

# KENDRIYA VIDYALAYA, IIT CHENNAI

## DUTY ALLOTMENT / COMMITTEES FOR THE SESSION: 2024-25

The following committees, departments and clubs are hereby 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 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/ CONVENER / MEMBER	SIGN	DUTIES/RESPONSIBILITIES/ ACTIVITIES
<b>1.</b>	<b>a) ACADEMIC SUPERVISION</b>	Principal - X,XI,XII Vice Principal- VI-IX Mrs.R.Padmavathy HM- B-I to V	1 2 3	1. Supervision of allotted classes. 2. Taking rounds to check the class rooms activities 3. Observations of class room teaching and submission of report to the principal for comments. Checking of CW and HW copies and giving remarks. 4. Any other related work assigned by the Principal
	<b>b) COMMITTEE FOR VIDYALAYA PLAN &amp; SUGGESTIONS</b>	1. Principal 2. Mrs.G.Suganthi 3. Mr. G. Ravi 4.Mrs.A.Ajitha 5. Mrs. Kalyani.T 6. Mrs. R.Padmavathy	1 2 3 4 5 6	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
<b>2.</b>	<b>ACADEMIC ADVISORY COMMITTEE</b>  <b>a) PRIMARY</b>	1. Mrs.R. Padmavathy 2. Mrs.R. Chitra 3. Mr. Deepti Singh 4. Ms.Abinav Yadav 5. Mrs.S.Vijaya lakshmi- SE	1 2 3 4 5	1. To get the Split-up of syllabus subject wise and class wise on or before 31 <sup>st</sup> 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 SEE - 2023-24 and periodic tests) and prepare action plan on or before

	<b>b) SECONDARY &amp; SR. SECONDARY</b>	1.Mrs. G. Suganthi 2.Mrs. R.K. Shukla 3.Mrs. Benita pon 4.Mrs. Poonam Rani	1 2 3 4	1 <sup>st</sup> Aug- 2024 and to ensure that action is taken as per plan. 3. To prepare and inform to subject teachers about the special time-table 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 to be checked separately through prescribed Performa. 6. Work related with NEP,FLN and AAC. 7. Any other related work assigned by the Principal
<b>3.</b>	<b>CO-CURRICULAR ACTIVIES</b> <b>1) Morning assembly organizations</b> <b>2) Celebrating of festival &amp; important days</b> <b>3) CCA (internal)</b>  <b>a) Primary</b>	1.Mrs. D.Sreelatha I/C 2.Mr. R.K.Shukla (Associate co-ordinator)  1.DHEERAN CHINNAMALAI HOUSE MASTER: 1.Mrs.S.Vijayalakshmi 2.Ms.Deepti Singh 3.Mrs.Ranjni  2.MARUDHANAYAGAM HOUSE MASTER: 1.Ms.Ruchita Verma 2.Mr.Shivam Tiwari 3.Mrs.Jeevitha 4.Mrs.Ramya  3.THILLAIYADI VALLIYAMMAI HOUSE MASTER: 1.Ms.Kanchan 2.Ms.Priya Shukla 3.PRT-5 4.Ms.Ruchita Verma	1 2 3  1 2 3  1 2 3 4  1 2 3 4	<u>MORNING 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. To plan community songs on Wednesday and Friday led by the classes concerned. 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 &amp; 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 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. 3. To encourage the students & staff to participate in these programmes & assign duties for them.

<b>b) Secondary and Senior Secondary)</b>	<p>4.VELUNACHIYAR HOUSE MASTER: 1.Ms.Abhinav Yadav 2.Mrs.Beena Meena 3.Ms.Divya 4.Sports coach</p>	<p><b>1</b> <b>2</b> <b>3</b> <b>4</b></p>	<p>4. Guest lecture should also be organized on special occasion &amp; 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. 2. They will also have to suggest practical plans for improvement of CCA activities. 3. To check the preparation of CCA. 4. To plan for prize distribution. 5. To send the important news items from time to time related to CCA to newspaper agencies for publications. 6. The preparations for different CCA activities should be under the personal supervision of House Masters and Associate House Masters. 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>House Master</u></p> <p>1. Inform above CCA competition to their house 2. Maintain the records of students and competition 3. Preparing the preliminary selection of children as per the circular given by CCA 4. Guiding the children above the competition 5. Checking the result put them on time</p>
	<p>1.DHEERAN CHINNAMALAI HOUSE MASTER:Mrs.Nirmala Devi,PGT(Eng) 1. Mrs.Vanimakhal, PGT(Bio) 2. Mr.P.Jagannath, TGT(WE) 3. Mr.Harshil, TGT(Maths) 4. Mrs.Revathy(Counsellor) 5. Mrs.Anjali Yadav, TGT(Sci) 6. Mr. Maria Joy Edward, TGT(SST) 7.Mr.Balachander, Computer Instructor</p>	<p><b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b></p>	
	<p>2.MARUDHANAYAGAM HOUSE MASTER: Mr.Ravi 1. Mrs.G.Suganthi, PGT(Phy) 2. Ms.Shipra Dixit, PGT(Maths) 3. Mrs.Benita, TGT (Eng) 4.Mr.Nathuram Saini, TGT(SST) 5.Mr. Vijay, TGT(Hindi) 6.Mrs.Ruchi Kumari,TGT(Librarian) 7.Mrs.Uma (Nurse)</p>	<p><b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b></p>	
	<p>3.THILLAIYADI VALLIYAMMAI HOUSE MASTER: Mrs.Ajitha 1. Mrs.Dilruba, PGT(Chem) 2. Mrs.Alka, TGT(Hindi) 3. Mrs.T.Kalyani, TGT(Eng) 4. Mrs.Nitesh Kumari, TGT(SST)</p>	<p><b>1</b> <b>2</b> <b>3</b> <b>4</b></p>	

