

PM SHRI KENDRIYA VIDYALAYA MANDSAUR

DUTY LIST-SESSION 2024-2025

Please note for compliance duties assigned in different spheres of vidyalaya activities for the academic session 2024-2025. Discuss the same with your committee members and prepare annual plan for effective implementation and creditable performance of the same. All the members of the committees will actively contribute their best.

S.No	Name of committee	Functions & Responsibilities /Duties	Secondary Section	Primary Section
1.	Academic Council/ Academic Planning/ Vidyalaya Plan/Moderation Committee	To prepare academic plan of the Vidyalaya Proper implementation of Back to Basics All academic matters including Subject Committee meetings, Remedial Classes, Study Camp Any other related work	MRS.ANJU SALIM MR. MANISH JAISWAL MR. PRAVIN DUBEY MR. BHUPENDRA PUROHIT	MR. RITVIK AGRAWAL MRS. TAMANNA
2.	Discipline Committee	To check uniforms / trimming of nails/ hair cut/ polish of shoes/ late comers during morning assembly. To check movement of the students during school hours and also at arrival and departure from the school. To supervise overall discipline of the students & suitable action on erring students Any other related work.	MR. UMESH RAWAT I/C MISS SUNITA MEENA MRS. LAKSHMI SHAHI MR. ARJUN VERMA Sports Coach Special Educator Counsellor All Teachers	MS NEETA JOSHI MR. ABHISHEK KUMAR MEENA Yoga Coach All Teachers Special Educator Counsellor
3.	Admission Enrolment position	To check/scrutinize the admission forms and complete all admission related work. To maintain admission related records, UBI portal To prepare monthly enrolment position, Any other related work TC uploading, updating UBI Portal	MRS ANJU SALIM I/C MR.MANISH JAISWAL MR. M.K.VERMA MR. MEGHRAJ MEENA	MR RITVIK AGRAWAL MR. KETAN SINGH MS. ANUSHKA PURWAR MS. PUJA SINGH
4.	Co-Curricular Activities Functions & Celebrations Students Council Morning Assembly	To prepare calendar of events and conduct CCA competitions as per the plan. To celebrate all the national festivals /weeks and other important days. To maintain CCA result register with House wise positions. To arrange prizes & certificates for winners etc. To organize all cultural activities of the school on different occasions.	MRS. LEENA R CHOUHAN I/C MRS. ANJU SALIM MR. MEGHRAJ MEENA MRS. SEEMA MEENA MR. ARJUN VERMA Assembly days Mon, Tue, Wed, Thu & Fri	MS. ANUSHKA PURWAR I/C MRS. SANGEETA MRS. NEETA JOSHI Assembly day Sat

		To co-ordinate with other teachers for training, practice, rehearsals etc. To conduct morning assembly in a serious and befitting manner. Adequate training should be given to the participating children well in advance. Any other related work.		
5.	Tarunotsav	To conduct classes for 10 th appeared students in April till result deceleration	MRS. ANJU SALIM I/C MR. SOMLA BHURIYA MRS. PRATIMA TAKIYAR	MRS. SANGEETA VERMA
6.	Time Table / Arrangement/Co-ordination of contractual teachers/ ALCP	To frame & distribute the time-table. Ordered Bell timings from assembly to closing bell daily To make substitute arrangementsfor teachers who are on leave/duty. To keep records of contractual teachers & to prepare & verify the claims of contractual teachers for payment, as per KVS norms Any other related work	MR. MANISH JAISWAL MR. SOMLA BHURIA MR. MEGHRAJ MEENA MR. D.K.SAMIR (Bell Timings)	MRS. NEETA JOSHI MS. PUJA SINGH
7.	Examination (Internal)	To plan & conduct examinations and result declaration as per calendar of activities. To prepare result analysis To reply exam related mails Any other related work.	MR. BHUPENDRA PUROHIT I/C MR. PRAVIN DUBEY MR. SOMLA BHURIA MR D.K.LOHAR MR. MEGHRAJ MEENA MRS. LAXMI SHAHI	MRS. TAMANNA S MR. KETAN SINGH
8.	Examination (CBSE/OASIS/NIOS/IA PT/COMPETITIVE EXAMS)	To plan & conduct examinations as per calendar of activities. To prepare result analysis any other related work	MR. M.K.VERMA I/C MR. PRAVIN DUBEY MR. MANISH JAISWAL MRS. ARPITA SHARMA MR. R.S.MAKKAD	MR. RITVIK AGRAWAL
9.	SAFAL EXAMINATION		MR. PRAVIN DUBEY I/C MRS. LEENA RASHMI	MRS. TAMANNA S MS. ANUSHKA PURWAR

