

**KENDRIYA
VIDYALAYA
CHHATARPUR**

**Vidyalaya
Committees
2024 – 25**

DUTY ALLOTMENT – SESSION: 2024 – 25

The following committees, departments and clubs are here by constituted to carry out various curricular, co – curricular and extra-curricular 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 session.

All the conveners and in – charges and members of Dept./committee/Club are hereby instructed to prepare the action plan and implement with all seriousness. The duties, responsibilities/ activities are mentioned below: -

S No	DEPT/COMMITTEE/CLUB	IN-CHARGE/CONVENER/MEMBER	DUTIES/RESPONSIBILITIES/ACTIVITIES
1	ACADEMIC SUPERVISION	PRINCIPAL MS. BHARTI SHARM, HM	1.Supervision of secondary and primary. 2.Taking rounds to check the class rooms activities 3. Observations of class room teaching and submission to the Principal for comments.
2	COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	Mo. Saleem Siddaqui, PGT Mr. Romesh Khare, PGT Dr. Preeti Raina Mr. Gaurav Aarya, TGT Ms. Bharti Sharma	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.Incharge and members of this 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.Any other related work assigned by the Principal.
3	Academic Advisory Committee	Mr. S L Namdeo, PGT Mo. Saleem Siddiqi, PGT Mrs. Seema Sharma, PGT Mr. Romesh Khare, PGT Dr. Preeti Raina, PGT Mr. Gaurav Aarya, TGT Mrs. Bharti Sharma	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) 2.To list out the names of weak students (on the basis of PT - 1) and prepare action plan for better performance in examination. 3.To prepare and inform the subject teachers about the special time-table of all holidays, breaks (Autumn & Winter) and vacation including Monitoring 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.
4	ADMISSION	Mr. Deep Narayan, PGT I/C Mr. Manoj Kumar, PGT Ms. Bharti Sharma, HM Mr. Arif, PRT Ms. Priyanka	1.To admit the students by following admission procedure as per guidance issued by KVS (HQ). 2.To issue & collect the admission registration forms after through scrutiny. 3.To make a plan to set the question papers required for fresh admission for class IX. 4.To complete the formalities of admission as per KVS instructions. 5. Maintenance of Admission record and entry in School Register. 5.Any other related work assigned by the Principal.
5	ALUMNI ASSOCIATION	Mr. Shahjad Rangrej, TGT I/C Mr. Vinod Kumar, Sub	1.To maintain alumni register comprising at least their photographs, local address, year of passing, mail id and present address with post and company. 2.To conduct at least one alumni meet in a calendar year.
6	Beautification/Art & Craft	Ms Atiksha, PGT I/C Ms Bharti Sharma, HM Mrs. Kirti Yadav, TGT	1.To prepare plan for beautification of the campus. 2.Any other related work assigned by the Principal. 3.Stage decoration during any event organized by school.
7	Gardening/ Eco Club/Nature Club	Ms Atiksha, PGT I/C Mr. Manoj Kumar, PGT	1.To procure saplings and other requirements for the garden and to monitor the maintenance of gardens.