		<p>5. TGT(Maths) <b>5</b>  6. Ms.KM Nisha, TGT(AE) <b>6</b>  7. Ms. Yamini, German Teacher <b>7</b></p> <p>4.VELUNACHIYAR  HOUSE MASTER: Mrs.Smith  1. Ms.Chanda, PGT(Eco) <b>1</b>  2.. Mrs.Poonam Rani, TGT(Maths) <b>2</b>  3.. Ms.Shivani Verma, TGT(Eng) <b>3</b>  4.. Mr.Ummed Singh, TGT(Sci) <b>4</b>  5.Ms.Sunita Pradhan,, TGT(Skt) <b>5</b>  6. Mr.Rajesh, Yoga Instructor <b>6</b>  7. Mrs.Kavitha, Tamil Teacher <b>7</b></p>	
	<p><b>c) CCA(external)</b></p>	<p><u>CO-CURRICULAR ACTIVITIES</u>  <u>(EXTERNAL)</u></p> <p>1.Mrs.Nirmala Devi, PGT(Eng) <b>1</b>  2. Mr. Vijay kumar <b>2</b>  3. MS. Nisha <b>3</b>  4.Ms. Komal <b>4</b>  5.Sports coach sec. <b>5</b></p>	<p>1. Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same.  2. To encourage the students to ensure maximum participations in various competitions conducted by different organizations  3. To make announcement of the prize winners in the morning assembly and maintaining record of prize winners. (Take Xerox copies of their certificates and make a file.)  4. To send the information regarding the prize winners to the Web site committee to up load in our school web site.  5. Any other related work assigned by the Principal.</p> <p><u>VALUE EDUCATION</u>  1. To prepare compact programmes for developing good habits and moral value among the students.</p>

	<b>d) Value Education</b>	1.Mrs.Nitesh Kumar 2.Ms.Shivani Verma 3.Mrs.Ruchi Kumari 4.Mrs.Uma	1 2 3 4	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 once in a week). 4. To encourage teachers to present moral talk to the students in morning assembly.
<b>4.</b>	<b>EXAMINATION</b> <b>a) PRIMARY</b>  <b>b) SECONDARY &amp; SR. SECONDARY</b>  <b>c) CBSE</b>	1.Ms.Ruchita Verma 2.Ms.Vaishali Soni 3.Ms. Barsha Rani Rout 4.Mrs.Ranjini 5.Ms.Divya  1.Mrs. JAL Sunith 2.Mrs. Kalyani.T 3.Mrs. Benita 4.Mr. Vijaya kumar 5.Ms. Sunita kumara  1.Ms. Shipra.D 2.Mr. Harshil 3.Ms. Chanda 4.Mrs.Ruchi kumari	1 2 3 4 5  1 2 3 4 5  1 2 3 4	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. 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. 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 & exams within a week of completion of test/examination & updated record must be kept ready for further course action. 6. To prepare Result analysis as per KVS direcation. 7. To train the teachers to prepare the results as per the guidelines issued by CBSE 8. Plan for all the external examinations including CBSE and to conduct it successfully. 9. Any other related work assigned by the Principal.
	<b>d) Outside examination (NIOS)</b>	1.Mrs. Benita Pon 2.Mr. Natthu Ram 3.Mr. Vijay kumar	1 2 3	1.To conduct NIOS examinations and related work. 2.To conduct outside exams like NEET or other exams.

5.	<b>ADMISSIONS</b> <b>a) SECONDARY</b>  <b>b) PRIMARY</b>  <b>c) WRITING ADMISSION REGISTER</b>	1.Mr. G.Ravi 2. Mr. Natthu Ram 3.Mrs.Poonam Rani 4.Mr. Nitesh Kumari  1.Mr. Shivam Verma 2.Ms.Barsha Rani Rout 3.Ms.Deepti Singh  Class Teachers 1.Mr. D. Ramar	1 2 3 4  1 2 3  1	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. To provide Data Required by KVS (RO&HQ) regarding admission. 6. 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.	<b>TIME TABLE PREPARATION</b>  <b>a) SECONDARY &amp; SR. SECONDARY and ARRANGEMENT REGISTER</b>  <b>b) PRIMARY and ARRANGEMENT REGISTER</b>	1.Mrs. G.Suganthi 2.Ms. Nisha 3.German Tr. 4.Tamil Tr.  1.Ms.Barsha Rani Rout 2.Mrs. S.Vijayalakshmi 3. Ms.Vaishali Soni 4.Mr.Shivam Tiwari	1 2 3 4  1 2 3 4	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. Any spl. time table as and when required. 4. To ensure the ringing of bell in time 5. To plan and conduct contractual interview 6. Any other related work assigned by the Principal.
7.	<b>NATIONAL ADOLESCENCE EDUCATION PROGRAMME (NAEP)</b>	1.Mrs.Vani Makhhal 2.Mrs.Anjali Yadav 3.Mr. Ummed Singh 4.Mrs G.Uma	1 2 3 4	1. To conduct NAEP programme as per KVS direction. 2. To make arrangement for teacher and students they go on training (or) resign. 3. To prepare the staff sanction proposal. 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 for its information.

				4. Any other work related and assigned by the Principal.
8.	<b>GUIDANCE &amp; COUNSELLING</b>	1.Mrs.Vani Makhal 1.Mrs. Revathy 2.Mrs G. Uma 3.German Teacher 4.Mrs. Ruchi Kumari 5.Mr. Ummed Singh	1 1 2 3 4 5	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.	<b>SCOUTS &amp; GUIDES</b>  <b>CUBS &amp; BULBUL</b>	1. Mr. P.Jagannath 2.Mr. Ummed Singh 3.Mr. Vijay kumar 4.Ms.Alka 5.Ms. Shivani Verma 6.MS.Sunita Pradhan 7.Ms. Ruchi Kumari  1.Mrs.Chithra 2.Ms. Kanchan 3.Ms. Abinav Yadav 4.Mrs.Beena Meena 5.Mr. Shivam Verma 6.Mr. Shivam Tiwari	1 2 3 4 5 6 7  1 2 3 4 5 6	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. <b>All the teachers should compulsorily come in uniform on the specific day</b>
10.	<b>NON SCHOLASTIC TRAINING PROGRAMME</b>  a) <b>ART &amp; CRAFT</b>  b) <b>MUSIC &amp; DANCE</b>	1.Ms.Nisha 2.Mrs. Yamini 3.Mr.Shivam Tiwari  1.Ms. Kanchan 2.Music Coach	1 2 3  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.

