

KENDRIYA VIDYALAYA, RAMESWARAM.

DUTY ALLOTMENT / COMMITTEES FOR THE SESSION: 2024-2025

The following committees, departments and clubs are hereby constituted to carry out various curricular, co-curricular and extracurricular 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, in-charges and members of Dept/committee/ Club are hereby instructed to **open a register to record the action plan prepared and to implement it** with all seriousness. The performance of each committee will be assessed by the Principal and the observations will be recorded in the Annual Performance Appraisal of the individuals. The duties, responsibilities/activities are mentioned below.

S.No.	DEPT/COMMITTEE/ CLUB	IN- CHARGE/CONVE NER/ MEMBER	SIGN	DUTIES/RESPONSIBILITIES/ ACTIVITIES
1.	a) ACADEMIC SUPERVISION	1. Principal		1. Supervision of secondary and primary respectively 2. Taking rounds to check the class rooms activities 3. Observations of class room teaching and submission of report to the DC KVS RO for comments/suggestions/Guidelines. 4. Any other related work assigned by the competent Authority.
	b) COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	1. Mr. Sanket Bhardwaj TGT Science. 2. Mr. Vishal Singh (TGT SOST) 3. Mr. Virendra Pal (TGT AE) 4. Mr. Prabal (PRT)	1. 2. 3. 4.	1. This committee will suggest and chalk out all action plan for academic and co – curricular activities. 2. This committee will function as advisory board for Vidyalaya’s activities. 3. Members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action Viz Sports, Games, Examination etc. 4. Decision of the committee will be final and binding on all students. 5. Any other related work assigned by the Principal
2.	ACADEMIC ADVISORY COMMITTEE a) PRIMARY	1. Mr. Prabal (PRT) 2. Mr. Sunil Kumar Rana (PRT)	1. 2. 3	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).

	b) SECONDARY & SR. SECONDARY	1. Mr. Vishal Singh(TGT SOST) 2.Sanket Bharadwaj (TGT SCI) 3.Mr. Vineeth Kumar M T (TGT WET) 4. Mr. Bhoodev Singh Nohwar (TGT SKT)	1. 2. 3. 4.	2. To list out the names of weak students (on the basis of periodic test) and prepare action plan on or before 15 th Aug- 2021 and to ensure that action is taken as per plan. 3.To prepare and inform to subject teachers about the special timetable of all holidays, breaks(Autumn & Winter) and vacation including Morning 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. Any other related work assigned by the Principal
3.	CO-CURRICULAR ACTIVIES 1) Morning assembly organizations 2) Celebrating of festival & important days 3) CCA (internal) a) Primary	1.Respective Class Teacher with Assembly Incharge 1.Mr. Prabal (PRT) 2.Mr. Sunil Kumar Rana (PRT)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 1. 2.	<u>MORNINIG ASSEMBLY</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 by provide a greeting card to all birth day 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(Non controversial items only) 4. Thought for the day should be very short and thought provoking. 5. Organising assembly programme during inspection and on special days. <u>CELEBRATION OF FESTIVAL & IMPORTANT DAYS</u> 1.To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calendar & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc. 2. Special programs may be presented on special occasions & important days followed by a brief speech related to festivals.

