

KENDRIYA VIDYALAYA BSF, DANTIWADA

OFFICE ORDER

Date: 04/04/2026

The following teachers have been assigned duties as Class teachers and Co-class teachers for the Academic session 2026-27.

CLASS	SECTION	Name of Class Teacher	Designation	Name of Co-Class Teacher	Designation
I	A	Mr. SUNIL KUMAR	PRT	MS. MUDITA	PRT
I	B	MS. MUDITA	PRT	Mr. SUNIL KUMAR	PRT
II	A	MS. SADHANA	PRT	MS.NISHA	PRT
II	B	MS.NISHA	PRT	MS. SADHANA	PRT
III	A	MS. MOHIKA	PRT	MS. SONAM	PRT
III	B	MS. SONAM	PRT	MS. MOHIKA	PRT
IV	A	MS. MUSKAN	PRT	MR. DIVYANSH	PRT
IV	B	MR. DIVYANSH	PRT	MS. MUSKAN	PRT
V	A	MR. GAURAV	PRT	MR. YOGESH	PRT
V	B	MR. YOGESH	PRT	MR. GAURAV	PRT
VI	A	MS. SANCHI KHURANA	PGT-CS	MS. DOLLY	TGT-SST
VI	B	MS. DOLLY	TGT-SST	MS. SANCHI KHURANA	PGT-CS
VII	A	MS. SANDHYA	TGT-SKT	MS. POOJA VANDRA	TGT-ENGLISH
VII	B	MS. POOJA VANDRA	TGT-ENGLISH	MS. SANDHYA	TGT-SKT
VIII	A	MS. POOJA	TGT-MATHS	MS. KAVITA	TGT-HINDI
VIII	B	MS. KAVITA	TGT-HINDI	MS. POOJA	TGT-MATHS
IX	A	MR. SHAKTISINH	TGT-PHE	MR. O. P. BAIRWA	PGT-HINDI
IX	B	MR. O. P. BAIRWA	PGT-HINDI	MR. SHAKTISINH	TGT-PHE
X	A	MS. AZMI RIYASAT	LIBRARIAN	MR. N. R. SAINI	TGT-SST
X	B	MR. N. R. SAINI	TGT-SST	MS. AZMI RIYASAT	TGT-SO.SC.
XI	A	MR. RITESH SHARMA	PGT-PHY	MR. ARJUN SINGH	PGT-CHE
XII	A	MR. ARJUN SINGH	PGT-CHE	MR. RITESH SHARMA	PGT-PHY

DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS /CO-CLASS TEACHERS

All Class Teachers & Co-Class Teachers of the session 2026-27 are directed to ensure compliance of the duties & responsibilities of the class teachers given hereby. In order to make them well informed and aware of their duties and responsibilities some points are detailed here under-

1. To select responsible class monitors to assist him/her in maintaining class discipline.
2. To train and to guide the monitors to be efficient & effective in class control in his/her absence.
3. To instruct class to conserve water, electricity & paper regularly. Advise them to be respectful to seniors, peers, juniors, plants & animals.
4. To check class for proper & clean uniforms, shoes, hair & nails.
5. To boost the morale of non-performing students.
6. To communicate with the subject teacher's regarding non-performance in the subject concerned.
7. To check bags of students on at random intervals on a regular basis for contrabands items.
8. To monitor attendance register, caution defaulters & communicate with parents on a regular basis.
9. To maintain home addresses and telephone numbers of the parent of each child.
10. To ensure parents to send leave application/medical certificate for the absence of their ward & file them for records.
11. To ensure safety & neatness in the class through class monitors with emphasis on arrangement of Furniture, maintenance of display boards, black boards, duster, cupboards & dustbin.
12. To ensure safety & repairs/replacement of window panes, switches, fans, tube-light, & blackboard etc. and to display do's and don'ts of instructions in the class room.
13. To keep the Principal informed of any problem/incidents.
14. To build a rapport with all the students irrespective of their performance and instill in them Confidence and trust so that the students look up to him/her for guidance and there is a free flow of communication.
15. To ensure safe arrival and departure of the students.
16. Class teacher must be ensuring regular functioning of online classes and follow up of all the instruction given by the undersigned and KVS authority.