	<p><b>c) GAMES &amp; SPORTS</b></p> <p><b>d) GUIDANCE AND COUNSELLING</b></p>	<p>1.Ms. Komal Sharma 2. Sports Coach Primary 3. Sports Coach Secondary</p>	<p>1 2 3</p>	<p>5. To submit quarterly progress report of the activities &amp; yearly report at the end of the session. 6. Holding Arts and Crafts exhibition (integrating Art with other subjects) 7. Any other related work assigned by the Principal.</p>
<b>11.</b>	<b>SUBJECT COMMITTEES</b>			
	<p><b>a) PRIMARY SECTION</b></p> <p><b>b) SECONDARY &amp; SR. SECONDARY SECTION</b></p> <p><b>1) ENGLISH</b></p>	<p>1.Mr. R. Padmavathy 2. Mr.Deepti Singh ALL PRTS.</p> <p>1.Mrs Nirmala devi 2.Mrs Kalyani.T 3.Mrs Benita 4.Ms. Shivani Verma</p>	<p>1 2</p> <p>1 2 3 4</p>	<p>1. To analyze the performance of students &amp; prepare further course of action plan for better improvement of students in academic performance. 2. To check class wise monthly academic performance analysis &amp; 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 &amp; submit it to Principal. 4. To put a vigil on class wise progress of subject/lesson/syllabus.</p>
	<b>2) HINDI / SANSKRIT</b>	<p>1.Mr. R.K Shukla 2.Mrs Alka 3.Mr. Sunita Pradhan(TGT –SKT-II) 4.Mr.Vijay Kumar</p>	<p>1</p>	<p>5. To highlight the importance of the subject amongst the students and create interest in subject. 6. To discuss difficult topics on rotation by faculty members.</p>
	<b>3) MATHEMATICS</b>	<p>1.Ms. Shipra 2.Mrs. Poonam Rani 3.Mr. Harshil Udayan Raupala</p> <p>TGT MATHS -III</p>	<p>1 2 3 4</p>	<p>7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc.</p>



				8. To discuss the activities /worksheets/ plan excursions etc as per the split up of syllabus and coverage of lessons.
	<b>4) SCIENCE &amp; Computer Science</b>	1.Mr.G.Ravi 2.Mrs. G.Suganthi 3.Mrs.J.A.L. Smith 4.Mrs.Ajitha PGT-Chemistry 5.Mrs. Anjalai Yadav 6.Mr. Ummed Singh 7.Mr.Balachandar 8.Ms.Ramya	1 2 3 4 5 6 7 8	9. To use the computers/ LCD etc to make the lessons interesting.
	<b>5) SOCIAL SCIENCE</b>	1.Mrs. Sreelatha 2.Ms. Chanda 3.Mr. Natturam 4.Ms.Nitesh Kumari 5. SST-III	1 2 3 4 5	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. To discuss the work related with PISA. 13. Any other related work assigned by the Principal. 14.To discuss about the MDP Projects 15. To discuss about the portions for PT-1,PT-2 and LAT 16.To record the class room activity 17.To arrange demo classes/share their experiences good or bad to Learn or caution the other teacher.
	<b>6) TAL &amp; CAL Secondary</b>	1.Mrs. Ajitha.A 2. Mr. Balachandar	1 2	
	<b>Primary</b>	1.Mrs.R.Padmavathy 2.Ms. Ramya	1 2	
<b>12.</b>	<b>CLUB ACTIVITIES</b>			
	<b>a) LITERARY CLUB</b>	1.Mrs. Nirmala Devi (Guide) 2.Ms. Shivani Verma-I/C 3.Mrs.Benita 4.Mrs. Kalyani 5.Mr.R.K.Shukla 6.Mr.Vijaya Kumar 7.Mrs. Alka 8.Ms. Sunita Pradhan 9. TGT-SKT	1 2 3 4 5 6 7 8 9	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 programmes competitions/ seminars/ etc. Based on Language in 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>b) MATHEMATICS CLUB</b>	1.Mrs.Poonam Rani 2.Ms. Shipra (guide)	1 2	1. To form a mathematics club & encourage students interested in mathematics to take up good projects.

		3.Mr. Harshil Udayan Raupala 4.TGT-Maths-III	3 4	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.
	<b>c) SCIENCE CLUB</b>	1.Mrs.J.A.L.Smith 2.Mrs.G.Suganthi 3.Mr.G.Ravi 4.Mrs.Ajitha 5.PGT-Chemistry	1 2 3 4 5	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.
	<b>d) SOCIAL SCIENCE / EBSB CLUB &amp; G20 Activities</b>	1.Mr.Natthu Ram 2.Mrs.Nitesh Kumari 3.Ms. Chanda 4.Mr.Vijaya Kumar 5.Mrs.Sreelatha 6.TGT (SST) 7.Ms.Nisha	1 2 3 4 5 6 7	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.

				<ol style="list-style-type: none"> <li>6. To guide the students to prepare articles to publish in magazine and newspapers.</li> <li>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.</li> <li>8. Any other related work assigned by the Principal.</li> </ol>
	<b>e) NATURE CLUB</b>	<ol style="list-style-type: none"> <li>1.Mrs.Anjali Yadav</li> <li>2.Mr.Ummed Singh</li> <li>3.PGT Biology( Guide)</li> <li>4.Mrs.G.Uma</li> </ol>	<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> <li>4</li> </ol>	<ol style="list-style-type: none"> <li>1. To inculcate the habit of loving nature in the minds of children.</li> <li>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.</li> <li>3. Every class may be allotted a particular area in the garden to be maintained during their SUPW periods.</li> <li>4. To encourage students to look in to the beautification of campus.</li> <li>5. Any other related work assigned by the Principal.</li> </ol>
	<b>f) FINE ARTS CLUB – Primary</b>	<ol style="list-style-type: none"> <li>1. Mrs.Priya Shukla</li> <li>2. Mr.Shivam Tiwari</li> <li>3. Ms.Jeevitha</li> </ol>	<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> </ol>	<ol style="list-style-type: none"> <li>1. To prepare the students for participating in external &amp; internal competitions.</li> <li>2. To give guidance to participate in all the external competitions when the information or circulars are received from the external agencies or institutions.</li> </ol>
	<b>g) HEALTH &amp; SPORTS CLUB</b>	<ol style="list-style-type: none"> <li>1.Ms. Komal Sharma</li> <li>2.Mr. Sports Coach</li> <li>3. Yoga Coach</li> <li>4.German Teacher</li> <li>5. Tamil Teacher</li> <li>6.Mrs.Uma</li> </ol>	<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> <li>6</li> </ol>	<ol style="list-style-type: none"> <li>1. To complete the SBSB activities as a part of health club</li> <li>2. To propose and arrange adventure trips for the students</li> <li>3. Any such trips from KVS side should be taken up with true spirit.</li> </ol>
	<b>h) STANDARDS CLUB</b>	<ol style="list-style-type: none"> <li>1.Ms.Nitesh Kumari</li> <li>2.Ms.Nisha</li> <li>3. Tamil Teacher</li> <li>4.German Teacher</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<ol style="list-style-type: none"> <li>1. To know about ISI / BIS, Bureau of Indian Standards</li> <li>2. To create awareness about BIS and its functions</li> <li>3. To make the students understand about the standardization of products and goods</li> <li>4. To carry out a variety of programmes involving students,</li> </ol>

