

PM SHRI KENDRIYA VIDYALAYA NO.1, PORT BLAIR

VIDYALAYA PLAN SESSION : 2025-26

Vidyalaya academic & Institutional Plan for session 2025-26 has been set up and now it has been placed before all staff members for further course of action. The following committees, departments and clubs are hereby constituted to carry out various curricular, co- curricular and extra – curricular activities and also to provide ample opportunities and encouragement to achieve the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the session.

LIST OF CLASS TEACHERS & CO-CLASS TEACHERS

SESSION 2025-26

PRIMARY SECTION

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
I	A	Mr. Vishal Kumar Yadav	Mr. Diptesh Kumar Sethi
	B	Mr. Diptesh Kumar Sethi	Mr Sunil
	C	Mr Sunil	Mr. Vishal Kumar Yadav
II	A	Mr. Santosh Kumar	Mr. Deepak Kumar
	B	Mr. Deepak Kumar	Ms. Hemu Kirar
	C	Ms. Hemu Kirar	Mr. Santosh Kumar
III	A	Mr. Sitesh	Mr. Shailender
	B	Mr. Shailender	Ms. Sanchita Seth
	C	Ms. Sanchita Seth	Mr. Sitesh
IV	A	Mr. Vivek Kumar Singh	Mr. Shubham Sharma
	B	Mr. Shubham Sharma	Mr. Arun Kumar
	C	Mr. Arun Kumar	Mr. Vivek Kumar Singh
V	A	Mr. Santosh Khadgir	Mr. Ravi Pratap Singh
	B	Mr. Ravi Pratap Singh	Mr. Brijesh Kumar
	C	Mr. Brijesh Kumar	Mr. Santosh Khadgir

SECONDARY SECTION

CLASS	SECTION	NAME OF CLASS TEACHER	CO – CLASS TEACHER
VI	A	Ms. G. Parwati	Mr. G Shrikant Varunraj
	B	Mr. Vikas Ratilal Kachave	Ms. Mamta Thakur
	C	Ms. Poonam Singh	Ms. R. Murugeswari
VII	A	Mr. Santosh Kr. Pandey	Mr. Gyan Prakash
	B	Mr Kuldeep Kumar	Mr. Ashish
	C	Mr. Megh Raj	Ms. Meena Kumari
VIII	A	Ms. Mamta Thakur	Mr Pradeep Singh
	B	Ms. Meena Kumari	Mr. Saurav Kumar Pandey
	C	Mr. G Shrikant Varunraj	Ms. R. Murugeswari
IX	A	Ms. Arzoo	Mr Kuldeep Kumar
	B	Mr Pradeep Singh	Mr. Megh Raj
	C	Mr. Abhishek Aman	Ms. Sindumol Ayyappan
X	A	Ms. Sindumol Ayyappan	Mr. Saurav Kr. Pandey
	B	Mr. Saurav Kumar Pandey	Mr. Vikas Ratilal Kachave
	C	Ms. R. Murugeswari	Mr. Abhishek Aman
XI	A	Mr. Gyan Prakash	Ms. J Nalini
	B	Ms. Anju Pal	Mr. Suresh Dadi
	C	Mr. Rakersh Kumar	Mr. P K Kunthan Bara
	D	Mr. Ishwar Dutt Soni	Mr. Manmohan Singh
XII	A	Ms. J Nalini	Mr. Alok Chaturvedi
	B	Ms. Devi S R	Mr. Vilesh V L
	C	Mr. P K Kunthan Bara	Mr. Manoj Kumar Sharma
	D	Mr. Manmohan Singh	Mr. Ishwar Dutt Soni

DUTIES & RESPONSIBILITY OF THE CLASS/CO-CLASS TRS.

Class teachers play a pivotal role in the school management and take care of the academic, socio-cultural, co – scholastic, emotional and psychological needs of the students catering for their growth with full potential. In order to make them well informed and aware of their duties and responsibilities the some points are detailed here under-

1. To select responsible class monitors & guide 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, fee receipt book, 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 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, & black board 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 so that the students look up to him/her for guidance and there is a free flow of communication.
15. Be accessible to the students at all times and more so in times of need.
16. Instil a sense of belongings to the class and to the school at large.
17. Instil safety consciousness among them to be alert during hazardous circumstances.
18. To ensure safe arrival and departure of the students.

I. MAINTENANCE 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. The sub totals and total from the fee abstract column should be properly posted in the relevant sections of the month wise summaries of fees and fines.
4. Fee collection requires extreme caution. All entries in the class attendance register should tally CS-54 register and daily fee collection register.
5. 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.
6. 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.
7. 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 coloured inks. Category of child should be clearly recorded.

II. 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:
 1. Prayer
 2. Pledge
 3. Community song
 4. National Anthem
5. Ensuring that these students disperse to the respective classes in prayer line maintaining line discipline.