		Mr. L M Singh, TGT Ms Bharti Sharma, HM Mrs. Kirti Yadav, TGT	<p>2.To take up the plantations of trees in around the campus</p> <p>3.To instruct and supervise the gardener to maintain the campus without any weeds etc.</p> <p>4. To inculcate the habit of loving nature in the minds of children.</p> <p>5.To announce a particular day as “plantation Day” and the children may be asked to take care of sapling in the vidyalaya campus.</p> <p>6.Every class may be allotted a particular area in the garden to be maintained during their SUPW periods.</p> <p>7.To encourage students to look in to the beautification of campus.</p> <p>8.Any other related work assigned by the Principal.</p>
8	Examination – Primary (Internal)	Ms. Bharti Sharma, HM Ms. Shraddha Goswami Ms. Garima Ms. Priyanks Kumari	<p>1.Complete schedule of all 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 tests/exam.</p> <p>2.Maintain the required Examination stationary in stock.</p> <p>3.Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.</p> <p>4.All the required documents/materials like answer sheets, mark-sheets, 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.</p> <p>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.</p>
9	Examination – (Secondary)	Mr. Romesh Khare, I/C Mr. Manoj Shukla Mr. Gaurav Aarya Mr. Ravi Prajapati	
10	CBSE	Mo. Saleem Siddaqui I/C Mrs. Seema Sharma Mr. Jitendra Kumar	<p>1.Plan for all the external examinations including CBSE.</p> <p>2.Timely submission of affiliation fee, data requested by CBSE.</p> <p>3.Timely registration of students, payment of examination fee, information to CBSE of T.C. admission etc.</p> <p>4.Uploading of marks in CBSE website after proper verification by I/C exam and concerned teachers.</p> <p>5.Any other work related to CBSE.</p> <p>6.Planning for GATE/Railway/WBJEE/JEE and other competitive exams.</p>
11	External exams	Mo. Saleem Siddiqi I/C Mr. Deep Narayan Mr. Prateek Asati Mr. Gyaneshwar Patahe	To conduct all external exams as per the norms & maintain record
12	CCA-Primary	Ms. Bharti Sharma, HM Ms. Chetna Solanki Ms. Garima Mo. Arif Mr. Abhishek Jaiswal	<p><u>MORNING ASSEMBLY ORGANISATIONS</u></p> <p>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.</p> <p>2.Children’s birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her to provide a greeting card to all students and to wish them by presenting birthday song.</p> <p>3.News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism (Controversial items)</p> <p>4.Thought for the day should be very short and thought providing.</p> <p><u>CELEBRATING OF FESTIVAL & IMPORTANT DAYS</u></p> <p>1.To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calender & invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc.</p> <p>2.Special programmes may be presented on special occasions & important days followed by a brief speech related to festivals. 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>
13	CCA-Secondar	Mrs. Seema Sharma, Coordinator (Morning Assembly, CCA weekly activities, Hindi Language related activities) Mr. Romesh Khare, Co- ordinator (Extra Mural Competitions, English Language related activities) Ms. Atiksha, Co-coordinator(Extra mural competitions) Mr Abhishek Jaiwal	

		<p>(Dance, Stage performances, All cultural programmes and extra mural competitions)</p> <p>Dance Coach (Dance, Stage performances, extra mural competitions)</p> <p>TGT Sanskrit (Sanskrit & Hindi language related activities)</p> <p>Mrs Kirti Yadav (Drawing & Painting related activities, House board activities)</p> <p>Mr. Badree Prasad (Sports, Unity Run, Fit india, Yoga related activities)</p> <p>Mr Arun Kewariya/ Ms Kamla Soni (Eng language related activities, coordination-Morning Assembly)</p> <p>Mr Abhishek Jaiswal (Songs, Solo/ Group related activities)</p>	<p>4. Guest lecture should also be organized on special occasion & important day to celebrate the occasion with true spirit.</p> <p><u>Co-curricular Activities (INTERNAL)</u></p> <ol style="list-style-type: none"> To prepare an action plan for internal and external CCA activities for the session and complete in time. They will also have to suggest practical plans for improvement of CCA activities. To check the preparation of CCA. To plan for prize distribution. To send the important news items from time to time related to CCA to newspaper agencies for publications. Any other related work assigned by the Principal. <p><u>Co-curricular Activities (EXTERNAL)</u></p> <ol style="list-style-type: none"> Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners. To send the information regarding the prize winners to the Web site committee to upload in our school website. Any other related work assigned by the Principal.
14	Value Education	<p>Mrs. Seema Sharma I/C Mr. S K Gupta Mrs. Bharti Sharma, HM</p>	<p><u>VALUE EDUCATION</u></p> <ol style="list-style-type: none"> To prepare compact programmes for developing good habits and moral value among the students. To award the students with certificates & prizes on the observation of good habits & behavior of students. To present moral stories in the assembly (at least once in a week) To encourage teachers to present moral talk to the students in morning assembly on a specific value.
15	Chem. Lab	Mo. Saleem Siddiqi	<ol style="list-style-type: none"> To make necessary arrangement for procuring the materials for Science and Maths Laboratories as per the needs. Lab attenders to maintain the laboratories for students use update the stock & make necessary arrangement of apparatus for the use of students. The required practical/activities to be conducted for different classes as per prescribed syllabus. To organize science exhibitions at various levels. To check the practical/activity record regularly. To give sufficient practice to the board class students. Any other related work assigned by the Principal.
16	Phy. Lab	Dr. Preeti Raina	
17	Bio. Lab	Ms Atiksha	
18	Maths. Lab	Mr. S L Namdeo Mr Shahjad Rangrej Mr Ravi Prakash	
20	Atal Tinkering Lab activities	Mr. Deep Narayan Dr. Preeti Raina	
21	Comp. Lab (Sr Secondary & Secondary)	Mr. Deep Narayan Computer Instructor	
22	Maintenance-School Building & Campus	<p>Mr. R K Jain I/C Mr. Prateek Asati Mr. Saurabh Mr. Arif</p>	