	<p>b) Secondary</p>	<p>1. Bhoodev Sing Nowhar (TGT SKT) 2. Mr. Abhishek Sing (TGT PH&E)</p>	<p>1. 2.</p>	<p>One programme should be presented by a staff member voluntarily.</p> <p>3. To encourage the students & staff to participate in these programmes & assign duties for them.</p> <p>4. Guest lecture should also be organized on special occasion & important days to celebrate the occasion with true spirit.</p> <p><u>CO-CURRICULAR ACTIVITIES (INTERNAL)</u></p> <p>1. To prepare an action plan for internal and external CCA activities for the session and complete in time.</p> <p>2. They will also have to suggest practical plans for improvement of CCA activities.</p> <p>3. To check the preparation of CCA.</p> <p>4. To plan for prize distribution.</p> <p>5. To send the important news items from time to time related to CCA to newspaper agencies for publications.</p> <p>6. The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters.</p> <p>7. To send the information regarding the prize winners to the Web site committee to up load in our school web site.</p> <p><u>CO-CURRICULAR ACTIVITIES (EXTERNAL)</u></p> <p>1. Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same.</p> <p>2. To encourage the students to ensure maximum participations in various competitions conducted by different organizations</p> <p>3. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners.</p> <p>4. To send the information regarding the prize winners to the Web site committee to up load in our school web site.</p> <p>5. Any other related work assigned by the Principal.</p>
	<p>c) CCA (external)</p>	<p>1. Mr. Narendra Rawa (TGT LIB) 2. Ms. Rekha Sen</p>	<p>1. 2.</p>	<p><u>CO-CURRICULAR ACTIVITIES (EXTERNAL)</u></p> <p>1. Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same.</p> <p>2. To encourage the students to ensure maximum participations in various competitions conducted by different organizations</p> <p>3. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners.</p> <p>4. To send the information regarding the prize winners to the Web site committee to up load in our school web site.</p> <p>5. Any other related work assigned by the Principal.</p>

	d) Value Education	1. All the Regular and Contractual teachers.		<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 one in a week). 4. To encourage teachers to present moral talk to the students in morning assembly.
4.	EXAMINATION			
	a) PRIMARY	1. Mr. Prabal (PRT) 2. Mr. Sunil Kumar Rana (PRT)	1. 2.	1. Complete schedule of test/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 test/exam.
	b) SECONDARY	1. Mr. Vineeth Kumar M T (TGT WET)	1.	2. Maintain the required Examination stationery in stock. 3. Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.
	c) CBSE & IX ON LINE Submission of Data	1. Mr. Vineeth Kumar M T (TGT WET) 2. Comp Instructor	1. 2.	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. 6. To train the teachers to prepare the results as per new CCE guidelines issued by CBSE 7. Plan for all the external examinations including CBSE and to conduct it successfully. 8. Any other related work assigned by the Principal.

5.	ADMISSIONS a) PRIMARY and SECONDARY c) WRITING ADMISSION REGISTER	1. Mr. Vineeth Kumar (TGT WET) 2. Mr. Virenra Pal (TGT AE) 3. Mr. Prabal 1. Mr. Prabal (PRT) 2. Mr. Narendra Ranwa (TGT LIB)	1. 2. 3. 1. 2.	1. To admit the students by following admission procedure as per guidelines issued by KVS (HQ). 2. To issue & collect the admission registration forms after thorough scrutiny. 3. To make a plan to set the question papers required for fresh admission for class IX and above. 4. To complete the formalities of admission as per KVS instructions. 5. Any other related work assigned by the Principal. 1. To write all the entries of the newly admitted students in the Admission register without error.
6.	TIME TABLE PREPARATION a) SECONDARY and PRIMARY ARRANGEMENT REGISTER b) SECONDARY and PRIMARY.	1.Mr. Sanket Bharadwaj (TGT Sci) 2.Mr. Prabal (PRT) 1.Mr. Vineeth Kumar M T (TGT WET) 2.Mr. Virendra Pal (TGT AE)	1. 2. 1. 2.	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.