A. MAINTENANCE AND UPDATION OF CLASS ATTENDANCE REGISTER:

1. Student's bio - data to be completed in all respects. The entries should conform to admission cum withdrawal register/application submitted by parents at the time of admission of his/her ward.
2. Fee abstract column to be completed and updated month wise. Fee should be collected as per the existing fee structure and the rates in accordance with KVS guidelines. Failure to realize fees from particular students will make the defaulting teacher accountable.
3. Month wise average attendance of the child should be properly computed. Entries which are to be carried forward to the next month should be done correctly.
4. Every student should conform to the code of conduct for students as outlined in Article 60 of the KVS education code. Willful violation of codal provision will invite appropriate disciplinary action on the defaulting student.
5. Entries regarding date of birth of child and SC/ST/OBC entries should be absolutely correct and written using Red Ink. Boys and girls name to be entered using different colored inks. Category of child should be clearly recorded.
6. To maintain all the records related to online classes.

B. DUTIES DURING MORNING ASSEMBLY:

1. The Class Teacher/ Co-Class Teacher will accompany and lead the students of their respective classes to the Morning Assembly.
2. Punctuality and promptness of Class Teacher/Co-Class Teacher along with respective students immediately after the Assembly bell/Drum beat.
3. Ensuring that uniform check is conducted by Class Teacher/Co-Class Teacher and students are made to stand height wise in increasing order in a straight line with adequate gap between two students.
4. Ensuring that all students are participating in chorus in the following items:
 - i. Prayer
 - ii. Pledge
 - iii. Community song
 - iv. National Anthem

5. Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.

C. INSTRUCTION TO BE FOLLOWED WHILE FILLING UP THE TRANSFER CERTIFICATE/WITH DRAWAL FORMS:

1. When a student applies for Transfer Certificate, the Class/Co-Class Teacher should check the following thoroughly.
 - Name of a child
 - Details of Parents
 - Date of Birth
 - Signature of Parent on the TC Withdrawal Form
 - Class/Section in which studying
 - Result pertaining to previous class
 - Last fees paid Month/Year to be indicated
 - Reason for applying for Transfer Certificate
 - Admission Number
 - TC Number & Book Number
2. After checking the entries, the Class Teacher should sign with date clearly indicating the number of school meetings from 1st April onwards and number of meetings attended by the student.

NOTE: One day comprises of two meetings (i.e. F/N & A/N)

D. INSTRUCTION TO BE FOLLOWED WHEN A STUDENT BRINGS A LEAVE LETTER:

- i) The application should be properly scrutinized.
- ii) Signature of Parent is compulsory.
- iii) Reason for leave to be checked.
- iv) If reason is found genuine, the application is to be forwarded to the principal with the following remarks of the teacher
 - a. Total attendance since 1st April (If request of leave for 03 or more days).
 - b. Total attendance of a child in percentage (If request of leave for 03 or more days).
 - c. Recommended/Not Recommended with the Class Teachers signature.
- v) Students are permitted for leave / Half leave only with their parents/guardians.

NOTE:

- i) As per KVS rules, every student should have 75% attendance compulsory before taking the Session Ending Examination.
- ii) No permission will be given for any student to skip Periodic Test/Assignment Test/HY Exam/pre-board/Session ending Examination etc., which is a part of Evaluation System.

Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors/BSF Doctors, to avoid submission of fraudulent medical certificate.
- iii) No student will be approach directly to the Principal for any kind of leave. Students will be present only with their guardian or class teacher.
- iv) No Teacher will send any student to the office for telephone. If compulsory, the class teacher / co-class teacher will facilitate the call from the office itself to the students.

NOTE: Authentic / Reputed Private Hospital Certificate will be accepted only in consultation with the Principal.

E. DUTIES OF CLASS/CO-CLASS TEACHERS INSIDE THE CLASS ROOM:

1. The class room should be neat and tidy.
2. The seating arrangement should be proper.
3. Boys & Girls should be made sit separately.
4. Overflowing dust bin should be avoided. Cupboard should not be made into make shift dustbins.
5. The display corners in the class room should have
 - i. Class Time Table
 - ii. House division chart
6. Wall magazines in the class should be neat and impressive.
7. Class room should be well decorated with colorful charts.