			<p>6.The committee members will look after the judicial use of water and electrical power in the school and staff quarters.</p> <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>
23	Staff Qtrs. Allotment/maintenance	Mr. Deep Narayan I/C Mr. Badree Prasad Ms. Bharti Sharma Ms. Garima	<ol style="list-style-type: none"> To allot the quarter according to KVS rules To prepare inventory of all items available in quarters Plan for annual maintenance of staff quarters before receiving funds from HQ.
24	Swachhta Abhiyan/Cleanliness	Ms. Atiksha, I/C Mr. L M Singh Mr. Lokesh Agnihotri Mr. Ajay	<p>All toilets and bathrooms should be washed with Phenyl. Wet mop of all corridors, departments, Class rooms and steps</p> <ol style="list-style-type: none"> The above said places will be cleaned after school hours/ before school starts and maintained by agency. The front area of the school building and assembly area to be swept before starting Prayer. Surrounding areas including play fields will be kept clean. drains around the main building & Primary wing cleaned regularly. Fans and ceiling will be cleaned at least once a month. The in charge teacher will arrange for effective work by the agency and availability of quality materials in time. Water Coolers, Roof, Water tanks etc. Any other related work assigned by the Principal.
25	Cleanliness of Water Coolers / Purifiers	Mr. Lokesh Agnihotri Mr. Badree Prasad	<ol style="list-style-type: none"> Checking of cleanliness of water at least once a week maintenance of record of cleanliness of all the water storage coolers/tanks.
26	Cleanliness of Water tanks	Mr. Saurabh	
27	<p>i. Cleanliness of roofs, Balconies(Chhajje) and development of areas behind building</p> <p>ii. Cleanliness of Secondary and Staff Male/Female washrooms.</p> <p>iii. Cleanliness of Primary and Staff Male/Female washrooms</p>	Mr. R K Jain I/C Mr. Shahjad Rangrej Mr. Badree Prasad. Ms. Atiksha Ms. Priyanka Sharma Ms. Nandini Mo. Arif Ms. Rashmi Yadav	<ol style="list-style-type: none"> Checking of cleanliness of roofs, Balconies (Chhajje) and development of areas behind building fortnightly. Maintain record of cleanliness. Checking of cleanliness of all washrooms three times atleast and availability of the things required to maintain hygiene.
28	Maintenance/Development of Children Park and Open Gym	Mr. Badree Prasad Mrs. Bharti Sharma Mr. Arif Ms. Kirti Yadav Ms. Garima Ms. Nandini	Check the dimensions of that area and make a complete plan to develop it and the requirements for the development.
29	CMP	Ms. Bharti Sharma, HM Mr. Saurabh Gupta Ms. Rashmi Yadav Ms. Nandini Kant	<ol style="list-style-type: none"> To execute the CMP as per KVS directions. Any other related work assigned by the Principal.
30	Comp Lab (Primary)	Mr. Deep Narayan I/C Ms. Bharti Sharma, HM Mr. Saurabh gupta Computer Instructor	<ol style="list-style-type: none"> To set up activity room to teach primary students as per KVS circular No. F.39-AC/2008-KV(BGR) dated 06/02/08. To ensure that all the computers and their peripherals are in working order. To plan and arrange for purchasing materials required for teaching aids Dept. To plan maximum usage of interactive board and to maintain record of use of computers and of interactive board.