7.	NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP)/ AWAKENING CITIZENSHIP PROGRAMME	1.Mr. Bhoodev Singh Nohwar(TGT SKT) 2.Mr. Sanket Bhardwaj (TGT SCI) 3.Ms. Rekha Sen (PRT MUSIC)	1. 2. 3.	1. To conduct NAEP programme as per KVS direction. 2. Chalk out yearly plan to conduct NAEP activities. 3. To invite experts in the field for NAEP programme. 3. Report of conducted activities should to send to KVS RO(BGR) for its information. 4. Any other work related and assigned by the Principal.
8.	GUIDANCE & COUNSELLING	1.Principal 2. TGT ENGLISH 3. Mr. Bhoodev Singh Nohwar TGT 4. .Ms. Rekha Sen (PRT MUSIC)	1. 2. 3. 4.	1. Provide proper guidance to students for their future plan & action. 2. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 3. Experts should also be invited from time-to-time to provide proper guidance to the students. 4. Any other related work assigned by the Principal.
9.	NCC/SCOUTS & GUIDES CUBS & BULBULS	1.Mr. Abhishek Singh (TGT PH&E) 2.Ms. Rekha Sen (PRT Music) 1.Mr. Prabal (PRT)	1. 2. 1.	1. To prepare seasonal plans with tentative dates & months for organizing activities. 2. To select students for Cubs and Bulbuls, Scouts & Guides enrolment in the month of April every year. 3. To give proper training to the students for Guard of Honour and for other activities. 4. To provide opportunities for scouts & guides to participate in various activities conducted in the Vidyalaya , Regional level and National level. 5. Any other related work assigned by the Principal. 6. <u>All the teachers should compulsorily come in uniform on the specific day.</u>

10.	NON SCHOLASTIC TRAINING PROGRAMME a)ART & CRAFT b) MUSIC & DANCE c) GAMES & SPORTS/SBSB/FIT INDIA /EBSB activities	1.Mr. Virendra Pal (TGT AE) 1. Ms. Rekha Sen (PRT MUSIC) 1.Mr. Abhishek Singh (TGT PH&E) 2.Yoga Coach	1. 1. 1. 2.	1. To complete the formalities to appoint coaches and start coaching classes well in advance. 2. To prepare yearly plans (month wise). 3. To supervise the activities as per the plan. 4. To provide proper guidance to coaches concerned and to students. 5. To submit quarterly progress report of the activities like SBSB, FIT INDIA , EBSB &monthly report as well as yearly report at the end of the session. 6. Any other related work assigned by the Principal.
11.	SUBJECT COMMITTEES a) PRIMARY SECTION b) SECONDARY 1) ENGLISH	1. Mr. Prabal PRT 2. All Subject Teachers 1. (TGT ENGLISH)	1. 2. 3. 4. 5. 1.	1. To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance. 2. To check class wise monthly academic performance analysis & discuss for future course of action. 3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal.
	2) HINDI/SANSKRIT	1.Mr.Bhobev Singh Nowhar (TGT SKT) 2. Mr. Virendra Pal	1 2	
	3) MATHEMATICS	1. (TGT MATH)	1	4. To put a vigil on class wise progress of subject/lesson. 5. To highlight the importance of the subject amongst the students

	4) SCIENCE	1. Mr. Sanket Bhardwaj (TGT SCI)	1	and create interest in subject.
	5) SOCIAL SCIENCE	1.Mr. Vishal Singh(TGT SST)	1	6. To discuss difficult topics on rotation by faculty members. 7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc.
	6) TAL &CAL Secondary	1. Mr. Vishal Singh (TGT SST)	1.	8. To discuss the activities /worksheets/ plan excursions etc as per the split up of syllabus and coverage of lessons. 9. To use the computers/ LCD etc to make the lessons interesting.
	Primary	1. Mr. Prabal (PRT)	1.	10. To procure activity / TLM materials and to use them for teaching purpose effectively. 11. Minutes of Subject committee meeting should be approved by the principal and to be adhered scrupulously. 12. Any other related work assigned by the Principal.
12.	CLUB ACTIVITIES			
	a) LITERARY CLUB/READERS CLUB	1. TGT ENGLISH 2. Mr. Narendra Ranwa (TGT LIB)	1. 2.	1. To prepare a plan to create literary atmosphere in Vidyalaya. 2. To prepare class wise magazines at least one in each subject 3. To prepare the students for participating in external & internal competitions. 4. To organize minimum two competitions/ seminars/ programmes etc. Based on Language in a year. 5. To guide the students to write articles to publish in Magazine and news papers. 6. Any other related work assigned by the Principal.
	b.MATHEMATICS CLUB/ TARUNOTSAVA/PIS A/ CCT	1.(TGT MATH) 2. Mr.Virendra Pal TGT(AE) 3.TGT English	1. 2. 3.	1. To form a mathematics club & encourage students interested in mathematics to take up good projects. 2. To prepare the students for participating in external and internal competitions, seminars Olympiads, quiz, PISA, CCT etc. 3. To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving. 4. To prepare at least one class wise magazine. 5. To organize at least two competitions/ seminars/ programmes etc. based on the subject. 6. To guide the students to prepare articles to publish in Magazine and Newspapers.

