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| **SN** | **DUTIES** | **Key Works** | | **Members** | **Signature** |
| 1. | ADMISSION | * New & TC Admission, Notification * Preparation of select list * Monthly enrollment on last working day * Checking TC information from website | | Mr. Ravinder Kr, I/C  Ms. Prem Lata, PGT Maths  Mr. Paldan Dorje,TGT Lib. Ms. Renuka (PRT)  Office |  |
| 2 | Daily arrangements  Time Table | * Preparation and implementation of time-table * Verification of salary bill of Contractual Teachers * Substitution/Arrangements work on daily basis | | Mr. Ravinder Kumar (PGT-English), I/C  Ms. Sapna TGT Sc  Mr. Narender,TGT ART  Mr.Babloo , PRT |  |
| 3 | Examination  (INT.& Ext, CBSE) | * Conducting exams as per the guidelines & plan * Periodic analysis of results/plan for remediation, supervision and assessment of remediation * Conducting cyclic tests and other tests as per KVS guidelines | | Mr. Rajeev (PGT-Phy), I/C CBSE/Ext.Exam.  Mr. Tarsem Singh (PGT-Eco),I/C Int.Exam. Mr. Palden Dorje(TGT-Lib)  Ms. Meenakshi TGT –Maths Mr. Krishan Kumar(PRT) |  |
| 4 | Computer & WEBSITE Updation & Maintenance | * Maintenance of computers in all labs & aking AMC with service agencies * Regular updation of website ( Day by Day important News, thoughts, on last day of the month enrollment position, vacancy position etc must be uploaded) * Competition related to IT/ Techno Thelon * Display Board outside the Computer Lab * Fee Collection | | Mr. Ravinder Kumar (PGT-CS), I/C  Ms. Urmila TGT Hindi  Ms. Renuka, PRT Ms. Nisha,Comp Inst. **All In-charges** to Timely Submit the information for website updation |  |
| 5 | Shaala Darpan | * Updation of various details in Shala Darpan Project * Regular updation of Daily attendance and information of the students | | Ms. Vandana, PGT Chem, I/C  Mr. Ravinder Kumar, PGT CS  All the Deptt. I/Cs  All Class Teachers |  |
| 6 | Furniture | * Procuring of suitable furniture as per requirement * Condemnation of unusable furniture * Maintenance of record of distribution of furniture its upkeep, repair | | Mr. Ashok Kr.(TGT-SST), I/C  Mr. Hemant Gupta (TGT-WE)  Mr. Narender  (PRT-Music)  **All class teachers** to look after the seating arrangement in their classes |  |
| 7 | CCA | * Conduct of Morning assembly, regular School Level Competition in CCA, Preparation for social science exhibition (Cultural Part), Conduct and Co-ordination of celebration of National Festivals/Jayanties/Other important days * Assembling in time & Conduct of all programme * Discipline, PT, Display Yoga etc. * Announcements and P A System Arrangement * Birth Day Celebration/ Certificate Distribution | | Mr. Sunil Sharma PGT Hindi - I/C  Mr. Ravinder Kumar PGT English  Mr. Jagbir Singh (TGT-SKT)  Ms. Urmila(TGT-Hindi)  Mr. Arun (PRT)  House Masters  **All Class Teachers** |  |
| 8. | Raj Bhasha Committee | * Up keep & Maintenance of Sign Boards, bulletin/ Notice Board, Beautification of academic block with quotations, Celebration of Hindi Pakhwara * Implementation of official language rules in the Vidyalaya, quarterly returns, holding regular meetings | | Mr. Sunil Kumar(PGT-Hindi), I/C  Ms. Urmila, TGT Hindi  Mr. Jagbir Singh (TGT-Skt)  Mr. Sunil (JSA) |  |