III. INSTRUCTION TO BE FOLLOWED FOR ST's LEAVE APPLICATION:

- i) The application should be properly scrutinized.
- ii) Signature of Parent is compulsory.
- iii) Reason for leave to be checked.
- iv) The leave application is to be forwarded by the C/Tr. to the principal only if the leave is taken for more than 05 days. (C/Tr to mention the attendance percentage till date on the leave application while forwarding to the principal)

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 .
- iii) Any genuine medical cases should be accompanied with Medical Certificate issued by Government Doctors/Army Doctors, to avoid submission of fraudulent medical certificate. (Private Hospital Certificate will not be accepted.)

IV. DUTIES OF CLASS/CO-CLASS TRS 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. Class room should be well decorated with colourful charts.
7. 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. The Out Pass should have signature of Class Teacher, Monitor & Principal.

8. Black board should contain the following information period wise and day wise, on a compulsory task.

Date:	Class/Sec:	Students on Roll:
C/Tr:	Period:	Students Present:
Sub/Tr:	Subject:	Students Absent:

V. 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.

COMMITTEES FOR THE SESSION 2025-26

The following committees are hereby constituted for smooth and effective functioning of the Vidyalaya for the year 2025-26. As such all the staff members are hereby informed to note the nature of the work and comply with them. All the committee members will be responsible for the work of the committee. The undersigned will ask for the compliance from the in – charges or in absence of in – charges any member of the committee. In absence of the in – charge the next senior member of the committee will automatically be the in – charge and so on but all the members will be equally responsible. In – charge will write the names of the members in the Committee register and allot the work to the members accordingly and will fix the responsibility. The handing and taking over of the departments shall be completed immediately. In the absence of the in – charge, the member in the committee will complete the handing and taking over procedure.

S.N o.	Committees	Name of the Teacher	Sign	Responsibilities
1.	Academic & Administrative Support	Secondary 1. Mr. Ishwar Dutt Soni (I/C) 2. Mr. Alok Chaturvedi		To plan and implement the whole academic Programme for the year so as to achieve” Zero” failure in all

		3. Mr. Shrikant Primary 1. Ms. S. Manju (I/C) 2. Mr. Vishal Yadav 3. Mr. Rahul Arya		classes as well as improving PI of the teachers. To prepare and implement a special Programme for the academically slow learners and gifted children. Ensure that the split up syllabus is strictly followed, and Notebook correction work is done regularly. To ensure that subject committee meetings are conducted regularly and in a fruitful manner. Encourage implementation of new methodologies and guide teachers in making teaching –learning a joyful experience. Necessary correspondence to KVS RO/ HQ etc. as per the direction of Principal. Any other work assigned by the principal in day-to-day administrative matter.
2.	PMSHRI	1.Mr. Suresh Dadi (I/C) 2.Mr. Vilesh 3.Mr. Ashish 3.Ms. Meena Kumari 4.Ms S. Manju 5.Mr. Vishal Yadav 6.Mr. Brijesh 7.Mr. Ravi Pratap		To Execute and monitor work under PMSHRI Scheme. To purchase of PMSHRI items. To keep month wise record of the PMSHRI activities and expenditure thereof
3.	Admission	Secondary 1. Mr. Gyan Prakash (I/C) 2. Mr. Rakesh Kumar 3. Ms. Anju Pal 4. Mr. Saurav Kr. Pandey Primary 1. Ms. S.Manju (I/C) 2. Mr. Diptesh Sethi 3. Mr. Sitesh		Advertisement for admission for the session 2024-25 Scrutiny of online applications and their verifications, Preparation of selection lists as per the admission guidelines 2024-25. Proper maintenance of records, Conduct of admission tests Reply for query regarding the details of admission, etc. Every month Enrolment of the Vidyalaya has to be collected and

				checked and submit the same to the Principal. (To be done a day prior to last working day of the month.) Every month vacancy of each class & section-wise details are to be recorded in the admission register and submit to the principal.
4.	AEP & Gender Sensitisation	1. Ms. Anju Pal (I/C) 2. Mr Kuldeep Kumar 3. Ms. Dona Roy		Organising PT meeting (Creating awareness among parents and children about the changes in adolescent stage, Awareness about sexual diseases, Solution for stress related problems.) Every 10th of month AEP classes are to be conducted on core issue. Submitting a monthly report to Principal.
5.	POCSO & POSH	1.Ms. Anju Pal (I/C) 2.Ms. D.Sindhu 3.Ms. R. Murugeswari 4.Ms. S.Manju 5. Ms. Hemu Kirar 6. Mr Sunil 7. Ms. Dona Roy		The Committee should open the POCSO box every week and collect the written Complaint/Suggestions (if any) and take prompt action on those complaints. All document should be recorded in the file and maintain the record properly and and submit the report to the principal monthly. The box should be open in the presence of all the members and the undersigned and committee should not shield or hide any document or name of any accused person. Implementation of POCSO / POSH Act- If any complaint related to immoral behaviour towards girl student / female staff member is received by the committee, the following steps should be taken immediately - ● The committee will conduct the preliminary inquiry. The committee should be impartial

