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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. Bablu Kumar (PGT, Chemistry), I/C**Ms. Prem Lata, PGT MathsMr. Narender Kumar TGT, AEMr. Paldan Dorje, TGT Lib.Mr. Arun Kumar (PRT)Ms. Poonam (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
 | **Ms. Prem Lata (PGT-Maths), I/C**Ms. Urmila TGT HindiMs. Vijeta TGT PHEMs.Renuka , PRTOffice |  |
| 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. Som Dutt (PGT-Phy), I/C** **CBSE/Ext.Exam.****Mr. Suman Kumar (PGT-Eco),I/C Int.Exam.**Mr. Palden Dorje(TGT-Lib)Mr. Ravinder TGT –MathsMr. Krishan Kumar (PRT) |  |
| 4 | Computer & WEBSITE Updation & Maintenance | * Maintenance of computers in all labs & asking 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
* Fee Collection
 | **Mr. Krishan Chand (PGT-CS), I/C**Ms. Renuka, PRTMr. Anil Kumar Comp. Instructor.**All In-charges** to Timely Submit the information for website updation  |  |
| 5 | Furniture | * Procuring of suitable furniture as per requirement
* Condemnation of unusable furniture
* Maintenance of record of distribution of furniture its upkeep, repair
 | **Mr. Babloo, PRT , I/C**Mr. Pushpraj,TGT S.Sc.Mr. Narender ,(PRT-Music)**All class teachers** to look after the seating arrangement in their classes |  |
| 6 | 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
 | **Mrs. Rekha TGT English - I/C**Ms. Kalpana Devi, PGT HindiMr. Rajender (PGT English)Mr. Jagbir Singh (TGT-SKT)Mr. Arun Kumar (PRT)House Masters**All Class Teachers** |  |
| 7. | 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
 | **Ms. Kalpana Devi, PGT Hindi, I/C**Ms. Urmila, TGT Hindi Mr. Jagbir Singh (TGT-Skt)Mr.Sunil (JSA) |  |
| 8 | 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. Arvind Kumar, HM**Mr. Pushpraj TGT(S.St.), Mr. Kantia Thakur PGT (Bio) ,Mr.Som Dutt PGT(Physics) Ms. Rakshanda Thakur, Counselor **(Advisor)**Mr. Roshan Lal, PRT , Ms. Poonam Kumari PRT. |  |
| **Tagore- Mr. Narender (TGT-AE), HM**Ms. Vijeta TGT P&HE, Mr. Babloo Kumar PGT (Chem), Ms. Neena Kumari PGT(Comm) **(Advisor)**Mr. Bablu PRT, Mr. Naval Kishore Yoga Teacher |  |
| **Ashoka- Mr. Ravindra Singh TGT-WE,** **HM**Mr. Palden Dorje Librarian, Mr. Krishan Chand PGT(CS), Ms. Prem Lata PGT(Maths) , PGT Hindi (**Advisor)**Mr. Krishan Kumar PRT, Mr. Anil Kumar (Comp. Instructor) |  |
| **Raman-Mr. Jagbir TGT Skt, HM**Ms. Urmila TGT Hindi, Ms. Rekha TGT Eng, Mr. Suman Kumar PGT(Eco), Mr. Rajender (PGT English) **(Advisor)**Ms. Renuka Kumari PRT, Ms. Pooja Nurse. |  |
| 9 | Beautification | * Beautification of school entrance, Corridors
* Updating of Notice Board & Display boards
* Beautification work during any special program
* Supervision of gardening work
 | **Mr. Narender(TGT-AE), I/C**Mr. Ravindra Singh (TGT-WE) |  |
| Mr. Kantia Thakur (PGT-Bio)Mr. Palden Dorje Lib.With the help of GardnerAll class teachers & Deptt. I/Cs (Respective Class Rooms and Deptt.) |
| 10 | 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. Bablu Kumar PGT (Chem.) I/C** Lab Area-Mr. Krishan Chand PGT,(CS)Mr. Kantia Thakur PGT (Bio)First Floor of Secondary Wing-Mr. Pushpraj TGT(S.ST)Mr.Arvind Kumar TGT(Maths)ATL area- Mr. Som Dutt PGT(Physics)Mr. Ravindra Singh TGT (WE)Mr. Narender TGT (A&E)Commerce Wing / Library AreaMs. Neena Kumari,PGT (Commerce)Mr. Palden Dorje, LibrarianVidyalaya Prayer Ground/ Stage/Basketball court-Ms. Vijeta TGT P&HEMr. Naval Kishore, Yoga TeacherPrimary Wing-Ms. Renuka,PRTMr. Roshan, PRTMr.Krishan Kumar, PRTMr. Babloo,PRTMs. Pooja, NurseMusic & Sports Room Area-Ms. Vijeta TGT (P&HE)Mr. Narender PRT, MusicMain