

PM SHRI KENDRIYA VIDYALAYA BANSWARA

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2024-25

Following Committees are hereby constituted for the session 2024-25, for the smooth functioning of the Vidyalaya activities. In charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect; however remaining work of the current session will be finished by the committee which is presently in existence. Handing/taking over of the charge must be completed at the earliest. After having been the stock verification physically and a report regarding handing/taking over of the charge must be submitted to the Principal. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching – learning process in the school and develop the Vidyalaya campus as per expectations of the stakeholders. In charge should make sub committees, if required, for execution and co-ordination of related work in a most fitting manner, for formation of such sub committees approval of the Principal should be obtained. In charges should make necessary plan as per the need of occasion in consultation with the Principal. He/She should also take the help of other staff members including office and sub staff for best results. All the In charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co- operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2023-24.

SL NO	COMMITTEE	NAME OF THE TEACHERS	DUTIES
1	GENERAL SUPERVISION OF THE VIDYALAYA	MR.U.S.VIJAY (PRINCIPAL)	
2	SUPERVISION OF FLN	1. Smt.Seema Lodhwal 2. Smt. Ruchi singh	1. Supervision and proper implementation of FLN 2. Keeping Record
3	Academic planning	1. Mrs. Seema Menaria 2. Smt. Sudha Meena 3. Mr. B.K. Pandya	1. Sustain and nurture strong points 2. Record the lapses and weak points of the Vidyalaya 3. Suggestions for improvement and discuss in monthly staff Meeting regarding academic Improvement.
4	LIASION OFFICER	1. Sh. Sanjay Ameta 2. Smt. Sudha Meena	1. To resolve the problems of students & parents. 2. Co-ordinate with Principal to resolve problems of staff members.
5	EXAMINATION:- 1. Internal Exam.	1. Sh. B.L. Bairagi 2. Sh. Bharat pandya 3. Sh. Avinash swarnkar 3. Sh. Prakash Chandra Bhoi	1. To coordinate and conduct internal exams per KVS 1. To print and purchase the

	<p>2. CBSE and External Exams</p> <p>3. NIOS</p>	<p>1. Sh. Bharat Pandya 2. Sh. Babu Lal Bairagi 3. Mrs. Sita Devi 4. Sh. Kamal Kant Trivedi</p> <p>1. Mrs. Navita Meena 2. Sh. Kaushik Bhatt 3. Sh. ANIL RAKH</p>	<p>Examination material and maintain secrecy in all respects. 3. To procure total no. of answer sheets/no. of question papers from Regional Office. 4. To handle correspondence in relation to CBSE/NIOS. 5. To suggest ways and means to improve examination. 6. To maintain all circulars of CBSE result.</p>
6	ADMISSION	<p>1. Smt. Seema Menaria 2. Sh. Avinash Swarnkar 3. Smt. Sita Devi</p>	<p>1. Registration and conducting admission tests and draw allot, preparing list of selected candidates. 2. To satisfactorily answer the queries of parents. 3. To maintain proper records 4. Follow admission guidelines of KVS 2023-24</p>
7	LOCAL PURCHASING COMMITTEE	<p>1. Smt. Sudha Meena 2. Mrs. Navita Meena 3. Sh. Vinay Dhanawat 4. Sh. Kaushik Bhatt 5. Smt. Seema Menaria 6. Department Incharge</p>	<p>1. Plan and purchase as per KVS guidelines. 2. Ensure quality items. 3. Ensure about the competitive rates of the articles.</p>
8	TIMETABLE	<p>1. Mrs. Sudha Meena 2. Sh. Shyamlal Muniya 3. Sh. Kausik Bhatt</p>	<p>1. To prepare Timetable and amend it when ever needed during the session. 2. To ensure proper distribution & communication of timetable to students, teachers and provide 3. Its copies to the Principal.</p>
9	ARRANGEMENT OF CONTRACTUAL TEACHERS	<p>1. Smt. Kavita Acharya 2. Smt. Sudha Meena 3. Smt. Seema Menaria</p>	<p>Arrangement of Contractual teachers with the consent of Principal.</p>
10	QUARTERLY ALLOTMENT COMMITTEE	<p>1. B. L. Bairagi 2. Sh. Manoj Kumar Sharma 3. Mrs. Sita Devi</p>	<p>Allotment of Quarters as per KVS guidelines.</p>
11	RTI HANDLING	<p>1. Sh. Rahul Kumar 2. Vinay Dhanawat</p>	<p>Reply to RTI queries well in time</p>
12	C.C.A./STUDENT COUNCIL MORNING ASSEMBLY & PRIZE DISTRIBUTION	<p>1. Smt. Navita Meena 2. Sh. Manoj Sharma 3. Sh. Vinay Dhanawat 4. Sh. Sanjay Ameta 5. Sh. Ashok Kumar 6. All House Masters</p>	<p>A. To ensure proper conducting of morning assembly which includes 1. Command 2. Prayer 3. Pledge</p>