				and unbiased in the whole course of action. • The committee may obtain the statement of the victim girl / female staff member narrated as well as the witness the incident or to whom the victim girl / female staff member made the complaint initially. • The committee may ask about the behaviour of the accused teacher towards other girl students and other teachers and their statements may also be recorded.. • The committee may discuss the issue with the accused teacher and his statement may be recorded. • The committee should not disclose the identity of the girls and the teachers and should not spread any rumours and will maintain the secrecy and the confidentiality of the total procedure. The committee will submit the report to the principal for further action.
6.	Grievance Redressal	Secondary 1. Mr. Ishwar (I/C) 2. Mr. Alok 3. Ms. Sindhu Primary 1. Ms. Manju (I/C) 2. Mr. Raul Arya		To keep a record of suggestions or grievances received from the students, staff or parents
7	School Beautification	<u>SECONDARY</u> 1. Ms. Anju Pal (I/C) 2. Ms. Nandini Mistry a) Front Gate Area 1. Ms. D Rupavani 2. Mr Kuldeep b) Assembly area 1. Ms. J Nalini 2. Mr Pradeep c) Area near Main Block 1. Ms. Annamma Biju		The I/C will keep a proper record in the School Beautification Register and give a monthly report to the principal. The over-all I/C will be held responsible for the lapses and the deviations of the orders. The I/C will ensure purchasing of Resources & materials required for beautification of the vidyalaya. The I/C will ensure that the whole work is divided among the

		2. Ms. Dona Roy d) Area near Kalam Block 1. Mr. Santosh Kr Pandey 2. Ms. G Parwathi e) Inside Building (All Blocks) 1. Ms. Poonam 2. Mr. Ashish 3. Mr. Hare Krishna 4. Mr Saurabh Kumar <u>PRIMARY</u> Mr. Vishal Yadav I/C a) Area near Main Block 1. Mr.Shailender 2. Ms. Ritu Paul b) Inside Building Block 1.Mr. Diptesh 2 Ms. Reema Soreng	committee members and they will work/monitor their allotted areas on daily basis. The I/C himself will supervise the whole work of school campus at regular intervals. The I/C will organise a monthly meeting to assess the beautification development work of school campus. The following suggested work to be done by the I/C with the consultation of the principal- 1. To purchase ornamental plants, medicinal plants and other fruit bearing plants in consultation with Principal. 2.To ensure watering of all potted plants and other plants growing in the Vidyalaya campus. 3.To procure fertilizers, manure, pesticides in consultation with Principal. 4.Preparation of placards in different areas of garden. 5.Numbering of tress and potted plants. 6.Celebration of Vanamahostava in consultation with principal 7.To motivate the children for gardening and beautification. 8.To display the quotations in the corridors through flex boards. 9.To decorate the corridor and common areas with paintings photographs of National leaders, Scientists.
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				10.To fix bulletin board in the class rooms for display of educational charts by the class students.
8.	Condemnation	1.Mr. Manoj Sharma (I/C) 2. All Stock Holders		To prepare list of articles to be condemned and complete the process of disposal of the same through auctioning.
9.	Guidance & Counselling	1. Mr. Vilesh V L (I/C) 2. Ms. Dona Roy		To arrange guest lectures on important occasions by inviting, Scientist, Doctors and others dignitaries. To arrange Vocational guidance and counseling for the students by inviting reputed personalities in the concerned field. To pay the remuneration in consultation with principal
10.	Conservancy Services	1.Mr. P Ramkumar (SSA) 2.Mr. Piyush JSA 2.Ms. Preeti (DEO)		To monitor the work and attendance of laborers provided by agency To supervise the duty, change of security guards and their availability. To verify and certify the bill submitted by the agency.
11	CCA	Secondary 1. Ms. Devi S R (CCA Co-ordinator) 2. Mr Santosh Kr Pandey (Associate Coordinator) 3. Ms. Murugeshwari 4. Mr. Shrikant 5. Mr. Hare Krishna Primary 1.Ms Hemu Kirar (I/C) 2.Mr. Santosh Bunker 3.Mr Diptesh		To organize Inter house competitions effectively and to celebrate all the days of National importance/Occasions with the assistance of House Masters and other experts in a planned manner. To activate the conduct of Morning Assembly. To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time. To ensure that each House displays useful, interesting,