				providing them opportunities for creativity on the themes of quality and standardization.
	<b>i) ROAD SAFETY CLUB</b>	1.Mr.Jagannath 2.Mr.Ummed Singh 3.Mr Sports Coach 4. Yoga Teacher 5.Mr.Shivam Tiwari	1. 2. 3. 4. 5.	1. To know about road safety rules. 2. To control the traffic near school permieess 3. To carry out variety of programme involving student and provide them oppurtunities. 4. To conduct Road safety programmes.
	<b>j) EDUCATIONAL EXCURSIONS</b>	PGT -Chemistry II-I/C 1.Mr.Jagannath 2.Mr.Harshil Udayan Raupala 3.Mrs.Revathy 4.Mrs.G.Uma 5.Mr.Shivam Verma 6.Mrs.Ramya 7.Ms.Abinav Yadav 8.Mrs.S.Vijayalakshmi	1 2 3 4 5 6 7 8	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.
	<b>k) FILM SHOW</b>	1.Mrs.R.Padmavathi 2.Mrs. Chithra 3.Mrs.Ramya 4.Mrs.S.Vijayalakshmi	1 2 3 4	1. To procure films appropriate to the children level from Children Film Society of India. 2. To monitor the film shows organized by the teachers 3. To maintain a register for the film shows
<b>13.</b>	<b>a) GAMES AND SPORTS</b>  <b>DEPARTMENT SECONDARY &amp; SR.SECONDARY</b>  <b>PRIMARY</b>	1.Ms.Komal Sharma 2.Sports Coach 3.Mr.Ummed Singh  1.Mrs.Beena Meena 2.Mr.Shivam Tiwari 3.Ms.Abinav Yadav	1 2 3  1 2 3	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.

	<b>b) SUPW DEPARTMENT</b>	1.Mr.Jagannath 2.Ms.Nisha	1 2	<ol style="list-style-type: none"> <li>1. Prepare plan for the SUPW training in various fields as per KVS directions.</li> <li>2. To help in organizing exhibitions at Vidyalaya level by Science and SST dept.</li> <li>3. Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya.</li> <li>4. Maintenance of vidyalaya electrical, P.A. system, water connections, repair of furniture etc with help of students during SUPW periods.</li> <li>5. Any other related work assigned by the Principal.</li> </ol>
	<b>c) MUSIC DEPARTMENT &amp; FINE ARTS</b>	1.Ms.Nisha 2.Ms.Kanchan 3.Music Teacher 4.Dance&Music coach	1 2 3 4	<ol style="list-style-type: none"> <li>1. To select a group of students who are having keen interest in the field of music and train them for different activities.</li> <li>2. To prepare the students to participate in all external &amp; as well as internal cultural events.</li> <li>3. To impart proper training to the students for using the musical instruments.</li> <li>4. To buy and to maintain the required musical instruments.</li> <li>5. To train students properly sing in the morning assembly &amp; the community songs in all the languages.</li> <li>6. To prepare dance and Music programmes for the annual day and for all other special occasions.</li> <li>7. To train the children to sing the prayer song and all community songs with out seeing the diary in the morning assembly.</li> <li>8. Any other related work assigned by the Principal.</li> </ol>

	<p><b>d )LIBRARY COMMITTEE SECONDARY</b></p> <p>Primary</p>	<p>1.Mrs.Ruchi Kumari 2.PGT-CHEMISTRY 3.PGT-BIOLOGY 4.J.A.L.Smith 5.T.Kalayani 6.Mrs.Poonam Rani 7.School Captain 8.School/Vice captain</p> <p>1.Mr.Shivam Verma 2.Ms.Vaishali Soni 3.Ms.Deepati Singh 4.Ms.Divya</p>	<p>1 2 3 4 5 6 7 8</p> <p>1 2 3 4</p>	<p style="text-align: center;"><b>DUTYIES OF LIBRARY</b></p> <ol style="list-style-type: none"> <li>1. Make available curriculum books, Textbooks, Collection of CBSE &amp; session ending examination question papers for use by the students.</li> <li>2. Proper arrangement for effective display of periodicals, newspapers, magazines etc. in the library.</li> <li>3. Prepare a list of books with the help of subject teachers by April 'every year &amp; purchase them latest by June every year as per budget provision.</li> <li>4. At least two programmes should be organized in this session to make aware the students &amp; staff for the use of library &amp; to encourage the students to study the books &amp; magazine.</li> <li>5. Issue of books to the students &amp; staff and maintain issue register etc.</li> <li>6. To collect requirements of staff and students and to procure the books.</li> <li>7. To follow the KVS Library policy.</li> <li>8. Library automation to be done &amp; data base to be maintained by using latest software for library.</li> <li>9. Preparation of annual plan and implementation of Book review schedules for the classes VI to VIII compulsorily.</li> <li>10. Any other related work assigned by the Principal.</li> </ol> <p style="text-align: center;"><b>DUTYIES OF LIBRARIAN COMMITTEE</b></p> <ol style="list-style-type: none"> <li>1. To suggest and improve Face Lift of the library to provide a congenial reading atmosphere for the students.</li> <li>2. To make a list of required books (Department wise) in the month of April and to purchase the books.</li> <li>3. Students also must be encouraged to give the list of good books for purchase.</li> <li>4. To supervise effectively the functioning of library and to send a quarterly to the principal.</li> <li>5. Any other related work assigned by the Principal.</li> </ol>
	<p><b>e) COMPUTER DEPARTMENT</b></p>	<p>1.Mrs.Ajitha 2.Mr.Balachandar 3.Ms.Ramya</p>	<p>1 2 3</p>	<ol style="list-style-type: none"> <li>1. To oversee the functioning / maintenance of computers in KV by AMC contractor.</li> <li>2. To send monthly reports to KVS (RO)</li> </ol>