<p>c) SCIENCE CLUB/ JIGYASA / INSPIRE.....</p>	<p>1. Mr. Sanket Bhardwaj(TGT SCI) 2. Mr. Sunil Kumar Rana (PRT)</p>	<p>1. 2.</p>	<p>1. To form a science club & encourage students interested in science to take up good projects. 2. To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc. 3. To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving. 4.To prepare at least one class wise magazine. 5. To organize at least two competitions/ seminars/ programmes etc. based on subject. 6. To organize Science Exhibition at Vidyalaya, Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 7. To guide the students to write articles to publish in magazine and News papers. 8. Any other related work assigned by the Principal.</p>
<p>d) SOCIAL SCIENCE CLUB/INTEGRITY CLUB</p>	<p>1. Vishal Singh (TGT SST)</p>	<p>1.</p>	<p>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 at least one 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 these 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.</p>

	f) NATURE CLUB/ GREEN CAMPUS CLUB	1. Mr. Sanket Bhardwaj TGT(SCI) 2. Ms. Rekha Sen (PRT MUSIC)	1. 2.	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 plant and 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. Any other related work assigned by the Principal.
	g) HEALTH CLUB/WELLNESS CLUB	1. Mr. Abhishek Singh (TGT PH&E) 2. Yoga Coach	1. 2.	1. To propose and arrange adventure trips for the students 2. Any such trips from KVS side should be taken up with true spirit.
	h) EDUCATIONAL EXCURSIONS / PARYATAN PARV	1. All Class Teachers		1. To make an annual plan of excursions for different classes to different places of educational and Historical importance. 2. To arrange conveyance, permission for entry and other arrangements to conduct tours successfully. 3. Any other related work assigned by the Principal.
12.	a) GAMES AND SPORTS DEPARTMENT SECONDARY & SR. SECONDARY PRIMARY	1. Mr. Abhishek Singh (TGT PH&E) 2. Yoga Coach 1. Mr. Abhishek Singh (TGT PH&E) 2. Yoga Coach	1. 2. 1. 2.	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 first week of August’09 & organize the Sports day celebration by the end Sep/Oct of every year. 7. Any other related work assigned by the Principal.

	c) SUPW DEPARTMENT/ SHALADARPAN/ BIOMETRIC	1. Mr. Vineeth Kumar M T (TGT WET)	1.	<ol style="list-style-type: none"> 1. Prepare plan for the SUPW training in various fields as per KVS directions. 2. To help in organizing exhibitions at Vidyalaya level by Science and SST dept. 3. Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya. 4. Maintenance of vidyalaya electrical, P.A. system, water connections, repair of furniture etc with help of students during SUPW periods. 5. Any other related work assigned by the Principal.
	c) MUSIC DEPARTMENT	1.Ms. Rekha Sen (PRT MUSIC)	1.	<ol style="list-style-type: none"> 1.To select a group of students who are having keen interest in the field of music 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 buy and to maintain the required musical instruments. 5. To train students properly sing in the morning assembly & the community songs in all the languages. 6.To prepare dance and Music programmes for the annual day and for all other special occasions. 7. To train the children to sing the prayer song and all community songs with out seeing the diary in the morning assembly. 8. Any other related work assigned by the Principal.
	d) LIBRARY Primary and Secondary	1. Mr. Narendra Ranwa (TGT LIB)	1.	<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. Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the 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 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