				inspiring educative and enlightening articles, messages, thoughts etc. (Hindi and English). Along with attractive and thought provoking drawings.
12	House Masters (HM) & Associate House Master (AHM)	<u>SECONDARY</u> A) Shivaji House (Red) Mr. Manmohan (HM) Ms. D. Sindhu (AHM) Mr. Saurav Pandey (AHM) Mr Ashish (AHM) Ms. Arzoo (ASM) B) Tagore House (Yellow) Mr. Alok (HM) Mr. Gyan Prakash (AHM) Mr Santosh Pandey (AHM) Mr. Suresh Dadi (AHM) Ms. Poonam Singh (AHM) C) Ashoka House(Green) Mr. Vilesh (HM) Mr. Ishwar (AHM) Mr. Vikas Kachave (AHM) Mr Saurabh Kr. (AHM) Ms. Varsha (AHM) D) Raman House (Blue) Mr. Manoj Sharma (HM) Mr. Rakesh Kr. (AHM) Mr. Ashutosh (AHM) Ms. G Parwati (AHM) Ms. D Rupavani (AHM) <u>PRIMARY</u> A) Shivaji House (Red) Mr Arun Kumar (HM) Ms. Sanchita (AHM) Mr. Deepak Kumar (AHM) Mr. Milan Mazumdar(AHM) B) Tagore House (Yellow) Mr. Vivek(HM) Mr.Santosh Khadgir (AHM) Mr Shailender (AHM) Mr. Sunil (AHM) C) Ashoka House (Green)		The House Masters (HMs) will keep a proper record of their respective house activities in the separate Register and give a monthly report to the principal. The HM will be held responsible for the lapses and the deviations of the orders. The HMs must have the list of the students of their respective houses mentioned in the register. The HMs are responsible for organizing and conducting house wise activities and competitions in liaising with the CCA Co-ordinator The HMs will ensure the availability of resources, stationery & other materials for conducting various activities in liaising with the CCA Co-ordinator To guide the students properly and make them participate in all competitions and instill sportsman spirit. The HMs will ensure the Decoration of house board and active participation in Swaach School Abhiyan

		Mr. Shubham (HM) Mr. Rahul (AHM) Mr. Brijesh (AHM) Ms. A Mageswari (AHM) D) Raman House (Blue) Mr Ravi Pratap (HM) Mr. Santosh Kr.(AHM) Mr. Vishal (AHM) Mr. Sitesh (AHM)		
13	Student Council	Secondary 1. Mr. Alok (I/C) 2. Ms. D.Sindhu 3. Mr. Shrikant 4. Discipline Committee Primary 1.Ms. S. Manju (I/C) 2.Mr. Shailender		Division of houses along with house master and Associate of house masters& distribution of students of various house Selection of School Captains, Vice Captains, Sports Captains and House Captains prefects. Procuring badges for Captains Monitors, prefects. Conduct of investiture (Badge presentation Ceremony) Assigning duties to all members of the Student Council House Wise. Conduct of monthly meetings with the members of student's council. Maintenance of Students council register/record
14	Gate Duty, snacks break & Recess Duty	Secondary Mr. Ishwar (I/C) Primary Mr. Sitesh (I/C)		To prepare and manage the monthwise duty chart for the staff To maintain the record of same. To ensure that the staff perform the duty properly on the assigned dates
15	Cleanliness	<u>SECONDARY</u> Mr. Manmohan (I/C) Mr Rakesh Kumar Water Points 1. Mr Saurabh Kr. 2. Ms Dona Roy Toilets (Boys & Gents) 1.Mr. Vikas (Staff Toilet)		The I/C will keep a proper record in the Daily Cleanliness Register for the cleanliness of the allotted areas and give a monthly report to the principal. The I/C will be held responsible for the lapses and the deviations of the orders. The I/C will ensure to paste the Name plates on the entrance of all

	2.Mr.Abhishek (St Toilet-1) 3.MrSaurav Pandey(Toilet-2) 4.Mr Ashutosh (St Toilet-3) 5.Mr. Ashish (St Toilet-4) Toilets (Girls & Ladies) 1.Ms.G Parwati (Staff Toilet) 2.Ms. Meena (St Toilet-1) 3.Ms. Arzoo (St Toilet-2) 4 Ms Sindumol (St Toilet-3) Corridors 1. Ms. Devi S R 2. Mr. Ashish Class rooms All Class Teachers Ground Area 1. Mr.Hare Krishna 2. Mr. Viswa <u>PRIMARY</u> Mr. Vishal Yadav (I/C) Ms. S. Manju Water Points 1. Mr.Santosh Khadgir 2. Mr.Santosh Kr. Toilets (Boys & Gents) 1.Mr. Deepak (Staff Toilet) 2.Mr. Vivek (St Toilet-1) 3.Mr. Subham (St Toilet-1) Toilets (Girls & Ladies) 1.Ms. Hemu (Staff Toilet) 2.Ms. Ritu Paul (St Toilet-1) 3.Ms. Reema (St Toilet-2) Corridors 1.Mr. Shubham 2.Mr. Ravi Pratap Class rooms All Class Teachers Ground Area 1. Mr. Milan 2.Mr. Arun Kr. Staff Quarter Area	the toilets in the vidyalaya in the following manner- Student Toilet No.- _____ Name of Tr. Supervisor _____ Name of Cleaner- _____ The I/C will ensure that the members will supervise the sanitation/cleanliness work on daily basis in the allotted areas of the school campus. The I/C will ensure the availability of cleaners & Cleaning materials for respective areas in liaising with the Conservancy Services committee The I/C will report repair work (Civil / Electrical) to M&R in charge. The in charge of Water points will ensure the cleaning & Maintenance of Aqua guard Water cooler cum purifier and the availability of clean drinking water during school hours. The Water Point I/C will maintain the record of cleaning dates of the water Tanks as well as RO service date. The I/C will ensure to collect feedback from student council regarding drinking water and toilet conditions and take measures for improvement. The Class teachers will ensure presence of one dustbin in their respective classes and also responsible for the Cleanliness inside their class rooms including window panes. The I/C himself will supervise the whole cleanliness work of school campus at regular intervals. To organise Cleanliness committee meeting atleast once in a month and give suitable instructions to the team regarding cleanliness of campus.
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		1. Mr. Manmohan (PGT) 2. Mr. Saurav Pandey (TGT) 3. Mr. Brijesh (PRT)	To make the arrangements to dispose the garbage and miscellaneous trash collected in Vidyalaya Building and other parts of campus. The ground area in-charges will ensure the clearing-off the wild bushes and thorny plants that are growing in the ground areas. To Corridor in-charges will also ensure cleanliness of open drains for smooth flow of water during the rainy seasons. The in-charges of staff quarter area will ensure cleanliness of area around the staff quarters.
16	Examination	Secondary 1. Ms. D. Sindhu (I/C) 2. Mr. Alok Chaturvedi 3. Ms. Murugeshwari (Member Internal) 4. Mr. Vikas Kachave (Member CBSE)	To plan the schedule of Unit test, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities. To ensure the evaluation of Internal Assessment and grading of co-scholastic subjects as per the instructions of CBSE/KVS. To give suitable instructions to class teachers for maintaining all the relevant records. To conduct external examination as per the prescribed norms and to maintain record of all such examinations. To coordinate all external competitions relevant to our system. To go through the CBSE website regularly and to complete the task as per the CBSE/KVS instructions regarding external exams.
17.	PTA	Secondary 1. Mr. Alok (I/C) 2. Ms. D. Sindhu	To organize PTM after the Test/exams to discuss results and to plan remedial actions

