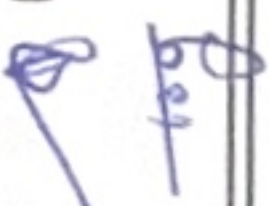
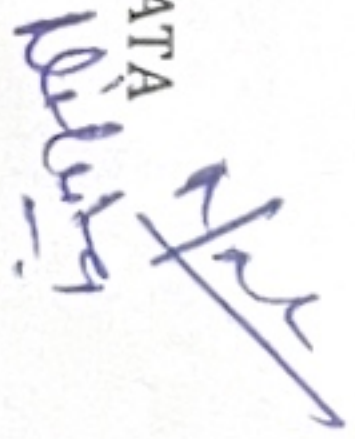
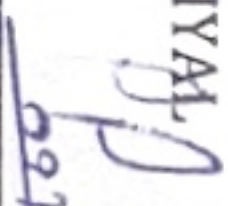
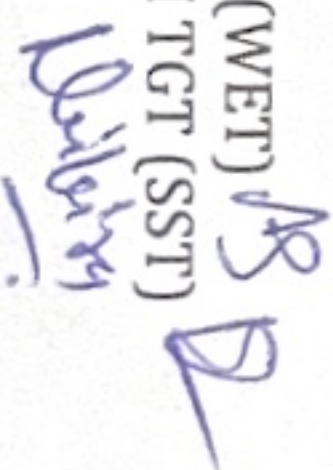
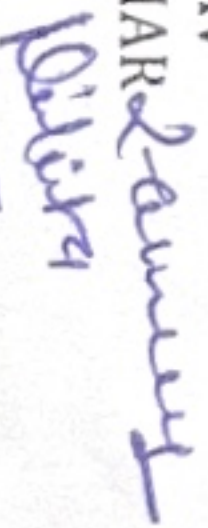


KENDRIYA VIDYALAYA Joshimath Committees for the Session 2026-27

ALLOTMENT OF RESPONSIBILITIES FOR THE YEAR 2026-27 (w.e.f. 01/04/2026)

Sl.No.	COMMITTEE	CONVENOR	MEMBERS	DUTIES AND RESPONSIBILITIES
1	Admission	MR. VIJAY KUMAR MATHUR PGT (HINDI)	MR. SAMEER KUMAR (TGT Bio) MRS. MANJU LATA (Lib) MRS. DEEPA YADAV, PRT MS. NIKITA, PRT MRS. ASHA (PRT)	- 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. - To send all the required information to concern departments (KVS, CBSE, State Govt etc) regarding Admission - To maintain all records up to date - To check Correctness of SR records time to time
2	Examination (Internal)	MR. MUKESH RAWAT (PGT PHYSICS)	MR. PANKAJ YADAV MRS. POONAM SHARMA MS. GARIMA MR. VED PRAKASH PRT MS. PRACHI - Primary Examination	- 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. - To give suitable instructions to class teachers / subject teachers for maintaining all the relevant records. - To conduct external examination as per the prescribed norms and to maintain record of all such examination. - To conduct Board Exams as per CBSE guidelines and also to give suitable instructions for carrying out internal assessment and maintain records. - To ensure proper correction work of the students. - To give suitable guidelines in the faculty meetings. - To collect the students profile of all the classes from the class teachers.
3	CBSE	MR. PANKAJ YADAV (PGT CHEMISTRY)	MRS. MANJU KHATI (SUB-STAFF) MR. MUKESH RAWAT MR. VINAY KUMAR	To conduct all the CBSE exams and activities.
4	Time - Table	MR. VINAY KUMAR (PGT MATHS)	MRS. POONAM SHARMA MRS. ASHA (PRT) MS. PRACHI	- 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.
5	Co- Curricular Activities/ Student Council External Competitions Prize Distribution/ PTA/PTM/Student Council/Publication	MS. GARIMA PURI (TGT ENGLISH) 	MR. PAVAN NAUTIYAL PGT ENGLISH MRS. BHARTI SONI PRT (MUSIC) 
		MRS. NAMRATA MS. NIKITA 	-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. -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 -To ensure all the computers in Labs /dept 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 - 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. - 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
6	Furniture	MR. PAVAN NAUTIYAL (TGT SANSKRIT) 	MR AKSHAY TGT(WE) MRS.MANJU LATA TGT (LIB) MR. VED PRAKASH PRT 
7	Computer lab &		(COMPUTER INSTRUCTOR)
8	Website Updation	MR. UPENDRA BHATT PGT (COMPUTER SC) 	
	Audio-Visual Aids &		MR. AKSHAY TGT(WET) MRS. KIRANWATI TGT (SST) MS. NIKITA PRT 
9	Resource Room	MR. SURAJ SINGH BISHT TGT (SST) 	
	Gardening(Nature/Eco club/Medical)	MR. ADITYA KIRAN PGT(BIOLOGY)	MR. PANKAJ YADAV MR. SAMEER KUMAR MS NIKITA, PRT 