	<p>e)LIBRARY COMMITTEE</p>	<p>1.Mr. Narendra Ranwa (TGT LIB) 2.Mr. Bhoodev Singh Nohwar (TGT SKT) 3.Mr. Vishal Singh (TGT SOST) 4.Mr. Sanket Bhardwaj (TGT SCI) 5.Mr. Prabal (PRT)</p>	<p>1. 2. 3. 4. 5.</p>	<p>etc. 6. To collect requirements of staff and students and to procure the books. 7. To follow the KVS Library policy. 8. Library automation to be done & data base to be maintained by using latest software for library. 9. Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily. 10. Any other related work assigned by the Principal.</p> <p>1. To suggest and improve Face Lift of the library to provide a congenial reading atmosphere for the students. 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 supervise effectively the functioning of library and to send a quarterly to the principal. 5. Any other related work assigned by the Principal.</p>
	<p>f) COMPUTER DEPARTMENT</p>	<p>1.Mr. Prabal (PRT) 2.Computer Instructor</p>	<p>1. 2.</p>	<p>1. To oversee the functioning / maintenance of computers in KV by AMC contractor. 2. To send monthly reports to KVS (RO) 3. To update website weekly (The data should be collected from all the Department heads, CCA coordinator, Office etc. 4. To check KVS (RO) and HQ website every day and to download circulars etc. 5. Any other related work assigned by the Principal.</p>
	<p>g) TEACHING AID CUM E-Content ROOM SECONDARY h) PRIMARY RESOURCE ROOM and C.M.P</p>	<p>1.Mr. Vineeth Kumar M T (TGT WET) 2.Mr. Bhoodev Singh Nowhar TGT</p> <p>1. Mr. Prabal PRT 2.Mr. Sunil Kumar Rana PRT</p>	<p>1. 2.</p> <p>1. 2.</p>	<p>1.To set an activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR) dated06/02/08 2. To plan and arrange for purchasing materials required for teaching aids Dept. 3. Any other related work assigned by the Principal.</p> <p>1. To execute the C.M.P. as per KVS directions. 2. To conduct periodical workshops and meetings to strengthen C.M.P. 3. To monitor the quality of worksheets prepared by the teachers</p>

	i) XEROXING AND PRINTING OF WORK-SHEETS	1.Mr. Vineeth Kumar M T (TGT WET) 2.Mr. Prabal PRT	1. 2.	and its execution as per plan. 4. To monitor the Teaching – Learning process and Methodology used by the teachers. 5. To conduct the various activities under C.M.P as per KVS directions. 1. To plan and arrange for purchasing materials required for T.L.M. 2. Any other related work assigned by the Principal.
13.	FURNITURE DEPARTMENT	1. Mr. Virendra Pal (TGT AE) 2. Mr. Narendra Ranwa (TGT LIB)	1. 2.	1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirements from the budget allotment. 3. Any other related work assigned by the Principal.
14	LABORATORY a)SCIENCE d) LANGUAGE LAB	1.Mr. Sanket Bhardwaj (TGT SCI) 2.TGT ENGLISH and HINDI	1. 2.	1. To make necessary arrangement for procuring the materials for Science, Language and Maths Laboratories as per the needs. 2. Lab attendant to maintain the laboratories for students use, update the stock & make necessary arrangement of apparatus for the use of students. 3. The required practical/activities to be conducted for different classes as per prescribed syllabus. 4. To organize exhibitions in different subjects at various levels. 5. To check the practical / activity record regularly. 6. To give sufficient practice to the board class students. 7. Any other related work assigned by the Principal.
15.	MAINTENANCE OF SCHOOL CAMPUS a)SCHOOL BUILDING REPAIR &MAINTENANCE CIVIL AND ELECTRICAL	1.Mr. Vineeth Kumar M T (TGT WET) 2. Mr. Virendra Pal TGT AE 3.Mr. Abhishek (TGT PH&E)	1. 2. 3.	1. To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments. 2. To plan & purchase the material required for the purpose of maintenance and repair. 3. Arrange to keep the Vidyalaya Campus neat & clean. 4.To take an action in time for the decent look of the Vidyalaya 5. To maintain the tube lights & fans etc. in proper condition 6. The committee members will look after the judicial use of water and electrical power in the school and staff quarters.