8. Black board should contain the following information period wise and day wise, on a compulsory task.
- | | | |
|--------------------|----------|-------------------|
| • Date: | Subject: | Students on Roll: |
| • Class: | Unit: | Students Present: |
| • Class Teacher: | Topic: | Students Absent: |
| • Subject Teacher: | | Students Leave |
| • Period: | | |

Information should be provided in Hindi also

9. Students who are given permission to go for drinking water/toilets etc. should invariably have an Out Pass. Each class should prepare One Out Pass for Boys and One Out Pass for Girls.
10. Ensure safety & security of the students during academic hours.

F. OTHER DUTIES OF CLASS/CO-CLASS TEACHERS:

1. All the Class Teachers/Co-Class Teachers are to ensure that the students of their classes do take part in the Co- Curricular Activities.
2. The students also participate in the Inter Class activities whenever it is conducted.
3. The students of their classes maintain the discipline and decency in the Vidyalaya and act according to the article 60 of the Education Code of Kendriya Vidyalaya.
4. Ensure that the students of their classes do have the required text books and note books.
5. Ensure and monitor the home work and class work done by the students.
6. Guide them in general deportment instilling values among them.
7. Maintain the contact numbers of the Parents and the local guardians of the students.
8. Prepare and preserve the Result of various examination and tests under CCE.
9. To implement the any other instructions as received from the Principal and KVS authorities for the betterment of the students.
10. Compliance with the instructions received from the School administration from time to time for the smooth functioning of the Vidyalaya.
11. All the class teachers must maintain a register essentially for assembly activities.
12. All class teachers should exchange positive information by creating a WhatsApp group with parents of their class.

(Varun Jonwal)
Principal

PM SHRI KENDRIYA VIDYALAYA BSF DANTIWADA

OFFICE ORDER

COMMITTEES 2026-27 w.e.f. 04.04.2026

The following committees have been constituted for the year 2026-27 for smooth functioning of the various activities and departments. All the in charges, conveners and members of the Dept./Committee/Club are here by instructed to take charge of their concerned department before 10.14.2026 and set the action plan for session 2026-27 and submit the same to the undersigned on or before 15-04-2026.

Sr. No.	COMMITTEE	IN-CHARGE AND SIGN	MEMBERS	SIGNATURE	DUTY
1.	Admission Committee	Sh. O. P Bairwa	Sh. Vishal Panchal-HM Sh. Yogesh Sutariya-PRT Sh. Gaurav Pal – PRT Sh. Lakhan Gurjar-SSA		➤ To do all type of admission work & Correspondence including Advertisements, publicity, selection and verification.
2.	Examinations (Internal Exam) (Secondary)	Sh. Ashok Kalawat – PGT Maths	Smt. Pooja Vadnra – TGT-ENG Ms. Dolly – TGT-SST Smt. Pooja Phogat – TGT-Math Ms. Astha – TGT-ENG		➤ To conduct all kind of internal Examination. ➤ To reply to letters related to examination. ➤ To conduct various PTA meeting time to time for Academic development of the Students ➤ Follow the examination procedure of CBSE & KVS
3.	CBSE Exam	Sh. Ritesh K. Sharma – PGT Physics	Smt. Sandhya TGT Sanskrit		
4.	Internal Exam (Primary)	Sh. Chandrakant - PRT	Sh. Yogesh-PRT MS. Sadhana-PRT		
5.	Computer awareness, School portals and Vidyalaya Website	Smt. Sanchi Khurana – PGT CS	Smt. Pooja Vandra-TGT ENG Sh. Gaurav Pal-PRT Computer instructor Ms. Astha		➤ To develop computer awareness program in Vidyalaya. ➤ To assist principal, teachers and office for computer related work. ➤ UBI Fee Portal, Samagam Portal, Udise+ Portal etc ➤ Updates on Social media platforms ➤ Maintenance of Viyalaya Website
6.	Sports & First Aid	Sh.	Nurse		➤ To procure stock of

	Committee	Shaktisinh Parmar-TGT (P&HE)	Smt. Nivedita - Yoga Instructor		Games and Sports. ➤ To suggest quality of sport items. ➤ Prize distribution. ➤ To conduct games and sports activities & Any other work assigned by the Principal. ➤ To maintain stock of first aid items in medical Room
			All Class Teachers		
7.	Discipline Committee	Sh. Shaktisinh Parmar-TGT (P&HE)	Sh. Ashok-PGT Maths		➤ To maintain discipline in Vidyalaya in academic block during academic hours, arrival, dispersal and during functions. ➤ To solve issues related to student's indiscipline.
			Smt. Kavita - TGT Hindi		
			Sh. B.P. Chaudhary - TGT AE		
			Smt. Nivedita (Yoga Instructor)		
			ALL CLASS TEACHERS		

