

# KENDRIYA VIDYALAYA Joshimath

Committees for the Session 2024-25

## ALLOTMENT OF RESPONSIBILITIES FOR THE YEAR 2024-25 (w.e.f. 01/04/2024)

Sr.No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Admission	Mr. UPENDRA PGT(Computer Sci)	Mrs. Manju Lata TGT, (Lib ) Mr Prakash Rawat, PRT Mr Sourabh, PRT	<ul style="list-style-type: none"><li>- To advertise the vacancy position for the students and to scrutinize the registration forms for admission and carry out the process ( Fresh/T..C cases) as per the KVS Admission guidelines for that session in consultation with the Principal.</li><li>- To send all the required information to concern departments (KVS,CBSE, State Govt etc) regarding Admission</li><li>- To maintain all records up to date</li><li>-To check Correctness of SR records time to time</li></ul>
2	Examination (Internal/CBSE)	Ms. POONAM MR.ADITYA KIRAN	Mr Aditya Kiran  Mr.Vinay Kumar  Mr.Ved Prakash(PRT) Ms Prachi -Primary Examination Mr. Balwant Rana (Lab Attd)	<ul style="list-style-type: none"><li>To plan the schedule of Unit-test/FA/ASL/PSA/OTBA/SA, Cumulative Examination, Pre-Board and Annual Examination as per the calendar of activities.</li><li>-To give suitable instructions to class teachers /subject teachers for maintaining all the relevant records.</li><li>-To conduct external examination as per the prescribed norms and to maintain record of all such examination.</li><li>-To conduct Board Exams as per CBSE guidelines and also to give suitable instructions for carrying out internal assessment and maintain records.</li><li>-To ensure proper correction work of the students.</li><li>-To give suitable guidelines in the faculty meetings.</li><li>-To collect the students profile of all the classes from the class teachers.</li></ul>
3	Time - Table	Mr.Vinay Kumar PGT(Maths)	Mr.Ramesh Chaudhury PGT(Physics) Mr. Kulvinder (PRT)	<ul style="list-style-type: none"><li>-To prepare &amp; execute time table as per the norms.</li><li>-To make necessary adjustments in the time table due to administrative exigencies.</li><li>-To device workable &amp; suitable assignment/ remedial time-table</li><li>-To make arrangement for classes suitably as per requirement.</li><li>- To prepare day to day substitution with precision and care to ensure effective engagement of the classes to avoid unwanted movement of the students.</li></ul>

4	Co- Curricular Activities/ Student Council External Competitions Prize Distribution/ PTA/PTM/Student Council/Publication	Mr Vinod PGT (Hindi)	Mr. Suraj Singh (TGT ,SST) Ms. Asha (PRT)	-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 ensuring quality nurturing of the talents -To monitor day to day morning assembly programme effectively and ensure befitting presentation on all fronts on time and putting Monitoring score for the day to the Principal
				-To select School Captain, House captains and other members of the council for carrying out their usual work in consultation with the Principal. -To implement pass system for Systematic/ orderly movement of students for assembly. -Checking of late comers.
				-To coordinate all external competitions relevant to our system.
				To be responsible for purchase of suitable prizes for different competitions, distribute certificates and prizes to the students from time to time.
5	Furniture	Mr. Ajay (PRT)	Mr Akshay TGT(WE) Mrs Manju Lata	-To ensure all furniture bear serial numbers and the year of purchase. -To ensure the adequacy and suitability of furniture in all the class rooms, including repair of furniture as per the rules -To keep inventory of furniture allotted to different classes and departments
6	Computer lab & Website Updation	Mr. Upendra PGT (Compute Sc)	(Computer Instructor)	-To ensure all the computers in Labs /deptt are in working condition for carrying out Computer aided classes effectively with the assistance of computer instructors and to submit monthly updates to the office.  Updating of latest information regarding Vidyalaya and removal of old information from the website by obtaining approval of the Principal
7	Audio-Visual Aids & Resource Room	TGT ( SST)	Mr. Akshay TGT(WE) Mrs. Sneha TGT (ART) Mr Tushar PRT	A.V. Room to be well equipped with workable LCD, OHP etc.  for ensuring TAL/CAL is undertaken by the teachers by maintaining a Register in the A.V. Room.
8	Gardening(Nature/Eco club/Medical)	Mr. Aditya PGT(Biology )	Mr. Ramesh Chaudhury, PGT(Physics) Ms Nikita, PRT Mrs Manju Kahti	- To monitor the work effectively and to offer technical expertise to improve gardening by providing all required materials from time to time to bring the aesthetic look to the Vidyalaya.