			<p>4. Thought</p> <p>5. News</p> <p>6. 6.Talks on G.D.; Value Education, Current Affairs</p> <p>7.National Anthem</p> <p>8.Marching Song</p> <p>9.Proper celebration of different functions.</p> <p>B. To plan, prepare items for different programs & Celebration of important days</p>
13	HOUSEMASTER	<p>1.ShivajiHouse – Sh.B.L. Bairagi</p> <p>2.TagoreHouse– Smt. SeemaMenaria</p> <p>3.AshokaHouse– Sh.Ashok kumar</p> <p>4.RamanHouse– Mrs. Kavita Acharya</p>	<p>1. Checking of Students</p> <p>2. To check out the program for their houses & preparation of strategies.3.To maintain & decorate display board.</p> <p>4. Prepare the students for various competitions.</p> <p>5. To assign duties to house associates.</p> <p>6. Seating arrangement for conducting competition.</p>
14	MAINTENANCE&REPAIR(CIVIL)	<p>School –Sh S.L Muniya</p> <p>1.Quarters. 1.Mrs. Navita Meena</p> <p>2.Sh. Kausik Bhatt</p> <p>3. Sh.ManojKumar Sharma</p> <p>3.Sh.Satish Chandra Meena</p>	<p>1. To plan & purchase material and supervise the works.</p> <p>2. To prepare the list of materials and submit to Principal for necessary action.</p> <p>3. Plan the repair work.</p> <p>4. Ensure installation of Firefighting.</p> <p>5. Refill in go fold Fire fighting.</p> <p>6. Monitoring of all Fire fighting.</p>
15	BOARDING&LODGING COMMITTEE	<p>1.Sh. Badri lal Teli</p> <p>2.Sh. Ashok kumar</p> <p>3.Sh.Manoj Kumar Sharma</p> <p>4. Sh. Vinay Dhanawat</p> <p>5. Satish Chandra Meena</p>	<p>1. To ensure proper arrangement of BOARDING & LODGING</p> <p>2. Safety and security of students</p>
16	ELECTRICAL(M&R)	<p>1. Sh Ashok kumar</p> <p>2. Sh.Manoj kr. Sharma</p> <p>3. Sh. Kuldeep saini</p> <p>4. W.E.T.</p> <p>5. Sh.PrakashChandra Bhoi</p>	<p>1. To supervise and maintain all water coolers, aquaguards.</p> <p>.. To maintain all fans/ tubelights in working</p>