Gate to Herbal Garden-Mr. Narender Kumar, PRT MusicMs. Poonam Kumari,PRTUpper area of children Park-Ms. Kalpana Devi, PGT (Hindi)Mr. Palden Dorje, Librarian**Primary Classes Toilet Cleaning Daily observation** **Boys :**Mr.Arun Kumar ,Mr. Naval Kishore-Yoga Teacher**Girls:**Ms.Poonam Kumari,Ms. Pooja (Nurse)**Secondary Classes Toilet Cleaning Daily observation :****Boys:**Mr. Arvind Kumar, TGT Maths, Mr. Ravindra Singh, TGT WE**Girls:**Ms. Neena Kumari-PGT Commerce, Ms. Urmila TGT Hindi, **Secondary Ground Floor Teachers Toilet Cleaning Daily observation :**Mr. Kantia Thakur , Mr.Suman Kumar (Male toilets) Ms. Prem Lata (Female Toilets)**Library area Toilet Cleaning Daily observation :**Ms. Kalpana Devi-PGT Hindi, Ms. Neena Kumari-PGT Commerce, Mr. Palden Dorje-Librarian |  |
| 11. | 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. Krishan Chand PGT (CS.) I/C**Mr. Arun Kumar, PRTMr. Babloo, PRTAnil Kumar, Comp.Inst.  |  |
| 12. | 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
 | **Mrs. Vijeta TGT P& HE I/C**Mr.Kantia Thakur, PGT (Bio)Mr.Babloo Kumar, PGT (Chemistry)Mr. Jagbir Singh , TGT Skt.Ms. Poonam, PRTMr. Roshan Lal, PRTMr. Naval Kishore, Yoga Teacher |  |
| 13. | a) Cross Checking of Bills (SF/VVN)Cash Book/Ledgerb) (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) **Mr. Arvind Kumar, TGT Maths I/C** Mr. Sunil (JSA) Mr. P. Dorje, TGT Lib.b) Mr.Krishan Chand, PGT CSc) Mr. P.Dorje, TGT Lib. |  |
| 14. | UDISE | * To fill the details related to vidyalaya in UDISE website.
 | **Mr. Ravindra Singh, TGT WE, I/C**Mr. Pushpraj,TGT SStMr. Roshan Lal, PRT |  |
| 15. | 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.
 | **Mr. Rajender , PGT-Eng, I/C** Ms.Neena Kumari,PGT (Comm.)Ms. Rakshanda Thakur, CounselerMr. Anil Kumar, Computer Instructor |  |
| 16. | Vidyalaya Patrika, Students Diary & Broucher + Newsletter (PRI.) | * Collection, editing articles of students & staff, Messages from higher authorities and printing arrangements.
 | **Mr. Jagbir Singh (TGT SKT) I/C**Mr. Rajender (Mr. Rajender (PGT English)Ms. Urmila, TGT HindiMs. Rekha, TGT-Eng.Mr. Roshan Lal, PRTMr. Anil Kumar, Computer Instructor |  |
| 17 | Scout & GuidesCUBS & 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
 | **Mrs. Urmila Devi TGT Hindi, I/C**Ms. Prem Lata, PGT-MathsMr.Arvind Singh, TGT MathsMr. Jagbir Singh, TGT SKTMr. Narender, PRT MusicMs. Poonam, PRTMr. Krishan Kumar, PRTMs. Renuka, PRT |  |
| 18. | LIBRARY COMMITTEE | * Procuring books, Planning & execution of improvement of library, online library (E-granthalaya)
 | **Mr. Palden Dorje TGT Lib, I/C**PGT HindiMr. Rajender, PGT(English)Mr.Babloo Kumar, PGT ChemMr.Suman Kumar, PGT EcoMs. Rekha, TGT EngMs. Renuka, PRTStudent Member |  |
| 19 | **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**Ms. Kalpana Devi,PGT(Hindi)Mr. Rajender, PGT (Eng)Ms. Urmila, TGT-HindiMs. Rekha, TGT EngMr. Krishan Kumar, PRTMr. Jagbir, TGT Skt.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
 | **Mr. Kantia Thakur PGT (Bio)I/C**Mr. Babloo Kumar PGT (Chem)Mr. P. Dorje TGT Lib.Mr.Rajendra Singh, TGT WE |  |
| 3. INTEGRITY CLUB + VIRASAT | * Constitution of the Club,
* Conducting Activities
 |  **Mr. Narender, TGT(AE)I/C**Mr. Pushpraj,TGT(SST) Mr. Ravindra Singh, TGT WEMr. Narender, PRT(Music) |  |
| 4. AEP  | * Conducting Activities and maintenance of records as per guideline
 | **Mr. Kantia Thakur PGT(Bio) I/C**Mr. Som Dutt, PGT PHYMr. Arvind Kumar, TGT MathsMs. Pooja, NurseMs. Rakshanda, Counselor |  |