9	Excursion/Field trips	Mr Kuldeep TGT ( PH&E)	Mr. Aditya PGT(Biology) Mrs Poonam Mr. Suraj Singh (TGT ,SST) Mr Tarun, PRT	-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the class teachers/Principal.
10	Building and maintenance Monitoring committee/Water availability and electric supply & Fire safety	Mr. Akshay Sharma TGT (WET)	Mr. Kuldeep, TGT ( P& HE) Mrs. Poonam, TGT (Maths) Mrs. Sneha, TGT(Art) Ms. Prachi, PRT Mrs.Deepa Yadav (PRT)	-To carry out maintenance & repair work of buildings including toilets, surroundings and play field in the building alongwith uninterrupted water and electric supply and to keep strict vigil over construction work in permanent building .
11	Discipline	Mr. Kuldeep, TGT ( P& HE)	All Class Teachers	-To ensure the congenial atmosphere by maintaining gentle movement of students and dealing the cases of indiscipline of students if any. A separate file be maintained.
12	Hindi Raj Bhasha Samiti	Mr. Vinod Kumar  PGT(Hindi)	Mr. Tushar (PRT) Ms.Vidisha(Pgt ,Eng.) Mr. Suraj Singh (TGT ,SST)	-To conduct quarterly meetings of Rajbhasha and to submit quarterly reports to the Regional Office.
13	Publication Brochure, Vidyalaya Patrika, News Letter, Student Diary & Teachers Diary, Photography/ Press release	Mr. Vinod, PGT(Hindi)	Mr Jaideep,TGT(Skt) Mrs. Manju Lata TGT (Lib) Ms. Komal (PRT)	-In charge of school magazine and any other issues related to publication.
14	Scouts & Guides Cubs & Bulbuls	Mr.Sah Faisal (PRT)	All Scout Masters & Guide Captains	-To enrol Scouts & Guides, Cubs & Bulbuls and to organize testing camps, troop meetings as per the Annual Schedule of activities prepared at unit level in light of APRO.
15	Library	Mrs. Manju Lata TGT (Librarian)	Mr Aditya PGT(Biology) Mr.Poonam TGT (Maths) Mrs. Sneha TGT (ART) Mr. Kulvinder ( PRT) Mr. Deepa Yadav( PRT)	-To procure text books and reference books recommended by CBSE and KVS Library policy and as per the recommendation of faculty members. -To organize Class Library and to present Monthly book review for each student of the Vidyalaya. -To assist Primary wing in Library activities in light of CMP.