10.	PTA & PTM	To coordinate with members of PTA, To conduct PTM as per KVS guidelines and to keep record of the meetings	MRS ANJU SALIM MRS L R CHOUHAN MR. R.S.MAKKAD	MR. RITVIK AGRAWAL
11.	National Scholarship	To coordinate with scholarship sponsors & help students	MR. ARJUN VERMA MR. UMESH RAWAT	MR. ABHISHEK KUMAR MEENA MS. PUJA SINGH
12.	Computer Lab./Website Maintenance/ ICT/E-content/E-class Room/Shala Darpan/ Bio Metric Attendance/UDISE +	To Maintain & Update school website Regularly, Shala Darpan Project/UBI Portal/Mapper/All Online Activities Maintenance of the computer labs, Purchase & maintenance of computer peripheries and other materials. To train the staff and students regularly. Maintenance of UBI fee portal timely verification of students Any other related work.	MR. MANISH JAISWAL I/C MR. SOMLA BHURIYA (UDISE+) COMP INSTRUCTOR All class Teachers	MRS. NEETA JOSHI MR. KETAN SINGH MS. PRIYANKA MALIK
13.	Campus Beautification and Cleanliness/Sanitation Committee/BALA Concept/Swachhata Abhiyaan/ Maintenance of Notice Boards	Checking the cleanliness of the classrooms/bathrooms, toilets, surroundings etc. Procurement of cleaning materials. To implement BALA concept Decoration & Beautification of Notice Boards & Corridors. Any other related work.	MRS. PRATIMA TAKIYAR I/C MR. D.K.SAMIR MRS. L.R.CHOUHAN MRS. ARPITA SHARMA MRS. SUNITA MEENA	MRS.SANGEETA VERMA MS. PRIYANKA MALIK MS. ANGLIN EKKA
14.	Supervision of Watch and Ward and House Keeping	To supervise cleanliness of Vidyalaya on day to day basis To supervise services of security guards Screening of outsource work	MR. D.K.SAMIR MR. MEGHRAJ MEENA MR. SOMLA BHURIYA	MRS. TAMANNA S YOGA COACH
15.	UBI	To verify students through principal login, generation of quarterly fee summary report	MR. MANISH JAISWAL I/C MR. SOMLA BHURIYA	MR. RITVIK AGRAWAL MR. KETAN SINGH MRS. PUJA SINGH
16.	Publication (Vidyalaya Patrika, Students diary/ Calendar/Wall Magazine/ Newsletter/ Publication of vidyalay news/ Class magazine)	To collect and consolidate/edit articles from students and staff To go through the proof of all the materials & liaison with the press. To ensure publication on prescribed time Any other related work.	MRS. ANJU SALIM MR. I.A.ANSARI MR. MEGHRAJ MEENA MRS.L.R.CHOUHAN MRS. SEEMA MEENA COMP INSTT	Mr. RITVIK AGRAWAL MS. ANUSHKA PURWAR MS. ANJALI