17	FIRE SAFETY/DISASTER MANAGEMENT BUILDING SAFTY	<ol style="list-style-type: none"> 1. Sh. Manoj Kumar Sharma 2. W.E.T. 3. Sh. Kuldeep saini 4. Sh. Sanjay Ameta 5. Sh Prakash 	To supervise and maintain all Fire equipment.
18	GUIDANCE & COUNSELLING	<ol style="list-style-type: none"> 1. Smt. Sudha Meena 2. Smt. Kavita Acharya 3. Sh B.K. Pandya 4. Sh. Manoj Kumar Sharma 	<ol style="list-style-type: none"> 1. To handle typical problems of children. 2. Monitoring of typical problem any kind of Students. 3. To keep in Touch with such parents.
19	OVERHEAD TANK	<ol style="list-style-type: none"> 1. Shayam Lal Muniya 	Proper Maintenance & Cleanliness

		2. Sh. Avinash swarnkar 3.Sh.SatishChandra Meena	Of overhead
20	AQUAGUARD&WATER COOLER	1. Sh. Shyam lal Muniya 2. W.E.T. 3. Mrs Sita Devi	1. Proper installation & running of Aquaguards. 2. Proper AMC & Cleanliness.
21	P.A.SYSTEM	1. Sh Manoj kumar Sharma 2. W.E.T. 3. Sh.PrakashChandra Bhoi	1. To maintain mike system. 2. Arrange the mike system before start of any program.
22	FURNITURE	1. Sh. Shyam lal Munia 2. Sh. Vinay dhanawat 3. Sh.Satish Chandra Meena	1. To maintain the record of furniture and prepare a list of required furniture. 2. Make an inventory for each class and department. 3. To prepare a list of broken/ unserviceable furniture with the consent of principal. 4. To see that broken furniture is placed separately in specific place. 5. Repair of broken furniture and making.
23	EXCURSION & ADVENTURE	1. B.K pandya 2. Sh. Manoj Kumar Sharma 3. Sh. Vinay dhanawat 4. Sh. Sanjay Ameta	1. To motivate the children for Excursion and Trekking. 2. To arrange railway reservation well in advance. 3. To motivate the children for adventure and trips and excursion.
24	JR.SCIENCE LAB	1. Smt. Sudha Meena 2. Sh. Bharat Pandya 3. Smt. Sita Devi	1. To ensure about all equipment / material available in the lab as per KVS benchmark. 2. To ensure proper activities to be performed by the science teachers.
25	V.V.N./Office	1. Sh. Rahul kumar Meena (SSA) 2. JSA 3. Sh. Kuldeep Saini	Checking of VVN registers in proper maintenance of ledger.
26	DISCIPLINE	1. Sh. Manoj Sharma, I/C 2. Sh. B.L. Bairagi 3. Smt. Kavita Acharya 4. Smt. Pinki Rani	1. To keep track of in disciplined students monitor them with proper counselling. 2. To check students who damaged school property and call the meeting of their parents. 3. To over see moment of students

			From class to ground for assembly or class or library. 4. To regulate the pass system. 5.To investigate the indiscipline cases prepare report and suggest some ways to improve discipline. 6.To check proper uniform of students.
27	CLEANLINESS - SWACHHATA MISSION	1.Sh. Badrilal Teli 2.Sh. avinash I/C 3.Smt.AditiSwami 4.Sh.KuldeepSaini 5.Smt.Seema menaria 6.Smt. monika ahlawat And all class teachers	1. To monitor the work of conservancy. 2. Make floor – wise in charges so that toilets and class rooms, dept. are spick and span. Corridors are swiped and swabbed twice 3. Corridors are swiped and swabbed twice day. 4. Toilets are cleaned twice a day. 5. Playgrounds, parks are cleaned. 6. Departments are cleaned twice a day. 7. Make ground wise incharges.
28	PUBLICITY & PRESS	1.Smt.NavitaMeenaI/C 2.Sh. B.L.TELI 3.Sh.ManojSharma 4.Sh.SanjayAmeta	To publish/coverage of achievement of students in various competitions Organized at different levels.TGT-English
29	PHOTOGRAPHY	1. Sh.KuldeepSaini 2. Cmputer Instr.	1. To collect and maintain record of photograph so various events organized in the Vidyalaya. 2. To be ready for shooting pictures for different programs.
30	SCOUT &GUIDE/ CUB – BULBUL	1. Smt. Aditi Swami I/C 2. Sh. VinayDhanawat 3. Smt.Navita Meena 4. Sh.S.L. Muniya 5. Sh.SatishChandraMeena 6. Miss Ruchi 7. Mrs. Priyanka	1. Command and training. To prepare calendar of activities for the session2024-253. 2. To prepare the students for various examinations and select students to participate at cluster/regional/ National level.
31	RAJBHASHA&HINDI	1. Smt.NavitaMeena 2. Sh. VinayDhanawat	1. Timely preparation of reports. 2. Use of Hindi Bhasha for day to day correspondence. 3. To celebrate Hindi Pakhwara and organize different events.

