directions <ol style="list-style-type: none"> 1. Conduct of NIOS exams and practical 2. Preparing to NIOS letters
4.	TIME TABLE	<p><u>Secondary &Sr Secondary</u></p> <ul style="list-style-type: none"> • Mr Prabhat R Lakra, TGT Eng • Mr Sanjoy Chhetri, TGT Maths • Mr Shashi Ranjan Berge, Libr. • Ms Ekta, PGT Maths • Mr Satish Barua, Yoga Instr. <p><u>Primary:</u></p> <ul style="list-style-type: none"> • Mr Ujjawal Gupta, HM I/C • Mr Sourabh, PRT • Ms. Nisha Kumari, PRT • Ms Neha Singh, 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>Secondary &Sr Secondary</p> <ol style="list-style-type: none"> 1. Mr MD Ayyub Alam 2. Mr Manoj Kr Singh, PGT Hindi 3. Ms Sarita Kumari, TGT-Hindi 	<ul style="list-style-type: none"> • Arrangements of morning assembly, important day celebration. • Conducting all cca competitions as per kvs norms.

		<p>4. Ms Ashika Pradhan, TGT Eng.</p> <p>House Masters:</p> <ol style="list-style-type: none"> 1. MS Ekta, PGT Maths 2. Ms Reena Verma, PGT Sociology 3. Ms Kalpana Meena, TGT Sc. 4. Mr. Rajeev Chaturvedi, TGT Skt. <p>Primary:</p> <p>House Masters:</p> <ol style="list-style-type: none"> 1. Mr Ujjawal Gupta, PRT (Ashoka) 2. Mr Sourabh, PRT 3. Ms Bhavna Yadav, PRT 4. Mr Surajit Saha, PRT 	<ul style="list-style-type: none"> • Importance announcement in assembly.
6.	FURNITURE	<ul style="list-style-type: none"> • Mr Vishnukant, PGT His I/C • Mr Shashi Ranjan Bage, Libr. • Mr Sourabh, PRT • Mr Sahbaj Hussain, PRT 	<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"> • Mr Jibesh Barman I/C • Ms Chandrika Beck, TGT S.St. • Mr. Ujjawal Gupta, PRT • Ms. Nisha Kumari, PRT • Mr Sahbaj Hussain, PRT 	<ul style="list-style-type: none"> • Maintenance & development of school garden, Children Park. • Preparation of quotation charts. • Verifying and certifying the bill submitted by private • Regular grass cutting • Keeping check on gardner
8.	MAINTENANCE & REPAIR CIVIL & ELECTRICAL	<ul style="list-style-type: none"> • Mr Jibesh Barman I/C • Ms. Kalpana Meena, TGT Sc. 	<ul style="list-style-type: none"> • Vidyalaya infrastructure development. • Coloring & white washing of school building.

	WATER SUPPLY	<ul style="list-style-type: none"> • Mr Ujjawal Gupta, PRT • Ms. Nisha Kumari, PRT • Mr. Surajit Saha, PRT • Ms. Mallika Thapa, PRT 	<ul style="list-style-type: none"> • Monitoring of wiring and electrical appliances. • List of vehicles & the owner address with contact number. • Arrangement of vehicle in all occasions. • Monitoring of water supply, tank cleaning, checking of water filter.
9.	CONSERVANCY SERVICES SECURITY & Gardner	<p><u>CONSERVANCY SERVICES</u></p> <ul style="list-style-type: none"> • Mr MD Ayyub Alam I/C • Mr Prabhat R Lakra, TGT Eng. • Mr. Jibesh Barman, TGT AE • Mr Ujjawal Gupta, PRT • Ms Bhavna Yadav, PRT • Mr. Nikhil, JSA <p><u>SECURITY & GARDNER</u></p> <ul style="list-style-type: none"> • Mr MD Ayyub Alam I/C • Mr Prabhat R Lakra, TGT Eng. • Mr. Jibesh Barman, TGT AE • Mr Ujjawal Gupta, PRT • Ms Bhavna Yadav, PRT • Mr. Nikhil, JSA 	<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.
10.	MEDICAL CHECKUP	<ul style="list-style-type: none"> • Mr. Abhinav Uniyal I/C • Ms Kalpana Meena, TGT Sc • Ms. Piyali Mitra, Nurse • Ms Bhavna Yadav, PRT • Ms Shilpi Choudhury, PRT 	<ul style="list-style-type: none"> • Arrangement of medical checkup for all students twice in a year.
11.	PHOTOGRAPHY	<ul style="list-style-type: none"> • Mr. Jibesh Barman, TGT AE • Ms. Chandra Chakraborty, PRT 	<ul style="list-style-type: none"> • Arrangement of photographer for important function. • Display of photographs on display boards