				<ol style="list-style-type: none"> <li>3. To update website weekly (The data should be collected from all the Department heads, CCA coordinator, Office etc.</li> <li>4. To check KVS (RO) and HQ website every day and to download circulars etc.</li> <li>5. Any other related work assigned by the Principal.</li> <li>6.To check and maintancees monthly report of smart LCD projecters and system in class room</li> </ol>
	<p><b>f) TEACHING AIDS&amp; AVAIDS</b></p> <p><b>SECONDARY &amp; SR. SECONDARY SMART CLASS</b></p> <p><b>g) PRIMARY RESOURCE ROOM &amp; SMART CLASS</b></p> <p><b>h) XEROXING AND PRINTING OF WORK-SHEETS</b></p>	<ol style="list-style-type: none"> <li>1. Mr. Natthu Ram</li> <li>2.Mr.Ummed Singh</li> <li>1.Mrs.Ajitha</li> <li>2.Mr.Balachandar</li> <li>1.Ms.Priya Shukla</li> <li>1.Mr.Shivam Verma</li> <li>2.Mrs.Hari Priya</li> <li>3.Mr.Shivam Tiwari</li> <li>4.Mrs.Jeevitha</li> </ol>	<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>1</li> <li>2</li> <li>1</li> <li>1</li> <li>2</li> <li>3</li> <li>4</li> </ol>	<ol style="list-style-type: none"> <li>1. To plan and arrange for purchasing materials required for teaching aids Dept.</li> <li>2. Any other related work assigned by the Principal.</li> <li>1. To set an activity room to teach primary students as per KVS circular No.F.39-AC/2008-KVS(BGR) dated06/02/08</li> <li>2. To plan and arrange for purchasing materials required for T.L.M</li> <li>3. To execute the C.M.P./FLN as per KVS directions.</li> <li>4. To conduct periodical workshops and meetings to strengthen C.M.P./FLN</li> <li>5. To oversee the functions/maintance of recho machine by AMC contractor maintan regisiter about the worksheet taken.collect hard copy of work to bind and taking printout.</li> <li>6. To monitor the quality of worksheets prepared by the teachers and its execution as per plan.</li> <li>7. To monitor the Teaching – Learning process and Methodology used by the teachers.</li> <li>8. To conduct the various activities under C.M.P as per KVS directions.</li> <li>9. Any other related work assigned by the Principal.</li> </ol>
<b>14.</b>	<b>FURNITURE DEPARTMENT</b>	<ol style="list-style-type: none"> <li>1.Mr.Jagannath</li> <li>2.Mr.R.K.Shukla</li> <li>3.Mr.Harshil Udayan Raupala</li> <li>4.Ms.Komal Sharma</li> <li>5.Mr.Shivam Tiwari</li> <li>6.Mr.Shivam Verma</li> </ol>	<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> <li>6</li> </ol>	<ol style="list-style-type: none"> <li>1. To supervise the use of furniture by the students.</li> <li>2. To plan for repair &amp; purchase of Vidyalaya furniture for students &amp; staff in various classrooms &amp; departments as per requirements from the budget allotment.</li> <li>3. Any other related work assigned by the Principal.</li> </ol>

15	<b>LABORATORY</b> <b>a) PHYSICS</b>  <b>b) CHEMISTRY</b>  <b>c) BIOLOGY</b>  <b>d) LANGUAGE LAB</b>  <b>Jr SCIENCE Lab</b>  <b>Maths Lab</b>  <b>e) COMPUTER LAB</b>	1.Mrs.G.Suganthi 2..Mr.Chandra Sekar  1.Mr.G.Ravi 2.Mr.Ramar  1.PGT Biology 2.Mrs.Anjalai Yadav  1.Mrs.Benita 2.Ms.Shivani Verma  1.Mr.Ummed Singh 2.Mrs.Anjali Yadav  1.TGT Maths III 2.Ms.Shipra 3.Mr.Harshil Udayan Raupala  1.Mrs.Ajitha 2.Mr.Balachandar 3.Ms.Ramya	1 2  1 2  1 2  1 2 3  1 2 3	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, 3. 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.
16.	<b>MAINTENANCE OF SCHOOL CAMPUS</b>  <b>a) SCHOOL BUILDING REPAIR &amp; MAINTENANCE CIVIL AND ELECTRICAL</b>	1.Mr.Jagannath 2.Mr.R.K.Shukla 3.Mr.Ummed Singh 4.Ms.Komal Sharma 5.Mrs.Ruchi Kumari 6.Mr.Vijay Kumar	1 2 3 4 5 6	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. 7. The committee will suggest the requirements in respect of maintenance and repair. 8. Any other related work assigned by the Principal.



	<b>c) BEAUTIFICATION OF CAMPUS AND MAINTENANCE OF GARDENS</b>	1.PGT – Biology 2.Ms. Nisha 3.Academic counsellor 5.Nurse	1 2 3 4	1. To prepare plan to beautification of the campus 2. To procure saplings and other requirements for the garden and to monitor the maintenance of gardens 3. To take up the plantations of trees in around the campus 4. To instruct and supervise the gardener to maintain the campus with out any weeds etc. 5. Any other related work assigned by the Principal.
<b>17.</b>	<b>CLEANLINESS OF THE SCHOOL &amp; CONSERVANCY</b>	1. PGT – CHEMISTRY I/C 2. Mrs.Sreelatha 3.Ms. Nisha 4.Ms.Komal Sharma 5.Mrs G.Uma 6.Mrs.Revathy( Counsellor) 7.Tamil Teacher 8.GermanTeacher 9.Mr.Balaji	1 2 3 4 5 6 7 8 9	Ground Floor, Office, Principal room and front Lobby &All areas First floor&Second floor of old building all areas of primary section. Front road, Assembly ground and other areas to be cleaned – All toilets and bathrooms should be washed with Phenyl. Wet mop of all corridors, departments and steps 1. The above said places will be cleaned after school hours/ before school starts and maintained by agency. 2. All Conservancy employees will report to the committee at 7.30 am and will supervise the cleaning work. 3. Any other related work assigned by the Principal.
<b>18.</b>	<b>VIDYALAYA PATRIKA EDITORIAL BOARD</b>	Vice Principal I/C 1.Mrs.Nirmala Devi 2.Mr.R.K.Shukla 3.Mrs.Benita Pon 4.Mrs.Alka 5.Ms.Sunita Pradhan 6.Ms.Nisha	1 2 3 4 5 6	1. To encourage the students to write articles on different topics and collect the articles. 2. To edit all the articles written by the students 3. To make arrangements to compile the articles language wise and to select the articles on certain priority as decided by the committee. 4. To complete all administrative formalities for printing the magazines. 5. To collect messages from authorities. 6. To release the Magazine latest by 15.08.20. 7. Any other related work assigned by the Principal.