			5.Any other related work assigned by the Principal.
31	Co-ordination of Part Time Trs	Mr. S L Namdeo Mr. Deep Narayan Mr. Gyaneshwar Pataha	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.
32	NAEP	Ms. Atiksha I/C Mr. L M Singh Dr. Priti Raina	1.Maintain AEP programme as per KVS direction. 2.Chalk our yearly plan to conduct AEP activities. 3.Report of conducted activities should be sent to KVS RO(KOL) for its information. 4.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them. 5.Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 7.Experts should also be invited from time-to-time to provide proper guidance to the students. 8.Any other work related and assigned by the Principal.
33	Discipline	Mr. Saleem Siddiqi Mrs. Seema Sharma Mr. Arun Khewariya Mr. Badree Prasad Mr. Arif Class Teachers of all Classes	1.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them. 2.Provide proper guidance4 to students for their future plan & action. 3. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 4.Experts should also be invited from time-to-time to provide proper guidance to the students. 5.Any other related work assigned by the Principal.
34	Science Club	Mo. Saleem Siddiqi I/C Mr. Deep Narayan Mrs. Atiksha N Dr. Preeti Raina Mr. L M Singh Mr. Ajay Ms. Garima	1.To form a science circle & encourage students interested in science to take up good projects. 6.To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc. 7. To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving. 8.To prepare at least one class wise magazine. 9.To organize at least two competitions/seminars/programmes etc. based on subject. 10. To promote scientific atmosphere in the Vidyalaya, cluster, regional & national level and try to achieve remarkable achievements in these exhibitions. 11.To guide the students to write articles to publish in magazine and news papers. 12.Any other related work assigned by the Principal.
35	E-Class Room	Mr. Deep Narayan I/C Mr. Ravi Prajapati Mrs. Bharti Sharma Mr. Saurabh Gupta Mo. Arif	1.To monitor the schedule for e-class 2.To make available the CDs and software
36	Excursion-Pri	Mrs. Bharti Sharma Ms. Shraddha Goswami Mr. Ajay Mo. Arif Ms. Priyanka Kumari	1.To identify and plan smooth excursion of students as KVS guidelines. 2.Any other related work assigned by the Principal.
37	Excursion-Sec	Mr. Manoj Kumar I/C Mr. Shahjad Rangrej Ms Kamla Soni Mr. Jitendra Kumar	
38	Furniture	Mr. Manoj Kumar I/C Mr. Gaurav Arrya Mr. Saurabh Gupta Mr. Vinod Kumar	1.To supervise the use of furniture by the students. 2.To plan for repair & purchase of Vidyalaya furniture for students & staff in various classroom & departments as per requirements from the budget allotment. 3. Any other related work assigned by the Principal.
39	Games & Sports (I/C)	Mr. Badree Prasad I/C Mr. Prateek Asati	1.To prepare a plan & programme for the entire session as per KVS groupings.