32	MATHSLAB	1. Sh.B.L.Bairagi 2. Sh. KaushikBhatt	1.To ensure about all equipment/material available in The lab.
----	----------	------------------------------------------	----------------------------------------------------------------------

			2.To ensure proper activity to be performed by math teachers.
33	SUBJECT COMMITTEE-	1.Smt. Seema Menaria 2. Sh. B.L. Teli 3..Shyam Lal Muniya 4. Sh. Avinash swarnkar Sh.Satish Chandra Meena(Primary)	1. Monthly meeting and its record and impletion of minute in teacher work. 2. To note the steps for enhancing teacher and learning process. 3. To give emphasison ICT. 4.To note down the steps taken for weak students. 4. Steps taken by teachers to motivate students for better performance.
	1.Humanities (withcommerce)		
	2.SCIENCE (With maths & computer)	1 Smt. Sudha Meena 2.Sh.B.k.pandya 3. Smt. Sita Devi 4. Smt. Kavita Acharya 5.Sh.B.l.bairagi 6.Sh.Kaushik Bhatt All pri. Maths sci.Teachers	
	3.LANGUAGE (Hindi,English,Sanskrit)	1.Smt.NAVITAMEENA 2.Sh.Ashok kumar 3. Sh Vinay Dhanawat 4.TGT English Smt.SeemaLodhwal Smt. Monika	
34	LIBRARY COMMITTEE And comic, story writing committee	1.Miss. Pinki Rani 2.Sh. Vinay kumar 3.TGT-English 4.Smt. priyanka 5. Smt . Monika ahlawat	1. To prepare list of required books/newspapers/periodical ly . 2. To keep proper record of books/magazines and monitor the properly. 3. To maintain proper issuing and returning of books. 4. To promote and motivate students and teachers to get more and more books and utilize Maximum use of library.
35	PTA /PTM	1. Smt.Sudha Meena I/C 2. Smt. Kavita Acharya 3. Mrs.Navita Meena 4. Miss Ruchi 5. .Smt.Monika Ahl awat(for primary classes) 6.All Classteachers	1.To keep academic discipline.2.Keep liaison with parents in the interest of academics. 3.To work towards achieving academic targets as set by KVS. 4.Arrange for Parent teacher meeting and recording.

36	CAMPUS Beautificati on	1.Smt.AditiSwami 2.Mrs. Sita devi 3.Smt. Monika ahlawat	1. Planning for beautification of campus. 2. Preparation of month wise reports.
37	A/C CS 54 & CHECKINGOF CASH BOOK& PAYBILL CASH BOOK & FEE RECEIPT CS 54& PAYBILL	Smt.Seema Menaria 2.B.L.Bairagi 3.Sh. Vinay Dhanawat 4. Sh. Kaushik Bhatt 5. Sh. Rahul kumar	1. To ensure the reconciliation of fees. 2. Proper accounting and checking of fee details of all class teachers. 3. To check the pay bills. 4. To ensure correctness of the pay bill.