**WING INCHARGES AND ASSOCIATES
ARRIVAL AND DISPERSAL**

8.	Ground Floor	Mrs. Azmi			➤ To monitor safe dispersal and arrival of students during morning, lunch and closing hours. ➤ To find out solutions by identifying unsafe points at allotted area.
	First Floor	Sh. Shaktisinh Parmar-TGT (P&HE)			
	Second Floor	Sh. B.P. Choudhary			

CCA & HOUSE MASTERS/AHM (Secondary/Primary Section)

9.	A. CCA Sec.	Sh. N.R. Saini TGT SST (I/C)	Sh. Kavita		➤ To conduct all kinds of cultural activities. ➤ To conduct annual function. ➤ To conduct house meetings from time to time. ➤ To arrange prize distribution of CCA. ➤ To help in Sc. & S.Sc. exhibition. ➤ To do all work assigned by the principal. ➤ To write fresh news & thought of the day on notice board. ➤ To maintain & update display board in Vidyalaya premises. ➤ To conduct all types of house activities & competitions.
		SHIVAJI HOUSE (RED) Smt. Azmi (TGT-LIBRARIAN)	Mr. Arjun Singh Rajpurohit PGT - Chem		
			Sh. Ashok Kalawat PGT - Maths		
		TAGORE HOUSE (YELLOW) Smt. Pooja Vandra (TGT English)	Smt. Sancni Khurana PGT- CS		
			Mr. B. P Chaudhary TGT-ART		
		ASHOKA HOUSE	Sh. OP Bairwa		

		(GREEN) Smt. Dolly (TGT SST)	PGT – Hindi Sh. Shaktisinh TGT – (P&HE)		➤ To publish Vidyalaya Magazine.
		RAMAN HOUSE (BLUE) Smt. Pooja Phogat (TGT English)	Mr. Ritesh PGT-PHY MS. Sandhya TGT-SKT		
	B. CCA PRI.	Mr. Gaurav I/C	Mr Divyansh Ms Mudita		
		SHIVAJI HOUSE (RED)			
		TAGORE HOUSE (YELLOW)			
		ASHOKA HOUSE (GREEN)			
		RAMAN HOUSE (BLUE)			
10.	Academic Advisory Committee and Quality Assurance	Sh. Arjun Singh Rajpurohit- PGT Chemistry	Sh. Ashok Kalawat – PGT Maths		➤ Advisory committee will suggest the value for development of academic improvement. ➤ To conduct meeting of students once in a Month.
			Sh. O.P. Bairwa – PGT Hindi		
			Smt. Sanchi Khurana– PGT CS		
			Sh. Ritesh K. Sharma – PGT Physics		
11.	Furniture	Sh. B.P. Chaudhary - TGT AE	Sh. Divyansh Kain - PRT		➤ To maintain furniture in the Vidyalaya. ➤ To give requisition of Furniture. ➤ To suggest design and drawing of school Furniture.
			All Class Teachers		
12.	Purchase	Sh. Vishal - HM	Sh. Ashok Kalawat–PGT Maths		➤ In exceptional and urgent cases spot purchase of goods, articles and services through this committee. ➤ Invitation of quotation/tender work for purchase. ➤ Tender opening work. ➤ To finalize the rates,
			Smt. Azmi- LIB		
			Ms. Muskan- PRT		