		Games Coach Yoga Coach	2.Select the students & games in the beginning of the session to impart proper training to students.
40	Games & Sports- Primary	Ms. Bharti Sharma Mo. Arif Mr. Ajay Ms. Priyanka Kumari Ms. Garima	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 third week of April'11 & organize the Sports day celebration by the end of Sep/Oct of every year.
41	GRIEVANCES AND SC/ST CELL	Mr. S L Namdeo Mrs. Seema Sharma Mr Jitendra Ms. Bharti Sharma Ms. Chetna Solanki	1.Any complaints to be enquired and to report to higher authorities for necessary action. 2.Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal. 3. Any other related work assigned by the Principal.
42	Integrity Club	Mr. Romesh Khare Mr. Gaurav Aarya Mr. Ravi Prajapati Mr. Arif	1.To download the materials required for the club as per KVS direction. 2.To follow the KVS instructions to conduct the activities 3.To prepare the students for participating in external & internal competitions. 4.To co-ordinate with value education I/C and other clubs. 5.Any other related work assigned by the Principal.
43	Health Club/ First-Aid	Ms. Kamla Soni Mr. Badree Prasad Mrs. Shraddha Goswami Yoga Coach Nurse	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 as per CBSE format. 3.To make available stock of First aid materials for the students including inhalers for asthmatic students in emergency. 4.A special care must be taken for girl child as per their natural need, if situation demands for that. 5.To get medical history of students who have undergone heart surgery or taking continuous medication on any ailment which will affect their health if exertion of any kind in school and inform coaches, concerned teachers and the u/s. 6. Any other related work assigned by the Principal.
44	Implementation of Spoken English	Mr. Romesh Khare Ms. Atiksha Mr. Arun Khwariya Mrs Bharti Sharma	1.Plan the strategy to motivate students for English speaking 2. Create English speaking corner 3. Reserve one day in a week to converse in English only.
45	Student Council	Mrs Seema Sharma I/C Dr. Preeti Raina Mr. Lokesh Aginhotri Mr. Shajad Ranrej	1. Form Students Council in the month of April 2. Procure badges for them 3. Allot daily duties to them
47	Refreshment	Mr. S L Namdeo Mr. Manoj Kumar Mrs. Kamla Soni Ms. Rashmi Yadav Ms. Priyanka Kumari	1. Procurement of refreshment for various events throughout the session.
48	KVS Jr. Maths Olympiad & all Maths activities	Mr. S L Namdeo Mr. Shahjad Ranrej Mr. Ravi Kumar	1. To ensure preparatory camps for JMO participants with the help of other mathematics teachers. 2. To ensure availability of previous years question banks to them. 3. Any other related work assigned by the Principal.
49	KVS Jr. Science Olympiad NTSE (Govt. Conducted) Olympiads(NSO) SOF/ NCSC, JNNSMEE	Mo. Saleem Siddiqi I/C Mr. Deep Narayan Ms. Atiksha Dr. Preeti Raina Mr. L M Singh	1.To ensure preparatory camps for JSO participants with the help of other science teachers. 2. To ensure availability of previous years question banks to them. 3.Any other related work assigned by the Principal.

50	Library	Mr. Prateek Asati I/C Mo. Saleem Siddiqi Mrs Seema Sharma Ms. Atiksha Mr Jitendra Kumar Two Students selected by Librarian	1.Make available curriculum books, Textbooks, Collection of CBSE & session ending examination question papers for use by the students. 2.Newspapers, magazines etc. should be readily available in 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 at school level 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 etc. 6.To collect requirements of staff and students and to procure the books. 7.Library policy must be displayed in library. 8.Any other related work assigned by the Principal. 1.To improve the library in quality. 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 monitor the library activities. 5.Any other related work assigned by the Principal.
51	Maths Club	Mr. S L Namdeo I/C Mr. Shahjad Ranrej Mr. Ravi Kumar	1.To form mathematics circles & 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 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 News papers. 7. Any other related work assigned by the Principal.
52	Pustakouphar	Mr. Prateek Asati I/C Mrs Seema Sharma Mr Jitendra Kumar	To inculcate the habit of sharing and helping.
53	Staff Meeting Minutes and Arrangement	Mrs Seema Sharma I/C Mr. S L Namdeo Ms. Preeti Raina Mrs Rashmi Yadav	To note down all the meeting points and get it signed by all staff members. Last meeting points will be informed briefly in the starting of next meeting.
54	Music & Dance	Mr. Abhishek Jaiswal Mrs Seema Sharma Mr. Gaurav Aarya Mrs. Bharti Sharma Ms. Chetna Soanki Ms. Garima	1.To select a group of students who are having keen interest in the field 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 train students properly to sing in the morning assembly 7 in other programmes. 5.To prepare dance and Music programmes for the annual day. 6. Any other related work assigned by the Principal.
55	Scholarship, UDISE+ & Samagara ID	Mr. Deep Naryan All Class teachers Mr Vinod Kumar	Updation and completion of all kind of data within the time line given by Hq./regional office