				<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>
	c)BEAUTIFICATION OF CAMPUS AND MAINTENANCE OF GARDENS	<p>1.Mr. Abhishek Singh (TGT PH&E)</p> <p>2. Ms. Rekha Sen (PRT MUSIC)</p>	<p>1.</p> <p>2.</p>	<p>1. To prepare plan to beautification of the campus</p> <p>2. To procure saplings and other requirements for the garden and to monitor the maintenance of gardens</p> <p>3. To take up the plantations of trees in around the campus</p> <p>4. To instruct and supervise the gardener to maintain the campus without any weeds etc.</p> <p>5. Any other related work assigned by the Principal.</p>
16.	CLEANLINESS OF THE SCHOOL –	<p>1. Mr. Virendra Pal TGT AE</p> <p>2. Mr. Abhishek Singh (TGT PH&E)</p> <p>.</p>	<p>1.</p> <p>2.</p>	<p>Ground Floor, Office,Principal roomand front Lobby –</p> <p>Primary section –</p> <p>Ground floor of Secondary &Sr Sec section –</p> <p>Front road, Assembly ground and other areas to be cleaned –</p> <p>All toilets and bathrooms should be washed with Phenyl.</p> <p>Wet mop of all corridors, departments 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. All Group D employees will report to undersigned at 7.30 am and will supervise the cleaning work.</p> <p>3. Any other related work assigned by the Principal.</p>
17.	VIDYALAYA PATRIKA EDITORIAL BOARD	<p>1. Vineeth Kumar M T TGT WET</p> <p>2. Mr. Narendra Ranwa (TGT LIB)</p> <p>3. Mr. Prabal (PRT)</p>	<p>1.</p> <p>2.</p> <p>3.</p>	<p>1. To encourage the students to write articles on different topics and collect the articles.</p> <p>2. To edit all the articles written by the students</p> <p>3. To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee.</p> <p>4. To complete all administrative formalities for printing the magazines.</p> <p>5. To collect messages from authorities.</p> <p>6. To release the Magazine latest by 15.08.14.</p> <p>7. Any other related work assigned by the Principal.</p>
18.	MAINTANANCE OF BOOK OF	<p>1. Mr.Narendra Ranwa (TGT LIB)</p>	<p>1.</p>	<p>1. To Keep record of all events and student prize winners in different competitions (External)</p>

	CHORONICLES AND MINUTES OF MEETING NEWS LETTER AND PRESS INFORMATION COMMITTEE C.M.P NEWS LETTER	2. Mr.Prabal(PRT) 1. Mr.Prabal (PRT)	2. 1.	2. To record the minutes of meetings. 3. Any other related work assigned by the Principal. 1. To send a report to KVS Regional office and KVS Head Qtrs in the form of a News letter (Bi monthly). 2. To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity 3. Any other related work assigned by the Principal.
19.	PURCHASE AND CONDEMNATION COMMITTEE - SECONDARY	1. Mr. Vineeth Kumar M T (TGT WET) 2.Mr. Bhoodev Singh Nohwar (TGT SANSKRIT)	1. 2.	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.To prepare a consolidated condemnation report for every session before the VMC Meeting and to get it approved 4. Purchases for the different depts. to be done in the school as per requirement. 5. Any other related work assigned by the Principal.
20.	RAJBHASHA KALYAN SAMITI	1.Mr. Bhoodev Singh Nohwar(TGT SKT) 2.Mr. Sanket Bhardwaj TGT SCI	1. 2.	1. To follow RajbhashaKalyanSamiti guidelines 2. To create a Hindi atmosphere & to prompt Hindi in daily use. 3. To celebrate “Hindi Pakhwada” as per the KVS guidelines. 4. Any other related work assigned by the Principal. 5. Mr.Nareshto write a Hindi word every day with its meaning on the display board in Primary section.
21	HEALTH & HYGEINE	1. Nurse 2.TGT Eng 3. Mr. Prabal (PRT) 4. Ms. Sunilkumar Rana PRT	1. 2. 3. 4.	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 3. To make available stock of First aid materials for the students. 4. A special care must be taken for girl child as per their natural need, if situation demands for that. 5. Any other related work assigned by the Principal.
22.	SECURITY & CONSERVANCY	1.Mr.Vineeth Kumar M T (TGT WET)	1.	1. To maintain a record of security personals deployed by the agency.