					make as per specification, quality as per specification for Purchase.
13.	Student and Staff Grievance cell	Sh. Arjun Singh Rajpurohit- PGT Chemistry	Smt. Kavita- TGT Hindi Sh. Shaktisinh Parmar Sh. Chandrakant Prajapati - PRT Mrs. Mudita Upadhyay - PRT		➤ To receive the grievance from staff and discuss the same with the Principal for better academic and healthy environment and open grievance box on 1 st and 16 th date of the month.
14.	Time- Table & Substitution	Sh. Arjun Singh Rajpurohit- PGT Chemistry	Smt. Pooja- TGT Maths		➤ To prepare time table As per KVS guideline. ➤ To arrange classes against leave of teachers. ➤ To prepare time table As per KVS guideline. ➤ To arrange classes against leave of teachers.
15.	Language Lab.	Smt. Pooja Vandra – TGT English	PGT-English MS. Muskan - PRT		➤ To develop English Language Spoken as well as literature. ➤ To Develop English language lab for better results. ➤ To develop spoken English skill among all students. ➤ To maintain all assets of Language Lab. ➤ To maintain proper discipline & planning for language Lab.
16.	राज भाषा	श्री. ओ पी बैरवा - पी. जी. टी. हिन्दी	श्रीमती. कविता बबरवाल - टी. जी. टी. -हिन्दी श्री. सुनील कुमार – प्राथमिक शिक्षक श्री. ललित कुमार - एस. एस. ए.		➤ हिन्दी पखवाडा मनाना, हिन्दी की मासिक एवं त्रैमासिक रिपोर्ट भिजवाना, विद्यालयस्तर पर हिन्दीभाषा को बढ़ावा देना इत्यादि । ➤ हिन्दी का प्रचार प्रसार करना । ➤ विद्यालय में राजभाषा हिन्दी का प्रभावी कार्यान्वयन सुनिश्चित करना एवं व्यापक प्रचार प्रसार करना ।
17.			श्री. लखन गुर्जर - जे. एस. ए.		➤

18.	Social Science Committee for Subject, exhibition, Youth Parliament & EBSB	Mrs. Dolly – TGT SST	Sh. N.R. Saini- TGT SST		<ul style="list-style-type: none"> ➤ To develop Social Science subject. ➤ Do work hard for social science exhibition. To make social science easy subject. ➤ To develop Social Science Room and collect more Teaching Aids. ➤ Social Science Excursion World Heritage Activities
			Sh. B.P. Chaudhary – TGT AE		
			Smt. Reshma F. Memon - PRT Music		
19.	Junior Science lab	Sh. Divyansh Kain -PRT	Atal lab Instructor		<ul style="list-style-type: none"> ➤ To develop and make more utilized lab for students. ➤ To make junior science lab more equipped.
20.	Maintenance Repair and Development of school Building	(M & R Works & Monitoring) Sh. Gaurav - PRT	Sh. Mudita - PRT		<ul style="list-style-type: none"> ➤ To maintain building repair work, water seepage, Plumber work, electric work etc.
21.	Cleanliness, Security & Gardening Work	Sh. Shaktisinh Parmar–TGT (P&HE)	Smt. Sonam PRT		<ul style="list-style-type: none"> ➤ To maintain cleaning work in the Vidyalaya. ➤ To see the work of Security and gardening. ➤ Maintain the attendance register of all three employees from outsource.
			Sh. Prakash Makwana Class IV		
22.	Beautification of the Vidyalaya and School Campus and nature club	Sh. B.P. Chaudhary – TGT AE	Ku. Muskan Viridi - PRT		<ul style="list-style-type: none"> ➤ To develop beauty sense among students Beautification. ➤ To plant new crotons, seasonal flowers. ➤ To prepare display boards and present various achievements of students.
			Smt. Mudita Upadhyay – PRT		
23.	Publication of Vidyalaya Patrika	Smt. Sanchi Khurana– PGT CS			<ul style="list-style-type: none"> ➤ Publication of magazine & CMP newsletter of KV BSF Dantiwada.
			MS. Pooja Vandra– TGT (English version)		
			MS. Mohika – PRT (English version)		

			MS. Kavita TGT Hindi(Hindi Version)		
			MR. Gaurav Pal – PRT (Hindi Version)		
			MS. PGT (Eng)		
			Ms. Astha TGT (Eng)		
24.	Value Education, Communal Harmony and AWAKEN CITIZEN PROGRAM	Smt. Pooja Vandra -TGT English	MS. Azmin Riyasat - Librarian		<ul style="list-style-type: none"> ➤ To inculcate Value among students through different activities. ➤ To conduct activities under communal harmony.
			All Class Teachers		➤
25.	Teaching and Audio Visual Aids	Smt. Sandhya – TGT Sanskrit	Smt. Pooja - TGT Maths		<ul style="list-style-type: none"> ➤ To purchase relevant items and provide the same to all staff members
			Ku. Nisha - PRT		
			Ku. Sadhana (I/C Primary) - PRT		
			Ku. Sonam - PRT		
26.	Library	Smt. Azmi Riyasat - Librarian	Sh. O.P. Bairwa- PGT Hindi		<ul style="list-style-type: none"> ➤ To purchase relevant books, magazines and newspapers for staff and students of the KV. ➤ To provide the same to the staff and students.
			Sh. Vishal Panchal -HM		
			All Class Teachers		
27.	CLA, NIPUN, for Primary Section	Sh. Vishal - HM	All PRT's		<ul style="list-style-type: none"> ➤ To inculcate Value among students through different activities. ➤ To conduct all kind activities as per CMP. ➤ To maintain and develop resource room.
28.	Guidance & Counseling	Smt. Azmi Riyasat - Librarian	All Class Teachers		<ul style="list-style-type: none"> ➤ To cater the needs of Career development of students. ➤ To invite guest lecturer from various department. ➤ To organize seminar for Guidance & Counseling.
29.	Eco club	Smt. Kavita –	Sh. B.P.		➤