56	Photography & Videography	Mr. Abhishek Jaiswal I/C Computer Instructor Mr. Ajay	1.To take photograph of special lectures, occasions, school seminars, programmes etc. and to make record of it. 2. Any other related work assigned by the Principal.
57	Press & Publication	Mr. Romesh Khare Mrs. Seema Sharma Mr. Jitendra Kumar Mr. Gyaneshwar Patahe	1.To send information to the press regarding the different functions and achievements of the vidyalaya to give wide publicity after approval form the u/s. 2. Any other related work assigned by the Principal.
58	Rajbhasa Samiti	Mrs. Seema Sharma Mr. S K Gupta Mr. Jitendra Kumar Mr. Gyaneshwar Patahe	1.To follow Rajbhasa Kalyan Samiti guidelines. 2.To create a Hindi atmosphere & to prompt hindi in daily use. 3.To celebrate “Hindi Pakhwara” as per the KVS guidelines. 4. Any other related work assigned by the Principal.
59	Resource Room- CMP/Library-e classroom	Ms Bharti Sharma Ms. Shraddha Goswami Ms. Priyanka Sharma Ms. Nandini Kant	1.To ensure the availability of that the latest software is uploaded. 2.To maintain a usage record of resource room. 3. Any other related work assigned by the Principal.
60		Mr. Prateek Asati	
61	RTE	Mr. Deep Narayan Mr. Manoj Kumar Mrs. Bharti Sharma	1.To supervise admissions under RTE. 2.To check proper reimbursement of money under RTE. 3.To monitor their studies and help any other special requirement under educating parents for their continuous study. 4. Any other related work assigned by the Principal.
62	RTI	Mr. Romesh Khare I/C Mo. Saleem Siddiqi Mr. Gyaneshwar Patahe	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.
63	Tarunotsav	Dr. Preeti Raina Mr. Manoj Kumar All the subject teachers od teaching class XI	1. Plan for few hours class in Aril for class XI 2. Counselling of students 3. Arranging aptitude test for these students
64	Scout & Guide Cubs and Bulbuls	Mr. R K Jain I/C Mr. Shajad Rangrej Mrs. Rashmi Devi Ms. Chetana Solanki And All BS&G trained teachers	Conduct all scout and guide activity as per KVS calendar and keep the record
65	Security & Conservancy	Mo. Saleem Siddiqi I/C Mr. Deep Narayan Mr. Lokesh Agnihotri Mr. Saurabh Gupta	1.To maintain a record of security personals deployed by the agency. 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.
66	Ek Bharat Shrestha Bharat	Mr. Manoj Kumar Mrs. Seema Sharma Mr. Lokesh Kumar Agnihotri Mr. Gaurav Arya Mr. Abhishek Jaiswal	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 all 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 the 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.
67	Student Exchange Programme	Mr. Arun Khwariya Mr. Gaurav Arya	1.To do the required work in time. 2. Any other related work assigned by the principal.
68	Students Achievements	Mo. Saleem Mr. Ravi Prajapati Mr. R K Jain Mr. Vinod Kumar	1.To keep a record of students’ achievements. 2.To upload the same on school website. 3. Any other related work assigned by the principal.
69	Sub – Conv Social Sc	Mr Manoj Kumar	1.To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance.
70	Sub – Conv Eng	Mr. Romesh Khare	
71	Sub – Conv Hindi/ Skt	Mrs. Seema Sharma	