		<ul style="list-style-type: none"> Ms Neha Singh, PRT 	
12.	GUIDANCE, COUNSELLING and ADOLESCENCE EDUCATION	<ul style="list-style-type: none"> Mr Md Ayyub Alam, PGT Eng I/C Mr Prabhat Roshan Lakra, TGT Eng Ms Nabanita Malakar, TGT Bio Ms Kalpana Meena, TGT Sc. Mr. Abhinav Uniyal, TGT P & H Mr Harishankar Mahto, PRT Music Ms Shilpi Choudhury, PRT Ms. Pavan Kumari, PRT 	<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
13.	SPORTS COMMITTEE	<ul style="list-style-type: none"> Mr. Abhinav Uniyal, TGT P & H I/C Mr Jibesh Barman, TGT AE Mr Manoj Kr Singh, PGT Hindi Ms Nisha Kumari, PRT Mr Sourabh, 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.
14.	SCOUTS & GUIDES CUBS & BULBULS	<ul style="list-style-type: none"> Mr. Rajeev Chaturvedi, TGT Skt. I/C Mr. Manoj Kr Singh, PGT Hindi Mr Vishnukant, PGT His Mr Ujjawal Gupta, PRT Ms Bhavna Yadav, PRT Ms. Nisha Kumari, PRT Mr. Sourabh, PRT 	<ul style="list-style-type: none"> Registration for new enrolment before 31st august. 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.
15.	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.

			<ul style="list-style-type: none"> • Planning for solving the problems. • Monitoring work.
16.	<p>A)OFFICIAL LANGUAGE COMMITTEE</p> <p>B) VIDYALAYA WEBSITE UPDATATION</p> <p>C)ICT, INNOVATION & EXPERIMENTATION and</p> <p>D) E- Class rooms – Maintenance and judicial use</p>	<p>* Mr MD Ayyub Alam</p> <p>* * Mr. Manoj Kr Singh, PGT Hindi</p> <p>* Mr Rajeev Chaturvedi, TGT skt.</p> <p>* Ms Sarita Kumari</p> <p>* Mr Sourav Sarkar, CI</p> <p>* Ms Pritti Roy, PGT CS</p> <p>* Mr Jibesh Barman, TGT AE</p> <ul style="list-style-type: none"> • Mr. Shashi Ranjan, Libr. <p>Office Staff</p> <ul style="list-style-type: none"> • Mr Md Ayyub Alam, PGT Eng I/C • Mr Prabhat Roshan Lakra, TGT Eng • Ms Nabanita Malakar, TGT Bio • Ms Kalpana Meena, TGT Sc. • Mr. Abhinav Uniyal, TGT P & H • Ms. Chandrika Beck, TGT S.St. • Ms. Tithi Sarkar, TGT Maths. <p>Mr Sourav Sarkar, CI</p> <p>* Ms Pritti Roy, PGT CS</p>	<ul style="list-style-type: none"> • UPDATING KV WEBSITE AS PER THE KVS DIRECTION. • ENROLMENT OF STAFF AND STUDENTS. • PROPER UTILIZATION OF PROGRAMMES. <p>a. Maintaining CAL register b. Repair and maintenance c. Guiding innovative projects</p>
17.	<p>CLUBS</p> <p>1. SCIENCE CLUB</p> <p>2. MATHS CLUB</p> <p>3. ECO CLUB</p> <p>4. INTEGRITY CLUB</p>	<p>Club In Charges</p> <p>Ms. Kalpana Meena, TGT Sc.</p> <p>Ms. Nabanita Malakar, PGT Bio</p> <p>Ms. Ekta, PGT Maths</p> <p>Mr. Sanjoy Chhetri, TGT Maths</p> <p>i. Ms Kalpana Meena, TGT Sc</p> <p>ii. Ms. Chandrika Beck, TGT S.St.</p> <ul style="list-style-type: none"> • Md. Ayyub Alam, PGT Eng. I/C 	<ul style="list-style-type: none"> • Conduct various activities • Submission of brief reports