		Primary 1. Mr. Rahul Arya (I/C) 2. Mr. Subham Sharma		To organise PTM to address about the KVS & CBSE guidelines for Result preparation, specially for classes XI & IX To organise PTM to address parents of X & XII students to overcome the stress of Board exams To organise PTM to share some important updates in consultation with Principal To send information to parents about PTM. To keep a record of all the PTMs and Parent's feedback. To act upon the feedback/ suggestions from parents after consulting the Principal.
18.	Office Accounts	1.Mr. P. Ram Kr (SSA) (I/C) 2.Mr. Piyush JSA 3.Mr. Alok 4.Mr. Suresh Dadi		Day to day work of recording cash book entries, voucher printing, filing, accounting entries, BRS, Year end closing entries & generation of annual accounts through tally.
19	Time Table	Secondary 1.Mr. Vilesh V L (I/C) 2.Mr. Saurabh Pandey 3.Mr. Ashish Primary 1.Mr. Vishal (I/C) 2.Mr. Sitesh 3.Mr. Vivek 4.Mr. Ravi		To prepare & execute time table as per the norms. To make necessary adjustments in the time table due to administrative exigencies. To device workable & suitable assignment/remedial time-table To make arrangement for classes suitably as per requirement. To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students. Preparation of part time teachers and salary statements and to affix their signature as a token of

				verifying the number of periods taken by part time teachers.
20	School Publication (Vidyalaya Patrika, News Letters, School Diary etc.)	Secondary 1.Mr Santosh Kr Pandey (I/C) 2. Ms. Murugeshwari 3. Mr. Shrikant Primary 1.Mr. Shailender (I/C) 2.Ms. Hemu Kirar 3.Mr. Subham Sharma		To motivate and inspire the students to write articles, draw pictures, poems and songs in English, Hindi and Sanskrit and edit and prepare the School Magazine.
21	Photography	Secondary 1.Mr Manoj Sharma (I/C) 2.Mr. Ashutosh 3. Ms. D Rupavani Primary 1.Mr Shailender(I/C) 2.Ms. A Mageswari 3.Mr. Milan Mazumdar		To take pictures of all important Vidyalaya functions and to upload in the web site in liaisoning with website maintenance committee Display of photographs on the display boards with heading.
22	Purchase	1.Mr. Alok (I/C) 2.Mr. Kunthan Bara 3.Mr. Manoj Sharma 4.Ms S. Manju 5.Ms Hemu Kirar		To call for Quotations, prepare comparative statements, conduct market survey and make purchases for the Vidyalaya as per KVS rules and as per requirements.
23	Games & Sports	Secondary 1.Mr. Hare Krishna (I/C) 2.Mr. Ashish 3.Mr. Viswa Primary 1.Mr. Santosh Kr. (I/C) 2.Mr. Deeptesh 3.Mr. Milan		To plan and conduct vidyalaya, regional & national level sports activities for both primary & secondary. To conduct mini sports meet & sports day celebrations
24	First Aid & Medical Checkup	1.Ms. Anju Pal (I/C) 2. Mr Viswa 3. Mr. Milan 4. Ms Annamma		To prepare a plan for student's health check up twice in the session by authorized Medical Officer. To make available stock of First Aid. A special care must be taken for girl students as per their natural need.