| 9 | House Master | * Preparing students for competition (Cultural, Sports & Games) * Maintaining records of inmates of house, their activities * Arranging Children for school activity regularly | | **Shivaji- Mr Jagbir Singh, TGT-SKT**, **HM**  Ms. Reeta Dogra, PGT Bio **(Advisor)**  Mr. Krishan Kumar, PRT |  |
| **Tagore- Ms. Minakshi, TGT Maths, HM**  **Ms Vandana (PGT-Chem)** **(Advisor)**  Mr. Roshan Lal, PRT |  |
| **Ashoka- Mr. Ashok Kr TGT-SS,** **HM**  **Ms. Damyanti Devi, PGT-Comm(Advisor)**  Ms. Poonam , PRT |  |
| **Raman- Mr. Chaman Lal TGT-Eng, HM**  **Ms. Prem Lata, PGT-Maths (Advisor)**  Ms. Renuka, PRT |  |
| 10 | Beautification | * Beautification of school entrance, Corridors * Updation of Notice Board & Display boards * Beautification work during any special programme * Supervision of gardening work | | Mr. Narender(TGT-AE), I/C  Mr. Hemant Gupta (TGT-WE) |  |
| All class teachers & Deptt. I/Cs (Respective Class Rooms and Deptt.) |
| 11 | Cleanliness & Sanitation  (Swachh Bharat Mission) | * Supervision of cleaning activities including toilets in the building. * Procuring materials and labour for the required approved work. * Verification of Conservancy Bill. | | Ms. Vandana PGT (Chem.) I/C  Mr. Hemant Gupta TGT (WE)  Ms. VijetaTGT-PH&E  Mr. Krishan Kumar (PRT)  Ms. Anita,Nurse |  |
| 12. | Resource Room (SEC. & PRI) + Film Show (PRI | * Maintenance of record of equipments & its updation. * Maintenance of register having information of usage of room. * Adding equipments. | | Mr. Ravinder Kumar PGT (CS.) I/C  Mr. Arun , PRT  Ms. Renuka, PRT  Ms. Nisha, Comp.Inst. |  |
| 13. | Discipline Committee | * Monitoring of punctuality, use of proper & correct uniform by the students & maintenance of record. * Maintenance of discipline and decorum during functions/ School activities * Coordination with students & Administration | | Mr. Ravinder PGT English I/C  Mr. Sunil Sharma, PGT (Hindi)  Ms. Reeta Dogra, PGT (Bio.)  Ms. Sapna,TGT-Bio  Ms. Poonam, PRT  Mr. Roshan Lal, PRT |  |
| 14. | a) Cross Checking of Bills (SF/VVN)  Cash Book/Ledger  b) (CS-54)  c) UBI Fee Verif.  d) IT-Calculation | * Verification of bills for its correction in computation by comparing Quotations. * Maintenance of Cash book, Ledgers and reconciliation * Regular collection of fee receipts from Class Teachers (computerized UBI) &maintenance of CS 54 and CS 11 * UBI Fee verification & Quarterly reports * Computation of tax and issue of form-16Daily Correspondence | | a) Ms. Damyanti Devi PGT Comm I/C  Mr. Sunil (JSA)  Mr. P. Dorje, TGT Lib.  b) Ms. Minakshi, TGT Maths  c) Mr. Ravinder Kumar, PGT CS  d) Mr. P.Dorje, TGT Lib. |  |
| 15. | UDISE | * To fill the details related to vidyalaya in UDISE website. | | Mr. Hemant Gupta, TGT WE, I/C  Mr. Ashok Kumar, TGT SSt  Mr. Roshan Lal, PRT |  |