17.	Career Guidance and Counselling	To arrange lectures/seminars for career talk /counselling To maintain one corner & keep record relating to career guidance.	MR. SOMLA BHURIA I/C MRS. ANJU SALIM MR. I.A.ANSARI MRS. ARPITA SHARMA COUNSELLOR	MRS. NEETA JOSHI MS. PUJA COUNSELLOR
18.	Awakened Citizen Programme/ Value Education	To ensure that modules based on thoughts of Swami Vivekananda be delivered to students regularly, Inculcating value education through conduct of various activities, Any other related work	MRS. PRATIMA TAKIYAR MR. SOMLA BHURIA MR. ARJUN VERMA MR. D.K.LOHAR	MS. PRIYANKA MALIK MS. ANGLIN EKKA MRS. SANGEETA VERMA
19.	Students I Cards/ Educational Tour /Excursion /Transportation /Games and sports/ SBSB Sports & yoga club/ Disaster Management/ Parking / facility/ implementation and monitoring of National Flag Code/ Open Gym	To coordinate staff for preparing students I cards To plan & make all arrangements for excursions & educational tours. Any other related work.	MR. SOMLA BHURIYA MR. D.K.SAMIR MR. D.K.LOHAR MR. UMESH RAWAT Sports Coach	MS. ANGLIN EKKA MR. ABHISHEK KUMAR MEENA YOGA COACH
20.	Scouts and Guides/ Cubs and Bulbuls	To prepare/train the children for various Scouts activities and other competitions. Effective & systematic functioning of activities as per the APRO of BS&G. To conduct regular Scouts classes/campfire. In charges and members are responsible to prepare the scout guide activity plan and its proper implementation and to maintain scout guide corner Any other related work.	MRS. LEENA R CHOUHAN (GUIDE) MRS. PRATIMA TAKIYAR (GUIDE) MR. MEGHRAJ MEENA (SCOUT) MR. D.K.SAMIR (SCOUT) All Trained Teachers	MRS SANGEETA VERMA(Bulbul) MRS. NEETA JOSHI (BULBUL) MR. ABHISHEK KUMAR MEENA (CUB) MR. KETAN SINGH (CUB) All Trained Teachers

21.	Local Purchase /Condemnation and Disposal committee /GeM	To assist in purchases for all the departments. Market survey for purchase of articles and items. To call quotations as per need of various departments. To verify proposals of condemnation of articles from different deptt. Any other related work.	MR. MANISH JAISWAL MRS. ANJU SALIM MR. D.K.SAMIR MR. MEGHRAJ MEENA MRS.LAXMI SAHI MR. UMESH RAWAT	MR. RITVIK AGRAWAL MR. KETAN SINGH
22.	PM SHRI SCHEME	Planning, Procurement, Maintenance of stock, correspondence with RO, attending meetings, proper implementation of PM SHRI Scheme To maintain and update PM SHRI Expenditure Portal	MR. MANISH JAISWAL I/C MR. D.K.SAMIR(STOCK I/C) MRS. ANJU SALIM MR. UMESH RAWAT MS. ARPITA SHARMA	MR. RITVIK AGRAWAL MR. KETAN SINGH
23.	Library Committee/ Reader's Club/ Class Library /Pustakopahar Scheme	To procure various articles as per the need of the staff and students. To maintain proper decorum & records of the library. To conduct book exhibitions/book reviews etc. To maintain library blog, Any other related work.	MR. SOMLA BHURIYA MR. MEGHRAJ MEENA MRS. SEEMA MEENA MR. ARJUN VERMA	MS. ANGLIN EKKA MR. ABHISHEK KUMAR MEENA
24.	Preparation and compilation of CS-54	Checking of fees on monthly basis and reconciling it with UBI Portal/Bank in coordination with class teachers and office To maintain fee deposit records each class and to present record at the end of month and to check records with fee deposited in bank account	MR. D.K.LOHAR MR. SOMLA BHURIYA MR. MEGHRAJ MEENA	MS. ANJALI
25.	Maths Olympiads/Maths Week/Maths Lab./Maths Club	To conduct the programme as per KVS guidelines Any other related work.	MR.R.S.MAKKAD I/C MR. D.K.LOHAR MR. PRAVIN DUBEY	
26.	Water points/Water Coolers/Water Management/Fire Fighting Equipments/ PA System/Electrical & School Building M & R	Procurement and Proper Maintenance of water points/water coolers/Water tanks/firefighting equipment as per norms Procurement/Maintenance & arrangement of PA system for morning assembly and other activities well in advance. Regular M & R of electrical items, Any other related work.	MR. D.K.SAMIR MR. D.K.LOHAR MR.MEGHRAJ MEENA MR. I.A.ANSAR MR. UMESH RAWAT	MR. ABHISHEK KUMAR MEENA MR. KETAN SINGH
27.	Furniture /Fixtures/Seating Arrangements	Procurement and Proper Maintenance of furniture items, Condemnation as per KVS rules, Seating arrangements as and when required, Any other related work.	MR. I.A.ANSARI MR MEGHRAJ MEENA MR. D.K.SAMIR MR. BHUPENDRA PUROHIT	MR. ABHISHEK KUMAR MEENA MS. PUJA SINGH