19.	<p><b>MAINTANANCE OF BOOK OF CHORONICLES AND MINUTES OF MEETING NEWS LETTER AND PRESS INFORMATION COMMITTEE</b></p> <p><b>C.M.P / FLN NEWS LETTER</b></p>	<p>1.Ms. Nirmala Devi 2.Mrs.T.Kalyani 3.Mr.R.Padmavathi</p> <p>1.Mrs.Hari Priya</p> <p>1.Mrs.R.Chitra 2.Ms.Deepti Singh 3.Ms.Ruchita Verma 4.Mrs.Beena Meena 5.Ms.Divya</p>	<p>1 2 3</p> <p>1</p> <p>1 2 3 4 5</p>	<p>1. To Keep record of all events and student prize winners in different competitions (External) 2. To record the minutes of meetings. 3. Any other related work assigned by the Principal. 4.Conducting FLN meeting</p> <p>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.</p> <p>4. Planing FLN activities every month.</p>
21.	<p><b>PURCHASE AND CONDEMNATION COMMITTEE -SECONDARY</b></p> <p><b>OFFICE ASSISTANCE</b></p>	<p>1.MS.Chanda Kannaujiya 2.Ms.Shipra 3.Mrs.Ajitha 4.Mr.Jagannath 5.Mr.G.Ravi 6.Mr.A.Palani</p> <p>1.Mrs.D.Sreelatha 2.Mr.Ramar 3.Mrs.Aarathi 4.Mrs.Jayapriya</p>	<p>1 2 3 4 5 6</p> <p>1 2 3 4</p>	<p>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.</p> <p>To guide the teachers to follow KVS rules.</p>
22.	<p><b>RAJBHASHA KALYAN SAMITI</b></p>	<p>1.Mr.R.K.Shukla</p>	<p>1</p>	<p>1. To follow Rajbhasha Kalyan Samiti guidelines 2. To create a Hindi atmosphere &amp; to prompt Hindi in daily use. 3. To celebrate “Hindi Pakhwada” as per the KVS guidelines.</p>

	<b>MINUTES OF STAFF MEETING AND CIRCULAR IN HINDI</b>	2.Ms.Alka 3.Mr.Vijaya Kumar 4.Ms.Sunitha Pradhan 5.Ms.Abhinav Yadav 6.Ms.Priya Shukla 7.Mrs.Beena Meena	2 3 4 5 6 7	4. Any other related work assigned by the Principal. 5. Mr. Aruni Kumar to write a Hindi word every day with its meaning on the display board in Primary section.
<b>23.</b>	<b>HEALTH &amp; HYGEINE</b>	1.Mrs.Anjali Yadav 2.Mrs.Jeevitha 3.Mrs.G.Uma	1 2 3	1. To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer. 2. To collect the medical details who need of such special attention. 3.To print and maintain the Health card for each students 4. To make available stock of First aid materials for the students. 5. A special care must be taken for girl child as per their natural need, if situation demands for that. 6. Any other related work assigned by the Principal.
<b>24.</b>	<b>SECURITY</b>	1.Ms.Chanda 2.Mr.Harshil Udayan R upala 3.Mr.A.Palani	1 2 3	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.
<b>25.</b>	<b>CO-ORDINATION OF CONTRACTUAL TEACHERS AND COACHES</b>	1.Vice Principal I/C 2.Mrs.Suganthi	1 2	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.
<b>26.</b>	<b>DISCIPLINE Boys</b>	1.Mr.G.Ravi 2.Mr. Natthu Ram 3.Mr.Harshil Udayan Rupala 4. Sports Coach	1 2 3 4	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

	<p><b>Girls</b></p> <p>1.Ms.Komal Sharma 2.Mrs.Revathy 3.PGT-Biology 4.Mrs.Ruchi Kumari</p> <p><b>Primary</b></p> <p>1.Mrs.R.Padmavathi HM 2. Mrs.R.Chitra 3.Mr.Shivam Verma 4. PRT-5</p>	<p>1 2 3 4</p> <p>1 2 3 4</p>	<p>all respects for the students.</p> <p>4. If any member finds any misbehavior by the students(s) it should be brought to the notice of all the members &amp; the principal to take necessary action.</p> <p>5. Committee will decide the course of action against the concerned students (s).</p> <p>6. Any other related work assigned by the Principal.</p>	
27.	<b>WEB SITE COMMITTEE</b>	<p>1.Mrs.Ajitha 2.Mr.Balachandar 3.Mrs.Ramya</p>	<p>1 2 3</p>	<p>1. To Design the web site of the school with help of latest technology.</p> <p>2. To collect the information as per the heads defined by KVS (HQ).</p> <p>3. To Upload the information received immediately.</p> <p>4. To upload frequently the creativity and achievement of the students and teachers.</p> <p>5. To highlight the special features, Notifications and Important events in web site regularly.</p>
28.	<b>REDRESSAL OF GRIEVANCES AND SC/ST CELL</b>	<p>1.Mr.G.Ravi 2.Ms.Shivani Verma 3.Ms.Nisha</p>	<p>1 2 3</p>	<p>1. To open the grievances box kept in the vidyalaya once (2<sup>nd</sup> Friday) in every month.</p> <p>2. Any complaints to be enquired and to report to higher authorities for n.a.</p> <p>3. Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal.</p> <p>4. Any other work related and assigned by the Principal.</p>
29.	<b>R.T.I CELL</b>	<p>1.Mrs.G.Suganthi 2.Mr.G.Ravi 3.Ms. Nisha</p>	<p>1 2 3</p>	<p>1. To Maintain a record regarding the applications received.</p> <p>2. To Instruct the concern record holder to reply within the time limits and maintain the file.</p> <p>3. Any other related work assigned by the Principal.</p>

30.	<b>FILM SHOW</b>	1.Mrs.R.Padmavathy 2.Mrs.Ranjini 3.Mrs.Ramya	1 2 3	1. To procure films appropriate to the children level from Children Film Society of India. 2. To monitor the film shows organized by the teachers 3. To maintain a register for the film shows
31	<b>FUN DAY (PRIMARY)</b>	1. Ms.Ruchita Verma 2. Ms.Priya Shukla 3. Mr.Shivam Tiwari	1 2 3	1.To maintain the funday activities and prepare the report day wise. 2. Plan for special activities to be conducted on funday.
32	<b>OLYMPIAD</b>	1.Mr.G.Ravi 2.Mrs.R.Chitra 3.Mr.Shivam Verma 4.Ms.Divya 5.Mrs.Jeevitha	1 2 3 4 5	1.Collecting the names from the students for participating in all Olympiads 2.Giving guidance to the students for preparing Olympiad exams. 3. Conducting Olympiads with maximum participation of students.
33	<b>OFFICE ASSISTANCE COMMITTEE</b>	1.Mr.A.Palani 2.Mr.D.Ramar 3.Mrs.Aarthi 4.Mrs.Jayapriya	1 2 3 4	To assist the office in the following areas: To up load Pay bill. To monitor the UBI Portal and fees collection. To prepare and send the monthly reports. To get approvals of all papers from chairman's office. All the day to day routine works of the Vidyalaya E-TDS filling With external agency. Income tax calculation. To type the letters given by office and principal.
34	<b>ENROLLMENT-SEC CHECKING</b>	1.Mr.Ummed Singh 2.Mr.Balachandar 3.Ms.Priya Shukla 4.Ms.Deepti Singh	1 2 3 4	(i) To collect the enrolment every month on last working day form all the teachers . (ii) One enrolment/student strength to be maintained in real time basis. (iii) To send the details as when required by kvs HQ (or) R.O (iv) To update the strength in principal Room / HM Room