| 20 | 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. Jagbir TGT (SKT) I/C**Mr. Vijeta,TGT(Ph.Ed)Mr.Arvind Singh TGT (Maths)Mr. Narender PRT(Mus)Mr. Arun Kumar PRTMr. Roshan PRTMr. Babloo PRT |  |
| 21. | TOURISM & HOSPITALITY CLUB | * A review of experiments in tourism and hospitality
* Tourism & Hospitality in 21st Century
* To find the career opportunities in tourism & hospitality
 | **Mr. Suman Kumar PGT Eco I/C**Ms. Neena Kumari-PGT CommerceMs. Kalpana Devi-PGT HindiMr. Pushpraj-TGT S.St. |  |
| 22. | FIRST AID AND MEDICAL CHECK UP | * Attending students in case of sickness
* Conducting medical checkup of students
 | **Mrs. Vijeta TGT(Ph.E) I/C**Dr. Pinki Roy-Sr. Deputy chief medical officer, Parbati-II HEP, NHPC Ltd.Mr. Jagbir singh,TGT Sannskrit, Ms. Pooja, NurseAll Class Teachers & House Masters |  |
| 23. | GRIEVANCE CELL(For teachers and other staff members) | * To settle complaints and grievances
 | **Ms. Prem Lata PGT(Maths) I/C**Ms. Urmila Devi , TGT HindiMr. Jagbir Singh, TGT Skt.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.Suman Kumar, 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, PRTAnil Kumar, Computer Instructor |  |
| 26. | LOCAL PURCHASE COMMITTEE & HOSPITALITY MANAGEMENT | * Explore the Local Market to see availability of the required materials, gather rates, Making CST & procure.
* Extending Hospitality
 | **Mr. Kantia Thakur PGT(Bio), I/C** Mr. Babloo KumarPGT(Chem) Mr.Suman Kumar, PGT EcoMr. Palden Dorje, TGT-LibMr. Arvind Kumar TGT(Maths)Mr.Sunil, JSA |  |
| 27. | ALUMNI ASSOCIATION | * Identification of Alumni and arrangement of meeting at least once a year
 | **Mr. Kantia Thakur PGT Bio, I/C**Ms. Urmila Devi, TGT HindiMr. Palden Dorje, LibrarianMr. Anil Kumar, Computer Inst. |  |
| 28.. | M & R / WORKS COMMITTEE | * Maintenance and repair of Vidyalaya infrastructure
 | **Mr. Ravindra Singh, TGT WE I/C**Mr. Narender PRT(Music)Mr.Krishan Kumar, PRT |  |
| 29. | STAFF ROOM | * Upkeep of staff room & Disposal of old books/Newspaper
* Display Board beautification & Locker distribution upkeep
 | **Ms. Urmila Devi TGT Hindi I/C**Mr. Arun Kumar, PRTMs. Poonam, PRT |  |
| 30. | BACK TO BASICS | * Conduct of Back to Basics programme in the Vidyalaya
* Ensuring inculcation of life skills
 | **Mr.Arvind Singh, TGT Maths, I/C**Mr. Pushpraj-TGT SSt.Mr. Arun PRT |  |
| 31 | PRIMARY CHILDREN PARK | * Up keep of children park
 | **Mr. Babloo, PRT I/C**All PRT’s  |  |
| 32 | FLN | * All works related to FLT
 | **Ms. Renuka (PRT), I/C**All PRT’s  |  |
| 33 | GARDENING | * Maintenance of flower beds and plants in the Vidyalaya campus.
 | **Mr. Kantia Thakur (PGT – Bio), I/C**Mr. Palden Dorje LibrarianMr. Babloo (PRT)Mr Narender (PRT-Music) |  |
| 34 | POCSO  | * Redressed of complaint under POCSO
 | **Ms. Vandana Thakur (PGT-Chemistry), I/C**Mr. Som Dutt PGT (Physics)Ms. Kalpana Devi-PGT, HindiMr. Pushpraj-TGT-SStMs.Poonam, PRT |  |
| 35 | Well Dress Competition Student (Weekly) | * To select Students
* Certificate Writing
 | **Ms. Vijeta, TGT P&HE, I/C**Mr. Jagbir Singh, TGT-SKTAll Class Teachers |  |
| 36 | Student’s Identity Card | * To coordinate with all students and staff for identity cards
 | **Ms. Prem Lata, PGT-Maths, I/C**All Class Teachers |  |
| 37 | Teaching Aid | * To issue teaching aids and keep records
 | **Mr. Krishan Kumar (PRT) I/C**Mr. Pushpraj (TGT-SSt),  |  |
| 38 | Press and Publicity | * To co-ordinate with press
* To publish different events in the print media
 | **Mr. Palden Dorje (TGT-Lib), I/C**Ms. Kalpana Devi-PGT-HindiMr. Anil Kumar, Computer Instructor |  |
| 39 | Subject Committee | * To take monthly meetings with subject committee members and maintain records.