28.	Grievance Redressal Cell / Protection of Child Rights/ Internal Complaints	To sort out grievances of staff and students/parents if arises. To ensure that no corporal punishment is given to any of the child.	MRS. ANJU SALIM I/C MR. R.S.MAKKAD MRS. LAXMI SHAHI MRS LEENA CHOUHAN	MR RITVIK AGRAWAL MRS. TAMANNA S
29.	ATL	To purchase and maintenance of ATAL Tinkering lab to organise activities,	Mr. R.S.MAKKAD I/C MR. PRAVIN DUBEY TGT SCIENCE	MR. KETAN SINGH MR. ABHISHEK KUMAR MEENA
30.	Audio Visual Aids/TLM	Purchase and maintenance of audio visual aids To hold the stock of teaching aids and issue to teachers who need for their teaching. Procurement of monthly TLM by rotation among PRTs Any other related work	MRS.PRATIMA TAKIYAR I/C MR. I.A.ANSARI MRS. SUNITA MEENA	MR. RITVIK AGRAWAL MS PRIYANKA MALIK
31.	Photography/ Videography/ Vidyalaya News & Photo Compilation	To keep records of photos event wise in separate folders. To take print outs of selected photos for display boards. To hand over selected photos to Comp I/C for website To maintain soft copy of vidyalaya photo album	MR.SOMLA BHURIA MR D K LOHAR COMP. INSTT.	MRS. NEETA JOSHI MR. ABHISHEK KUMAR MEENA MRS. ANGELINE EKKA
32.	Rajbhasha Committee/ Hindi Pakhwara/ Sanskrit week Celebration	To conduct/attend Rajbhasha committee meetings and to send the reports to KVS Regional Office To prepare the students for KVS/outside competitions. Sanskrit week/ Hindi fortnight celebrations. Any other related work.	MRS. SEEMA MEENA MR. MEGHRAJ MEENA MR. ARJUN VERMA	MS. PUJA SINGH MRS. SANGEETA VERMA
33.	EQUIP/ CMP/ BACK TO BASICS	To ensure that EQUIP/CMP is implemented in all earnestness for the benefit of students. To prepare reports of strengthening of upper primary/ primary education and send them to RO. Any other related work.	MR.R.S.MAKKAD MR. I.A.ANSARI MRS. L.R.CHOUHAN MRS. SUNITA MEENA All TGTs	MR RITVIK AGRAWAL MRS.TAMANNA All PRTs
34.	Language lab/Resource Room/ Development of communication skills	To maintain language lab/ resource, To plan & execute for development of communication skills Any other related work	MRS. LEENA R CHOUHAN I/C (Lang Lab.) MRS. ANJU SALIM MR. I.A.ANSARI	MRS.TAMANNA All PRTs
35.	Social Science Exhibition/Heritage	To encourage children, To plan, prepare and select projects for the exhibitions. Any other related work	MR. M.K.VERMA I/C MRS. SUNITA MEENA MR. BHUPENDRA PUROHIT	MRS. SANGEETA VERMA MS. ANGLIN EKKA