35	<b>UBI PORTAL VERIFICATION</b>	<p>I-Verification Balvatika-I to V 1. Mrs. Ramya 2. Ms.Deepti Sing</p> <p>I-Verification Classes VI to XII 3. Mr.Balachandar</p> <p>II-Verification 4.Mrs.Ajitha</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>(i) To check the portal strength with attendance register. (ii) To monitor fees collection and to download the defaulters (iii) Helping the teachers to add details in UBI portal. (iv) Fees verification during every quarter. (v) Fees verification report to be collected from all class teachers.</p>
36	<b>UDISE AND EMIS</b>	<p>1.Mrs.T.Kalyani 2.Mrs.Poonam Rani</p> <p>1.Mrs.Benita Pon 2.Mr.Natthuram</p>	<p>1</p> <p>2</p> <p>1</p> <p>2</p>	<p>(i) To maintain the portal (ii) To add/delete the students as per requirement. (iii) To comply with orders of KVS RO/KVS HQ (iv) To comply with orders of TN State Government.</p>
37	<b>STUDENT DETAILS VERIFICATION &amp; MAINTANANCE OF STUDENT DETAILS PRIMARY</b>	<p>All class teachers All the details 1.Mrs.Revathy maran 2.Mrs.G.uma</p> <p>1.Ms.Abinav Yadav</p>	<p>1</p> <p>2</p> <p>1</p>	<p>(i) To prepare student details of all the students of their class. (ii) One soft copy to be submitted to academic counsellor. (iii) To verify the class strength with UDISE/EMIS/UBI portal.</p>
38	<b>ATTENDANCE CHECKING PRIMARY</b>	<p>1.Mrs.Shipra 2.Mr.A.Palani</p> <p>1.Mrs.Beena Meena</p>	<p>1</p> <p>2</p> <p>1</p>	<p>1.Fees Verification, monthly summary and Attendance register 2. Summary of fees collection 3. To prepare CS-54.</p>
39	<b>WATER PURIFIER</b>	<p>1. Mr.Jaganathan 2. Mr.Balaji</p>	<p>1</p> <p>2</p>	<p>1. Maintains the purifier and frequent checking of water. 2. Maintains the record of maintenance of purifier and AMC</p>

<b>40</b>	<b>FISH TANK &amp; MIRRORS</b>	1. Mrs.Geetanjali Sharma 2. Mr.Balaji	1 2	1. supervises the fish tank and inform the concerned person about the requirement of it with respect to the cleanliness, water change, food etc.
<b>41</b>	<b>SARASWATHI STATUE</b>	1. Mrs. Hari Priya 2. Mrs. Uma 3. Mr.Balaji	1 2 3	1. Keeps the statue bright by making the people to cleaning it. 2.Changin the cloths, decoration of statue frequently. 3. Lighting the lamp regularly in the morning and switch off in the evening. 4. Maintains the lamp with clean and neat. 5. Arranges the things for lighting the lamp when ever there is a special occasions.
<b>42</b>	<b>STAFF ROOM</b> <b>PRIMARY</b> <b>SECONDARY</b>	1. Mrs. Beena Meena 2. Mrs Poonam Rani	1 2	1. Maintains the staff room clean and neat. 2. Making the things to keep in an organized way
<b>43</b>	<b>DIGITAL DISPLAY</b>	1. Mr.Balachander	1	1. Digital board to be maintained. 2. Updating the display on need based. 3. Changing the display during the special occasions.
<b>44</b>	<b>LED BOARD DISPLAY</b>	1. Mrs. Ramya Shanthi	1	1.Updating the display with day today activities in the display board. 2. Keeping the record of all displayed photos.

## 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 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 – charge are free 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 31<sup>st</sup> March 2024 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 3 March, 2024 list must be handed over to undersigned for necessary action on or before 31.3.2024.
6. All the New In charges/conveners of departments/ committees are hereby directed to take over the charge latest by 15.04.2024 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.
9. In charges in the duties due to COVID 19 should be incorporated as per instructions given time to time.

**PRINCIPAL**



## 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.  
KVS Rules.

I do fully aware that any deviation or failure to discharge my duties will warrant disciplinary action as per

S.NO	PRINCIPAL	SUB.	SIGN
1.	R.N. SENDHIL KUMAR		
	<b>VICE PRINCIPAL</b>		
1.	RAJESH KUMAR MISHRA		
	<b>PGTs</b>		
1.	K. LATHA	MATHS	
2.	D SREELATHA	COMM	
3.	G.RAVI	CHEM	
4.	J.A.L SMITH	PHY	
5.	S NIRMALA DEVI	ENG	
6.	A AJITHA	COMP.SC	
	<b>TGTs</b>		
1.	S J BENITA PON	ENG	
2.	KALYANI T	ENG	
3.	NATTHU RAM SAINI	SST	
4.	PUNAM RANI	MATH	
5.	ALKA	HINDI	
6.	ANJALI YADAV	SCI	
	<b>HM</b>		
1.	PADMAVATI		
	<b>PRTs</b>		
1.	PADMAJA	PRT	
2.	R CHITRA	PRT	
3.	REENA SINGH	PRT	
	<b>MUSIC TEACHER</b>		
1.	RINKY SHARMA	PRT (MUSIC)	
	<b>MISC. STAFF</b>		
1.	JAGANNATH	WET	
	<b>OFFICE</b>		
1.	A PALANI	SSA	
2.	D RAMAR	LAB ATTD.	