16	Games & Sports	Mr. Kuldeep TGT (P& HE)	Mrs Poonam TGT (Maths) Mrs. Deepa Yadav (PRT) Mr Akshay,TGT(WE) Mrs. Nikita( PRT)	-To practice Yoga daily during the morning assembly to the students. - -Identify the talented students participating at the Cluster, Regional and National Level Games in the first week of April in order to give them special training by the coaches with her involvement and to maintain record. -To draw up class wise activities to be undertaken as per the syllabus. -To coordinate with vocational teachers and train the students for various activities. -To encourage all students to take part in the Drawing and Painting competitions.
17	House Keeping , Security & Cleanliness of vidyalaya/ Beautification	Mr Akshay TGT (WET)	Mr. Vinod kumar, PGT(Hindi) (Main Building) Mr. Suraj Singh (TGT ,SST) ( New building) Mrs.Asha (All Departments) Mrs. Bharti PRT (Music) Mrs. Manju Khati	-To monitor the services of security and cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look
18	Morning Assembly PA system arrangement /other SUPW items/ Music	Mr Akshay TGT (WET)	Mrs. Bharti PRT (Music) Mr. Ajay,PRT	- To make all arrangements for smooth conduct of morning assembly including arrangement for special occasions. - To ensure the musical items/PA System maintained properly and they are not broken or damaged
19	Staff Room Maintenance	Mrs. Poonam TGT ( Maths)	Mr.Suraj Singh TGT (SSt) Mrs. Sneha TGT (ART) Mrs. Maju Khati (Sub Staff)	To ensure that Staffroom is totally clean and arranged . The relevant information is pasted at relevant place in staff room.
20	Safety and Security of Vidyalaya and students	Mr.Kuldeep TGT (P& HE)	Mrs. Jagdish, PGT (Chemis ) Mrs. Poonam TGT (Maths ) Mrs Monu, PRT	The incharge will work as the nodal officer as per sop provided for any unwanted incident. Will ensure the safe entrance and exit of the students from the Vidyalaya
21	KV UBI Fee	Mr. Upendra PGT (Compute Sci)	Mr. Aditya	To enter and maintain the record of all students and other department on Shalala Darpan. Fee collection through UBI Web Portal and informing the defaulters
22	CMP/Student readiness program	Mr Prakash Rawat (PRT )	All PRTs	-To conduct every activity as per the prescribed CMP activity Calendar - To maintain record of all such activity.
23	AMC/Conservancy/Contractual salary & other bills verification committee	Mr. Aditya PGT (Biology)	Mr.Vinay Kumar Mr Akshay TGT (WET)  Mr. Kuvinder, ( PRT)	-To verify correctness of the Bills produced -To verify the purchase procedure of said items -To verify the work done as per bill  -To verify the account/IFSC code and Salary

24	<b>GEM Purchase /verification /Quality control committee</b>	Mr Akshay TGT (WET)	Mr Aditya PGT Mr. Upendra PGT (CS) Mr Sourabh, PRT	-To verify the quantity and quality of items purchased -To check whether proper procurement procedure to be followed -To sign all bills after final verification
25	<b>Student Counselling/ Help Desk /NAEP</b>	Ms.Manju Lata	Mrs.Poonam(TGT) Mr. Prakash Mr.Vinay Kumar	- To council students facing difficult /emotional problems  To resolving conflict among the students To council/guide parents in different issues regarding students
26	<b>RTI Reply</b>	<b>Mr.Vinay Kumar</b>	<b>Mr.Aditya Kiran</b>  Mr. Jagdish (JSA)	To prepare and send reply of RTI applications.
27	<b>EBSB/AMRIT Mah/ Youth Parliament/ S.Sci Exhibition</b>	<b>Mr Suraj Singh TGT(SST)</b>	<b>Mr Vinod Kumar, PGT(Hindi)</b>	To prepare various programs sent by KVS time to time.
28	<b>Quarter Allotment Committee</b>	<b>Mr.Akshay</b>	<b>Mr. Aditya Kiran</b> <b>Ms. Manju Lata</b> <b>Mr. Jagdeesh</b>	To prepare and monitor quarter allotment applications time to time.
29	<b>Internal Complaint Committee</b>	<b>Mrs. Manju Lata</b>		To ensure safety and security of women employee in the Vidyalaya.
30	<b>PM SHRI</b>	<b>Mr. UPENDRA</b>	<b>Mr. Aditya</b> <b>Mr. Akshay</b>	
31	<b>UDISE</b>	<b>Mr. Upendra</b>	<b>Mr. Jagdeesh</b>	

Above given duties are not claimed to be complete, they are mainly indicators of the nature of duties and responsibilities, teachers are completely responsible for their concern departments in all matters. All teachers must maintain devotion to duty, integrity and unquestionable dedication towards welfare of Students and Vidyalaya. Any Negligence in duties will be considered to be violation of conduct rules and action may be taken under CCS (CCA) 1965 rules.

Principal