| 16. | Guidance & Counseling  Career Guidance | * Providing relevant & adequate information about various career through CG cell * Coordinating with external professionals. * Arranging psychological counseling lectures & maintenance of record. | | Ms. Vandana Thakur, PGT-Chem, I/C  Ms. Damyanti PGT (Comm.)  Mr. Ravinder Kumar, PGT CS  Ms. Sapna, TGT (Bio.)  Ms. Shivani,Counselor |  |
| 17. | Vidyalaya Patrika, Students Diary & Broucher + Newsletter (PRI.) | * Collection, editing articles of students & staff, Messages from higher authorities and printing arrangements. | | Mr. Sunil Kumar Sharma(PGT-Hindi)I/C  Ms. Urmila, TGT Hindi  Mr. Chaman Lal, TGT-Eng.  Mr. Roshan Lal, PRT |  |
| 18 | Scout & Guides  CUBS & BULBULS | * Organizing and planning training programs for Scout and Guides * Arranging camps/Special programs ; celebration of thinking days * Arranging participation of Training Camps of KVS | | Mr. Chaman Lal, TGT Eng., I/C  Mr. Sunil Sharma PGT (Hindi)  Ms. Prem Lata, PGT-Maths  Ms. Urmila, TGT Hindi  Ms. Minakshi, TGT Maths  Mr. Jagbir Sg, TGT SKT  Mr. Narender, PRT Music  Ms. Poonam, PRT  Mr. Krishan Kumar, PRT  Ms. Renuka, PRT |  |
| 19. | LIBRARY COMMITTEE | * Procuring books, Planning & execution of improvement of library, online library (E-granthalaya) | | Mr. Palden Dorje TGT Lib, I/C  Mr. Sunil Sharma PGT Hindi  Mr. Ravinder Kumar PGT(Eng)  Mr. Chaman Lal, TGT Eng  Ms. Vandana, PGT Chem  Mr. Ashok, TGT SST  Mr. Arun, PRT  Student Member |  |
| 20 | **CLUBS** | | | | |
| 1. LITERARY & READING CLUB | | * Teaching values to the students * Organizing and coordinating activities of the club * To give suggestion for improvement of library & reading habits * Planning Monitoring & coordinating activities of the club * Conducting various lecture programmes | Mr. Palden Dorje (TGT-Lib),I/C  Mr. Sunil Sharma PGT(Hindi)  Mr. Ravinder Kumar, PGT (Eng)  Ms. Urmila, TGT-Hindi  Mr. Chaman Lal, TGT Eng  Mr. Krishan Kumar, PRT  Student Member |  |
| 2. ECO CLUB & SCEINCE CLUB | | * Running an active club, Planning activities to keep campus green * Inculcating scientific temperament among students * Preparation of Junior Science Exhibition | Ms. Reeta Dogra PGT (Bio)I/C  Ms. Vandana PGT (Chem)  Mr. P. Dorje TGT Lib. |  |
| 3. INTEGRITY CLUB + VIRASAT | | * Constitution of the Club, * Conducting Activities | Mr. Ashok TGT(SST) I/C  Mr. Narender, TGT(AE)  Mr. Hemant Gupta, TGT WE  Mr. Narender, PRT(Music) |  |
| 4. AEP | | * Conducting Activities and maintenance of records as per guideline | Mr. Rajeev Kumar, PGT PHY I/C  Ms. Reeta Dogra PGT(Bio)  Ms. Sapna, TGT SCI |  |
| 21 | EXCURSION/ ADVENTURE ACTIVITY | | * Planning destinations, mode of transport, arranging transport, arranging other facilities for school picnic, adventure programmes and excursion. * Keeping Record/photo graph | Mr. Ashok, TGT(SST),I/C  Mr. Vijeta,TGT(Ph.Ed)  Ms. Minakshi TGT (Maths)  Mr. Narender PRT(Mus) |  |
| 22. | FIRST AID AND  MEDICAL CHECK UP | | * Attending students in case of sickness * Conducting medical checkup of students | Mrs. Vijeta TGT(Ph.E)/ Mr. Jagbir singh,TGT Sannskrit, I/C  Ms. Anita Nurse  All Class Teachers & House Masters |  |