		TGT Hindi	Chaudhary – TGT AE		
			Ms. Nisha- PRT		
30.	Green & Science Olympiad	Ms. Mohika Banga - PRT	Sh. Arjun Singh Rajpurohit – PGT Chemistry		<ul style="list-style-type: none"> ➤ To develop interest in green and science Olympiad. ➤ To inculcate value of success our students about Green and science Olympiad. ➤ To develop the activities under ECO Club
			Mr. Divyansh - PRT		
31.	Adventure Activity, Excursion, Educational Tour etc.	Sh. Shaktisinh Parmar-TGT (P&HE)	Sh. O.P. Bairwa – PGT Hindi		<ul style="list-style-type: none"> ➤ To motivate students for Adventure activity. ➤ To participate and escort the students. ➤ To arrange transportation etc. ➤ To make all arrangement which are necessary at that time.
			Sh. Chandrakant Prajapati - PRT		
			Smt. Kavita – TGT Hindi		
			Ku. Nisha – PRT		
32.	Preparation of CS-54	Sh. Lalit Jangid - SSA	All Class teachers		<ul style="list-style-type: none"> ➤ To maintain the correct record of CS-54.
33.	RTI	Sh. Lakhan Gurjar - JSA	Sh. Lalit Jangid - SSA		<ul style="list-style-type: none"> ➤ To give appropriate reply of RTI time to time.
			Smt. Azmi Riyasat		
34.	Student's Council and NAEP (Boys & Girls)	Smt. Azmi Riyasat - Librarian	Smt. Pooja vandra (TGT English)		<ul style="list-style-type: none"> ➤ To conduct meeting of student council once in a month. ➤ To get views of students about development.
			Ku. Sonam		
35.	Scouts & Guides Cubs & Bulbul	Mr. B. P. Choudhary TGT Art Edu.	Mrs. Azmi Riyasat – Librarian		<ul style="list-style-type: none"> ➤ To inculcate Value among students through different activities. ➤ To Maintain color party.
			Smt. Mudita Upadhyay - PRT		
		Cub and Bulbul Mr. Yogesh Sutariya -PRT	Sh. O.P. Bairwa – PGT Hindi		<ul style="list-style-type: none"> ➤ To conduct all relative activities under S&G/ C&B. ➤ To collect the data & submit to RO/HQ
			Sh. Gaurav Pal -PRT		
36.	WE Room & PA System	Sh. Sunil Kumar - PRT	Sh. Prakash Makwana - Sub-Staff		<ul style="list-style-type: none"> ➤ To arrange the mike/ music instruments in the morning assembly as well as during different programs.
			Sh. Jagdish Parmar – Sub- Staff		