72	Sub – Conv Maths	Mr. S L Namdeo	<p>2.To check class wise monthly academic performance analysis & discuss for future course of action.</p> <p>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.</p> <p>4.To put a vigil on class wise progress of subject/ lesson.</p> <p>5.To highlight the importance of the subject amongst the students and create interest in subject.</p> <p>6. To discuss difficult topics on rotation by faculty members.</p> <p>7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc.</p> <p>8.To discuss the activities/ worksheets/ plan extra classes etc as per the split up of syllabus and coverage of lessons.</p> <p>9.To use the computers/ LCD etc to make the lessons interesting.</p> <p>10.To produce activity/ TLM materials and to use them for teaching purpose effectively.</p> <p>11. Any other related work assigned by the principal.</p>
73	Sub – Conv Science	Mo. Saleem Siddiqi	
74	TAL & CAL/ ICT	Mr. Deep Narayan	
75	Primary English Hindi Maths Evs	<p>Mrs. Bharti Sharma</p> <p>Ms. Shraddha Goswami</p> <p>Ms. Chetna</p> <p>Ms. Priyanka Sharma</p> <p>Ms. Ajay</p>	
76	SUPW & Audio Visual Aids (Other than computer related A/V items)	<p>Mr. R K Jain</p> <p>Mr. Prateek Asati</p> <p>Mrs. Kirti Yadav</p>	<p>1.Prepare plan for the SUPW training in various fields as per KVS directions.</p> <p>2.To help in organizing exhibitions at Vidyalaya level by Science and SST dept.</p> <p>3.Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya.</p> <p>4.Maintenance of Vidyalaya electrical, P.A. System, water connections, repair of water coolers, purifiers, Audio vised devices, etc.</p> <p>5. Any other related work assigned by the principal.</p>
77	Teaching Aids	<p>Mr. R K Jain</p> <p>Mr. Prateek Asati</p> <p>Mrs. Kirti Yadav</p>	<p>1.To classify computer added teaching aids (subject wise/ class wise) and to display the list of available items in e-resource room and in staff room.</p> <p>2. Any other related work assigned by the principal.</p>
78	Time Table Pri.	<p>Mrs. Bharti Sharma</p> <p>Ms. Rashmi Yadav</p> <p>Ms. Nandini Kant</p> <p>Ms. Priyanka Sharma</p>	<p>1.Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules.</p> <p>2.To make arrangement for the teacher on leave and on duty.</p> <p>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.</p> <p>4.To ensure the ringing of bell in time.</p> <p>5. Any other related work assigned by the principal.</p>
79	Time Table Sec.	<p>Mr. S L Namdeo I/C</p> <p>Dr. Preeti Raina</p> <p>Mr. Prateek Asati</p> <p>Mr. Badree Prasad</p>	
80	Vidyalaya Patrika	<p>Mrs. Seema Sharma I/C</p> <p>Mr. Romesh Khare</p> <p>Mr. Arun Khewariya</p> <p>Mr. Jitendra Kumar</p> <p>Computer Instructor</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 parameters 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. Any other related work assigned by the principal.</p>
81	Website	<p>Mr. Deep Narayan</p> <p>Computer Instructor</p>	<p>1.To update website weekly (The data should be collected from all the Department heads, CCA coordinator) Examination (External & Internal) Office etc.</p> <p>2.To check KVS (RO) and KVS (HQ) website every day and to download circulars etc.</p> <p>3. Any other related work assigned by the principal.</p>
82	PURCHASE COMMITTEE	<p>Mr. S L Namdeo</p> <p>Mr. Romesh Khare</p> <p>Ms. Bharti Sharma</p> <p>Department Incharge</p>	<p>1.To call for quotations for all the items required in the month of April/ May every year.</p> <p>2.To follow the rules and regulations of KVS for the purchase of the materials.</p> <p>3.Purchases for the different depts. to be done in the school as per requirements.</p>