38.	USE OF ICT/COMPUTER LAB	1.Smt.KavitaAcharya 2.Comp.Instr.	1. Proper use of gadgets ,teacher aid and teaching material. Ensure proper working of all computers. 3. Cleanliness of the lab assigned by sub staff. 4. Dusting should be done every day by the assigned sub staff. 5. To check out the plan so that teachers can use computers.
39	TEACHING AID	1. Sh.KaushikBhatt 2. Smt.priyanka 3. Miss Ruchi	1. To maintain proper record of teaching aids. 2. To make plan to improve the teaching aid sand prepare a list of required materials and submit to the Principal.
40	NATURECLUB	1. Smt.SudhaMeena 2. Mrs Pinki Rani 3. Sh.SatishChandra Meena 4. Miss Ruchi singh	1. To develop plantation in the Vidyalaya campus and also along the boundary wall. 2. To supervise the maintenance of existing garden. 3. Get/arrange decorative plants and pots.
	BEAUTIFICATION	Smt.AditiSwami Mrs Pinki Rani Miss Ruchi	
	GARDENING	1.Smt.SudhaMeena 2.Sh. Manoj kr. Sharma 3.Sh.SatishChandraMeena 4.Smt. Monika Ahalwat	
41	FIRSTAID/ HEALTH CLUB	1. Mrs Aditi Swami 2. Mrs. Pinki Rani 3. Mrs Ruchi singh 3.staff nurse	1.To maintain first aid kits and neat and clean beds of all the students.2.To inform parents for seriously sick student. 3.To get medical checkup of all students. 4.To maintain the records class wise.
42	NAEP	1.Smt.SudhaMeena 2.Sh. Bharat k. Pandya 3.Smt. NavitaMeena 4.Manoj kumar Sharma	1.Action plan for NAEP.2.Sensitize student about adolescent stage. 3.Arrange lecture on NAEP.

--	--	--	--

43	NEWS LETTER / Magazine / Prospects	1. Smt.Navitameena 2.Sh.AshokKumar 3.Sh.VinayDhanawat 4. Tgt English 5.Sh.KuldeepSaini	1. To record whole year(session)activities . . 2. To collect photographs of all special achievements. 3. To write note for different function organized in Vidyalaya .4.To collect articles for magazines.
44	SECURITY/SOP	1..Sh.ManojSharmaI/C 2.Sh. B.L. Bairagi 3.Sh.Kaushik Bhatt 4.KuldeepSaini	1. See to it that security personals are working properly. 2. Ensure that there is fool proof security 3. Ensure that unwanted elements are not entering in the campus.4.Keep a check that no item is being taken from Vidyalaya without prior permission.
45	LOCK&KEY	1.Sh.ManojKumar Sharma 2. Sh. Ashok kumar I/C 3.Sh.SatishChandra Meena	1. To ensure that all classrooms doors & school gate are properly locked after the school is over 2.To ensure doors, school gates are properly opened before the start of the Vidyalaya. 3. To maintain proper record of locks. Prepare list of unserviceable locks yearly for writing them off. 4. To purchase locks ,if required with the permission of the principle and According to KVS norms..
46	WEBSITEUPDATION	Smt.KavitaAcharya	Timely upation of website with correct data and accuracy.
47	SCIENCEEXHIBITION	1.Smt.Sudhameena 2.Smt. Sita devi 3.Sh.BharatPandya	1. To ensure scientific temperament. 2. To ensure mass participation in Science Exhibition. 3.To create awareness about the latest development in science and technology.
48	SOCIALSC.EXHIBITION	1. Sh.ShyamLalMuniya 2. Sh.B.I.teli 3.Sh. Avinash swarnkar	To ensure mass participaton in social science exhibition.
49	Olympiads /NTSE / NCSC	Mathematics Sh. B.L.Bairagi ShKaushik Bhatt SCIENCE 1.Mrs. Sudha meena 2.Sh.BharatPandya, 3.Mrs. Sita devi CYBER Smt.KavitaAcharya	1. To prepare students for Olympiads. 2. Plan and prepare students for participation in National Science Olympiad.