 | Hindi & SKT- Ms. Urmila Devi-TGT HindiEnglish: Mr. Rajender (PGT English)Soc. Science: Mr. Suman Kumar (PGT-Eco)Science: Mr. Babloo Kumar (PGT-Chemistry)Maths: Ms. Prem Lata, PGT- MathsPrimary: Ms. Renuka, PRTSkill course: Mr. Krishan Chand PGT CS, Mr. Ravindra Singh TGT (WE), Mr. Anil Kumar- Comp Ins. |  |
| 40 | 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. Rajender Kumar, PGT-English I/C**Ms. Urmila, TGT- HindiMs. Rekha, TGT EnglishMs.Poonam, PRT |  |
| 41 | Safety & Security | * To monitor Safety & Security measures for students.
 | **Ms. Vijeta TGT P&HE I/C**Mr.Narender TGT AEMr. Ravindra Singh, TGT WEMs. Babloo, PRTMr. Naval Kishore, Yoga Teacher |  |
| 42 | Evacuation Team/SOP | * 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.
 | **Ms. Vijeta, TGT PH&E I/C**Mr.Jagbir Singh, TGT Skt.Mr. Ravindra Singh, TGT WEMs. Renuka PRTMr. Roshan Lal PRT |  |
| 43 | Search & Rescue Team | * In case of emergency, to access the area.
* To provide First Aid.
 | **Mr. Jagbir Singh, TGT Sanskrit I/C**Mr. Narender, TGT AEMs. Rakshanda Thakur, CounselorMs. Pooja, NurseMr. Naval Kishore, Yoga Teacher |  |
| 44 | Transport Safety Team | * To provide the transport facility.
* To monitor safety of the students while travelling.
 | **Mr. Arun Kumar, PRT I/C**Mr.Krishan Kumar, PRTMs. Babloo, PRTMs. Pooja, Nurse |  |
| 45 | 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.
 | **Ms. Vijeta TGT P&HE I/C**Ms. Pooja, NurseMs. Rakshanda Thakur, Counselor |  |
| 46 | Grievance Redressal Committee (For Students) | * 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.
 | **Ms. Vandana Thakur (PGT-Chemistry) I/C**Mr. Som Dutt. PGT PhysicsMs. Urmila TGT HindiMr. Jagbir TGT Skt.Mr. Roshan Lal, PRTMs. Renuka, PRT |  |
| 47 | News Letter Compilation & Photography club | * To collect photographs of Events,
* Reporting, Uploading on Website.
* Collecting day to day activity/event pictures and uploading the same in Principal’s Desktop in same day with the help of computer inst.
 | **Ms. Renuka, PRT I/C**Mr. Arun Kumar, PRTMr. Anil Kumar, Comp. Inst. |  |
| 48 | ATL committee | * To conduct/ assist for ATL sessions
* All ATL related events/ sessions/activities
 | **Mr. Ravindra Singh , PGT WE I/C**Ms. Vandana Tyagi, PGT CSMr. Som Dutt , PGT PhysicsMr. Babloo Kumar PGT (Chem)Mr. Kantia Thakur PGT (Bio)Mr. Anil Kumar, Comp.Instructor . |  |
| 49 | NEP | * To monitor implementation of NEP
 | **Mr.Suman Kumar PGT(Eco) I/C**Mr. Arvind Kumar, TGT Maths.Ms. Renuka PRTMr. Arun PRTMr. Krishan Kumar PRT |  |
| 50 | Ek Bharat Shrestha Bharat and Azadi ka Amrit ka mahotsav | * To conduct and monitor day wise activities
* To conduct weekly/monthly activities
* Celebration of statehood day
* Art/ craft activities
* Other activities related to EBSB and AKAM
 | **Mr. Suman Kumar PGT (Eco) I/C**Mr. Pushpraj-TGT S.St.Ms. Urmila Devi TGT HindiMr. Paldan Dorje LibrarianMr. Narender TGT Art Mr. Jagbir Singh TGT Skt.Mr. Narender, PRT Music |  |