| 23. | GRIEVANCE CELL | | * To settle complaints and grievances | Ms. Vandana PGT(Chem),I/C  Mr. Sunil Sharma PGT(Hindi)  Mr. Ashok TGT(SST)  Mr. Arun (PRT) |  |
| 24. | RTI | | * Processing the application/query * Gathering information from the concerned dept * Provide information to the applicant within the stipulated time. | Mr. Tarsem Singh, PGT Eco, I/C  I/Cs of All Dept.  Mr. Sunil (JSA) |  |
| 25. | PHOTOGRAPHY | | * Coverage of school Activities by coordinating with all program I/CS | Mr. Narender, TGT(AE), I/C  Ms. Renuka, PRT |  |
| 26. | LOCAL PURCHASE COMMITTEE & HOSPITALITY MANAGEMENT | | * Explore the Local Market to see availability of the required materials, gather rates, Making CST & procure. * Extending Hospitality | Ms. Reeta Dogra PGT(Bio), I/C  Ms. Vandana PGT(Chem)  Mr. Tarsem Singh, PGT Eco  Mr. Palden Dorje, TGT-Lib  Ms. Meenakshi TGT(Maths)  Mr.Sunil, JSA |  |
| 27. | ALUMNI ASSOCIATION | | * Identification of Alumni and arrangement of meeting at least once a year | Ms. Vandana PGT Chem - I/C  Mr. Tarsem Singh, PGT Eco  Mr. Ravinder Kumar, PGT(CS)  Mr. Ashok, TGT SST |  |
| 28. | M & R / WORKS COMMITTEE | | * Maintenance and repair of Vidyalaya infrastructure | Mr. Ashok, TGT(SST), I/C  Mr. Hemant Gupta, TGT WE  Mr. Narender PRT(Music) |  |
| 29. | STAFF ROOM | | * Upkeep of staff room & Disposal of old books/Newspaper * Display Board beautification & Locker distribution upkeep | Ms. Minakshi (TGT -Maths), I/C  Mr. Ashok Kumar(TGT-SST) |  |
| 30. | EQIUP | | * Conduct of EQIUP programme in the Vidyalaya | Ms. Prem Lata, PGT(Maths) I/C  Mr. Ashok Kumar TGT SSt  Ms. Urmila, TGT Hindi  Mr. Chaman Lal, TGT Eng |  |
| 31. | BACK TO BASICS | | * Conduct of Back to Basics programme in the Vidyalaya * Ensuring inculcation of life skills | Ms. Minakshi, TGT Maths, I/C  Ms. Sapna, TGT Sci  Mr. Arun PRT |  |
| 32 | PRIMARY CHILDREN PARK | | * Up keep of children park | Mr. Babloo, PRT I/C  All PRT’s |  |
| 33 | CMP | | * All works related to CMP | Ms. Renuka (PRT), I/C  All PRT’s |  |
| 34 | GARDENING | | * Maintenance of flower beds and plants in the Vidyalaya campus. | Mr. Sunil Sharma (PGT - Hindi), I/C  Mr. Babloo (PRT)  Mr Narender (PRT-Music) |  |
| 35 | POCSO | | * Redressed of complaint under POCSO | Ms. Reeta Dogra(PGT-BIO), I/C  Mr. Ashok Kumar (TGT-SSt)  Ms.Poonam, PRT |  |
| 36 | Well Dress Competition (Weekly) | | * To select Students * Certificate Writing | Mr. Chaman Lal, TGT-English, I/C  Mr. Jagbir Singh, TGT-SKT |  |
| 37 | Student’s Identity Card | | * To coordinate with all students and staff for identity cards | Ms. Prem Lata, PGT-Maths, I/C  All Class Teachers |  |
| 38 | Teaching Aid | | * To issue teaching aids and keep records | Mr. Ashok Kumar (TGT-SSt), I/C  Mr. Krishan Kumar (PRT) |  |
| 39 | Press and Publicity | | * To co-ordinate with press * To publish different events in the print media | Mr. Palden Dorje (TGT-Lib), I/C  Mr. Sunil Sharma (PGT-Hindi) |  |