	5. . ADVENTURE	<ul style="list-style-type: none"> • Mr Vishnukant, PGT His • Ms. Chandrika Beck, TGT S.St. • i.Mr. Abhinav Uniyal, TGT P& H • ii. Mr Satish Barua, Yoga Instr. • iii. Ms Nisha Kumari, PRT 	
18.	<p>SUBJECT COMMITTEES</p> <p>1. ENGLISH/HINDI /SKT</p> <p>2.SCIENCE</p> <p>3.MATHS</p> <p>4. Social Science</p> <p>5. Misc</p> <p>5. PRIMARY</p>	<p>In charges:</p> <p>Mr MD Ayyub Alam, PGT Eng.</p> <p>Mr Manoj Kr Singh, PGT Hindi</p> <p>And Members</p> <p>Ms Kalpana Meena, TGT Sc.</p> <p>Ms Nabanita Malakar, PGT Bio</p> <p>And members</p> <p>Ms Ekta, PGT Maths</p> <p>Mr. Sanjoy Chhetri, TGT Maths</p> <p>And members</p> <p>Mr. Vishnukant, PGT His</p> <p>Ms. Reena Verma, PGT Sociology</p> <p>Ms S Tamang, PGT Geo.</p> <p>Mr. Hari shankar Mahto, PRT Music</p> <p>And Members</p> <p>•Mr. Ujjawal Gupta, PRT</p> <p>•Ms. Nisha Kumari, PRT</p> <p>Mr Sahbaj Hussain, PRT And members</p>	<p>In the meeting, conveners should discuss the following points on the priority basis required during that month.</p> <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. • Model question papers. • Gifted children identification. • Under achievers/slow learners identification strategies for effective monitoring for their improvement. • Educational trips/tours. • Club activities • Exhibitions • Implementation of FLN and NIPUN • Examinations result PT1/PT2/HY/PT3/UT'S/SSE. • Plan for preparation of subject magazines.
19.	<p>OLYMPIAD COMMITTEES, External Exams, PISA</p>	<p>Mr. Prabhat R Lakra, TGT (Eng)</p> <p>Mr Vishnukant, PGT His</p> <p>Ms Samprada Tamang, PGT Geo</p>	<ul style="list-style-type: none"> • Collecting information conducting coaching classes, announcement, and convincing motivating parents/students.

		Mr. Sourabh, PRT Ms Neha Singh, PRT Ms Chandra Chakraborty, PRT	<ul style="list-style-type: none"> Relevant duties to carry Olympiads.
20	EDITORIAL BOARD	Mr MD Ayyub Alam I/C Ms Sarita Kumari Mr Prabhat Roshan Lakra, TGT Eng Ms Ashika Pradhan, TGT English Ms. Bhavna Yadav, PRT Ms Pavan Kumari, PRT Md Sahbaj Husain, PRT	<ul style="list-style-type: none"> Preparation of student's diary, school magazine, news letter, invitation cards.
21	LIBRARY COMMITTEE	Mr. Shashi Ranjan Bage, I/C All Members	<ul style="list-style-type: none"> As per the library policy implemented by KVS
22	MODERATION COMMITTEE	Mr MD Ayyub Alam Mr Prabhat Roshan Lakra Mr Vishnukant Ms Kalpana Meena Mr Abhinav Uniyal	<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.
23	PURCHASING COMMITTEE	<ol style="list-style-type: none"> Mr Md Ayyub Alam I/C Mr Jibesh Barman Mr Abhinav Uniyal Ms Kalpana Meena Ms Nisha Kumari, PRT Mr Sahil Kumar, SSA Mr. Nikhil, JSA Department I/C 	<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.

24.	CLEANLINESS COMMITTEE	<ul style="list-style-type: none"> • Mr. Ujjawal Gupta I/C • Mr Prabhat R Lakra, TGT Eng. • Mr. Jibesh Barman, TGT AE • Ms. Chandrika Beck, TGT S.St. • Ms Ashika Pradhan , TGT Eng • Mr Sourabh, PRT • Ms Bhavna Yadav, PRT • Ms Chandra Chakraborty, PRT • Mr Md sahbaj Hussain, PRT • Mr. Surajit Saha, PRT • Ms. Piyali Mitra, Nurse 	<ul style="list-style-type: none"> • To plan for cleanliness of school campus, class. And its execution
25.	PRIMARY RESOURCE ROOM	<ul style="list-style-type: none"> • Mr. Sourabh, PRT • Ms. Shilpi Choudhury, PRT • Mr H S Mahto, PRT Music • Ms. Shilpi Roy, Dance Instr. 	<ul style="list-style-type: none"> • Development of activity room as per cmp.
26.	RAJBHASHA KARYAKARNI SAMITI	<ul style="list-style-type: none"> • Mr Manoj Kr Singh I/C • Ms Sarita Kumari • Mr Ujjawal Gupta 	<ul style="list-style-type: none"> • Implementation of govt. Politics & attending the meeting. • Submission of report.
27.	DISCIPLINE (Students & staff) / Complaint Box	<ul style="list-style-type: none"> • Mr.MD Ayyub Alam I/C • Mr Abhinav Uniyal, TGT P& H • Mr Satish Barua, Yoga Instr. • Mr. Vishnukant, PGT His • Mr Prabhat Roshan Lakra, TGT • Mr Ujjawal Gupta, PRT • Ms Nisha Kumari, PRT • All Class Teachers 	<ul style="list-style-type: none"> • Checking of student uniforms, late comers, and students missing assembly. • Behavior of students inside and outside the class room. • Students coming out in the middle of the class. • Monitoring of the movement of students in a line during arrival and departure time.
28.	STOCK HOLDERS	All Stock Holders	<ul style="list-style-type: none"> • Verification items.