			MS NAMRITA MRS MANJU KAHTI KHATTI	the Vidyalaya.
10	Excursion/Field trips	MR KULDEEP SINGH TGT (PH&E)	ALL CLASS TEACHERS	-To check out and implement Annual plan for outing of the students as per the codal provisions in consultation with the class teachers/Principal.
11	Building and maintenance Monitoring committee/Water availability and electric supply & Fire safety	MR. AKSHAY SHARMA TGT (WET)	MR. MUKESH RAWAT, PGT (PHYSICS) MR. KULDEEP, TGT (P&HE) MRS. POONAM, TGT (MATHS) MRS. MANJULATA MS. PRACHI, 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.
12		MR. KUDEEP SINGH 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.
13	Discipline			-To conduct quarterly meetings of Rajbhasha and to submit quarterly reports to the Regional Office.
	Hindi Raj Bhasha Samiti	MR. VIJAY KUMAR MATHUR PGT(HINDI)	MR. PAVAN NAUTIVYAL	-In charge of school magazine and any other issues related to publication.
14	Publication Brochure, Vidyalaya Patrika, News Letter, Student Diary & Teachers Diary, Photography/Press release	MR. VIJAY KUMAR MATHUR PGT(HINDI)	MR. UPENDRA BHATT PGT (CS) MR. PAVAN NAUTIVYAL PGT ENGLISH MRS. MANJU LATA TGT (LIB) MS. NAMARTA (PRT)	
15	Scouts & Guides Cubs & Bulbuls	MR. ADITYA KIRAN PGT (BIO) MR. VED PRAKSH	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 APPO.
				-To procure text books and reference books recommended by CBSE and KVS Library policy and as per the recommendation of faculty members.
	Library	MRS. MANJU LATA TGT (LIBRARIAN)	MR. PANKAJ, PGT(CHEM) MR ADITYA PGT(BIOLOGY) MR. POONAM TGT (MATHS) MRS. DEEPA YADAV (PRT)	-To organize Class Library and to present Monthly book review for each student of the Vidyalaya.
16				-To assist Primary wing in Library activities in light of CMP.
			MRS POONAM TGT (MATHS) MR AKSHAY, TGT (WE)	-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

	Games & Sports	MR. KULDEEP SINGH TGT (P&HE)	MR. VED PRAKSH (PRT)	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.
17				-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.
18	House Keeping, Security & Cleanliness	MR AKSHAY SHARMA TGT (WET)	MR. VIJAY KUMAR MATHUR, PGT(HINDI) (MAIN BUILDING) MR. ADITYA KIRAN (NEW BUILDING) MR. SAMEER KUMAR (ALL DEPARTMENTS) MRS. BHARTI SONI PRT (MUSIC) MR. MAHENDRA LAL KALA	-To monitor the services of security and cleanliness in consultation with the agencies concerned so as to Vidyalaya bears a clean look
19	Morning Assembly PA system arrangement /other SUPW items/ Music	MR AKSHAY SHARMA TGT (WET)	MRS. DEEPA YADAV MS. GARIMA PURI MR. PAVAN NAUTYAL MRS. BHARTI SONI PRT (MUSIC)	- 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
20	Staff Room Maintenance	MRS. POONAM SHARMA TGT (MATHS)	MRS. KIRANWATI TGT (SST) MRS. MANJULATA MRS ASHA PRT MRS. MAJU KHATI (SUB STAFF) MANJU	To ensure that Staffroom is totally clean and arranged. The relevant information is pasted at relevant place in staff room.
21	Safety and Security of Vidyalaya and students	MR.KULDEEP SINGH TGT (P&HE)	MR. MUKESH RAWAT, PGT PHYSICS MR. PANKAJ YADAV, PGT (CHEMISTRY) MRS. POONAM SHARMA TGT (MATHS) MRS. DEEPA YADAV, PRT MRS NAMRTA 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
22	KV UBI Fee	MR. UPENDRA BHATT PGT (COMPUTE SCI)	MR. ADITYA KIRAN (PGT BIO) MR. VINAY KUMAR MR. JAGDISH PRASAD	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
23				
24	CMP/Student readiness program	MRS. DEEPA YADAV (PRT)	All PRTs (1) N (2) (3) (4) (5) (6)	-To conduct every activity as per the prescribed CMP activity Calendar - To maintain record of all such activity.