		2.Mr. Bhoodev Singh Nohwar (TGT SKT)	2.	<ol style="list-style-type: none"> 2. To give an outlay of security required for the campus to the agency and supervise the work done by the security personals. 3. Any lapse in the system should be informed to the agency to rectify it immediately. 4. Any other related work assigned by the Principal.
23.	CO-ORDINATION OF CONTRACTUAL TEACHERS AND COACHES	<ol style="list-style-type: none"> 1.Principal 2. Mr. Vineeth Kumar M T (TGT WET) 3.Mr. Prabal PRT 	<ol style="list-style-type: none"> 1. 2. 3. 	<ol style="list-style-type: none"> 1. To allocate the time table to the contractual teachers and coaches as per KVS directions. 2. To maintain a record for number of periods worked by each contractual teacher every day. 3. To compile the number of periods taken for every month from the school record and forward it to the office for payment on the last working day of the month. 4. Any other related work assigned by the Principal.
24.	DISCIPLINE	<ol style="list-style-type: none"> 1. Mr.Abhishek Singh (TGT PH&E) 2.All primary/Secondary class Trs 	<ol style="list-style-type: none"> 1. 2. 	<ol style="list-style-type: none"> 1. To enforce general instructions related to discipline are being followed by students or not. 2. Committee members will keep a strict watch on behavior of students in school campus. 3. This committee will take the responsibility to ensure that the Vidyalaya atmosphere is healthy and conducive for learning in all respects for the students. 4. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members & the principal to take necessary action. 5. Committee will decide the course of action against the concerned students (s). 6. Any other related work assigned by the Principal.
25.	WEB SITE COMMITTEE	<ol style="list-style-type: none"> 1. Mr. Vineeth Kumar M T (TGT WET) 2.Mr. Abhishek Singh (TGT PH&E) 3. Computer Instructor 	<ol style="list-style-type: none"> 1. 2. 3. 	<ol style="list-style-type: none"> 1. To Design the web site of the school with help of latest technology. 2. To collect the information as per the heads defined by KVS (HQ). 3. To Upload the information received immediately. 4. To upload frequently the creativity and achievement of the students and teachers. 5. To highlight the special features, Notifications and Important events in web site regularly.
26.	REDRESSAL OF GRIEVANCES AND	1.Mr. Vineeth Kumar M T (TGT WET)	1.	<ol style="list-style-type: none"> 1. To open the grievances box kept in the vidyalaya once (2nd Friday) in every month.

	SC/ST CELL	2. Mr. Prabal PRT	2.	2. Any complaints to be enquired and to report to higher authorities for n.a. 3. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal. 4. Any other work related and assigned by the Principal.
27.	R.T.I CELL	1. Principal 2. Mr. Sanket Bhardwaj(TGT SCI)	1. 2.	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.
27.	UDISE/RMSA/DIET /OFFICE MAITENANCE	1.Mr. Abhshek Singh (TGT PH&E) 2.Mr. Prabal PRT 3.Computer Instructor	1. 2. 3.	To assist the office in the following areas: <ul style="list-style-type: none"> • Updating student details in UDISE/RMSA/DIET...PORTALS • To up load Pay bill. • To type the letter drafts, as when required. • E-TDS filling with external agency • Income tax calculation • To get approvals of all papers from Chairman's office • To type the letters given by office and principal • To make entry in PFMS and Tally software.
28	Security/Conservancy Monthly bill verification and certification	1.Mr. Vineeth Kumar M T (TGT WET) 2.Mr. Bhoodev Singh Nohwar (TGT SKT) 3. Office Staff.	1. 2. 3.	To check/ Verify and certify the Monthly bills submitted by the agency concerned after verifying the attendance register of staff
29	Result Software/UBI portal update	1.Mr. Vineeth Kumar M T (TGT WET) 2.Computer Instructor 3.All class Teachers	1. 2. 3.	To upload student data in the designed portal
30	ALCP	1.Mr. Vineeth Kumar M T (TGT WET) 2.Computer Instructor	1. 2.	To prepare and forward quarterly report on Academic Loss Compensation Programme