			<ul style="list-style-type: none"> • Preparation of condemnation list. • Purchasing of items as per the need & budget estimation.
29.	MATHS DEPARTMENT	All Members of Maths Dept and Computer Instructor	<ul style="list-style-type: none"> • Cs-54 and CS-11 • Income tax • To calculate the deduction of income tax. • To ensure timely submission of it return. • To ensure regular payments of MES bills
30.	FIRST AID & M.I. ROOM	<ul style="list-style-type: none"> • Ms. Kalpana Meena I/C • Ms. Piyali Mitra, Nurse • Mr. Abhinav Uniyal, TGT P&H 	<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.
31.	TEACHING AIDS AND AUDIO- VISUAL AIDS	<p>Mr Jibesh Varman, TGT AE</p> <p>Mr Shashi Ranjan Bage, Libr.</p> <p>Ms. Bhavna Yadav, PRT</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.
32	ARRANGEMENT FOR STAFF MEETING, PTM AND VMC	<p>Mr. Vishnukant, PGT His I/C</p> <p>Mr Jibesh Varman, TGT AE</p> <p>Mr Shashi Ranjan Bage, Libr.</p> <ul style="list-style-type: none"> •Ms. Bhavna Yadav, PRT •Ms. Nisha Kumari, PRT 	<ul style="list-style-type: none"> • Proper Arrangement for the meeting • Informing members • Preparation of agenda and circulating among members • Recording minutes of the meeting
33.	OFFICE	<ul style="list-style-type: none"> • Mr Sahil Kumar, SSA I/C • Mr. Nikhil, JSA • Mr. Nitesh DEO 	<ul style="list-style-type: none"> • All type of works regarding office • Checking e mail and to reply
34	Staff quarters	<ul style="list-style-type: none"> • Mr Abhinav Uniyal I/C • Mr Rajeev Chaturvedi, TGT Skt. • Mr H S Mahto, PRT Music • Ms Kalpana Meena, TGT Sc. • Ms Bhavna Yadav • Mr Nikhil 	<ul style="list-style-type: none"> • Preparing roster for allotment of qtr • Maintenance and repair • Cleaning of qtr area • Harmonious atmosphere • Preparation of list of occupant of qtrs. and to submit MES

35	UBI/Shaladarpan/ UDIAS/ Kanyashree, SC/ST Scholarship /	<ul style="list-style-type: none"> • Ms Priti Roy, PGT CS I/C • Mr Sourav Sarkar, CI • Mr Vishnukant, PGT His • Mr Ujjawal Gupta, PRT • All Class teachers 	<ul style="list-style-type: none"> • Completing all information's as per the requirements
36	Overall In charges	<p>Primary Section Mr. Ujjawal Gupta, PRT Upper Primary <i>(VI to VIII)</i> Mr. Prabhat Roshan Lakra, TGT Eng</p> <p>Secondary/Sr Secondary (IX-XII) Mr. Md. Ayyub Alam, PGT Eng.</p>	<ul style="list-style-type: none"> • Reporting and execution of policies • Coordination with staff, students and parents • Planning of academic, co-curricular activities, development of infrastructure • PRO • Syllabus completion report • Dealing with administrative and disciplinary issues • Coordinating with other subject teachers and parents • PTM
37	Vidyajali and any programme assigned by KVS	<p>Mr MD Ayyub Alam I/C Mr. Prabhat Roshan Lakra, TGT Eng Mr. Abhinav Uniyal, TGT P&H Mr. Jibesh Barman, TGT AE Mr. Ujjawal Gupta, PRT Mr. Nikhil</p>	