25	AMC/Conservancy/Contractual salary & other bills verification committee	MR. ADITYA KIRAN (PGT BIOLOGY)	MR. VINAY KUMAR (PGT MATHS) MR AKSHAY TGT (WET) MR UPENDRA BHATT	-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
26	Purchase /verification /Quality control committee	MR.AKSHAY SHARMA TGT (WET)	MR. ADITYA (PGT BIOLOGY) MR. UPENDRA BHATT (PGT CS) MRS. DEEPA YADAV(PRT) MR. JAGDISH (USA)	-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
27	Student Counselling/ Help Desk /NAEP	MRS. MANJULATA (TGT LIB)	Mrs.Poonam(TGT MATHS) MRS. NAMRITA (PRT)	- To council students facing difficult /emotional problems To resolving conflict among the students To council/guide parents in different issues regarding students
28	RTI Reply	Mr UPENDRA BHATT (PGT CS)	MR ADITYAKIRAN Mr. Jagdish (USA)	To prepare and send reply of RTI applications.
29	EBSB/AMRIT Mah/ Youth Parliament/ S.Sci Exhibition.	Mr SURAJ SINGH BISHT, TGT(SST)	MRS. KIRANWATI MRS. BHARTI SONI	To prepare various programs sent by KVS time to time.
30	Quarter Allotment Committee	MR AKSHAY SHARMA (TGT WET)	MR VINAY KUMAR PGT MATHS MRS MANJU LATA TGT LIB MRS POONAMTGT MATHS MR JAGDISH USA	To prepare and monitor quarter allotment applications time to time.
31	Internal Complaint Committee	MRS. MANJU LATA (TGT LIB)	MRS. POONAM SHARMA(TGT MATHS) MR. VIJAY KUMAR MATHUR	To ensure safety and security of women employee in the Vidyalaya.
32	SCIENCE CLUB/BIS/INSPIRE AWARD/SCIENCE ACTIVITIES	MR. MUKESH RAWA (PGT PHYSICS)	MR. PANKAJ YADAV (PGT CHEM) MR. ADITYA KIRAN MR. SAMEER KUMAR	To prepare various programs sent by KVS time to time.

33	SCHOOL INNOVATION COUNCIL/MARATHAN	PANKAJ YADAV (PGT CHEMISTRY)	MR. UPENDRA BHATT (PGT CS)	To prepare various programs sent by KVS time to time.
34	PM SHRI COMMITTEE	Mr UPENDRA BHATT (PGT CS)	MR. AKSHAY KUMAR, TGT WE MRS. NAMRATA, PRT ALL DEPARTMENT HOLDER	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
35	CS 54	MRS POONAM (TGT MATHS)	MR. VINAY KUMAR MR. JAGDISH ALL CLASS TEACHER	To prepare CS 54
36	TOY LIBRARY AND TLM	MRS DEEPA YADAV (PRT)	MRS. MANJU LATA (TGT LIBRARY) MR. SURAJ SINGH BISHT (TGT SSC) MRS ASHA (PRT) MRS NAMRATA (PRT)	To prepare various programs sent by KVS time to time.
37	ACCOUNT COMMITTEE	MRS. GARIMA PURI (TGT ENGLISH)	UPENDRA BHATT VINAY KUMAR AKSHAY SHARMA JAGDISH PRASAD	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
38	VOCATIONAL LAB	MR. AKSHAY KUMAR, (TGT WE)	MR. UPENDRA BHATT	To maintain the activity under vocational lab.

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
30/3/20