83	CONDEMNATION COMMITTEE	Mr. Deep Narayan Mr. Gyaneshwar Patahe VMC Member Stock Incharge of Department	1.To prepare a consolidated condemnation report for every session before the VMC Meeting ad to get it approved.
84	Flag Raising	Mr. R K Jain I/c Mr. Badree Prasad Mr. Ramesh	To make all arrangements according to event.
85	Flag Lowering	Mr. Badree Prasad I/c Mr. R K Jain Mr. Ramesh	To make all arrangements according to event.
86	Safe School and Disaster Management	Mr. Manoj Kumar Mr. Gaurav Arya Mr. R K jain Ms. Bharti Sharma Student Council members	To check all the measures related to school as well as students' safety and security.
87	Partnership with Govt Schools	Mo. Saleem Siddiqi Mr. Romesh Khare	To make arrangements of different programmes under this partnership.
88	Suggestion Box	Mo Saleem Siddiqi I/C Dr. Preeti Raina	To take steps for the successful implementation of implying these suggestion boxes and the suggestions received.
89	Staff Room	Mr. Shadjad Rangrej I/C Ms. Kamla Soni	To take steps to ensure the beautification and maintenance of staffroom (cleanliness must be highly observed)
90	Enrollment	Mr. Deep Narayan Mr. Gyaneshwar Patahe Mr. Vinod	To upload the correct data timely
91	Welcome Board & Class attendance on board	Mr. Shadjad Rangrej I/C Ms. Kamla Soni	To write the information and quotes regularly.
92	Register of Late Comers	Mo. Saleem Siddiqi Mr. Badree Prasad Sports Coach Yoga Coach	Data should be maintained properly and take measures to lessen the number of late comers
93	Checking of School Building after closing bell	Secondary Wing Ground Floor – Mr. Prateek Asati Secondary Wing First Floor – Mr R K Jain Primary wing – Mr. Ajay Vashist All the class teachers	To check classes after closing bell of the school To sign in Register daily after checking assigned classes.
94	Youth Parliament	Mr. Manoj Kumar I/C Mr. Lokesh Agnihotri Mr. Gaurav Arya	To prepare the students to inact best presentation
96	Awakened Citizen Programme	Mr. S K Gupta I/C Ms. Kamla Soni Mr. Shahjad Rangrej	To take participation in all practices done under this programme.
97	Prize Committee	Mrs. Seema Sharma I/C Mr. Shahjad Rangrej Mr. Prateek Asati Ms. Chetna Solanki Ms. Garima	Procurement & Distribution
98	Morning Assembly Judgement	Mrs. Seema Sharma Mrs. Kirti Yadav Mrs. Bharti Sharma	To choose the best one and award with a prize to inculcate the zeal of participation as well as best presentation.
99	PM Shri	Mr. S L Namdeo I/C Mr. Romesh Khare Dr. Preeti Raina Mr. Deep Narayan All Department Incharges	To check All the activities and documents related to PM Shree and their execution

100	CPD Training Record	Mr. Manoj Kumar I/C Mr. Gaurav Aarya Mr. Arif	To prepare and circulate google sheet and maintain the record through out the year
101	Students Counselling/Career Counselling and their Well being	Dr. Preeti Raina Ms. Atiksha Counsellor All the Class teachers	To provide best suggestions of their queries and problems and maintain the records of same.

NOTES:-

1. All the In – charge, 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 guidelines and submit a copy to the principal for monitoring the works in time without fail.
2. In case of any difficulty, the PPL 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 HM/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. Please put in your best efforts to complete all the responsibilities in time and in a creative and effective manner.
6. Please use your talent for the betterment of the Vidyalaya in general and students in particular.

PRINCIPAL

KENDRIYA VIDYALAYA CHHATARPUR

DUTIES AND RESPONSIBILITY OF THE CLASS TEACHERS/ SUBJECT TEACHERS SESSION 2024-25

1. Please check the cleanliness of the class room. Not a single paper piece/ wrapper etc. should be seen inside the class room. If cleanliness is not up to the mark, please inform the conservancy staff/ in charge teacher.
2. Each class room should have a dustbin and proper use of its must be ensured. The class teachers should instruct the students to use it properly.
3. Proper furniture arrangement to be ensured by the class teacher.
4. Light and fans must be used as per requirement and no misuse of electricity should be allowed.
5. All subject teachers have to prepare annual teaching plan to complete the syllabus on time. 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 classes X and XII and for others in the month of January 2025. First round revision for all classes X and XII to be completed by January 2025 and for other classes by February 2025. Second round revision will commence from February 2025 onwards for classes X and XII and it will be completed by 15th February 2024. For this purpose, action planned to be chalked out in the month of December 2024.
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 corrected regularly with positive suggestions and remarks instead of negative/ discouraging remarks.

PRINCIPAL