| 40 | Subject Committee | | * To take monthly meetings with subject committee members and maintain records. | Hindi & SKT- Mr. Sunil Sharma(PGT-Hindi)  English: Mr. Ravinder Kumar PGT English  Soc. Science: Ms. Damatyanti (PGT-Comm)  Science: Ms. Vandana (PGT-Chemistry)  Maths: Ms. Prem Lata, PGT- Maths  Primary: Ms. Renuka, PRT |  |
| 41 | Students Council | | * To monitor council members & conduct meetings monthly & keep record * Guide them about their duties and responsibility. * Solve their problems regarding discipline of school and academics. | Mr. Sunil Kumar Sharma, PGT-Hindi I/C  Ms. Urmila, TGT- Hindi  Ms. Poonam, PRT |  |
| 42 | Safety & Security | | * To monitor Safety & Security measures for students. | Mr. Tarsem Singh, PGT Eco I/C  Ms. Vandana Thakur, PGT Chem  Mr. Hemant Gupta, TGT WE  Mr. Chaman Lal, TGT PHE  Ms. Babloo, PRT |  |
| 43 | Evacuation Team | | * To monitor, everyone leaves the building safely. * To safely evacuate individuals who cannot negotiate stairs is in place. * Building occupants are accounted for after an emergency evacuation. | Mr. Jagbir Singh, TGT Sanskrit I/C  Ms. Minakshi, TGT Maths  Mr. Narender, TGT AE |  |
| 44 | Search & Rescue Team | | * In case of emergency, to access the area. * To provide First Aid. | Mr. Jagbir Singh, TGT Sanskrit I/C  Mr. Sunil Sharma, PGT Hindi  Ms. Sapna, TGT Sci  Mr. Narender, TGT AE |  |
| 45 | Transport Safety Team | | * To provide the transport facility. * To monitor safety of the students while travelling. | Mr. Sunil Sharma, PGT Hindi I/C  Ms. Vandana, PGT Chem  Mr. Arun, PRT  Ms. Babloo, PRT |  |
| 46 | Team for students with special needs | | * To Provide help for those students who have challenges and disabilities that interfere with learning. * To address each child’s unique combination of needs. | Mr. Ashok Kumar, TGT SSc I/C  Mr. Krishan Kumar, PRT  Mr. Roshan Lal, PRT |  |
| 47 | Internal Complaint Committee | | * To take consistent action for prevention, prohibition and redressal of complaints received regarding sexual harassment and gender discrimination of women personnel at the workplace. * To organize meetings at regular intervals and at times as per immediate requirement of the complaint. | Ms. Vandana Thakur, PGT Chem I/C  Mr. Sunil Sharma, PGt Hindi  Mr. Ashok Kumar, TGT SSc  Ms. Urmila, TGT Hindi  Mr. Arun, PRT  Ms. Poonam, PRT |  |
| 48 | Grievance Redressal Committee | | * To promote cordial Student-Student & Student-Teacher relationship & encourage students to express their grievances/ problems freely and frankly, without any fear of being victimized. * To advise students to respect the right and dignity of one another and show utmost restraint and patience & advise students to refrain from inciting students against other students, teachers and other staff members. * To advise all staff members to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. | Mr. Tarsem Singh, PGT Eco I/C  Ms. Damyanti, PGT Comm  Mr. Ashok Kumar, TGT SSc  Ms. Minakshi, TGT Maths  Mr. Roshan Lal, PRT  Ms. Renuka, PRT |  |
| 49 | News Letter Compilation | | * To collect photographs of Events, * Reporting, Uploading on Website. | Mr. Roshan Lal, PRT I/C  Ms. Renuka  Mr. Krishan Kumar |  |