	Club/ Youth Parliament/ EBSB			
36.	Science Exhibitions/Inspire Award/NCSC/STUDENT INOVATION COUNCIL/YUVIKA	To encourage children, To plan, prepare and select projects for the exhibitions. Any other related work	MRS.ARPITA SHARMA I/C MRS. LAKSHMI SHAHI PGT PHYSICS MR. PRAVIN DUBEY TGT SCIENCE MR. D.K.LOHAR	MRS.TAMANNA S MRS. NEETA JOSHI
37.	Jr. Science Lab	Maintenance and usage of lab for students benefits	Mr. D.K.LOHAR MS. LAXMI SHAHI	MS. ANJALI
38.	Green Olympiad/VVM/Eco Club/Green school activities/EEP/Plantation Nursery		Mrs. LAXMI SHAHI I/C MR. D.K.SAMIR TGT SCIENCE	MS. PRIYANKA MALIK MS. PUJA SINGH
39.	PMKVY	To mentor skill India Hub Activities to update portal to give guidance to TP	MR. MANISH JAISWAL MR. M.K.VERMA Computer Instructor	
40.	CBT	To conduct CBT exams & keep record, any other related work	MR. MANISH JAISWAL I/C MR. M.K.VERMA MRS. LEENA R CHOUHAN MR. D.K.LOHAR All class teachers Computer Instructor	Mr. KETAN SINGH MS. ANGLIN EKKA All class teachers

41.	Subject Committees (Incharges)	To conduct subject committee meeting on the last working day of every month and submit the report for discussion. To discuss coverage of syllabus, projects, home assignments To plan demonstration lessons, Any other related academic work	English- MRS.ANJU SALIM Hindi/Sans- MRS. SEEMA MEENA/ MR. ARJUN VERMA Maths- MR. PRAVIN DUBEY Science- MRS. ARPITA SHARMA SST- MR. M.K.VERMA COMMERCE- MR. BHUPENDRA PUROHIT COMPUTER- MR. MANISH JAISWAL	Primary- MR.RITVIK AGRAWAL
42.	Medical Check Up / First Aid/ Medical Room	To procure/arrange/ maintain the stock of First Aid materials and keep ready to use in emergency. To conduct medical check-up twice in a year, Any other related work.	MRS. SUNITA MEENA MR. D.K.SAMIR MS. LAXMI SHAHI NURSE	MRS. NEETA JOSHI NURSE Special Educator
43.	Alumni Association Samagam	To form Alumni Association of vidyalaya and to conduct meetings & Maintain monthly updation on samagam portal	MRS. LAXMI SHAHI I/C MS. ANJU SALIM MR. MANISH JAISWAL MR R.S.MAKKAD	RITVIK AGRAWAL
44.	Achievement Records (Vidyalaya, Staff & Students)	To maintain achievement records	MRS. LEENA RASHMI MR. UMESH RAWAT Comp Instructor	MRS. TAMANNA S
45.	Office Stores & Records	To procure and distribute articles as required by office and teachers To maintain office related records	MR. MEGHRAJ MEENA MR. M.S.SHARMA	MR. KETAN SINGH
46.	Hospitality Management	Arrangements of refreshment/Bouquet/Stage arrangement on all occasion/PA system/assembly program	MRS ANJU SALIM MRS PRATIMA TAKIYAR MRS. L R CHOUHAN MR.R.S.MAKKAD	MRS TAMANNA MRS. NEETA JOSHI MS. ANUSHKA PURWAR
47.	Wing Management	Nr. Sports Room - Class XII SC/XII Com/XI COM	MR BHUPENDRA PUROHIT	