				To organize expert talks related to health & hygiene.
25	Website Maintenance	1. Mr. Manoj Sharma (I/C) 2. Ms D Rupavani 3 Ms. A Mageswari		Regular updating and suggestion to make website more interactive & attractive
26	M & R (Vidyalaya)	1. Mr. Ashutosh (I/C) 2. Mr. Gyan Prakash 3. Mr. Manoj Sharma 4. Mr. Brijesh		Will be responsible for the maintenance and repairs of the school building To ensure proper supply of water at water points and electricity in school building
27	M & R (Staff Qtrs)	1. Mr. Manmohan (I/C) 2. Ms. Anju Pal 3. Mr. Vikas 4. Mr. Brijesh		Will be responsible for the maintenance and repairs of the staff quarters To allot staff quarter as per KVS Accommodation allotment rules.
28	M & R (IT equipments)	1.Mr. Manoj Sharma(I/C) 2.Mr. Ashutosh 3.Ms D Rupavani		Will be responsible for the maintenance and repairs of various IT equipments of the school like CCTV camera, Computers, PA system, smart boards & Interactive panels, projectors etc. and keep them in running conditions
29.	Scout & Guide	Secondary 1.Mr. Kunthan Bara (I/C) 2.Ms. Anju Pal Primary 1. Ms. Sanchita (I/C) 2. Ms. Manju 3. Mr. Vivek 4. Mr Arun 5. Mr Rahul		To ensure minimum enrolment (50%) in the movement before 31 st August To organize investiture ceremony for the new recruits To conduct the parade after school hours and class on every SATURDAY To train the students for Pratham / Dwetiya /Tritiya /Raj Puraskar / Rastrapati / Prathamcharan / Dwetiya charna/ Tritiya Charan / Chaturdha Charan
30.	NCC	1.Mr. Pradeep (I/C) 2.Mr. Deepak 3. Mr Sunil		To ensure minimum enrolment (50%) in the movement before 31 st August

				To organize investiture ceremony for the new recruits To conduct the parade after school hours and class on every saturday To organise a National Integation & Leadership Camps & Courses . To organise a basic training sessions for drill, Weapon and adventure
31.	Adventure & Excursion	Secondary 1. Mr. Manmohan (I/C) 2. Mr. Hare Krishna 3. Mr Pradeep Kumar 4. Mr Viswa Primary 1.Mr. Rahul (I/C) 2.Ms. Hemu Kirar 3.Mr. Santosh Khadgir 4.Mr. Diptesh 5.Mr. Deepak		To plan the excursion/ Field trips To decide the place, make arrangement for conveyance. Estimate the amount to be collected from students. Keep the willingness form ready Arrangement of refreshments Documentation of expenditure
32.	Library Advisory Committee	Secondary 1..Mr. Ashish (I/C) 2. Mr. Vikas 3. Mr. Shrikant Primary 1.Mr. Shailendra 2.Mr. Vivek 3.Mr. Shubham		The meeting are to be convened at least once in a month Committee will submit the list of books to be procured subject wise in the beginning of academic session Books review To inculcate reading habits among the staff & children To organize books exhibition on important occasions
33	Raj Bhasha	1.Mr Santosh Kr Pandey (I/C) 2. Ms. Sindumol 3. Mr Megh Raj 4. Mr. Piyush JSA		Celebration of Hindi Pakhwarah Ensuring use of Hindi language in Vidyalaya as per KVS norms To get the reply prepared for all the correspondence in Hindi in consultation with the office. Monthly report to be submitted.

34	CLUBS			
	1.Maths Club	Secondary 1. Mr. Saurav Pandey (I/C) 2. Mr Saurabh Kumar 3. Ms J Nalini 4. Ms G Parwati Primary 1.Mr. Santosh Khadgir (I/C) 2.Mr. Brijesh 3.Mr Santosh Kr 4.Mr. Arun		Responsible for motivating the students to take part in various programmes like Maths Games, Maths Projects, Puzzles, Maths Art, Maths Quizzes and debates To organise Maths Olympiad, Maths exhibition, Maths day, Inter-school competitions etc.
	2.Literary Club	Secondary 1.Mr.Vikas Kachave (I/C) 2.Ms. Murugeswari 3.Ms Devi S R 4.Ms. Arzoo Primary 1.Mr. Rahul Arya (I/C) 2.Ms. Hemu Kirar 3.Ms. Sanchita 4.Mr. Sitesh		Responsible for motivating the students and organising activities on Book Discussion, Creative Writing, Debates, literary Games, Poetry Recitation, Writing workshops, Book Club, Script writing & performance, Literary festivals and Inter school literary Competitions.
	3.Eco Club	Secondary 1.Ms. Meena Kumari (I/C) 2.Mr. Kuldeep 3.Mr. Ashish 3.Ms. Dona Roy Primary 1. Mr. Shailender (I/C) 2. Ms. S. Manju 3. Mr. Deepak 4. Mr. Shubham		To organize programs to create awareness for protecting the environment. Ensure a plastic free campus. Love towards plants and animals Celebrating Important days like World Environment Day (5 June) , World Earth Day- (22 April), International Day of forest (21 March), World Water Day (22 March), Van Mahotsav etc.
	4.Integrity Club	1.Mr. Ishwar (I/C) 2.Mr. Pradeep 3.Mr. Megh Raj 4.Ms Poonam		Responsible for motivating the students and organising activities on moral values like Discussion & Debate, Role plays, Integrity Pledge, Poster & Slogan contests, Skits and performance, Community Service, Group activities etc.