37.	Photography	Ms. Sonam-PRT	Ms. Nisha-PRT		<ul style="list-style-type: none"> ➤ To Photograph various activities and collect selected photographs. ➤ To save the photographs in Computer and Drive for future retrieval.
			Computer instructor		
38.	Safety & Security of students and Disaster management	Sh. Shaktisinh Parmar-TGT (P&HE)	Smt. Sandhya Sharma- TGT SKT		<ul style="list-style-type: none"> ➤ To cater all needs of safety and security of students ➤ Mock Drills & awareness program to be organized twice a year i.e. April & Oct
			All Class Teachers		
39.	Flag Monitoring	Sh. Shaktisinh Parmar-TGT (P&HE)	Sh. NR Saini - TGT SST		<ul style="list-style-type: none"> ➤ To monitor flag hosting and submitting flag in evening. ➤ To ensure SOP of National Flag.
			Sh. Lakhan - JSA		
40.	Internal Complaint Committee / Sexual Harassment Committee	Ms. Sanchi Khurana-PGT CS (Female I/C)	Smt. Kavita - TGT Hindi		<ul style="list-style-type: none"> ➤ To acknowledge any complaint by female student, a teacher or employee regarding sexual harassment etc. ➤ To do the necessary counselling.
		Mr. Ashok Kalawat- PGT Maths (Male I/C)	Sh. Vishal - HM		
41.	Vidyalaya Plan & VMC	Sh. Lalit Jangid - SSA	SH. Arjun Sing - PGT Chem		<ul style="list-style-type: none"> ➤ To prepare vidyalaya plan and suggest action.
			Sh. Lakhan Gurjar - JSA		
42.	NCC	Sh. B.P. Chaudhary - TGT AE	Sh. N.R. Saini -TGT SST		<ul style="list-style-type: none"> ➤ To do preparations and paper work for starting NCC unit in Vidyalaya before 31.08.2018 ➤ To enroll students in the unit and perform related activities.
43.	Quarter allotment committee	Sh. Ritesh Sharma - PGT-PHY	Sh. Ashok Kalawat - PGT Maths		<ul style="list-style-type: none"> ➤ To allot quarters as per KVS norms. ➤ To conduct meeting whenever required.
			Smt. Kavita Baberwal -- TGT Hindi		
			Smt. Dolly - TGT SST		
			Smt. Mudita - PRT		
44.	Maintenance, Repair and Development of staff quarters	Sh. Ashok Kalawat - PGT Maths	Sh. Vishal - HM		<ul style="list-style-type: none"> ➤ To maintain building repair work, water seepage, Plumber work, electric work
			Sh. Shaktisinh Parmar-TGT (P&HE)		

			Ms. Sadhana - PRT		etc.
			Sh. Lakhan Gurjar - JSA		
45.	Office and Local Issues related to state Govt. (scholar ship, schemes etc)	Mrs. Pooja Vadra – TGT English (Sec I/C)			To deal with requirements of data of students and staff by the state Government.
46.		Mr. Yogesh Sutariya – PRT (Primary I/C)			
47.	Student Alumni	Sh. Arjun Singh rajpurohit - PGT Chem	Sh. Chandrakant Prajapati- PRT		<ul style="list-style-type: none"> ➤ To constitute alumni association for Vidyalaya and approach for Vidyalaya development. ➤ To maintain proper records of alumni of the Vidyalaya. ➤ To arrange alumni meet in the Vidyalaya once in a year.
48.	Compensation of Academic Loss Programme	Sh. Arjun Singh Rajpurohit- PGT Chemistry	All Subject Teachers		<ul style="list-style-type: none"> ➤ To compensate for loss of studies of students in academic subjects due to movement outside school for participation in various/activities/ competitions/ cultural events at regional and national levels.
49.	Community Participation	Sh. Yogesh Sutariya - PRT	Sh. Chandrakant Prajapati - PRT		<ul style="list-style-type: none"> ➤ To encourage local community for participation in various programmes conducted by schools.
			Sh. Prakash Kumar – Sub Staff		
50.	Continuous Professional Development (CPD)	Sh. O.P. Bairwa – PGT Hindi	Mrs. Sanchi Khurana - PGT CS		<ul style="list-style-type: none"> ➤ To maintain documentation of CPD courses conducted in Vidyalaya.
51.	PM SHRI	Sh. Vishal - HM	Smt. Dolly TGT SST		<ul style="list-style-type: none"> ➤ To conduct Activities according to PM SHRI calendar. ➤ To maintain documentation and stock register of PMSHRI.
52.	School Innovation Council	Sh. Ashok Kalawat- PGT Maths	Sh. Arjun Singh Rajpurohit -PGT Chem		<ul style="list-style-type: none"> • Conduct the STEM activities • Motivate and guide the student the to prepare

			Smt. Sanchi Khurana – PGT CS		for various programaames like INSPIRE , YUVIKA, NAAS, RSBVP, PRAYAAS etc. • Update the conduct the activaties as per the SIC portal
			Sh. Ritesh Sharma – PGT PHY		
			Mr. Divyansh Kain - PRT		

NOTE:

1. All duties and responsibilities to be taken up in letter and spirit.
2. The duties are subject to change on need basis.

PRINCIPAL