	Discipline/ Cleanliness/ Beautification of corridor	Nr. Chemistry Lab - Class XI SC/X A/X B	MRS.ARPITA SHARMA	MR. I.A.ANSARI
		Nr. Jr. Sc. Lab - Class VIII A/VIII A/IX A/IX B	MRS LAXMI SHAHI	MR. D K LOHAR
		Nr. Art Room & Office	MRS PRATIMA TAKIYAR	MRS SANGEETA VERMA
		Nr. CMP Room	MS. ANGLIN EKKA	MRS. TAMANNA S
		Nr. Physics Lab - Class I A/I B	MRS. NEETA JOSHI	
		Nr Class II A/II B	MS. ANUSHKA PURWAR	Special Educator
		Nr. Library	MR. SOMLA BHURIA	MR. MEGHRAJ MEENA
		Nr. Language Lab. & Comp Lab	MRS LEENA CHOUHAN	MR. MANISH JAISWAL
48.	Staff Room Maintenance & Beautification/ Staff Meeting Training Programme/ seminar	To maintain staff room for better comfort of Teachers and to provide facilities required in staff room To see the proper maintenance of staff room To make arrangement of all type of meeting & to record minutes of meeting to make arrangement for training programme	MRS. ANJU SALIM MS. L.R.CHOUHAN MR. ARJUN VERMA PGT PHYSICS SPORTS COACH	MRS. TAMANNA S YOGA COACH
49.	Staff Quarter Allotment/Elect/Water/B uilding & Cleanliness of the campus/ Maintenance and repair	Staff quarter allotment as per rules, to conduct staff quarter Committee Meetings Staff Quarter Allotment & Maintenance related work. To conduct quarter maintenance committee meetings To look after cleanliness of staff quarter area, electricity, drinking water and street light maintenance To look after safety and security related issues any other work	MR. MEGHRAJ MEENA I/C MR. MANISH JAISWAL MR. M.K.VERMA MR. RITVIK AGRAWAL MRS. PRATIMA TAKIYAR MS. LEENA RASHMI	
50.	Children Park	To look after the maintenance of children park Any other related work	MR. SOMLA BHURIYA MR. UMESH RAWAT SPORTS COACH	MRS.SANGEETA VERMA MS. ANJALI YOGA COACH
51.	VMC Committee	To arrange VMC meeting as per KVS Guidelines and prepare the proposal of VMC and to maintain meeting minutes and its records	MRS. ANJU SALIM MR MEGHRAJ MEENA MRS. ARPITA SHARMA MR. MANISH JAISWAL	MR RITVIK AGRAWAL MS. TAMANNA S

52.	Scholarship - State (SC/ST/OBC/Minority etc.) BPL/SGC/FEE EXEMPTION CASE SAMAGRA PORTAL RTE	To verify records of BPL/SGC/RTE & other fee exemption Cases and to keep records of these cases, to present list of students exempted under BPL/SGC/SC/ST Case/RTE case at the end month, Verify BPL cases online on SAMAGRA portal	MR.R.S.MAKKAD I/C MR.SOMLA BHURIA (SGC & FEE EXCEMPTION) MR. MEGHRAJ MEENA (BPL) MR.D.K.LOHAR (RTE) MR. D.K.SAMIR	MR. KETAN SINGH MR. ABHISHEK KUMAR MEENA
53.	Art Club	To plan and organize activities like debate, seminars, lectures, extempore, declamations, etc.	MRS.PRATIMA TAKIYAR MRS. SEEMA MEENA	MRS. SANGEETA VERMA
54.	Adventure Club		MR. D.K.SAMIR MR.D.K.LOHAR	
55.	Integrity/Sadbhavna Club			
56.	Adoption of Neighbouring School Programme	To coordinate with adopted neighbouring school & to conduct activities	MR. BHUPENDRA PUROHIT MR. ARJUN VERMA	
57.	Music Club/ Routes to Routes programme	To plan and organize activities	MRS SEEMA MEENA MR. ARJUN VERMA MR. SOMLA BHURIYA	MRS SANGEETA VERMA I/C MRS. NEETA JOSHI

1. All teachers as and when asked by undersigned will extend support in smooth conduct of activities

2. Few committees viz. SCOUT GUIDE, ACP, YUVIKA, SAFAL, PM SHRI, CBT will have members teachers who get trained by KVS or are assigned work as per KVS letters time to time.

PRINCIPAL