	5.Science Club	1.Mr Alok (I/C) 2.Mr. Vilesh 3. Mr Kuldeep 4.Ms. Meena Kumari		Responsible for motivating the students to take part in various programmes in Olympiads, VVM, NCSC,YUVIKA,IAPT, Vigyan Jyoti & Science Exhibitions & Models as per KVS guidelines.
	6. Social Science Club	1. Mr Manmohan (I/C) 2. Mr Rakesh kumar 3. Mr. Abhishek Aman 4. Mr. Pradeep Singh 5. Ms. Poonam		Responsible for motivating the students to take part in various programmes in Debates & quizzes on Current affairs, History, Geog
35	Youth Parliament	1. Mr. Ishwar (I/C) 2. Mr Rakesh Kumar 3. Mr. Manmohan 4. Mr. Abhishek Aman 5. Mr Pradeep Singh		To conduct Youth Parliament at school level.
36	EBSB & Kala Utsav	1.Mr. Kunthan Bara (I/C) 2.Mr. Abhishek Aman 3.Ms. Pradeep Singh 4. Ms Poonam Singh		To conduct the EBSB activities as per the PMSHRI guidelines and keep the monthwise record of the same in a separate register and present report to the principal at the monthend. To send the data as & when asked from KVS RO/HQ.
37	CPD Record	Secondary 1.Mr. Manmohan (I/C) 2.Mr. Ashish Primary 1.Mr. Ravi Pratap(I/C) 2.Mr. Vivek		To keep monthwise record of the CPD activities done by all the teachers and present report to the principal at the monthend.
38	Record of Staff Meeting Minutes	Secondary 1.Ms. Murugeswari (I/C) 2.Ms. Sindumol Primary 1.Mr. Santosh Kr.(I/C) 2.Mr. Ravi Pratap		To maintain proper register and record of attendance of each staff meeting To timely communicate the staff members about the staff meeting to be conducted on the scheduled date/time.
39	Staff Club	1.Mr. Gyan (I/C) 2.Mr. Manmohan 3.Ms.S. Manju 4.Ms Hemu Kirar		The Staff Club is being formed to provide a platform for staff to relax, unwind, and engage in activities

		.	promoting mental and physical well-being. To Celebrate cultural events, festivals, and staff achievements and other special moments during the year to boost morale & motivation and to enriching school life. The Feedback and Support of all the staff members will serve as a platform for staff to share concerns, suggestions, and ideas, ensuring their voices are heard under the shelter of Staff Club The Staff Club will act as a liaison between staff and school administration, ensuring staff interests are represented. The Staff Club will ensure the facilities & services in staff room & school and ensure that Teachers are working in a stress free and happy environment. To organise Welcome / farewell/superannuation party to the new / outgoing staff members To maintain record for monthly collection from staff members for party and other expenditure, To prepare byelaws and rules for staff collection and expenditure for different events.
40	CMP	Ms. S. Manju (I/C) & All Primary Teachers	To ensure the implementation of CMP as per KVS norms. To take the requirement of TLM from teachers well in advance every month. To procure TLM for the local market by taking an amount of Rs. 2000/- every month.

				To ensure the distribution of TLM to all the teachers as per requirements. To maintain a register of TLM ordered by the teachers, TLM procured month wise. TLM distributed to the teachers every month based on their requirement. To maintain the register reflecting the number of work sheets prepared by the teachers subject wise
41.	Disaster Management	Secondary 1. Mr. Ishwar (I/C) 2. Mr Rakesh Kumar 3. Mr. Abhishek Aman 4. Mr. Pradeep Singh 5. Ms. Poonam Singh Primary 1.Ms. S. Manju (I/C) 2.Mr. Vishal Yadav 3.Mr. Rahul Arya		To Identify, assess and manage the hazards and risks that may occur in the vidyalaya. To communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures. To carry out regular mock drills in school. To prepare an inventory of resources-human and material. senior students should be trained in First Aid, Search and Rescue Fire Fighting etc
42	ACP (6 to 9 class)	1. Mr Megh Raj (I/C) 2. Mr Kuldeep Kumar 3. Mr. Ashish		Plan and execute ACP programme as per directions of KVS (HQ & RO) in all respects. To attend all ACP programs and to send monthly reports to KVS
43	RTI & Parliamentary Questions	Mr. Alok (I/C)		To timely handle the query when asked
44	Furniture	1.Mr Kunthan Bara(I/C) 2.Mr. Ashutosh 3.Mr. Vivek 4.Mr. Ramanathan (Sub-staff)		To maintain the record of room wise/dept. wise distribution of furniture.