--	--	--	--

50	COMPLAINT HANDLING	<ol style="list-style-type: none"> 1.Smt.SudhaMeena 2.Mrs.Sita Devi 3.Mr. Manoj Kumar Sharma 	<ol style="list-style-type: none"> 1. Acknowledgement of verbal and non-verbal complaints. 2. Redress disposal of complaints. 3. Records to be maintained.
51	GAMES&SPORTS	<ol style="list-style-type: none"> 1.Sh.ManojSharma 2.Sh Satish chandra Meena 3. AllHouseMasters 	<ol style="list-style-type: none"> 1. To ensure About all sports related materials. 2. To ensure about all sports related materials available. 3. To ensure proper activities to be performed. 4. Command and training. 5. To prepare calendar of activitiesforthesession2024-25. 6. To prepare the students for various games and sports and select students to participate at cluster/regional/national level.
52	INTEGRITY CLUB/ Youth Parliament	<ol style="list-style-type: none"> 1.Sh.ShyamLalMuniya 2.Sh Badri lal Teli 3.Sh. Avinash swarnkar 4.PGT political science 	<ol style="list-style-type: none"> 1.To form integrity clubs as per norms

			K.V.S guideline 2.Ensure proper working of all YCE
53	GROUND MAINTENANCE & UPKEEP	1.Manoj Sharma 2.Sh.ShyamLal Muniya 3.Sh Badri lal Teli	1. Cleanliness and maintenance of the ground. 2. Proper use of the ground to be ensured.
54	F.L.N.&TLM	1. Smt.Seema Lodhwal 2. Sh.Kuldeep Saini	1. Proper purchase procedure to be followed. 2. Teacher learning material should be used for Teacher learning material should be used for 4.To record whole year (session)activities.
55	CONTRACTUAL TEACHERS SELECTION	1. Smt.Kavita Acharya 2. Smt. Sudha Meena	Appointment &Payment as per KVS guidelines.
56	Language Proficiency	Hindi–Smt.Navita Meena	1. Improve of Language Proficiency among the students. 2. Increase the ability of an individual to perform in an acquired language like to reading newspaper.
		Eng.–Sh.Ashok Kumar Tgt English	
		Sanskrit Sh.- Vinay Dhanawat	
57	WELCOME COMMITTEE	1. Smt.SudhaMeena 2. Smt.SeemaLodhwal 3. Smt. Pinki Rani 4. Smt Priyanka	To welcome guests during various activities.
58	CERTIFICATE WRITTING	1. Smt.NavitaMeena 2. Smt.Monika Ahlawat 3. Miss Ruchi	To write certificates during various activities of the vidyalaya
59	WORKSHOP /DEMOLESSION (PRIMARY)	1.Smt.Seema Lodhwal 2.Sh.Kuldeep Saini	Ensure the conduction of seminar or workshop as per instructions of Regional Office or Headquarters
60	STAFF MEETING NOTES WRITING	1.Smt.Seema Menaria 2.Smt. Navita Meena	To write staff meeting notes and keep record.
61	ALUMNI ASSOCIATION	1. Smt.KavitaAcharyaI/C 2. Sh.BabulalBairagi 3. Sh Badri lal Teli	To keep record, contact details and Achievements of the Alumini of Vidyalaya.

62.	Email Checking and Record Keeping	1.sh. Rahul kumar 2.Sh.Vinay Dhanawat 3.,JSA	To timely checking and follow up action of Email, proper Record and inward .
63	Transportation committees	1.Sh. B.L. bairagi 2.Sh. Badrilal teli 3. Smt. Pinki Rani	Making list of mode of transportation. Contact no. of all auto driver with their Driving licence Allotment of specific no. to each auto 3. ensuring safe arrival and departure of students with help of class and co-class teachers
64	PM SHRI WORK	1.Sh. Kausik Bhatt Sh.VinayDhanawat 3.Sh. Rahul kumar	2. 1. To keep all the records of overall work of PM SHRI and Do every activities according to schedule.

PRINCIPAL