NOTES

1. All the In – charges , 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 Plan and submit a copy to the Principal for monitoring the works in time without fail.
2. In case of any difficulty, 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. All the In-charges, Asst. In-charges and members of the concerned departments/ committees are hereby instructed to complete the stock verification for the session on or before 31st March and prepare the lists for purchasing/ procuring the required materials for the next session. List of materials for condemnation, if any, should also be prepared on or before 31st March 2024, list must be handed over to undersigned for necessary action on or before 5th April 2024.
6. All the New In charges/conveners of departments/ committees are hereby directed to take over the charge latest by 31.03.2024 after complete verification of stock and to maintain the stock register. Any discrepancy found should be reported to the under signed immediately.
7. Please put your efforts to complete all the responsibilities in time and in a creative and effective manner.
8. Please use your talent for the betterment of the Vidyalaya in general and students in particular.

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS/SUBJECT TEACHERS

SESSION 2024-25

DATE:27-03-2024

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 the house keeping staff available.
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 black board.
4. Light and fan must be used as per requirement and no misuse of electricity should be allowed.
5. All subject teachers have to prepare (fortnightly) teaching plan to complete the syllabus on time as per the KVS split up of Syllabus. The syllabus for Class X should be completed by 30th November 2024. 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 December 2024 for class X and for others in the month of January 2025. First round revision for X will be completed by December 2024 and for others by February 2025. Second round revision will commence from January 2025 onwards for classes X and it will be completed by 20th January 2025. For this purpose action plan will be chalked out in the month of December 2025.
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 black 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 be corrected regularly with positive suggestions and remarks instead of negative/discouraging remarks.
11. The records like Teachers diary, Attendance register, House register, Dept register, Subject Committee register etc as per the instructions, it should be maintained and to be submitted to the undersigned on demand at any number of time during the session.
12. All the class teachers will update the data in the UBI Fee portal on regular basis. Monthly report be submitted to the Principal

PRINCIPAL

KENDRIYA VIDYALAYA RAMESWARAM
SESSION: 2024-25
CERTIFICATE

This is to certify that I have noted down all the duties allotted to me in the committee list and I also read and understood the duties assigned to me as class teacher/ Subject teacher. I do fully aware that any deviation or failure to discharge my duties will warrant disciplinary action as per KVS Rules.

S. N.	Name of the Employee	Designation	Sign.
1	Mr. BHOODEV SINGH NOHWAR	TGT(SANSKRIT)	
2	Mr. VINEETH KUMAR M T	TGT(WET)	
3	Mr. VISHAL SINGH	TGT(SOST)	
4	Mr. SANKET BHARDWAJ	TGT(SCIENCE)	
5	Mr. ABHISHEK SINGH	TGT(PH&E)	
6	Mr. VIRENDRA PAL	TGT(AE)	
7	Mr. NARENDRA RANWA	TGT(LIB)	
8	Mr. PRABAL	PRT	
9	Mr. SUNIL KUMAR RANA	PRT	
10	Miss. REKHA SEN	PRT(MUSIC)	

S. N.	Name of the Employee	Designation	Sign.
11	Mrs. KOKILA	TGT MATH(CON)	
12	MS. AL HAZEENA	TGT ENG(CON)	
13	Mrs. SUBHA SHALINI	PRT(CON)	
14	Mrs. KARTHIKA	PRT(CON)	
15	Mrs. FATHIMA SIRIN	PRT (CON)	
16	Mrs. SENTHAMIL SELVI	PRT(CON)	
17	Mrs. LEENA	COMP INS	
18	Mrs. J MANICKAM	TAMIL COACH	

PRINCIPAL