			To take initiative to see that the broken furniture is repaired regularly. To prepare the list of broken furniture which are to be condemned. To see that the school furniture is to be replaced in class rooms/dept. after school functions like - sports day, Republic day, Annual Day, Independence day or any other function). To see any shortages, deficiency of furniture's and report to the Principal. To ensure regularly that no furniture is lying in the corridors or in the open space. To store and stock the broken or old furniture properly. To maintain the stock register.
45	Laboratories & Department I/Cs	1. PHY- Mr. Alok 2. CHEM- Mr. Gyan 3. BIO- Ms.Anju Pal 4. COMP- Mr. Manoj 5. MATHS- Ms Nalini 6. JR. SCI.- Mr. Suresh Dadi 7. Art Dept- Mr. Ashish 8. Teaching Aid- Mr.Ishwar 9. Music- Mr. Bunkar 10. Resource Room (Primary)- Mr.Santosh Kha.	Purchase of Lab/Dept. equipment Conduct of practical as per split up syllabus. Maintenance of laboratories/Dept. Display of prescribed practical in the lab
46	Subject Committee Conveners	Secondary 1.Eng- Ms. Sindhu 2.Hindi/Skt- Mr Santosh PGT 3. Maths- Ms J Nalini 4.Science- Mr. Alok 5.So.Sc.- Mr. Ishwar 6.CS & IP- Mr. Manoj	All Conveners to plan the work according to Calender of activities involving other members of the committee Activities to be completed as per target dates and keep record of the same. All conveners to discuss with their members about the monthwise split up syllabus and syllabus of
		Primary 1.Eng- Mr. Rahul Arya 2.Hindi- Mr.Vishal 3.Maths-Mr Santosh Khadgir 4.EVS- Ms.S. Manju	

				different exams before preparing the Q.P.
47	UBI Fee Monitoring	Secondary 1. Mr. Saurav Pandey 2. Mr. Ashutosh Primary 1. Mr. Brijesh 2. Mr. Vishal 3. Ms Mageswari 4. Mr Santosh Kr.		To monitor UBI fee collection in all the classes and ensure Zero defaulters in the first month of each quarter of fee payment To verify the entries of fees particulars in the class attendance registers. To prepare class-wise data of students who have been given Fee Concession /exemption in a register and submit report every month to the Principal for review.
48	Achievemets Record Committee	Secondary 1.Mr. Shrikant (I/C) 2.Mr. Ashish Primary 1. Ms. Hemu (I/C) 2. Mr. Arun Kr.		To maintain proper records of Vidyalaya students' achievement in liaisoning with CCA I/C , Sport Tr & Class Teachers To provide information regarding Vidyalaya achievement to RO and HQ whenever asked.
49	T/C Preparation Committee	Secondary 1. Mr Saurabh Kumar 2. Ms Dona Roy Primary 1.Mr. Sitesh (I/C) 2.Ms. Sanchita		To prepare and verify the TC and submit the completed TCs for Principal's signature. If one member of the committee prepares the T.C then other member will check the data entered and sign in checkers column.
50	Discipline	1.Mr. Alok (I/C) 2.Mr. Suresh Dadi 3.Mr. Hare Krishna 4.Mr Viswa 5.Mr Milan		To ensure provision of out pass in all classes and their utilization To initiate proper action as per KVS norms against indiscipline students and inform the parents. To check the bags once in a week. To confiscate the mobiles and other prohibited appliances.

				To refer the problematic cases to the counsellor for diagnosis
51	Vidyalaya Hospitality Committee	1. Ms. Manju (I/C) 2. Ms. Devi S R 3. Ms. Murugeswari 4. Ms Sanchita Seth 5. Ms. Sunita (Sub-Staff)		To provide refreshments to students on National festivals, Sports Day, Annual Day and to extend hospitality during inspection and big events.
52	Social Media & Samagam Committee	1. Mr Manoj Kr Sharma (I/C) 2. Mr. Megh Raj 3. Mr. Brijesh 4. Ms. D. Rupavani 5. Ms. A Mageshwari		To create , collect & edit engaging content for platforms like samagam portal, Instagram, Facebook, Twitter, school website etc To update school events with photos, videos & write-ups on these platforms. To ensure follow the other KVs on these platforms
53	Vidyanjali Program	1. Ms Devi S R (I/C) 2. Ms Murugeswari 3. Ms. Sindumol		To register school on the vidyanjali portal To promote active participation from the community, including alumni, retired teachers, professionals, and organizations. To keep a record of the same.
54	Bagless Days	1. Mr Ashish (I/C) 2. Mr Ashutosh 3. Mr. Shailendra		To involve students of grade 6-8 participating in 10 days of hands-on experiential learning activities without carrying school bags. To keep a record of the same.

Principal