3.	M CHANDRASEKAR	LAB ATTD.	
	<b>CONTRACTUAL</b>		
1.	RAZIA SULTANA	PGT(HIN)	
2.	DILRUBA	PGT(CHEM)	
3.	N KOTTESWARI	TGT(SCI)	
4.	M TAMIZHARASI	TGT(MATH)	
5.	J METILDA LILLY	TGT(MATH)	
6.	P AMUTHA	TGT(SST)	
7.	MARIA JOY EDWARD	TGT(SST)	
8.	THARUNIKA	TGT(AE)	
9.	KISHAN LAL SAINI	TGT(SKT)	
10.	SIMI V	TGT(SKT)	
11	SURENDRA KUMAR	TGT(HIN)	
12	DR. MANJITH KUMAR	TGT(SCI)	
13	JEEVITHA	PRT	
14	PAULINE	PRT	
15	HARIPRIYA VIJAY	PRT	
16	S K SHANTHI	PRT	
17	PADMAPRIYA	PRT	
18	LOPITA SAHOO	PRT	
19	SURYA SANEDIYAN	PRT	
20	KARTHIKA M	PRT	
21	S SUBHASHINI	PRT	
22	KOKILA	PRT	
23	TERESA	PRT	
24	MANJUSHA	PRT	
25	VIJAYALAKSHMI	PRT	
26	PRASANNAKUMARI	PRT	
27	E BALACHANDAR	COMP INS.	
28	RAMYA SHANTHI	COMP INS.	
29	RAJ NARAYANAN	COACH(SEC)	
30	ARUN RAJ	COACH(PRI)	
31	GEETANJALI SHARMA	BALVATIKA	
32	M D GEETHA PRIYA	BALVATIKA	
33	BARNITA JANA	BALVATIKA	
34	PRITI PURAVI PANIGRAHI	BALVATIKA	
35	S SRIDEVI	BALVATIKA	
36	SANDHYA D	BALVATIKA	

37	G UMA	NURSE	
38	AARTHI K	DEO	
39	YAMINI	GERMAN	
40	KAVITHA	TAMIL	
41	REVATHY	COUNSELLOR	
42	RAJESH R	YOGA INS.	

# KENDRIYA VIDYALAYA, IIT CAMPUS

## DUTIES AND RESPONSIBILITIES OF THE CLASS TEACHERS / SUBJECT TEACHERS 2023-24

DATE : 01-09-2023

1. Please check the cleanliness of the class room. Not a single paper piece should be seen inside the class room or thrown carelessly. If Cleanliness is not up to the mark, please inform to undersigned.
2. Each class room should have a dustbin and proper use of it must be ensured. 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 (month wise) annual teaching plan to complete the syllabus on time as per the KVS split up of Syllabus. The syllabus for Class XII should be completed by 31<sup>st</sup> October 2023 or the date by given by the KVS RO. 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 November 2023 for class XII and for others in the month of January 2024. First round revision for XII will be completed by January 2024 and for others by February 2024. Second round revision will commence from February 2024 onwards for classes X and XII and it will be completed by 20<sup>th</sup> February 2024. For this purpose action planned will be chalked out in the month of December 2023.
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. And teacher of the particular period is responsible for the same.
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. All the subject teachers must follow the home work schedule very strictly.
11. The records like Teacher's diary, Attendance register, House register, Dept. register, Subject Committee register etc. should be maintained as per the instructions.

**PRINCIPAL**

**LIST OF CLASS TEACHERS, CO-CLASS TEACHERS AND ASSOCIATE CLASS TEACHERS – PRIMARY (2023-24)****I read the duties and responsibilities assigned to me and I clearly understood my role in the various committees also.**

S.No.	Class / Sec	TEACHER-1	Sign.	TEACHER-2	Sign.
1.	BALVATIKA-I	GEETA PRIYA		PREETHI	
2.	BALVATIKA-II	GEETANJALI SHARAMA		SRIDEVI	
3.	BALVATIKA-III	BARNITA		SANDHYA	
S.No.	Class / Sec	Class Teacher	Sign.	Co-Class Teacher	Sign.
1.	I – A	REENA		PADMAPRIYA	
2.	I – B	HARI PRIYA		MANJUSHA	
3.	I – C	VIJAYALAKSHMI		JEEVITHA	
4.	II – A	PADMAJA		KARTHIKA	
5.	II – B	KOKILA		VIJAYALAKSHMI	
6.	II – C	S K SHANTHI		SUBHASHINI	
7.	III – A	R CHITRA		SURYA	
8.	III – B	PAULINE		RANJINI.K	
9.	III – C	TERESA		LOPITA	
10.	IV – A	SUBASHINI		PADMAJA	
11.	IV – B	RANJINI.K		VIJAYALAKSHMI	
12.	IV – C	KARTHIKA		TERESA	
13.	V – A	PADMAPRIYA		REENA SINGH	
14.	V – B	LOPITA SAHOO		PAULINE	
15.	V – C	JEEVITHA		S K SHANTHI	

**Non-Class Teachers : 1.****2.****LIST OF CLASS TEACHERS, CO-CLASS TEACHERS AND ASSOCIATE CLASS TEACHERS – SECONDARY****I read the duties and responsibilities assigned to me and I clearly understood my role in the various committees also.**

<b>.No.</b>	<b>Class / Sec</b>	<b>Class Teacher</b>	<b>Sign.</b>	<b>Co-Class Teacher</b>	<b>Sign.</b>
1.	VI A	MARIA JOY EDWARD		THARUNIKA	
2.	VI B	SURENDER		RAJNARAYANAN	
3.	VI C	PRIYADARSHINI		KAVITHA	
4.	VII A	METILDA LILLY		YAMINI	
5.	VII B	AMUTHA		RAJESH (YOGA)	
6.	VII C	RINKY SHARMA		YAMINI	
7.	VIII A	TAMILARASI		REVATHI (COUNSELOR)	
8.	VIII B	RAZHIA SULTHANA		RAJESH (YOGA)	
9.	VIIIC	K LATHA		KAVITHA	
10.	IX A	N.KOTTESHWARI		P.JAGANNATH	
11.	IX B	NATTU RAM SAINI		VIJI, TGT(ENG)	
12.	IX C	AARTHI, TGT(MATHS)		THARUNIKA	
13.	X A	T.KALYANAI		NATTURAM SAINI	
14.	X B	BENITA PON		SHIPRA DIXIT	
15.	X C	YAMINI		P.JAGANNATH	
15.	XI A	SHIPRA DIXIT		J A L SMITH	
16.	XI B	SUGANTHI		DILRUBA	
17.	XI C	SREELATHA		JAISYMOL, PGT (ECO)	
18.	XII A	MANJITH SIGNH		S NIRMALA DEVI	
19.	XII B	AJITHA		G RAVI	
20.	XII C	JAISYMOL, PGT (ECO)		RAZHIA	

KENDRIYA VIDYALAYA

IIT CHENNAI

DUTY ALLOTMENT 2023-24

