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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 Maths  Mr. Narender Kumar TGT, AE  Mr. 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 Hindi  Ms. Vijeta TGT PHE  Ms.Renuka , PRT  Office |  |
| 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 –Maths Mr. 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, PRT Mr. 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 Hindi  Mr. 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 Gardner  All 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 Area  Ms. Neena Kumari,PGT (Commerce)  Mr. Palden Dorje, Librarian  Vidyalaya Prayer Ground/ Stage/Basketball court-  Ms. Vijeta TGT P&HE  Mr. Naval Kishore, Yoga Teacher  Primary Wing-  Ms. Renuka,PRT  Mr. Roshan, PRT  Mr.Krishan Kumar, PRT  Mr. Babloo,PRT  Ms. Pooja, Nurse  Music & Sports Room Area-  Ms. Vijeta TGT (P&HE)  Mr. Narender PRT, Music  Main Gate to Herbal Garden-  Mr. Narender Kumar, PRT Music  Ms. Poonam Kumari,PRT  Upper 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, PRT  Mr. Babloo, PRT  Anil 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, PRT  Mr. Roshan Lal, PRT  Mr. Naval Kishore, Yoga Teacher |  |
| 13. | 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) **Mr. Arvind Kumar, TGT Maths I/C**  Mr. Sunil (JSA)  Mr. P. Dorje, TGT Lib.  b) Mr.Krishan Chand, PGT CS  c) 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 SSt  Mr. 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, Counseler  Mr. 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 Hindi  Ms. Rekha, TGT-Eng.  Mr. Roshan Lal, PRT  Mr. Anil Kumar, Computer Instructor |  |
| 17 | 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 | | **Mrs. Urmila Devi TGT Hindi, I/C**  Ms. Prem Lata, PGT-Maths  Mr.Arvind Singh, TGT Maths  Mr. Jagbir Singh, TGT SKT  Mr. Narender, PRT Music  Ms. Poonam, PRT  Mr. Krishan Kumar, PRT  Ms. 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 Hindi  Mr. Rajender, PGT(English)  Mr.Babloo Kumar, PGT Chem  Mr.Suman Kumar, PGT Eco  Ms. Rekha, TGT Eng  Ms. Renuka, PRT  Student 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-Hindi  Ms. Rekha, TGT Eng  Mr. Krishan Kumar, PRT  Mr. 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 WE  Mr. 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 PHY  Mr. Arvind Kumar, TGT Maths  Ms. Pooja, Nurse  Ms. 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 PRT  Mr. Roshan PRT  Mr. 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 Commerce  Ms. Kalpana Devi-PGT Hindi  Mr. 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, Nurse  All 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 Hindi  Mr. 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, PRT  Anil 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 Eco  Mr. Palden Dorje, TGT-Lib  Mr. 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 Hindi  Mr. Palden Dorje, Librarian  Mr. 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, PRT  Ms. 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 Librarian  Mr. 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, Hindi  Mr. Pushpraj-TGT-SSt  Ms.Poonam, PRT |  |
| 35 | Well Dress Competition Student (Weekly) | | * To select Students * Certificate Writing | **Ms. Vijeta, TGT P&HE, I/C**  Mr. Jagbir Singh, TGT-SKT  All 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-Hindi  Mr. Anil Kumar, Computer Instructor |  |
| 39 | Subject Committee | | * To take monthly meetings with subject committee members and maintain records. | Hindi & SKT- Ms. Urmila Devi-TGT Hindi  English: Mr. Rajender (PGT English)  Soc. Science: Mr. Suman Kumar (PGT-Eco)  Science: Mr. Babloo Kumar (PGT-Chemistry)  Maths: Ms. Prem Lata, PGT- Maths  Primary: Ms. Renuka, PRT  Skill 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- Hindi  Ms. Rekha, TGT English  Ms.Poonam, PRT |  |
| 41 | Safety & Security | | * To monitor Safety & Security measures for students. | **Ms. Vijeta TGT P&HE I/C**  Mr.Narender TGT AE  Mr. Ravindra Singh, TGT WE  Ms. Babloo, PRT  Mr. 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 WE  Ms. Renuka PRT  Mr. 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 AE  Ms. Rakshanda Thakur, Counselor  Ms. Pooja, Nurse  Mr. 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, PRT  Ms. Babloo, PRT  Ms. 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, Nurse  Ms. 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 Physics  Ms. Urmila TGT Hindi  Mr. Jagbir TGT Skt.  Mr. Roshan Lal, PRT  Ms. 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, PRT  Mr. 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 CS  Mr. Som Dutt , PGT Physics  Mr. 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 PRT  Mr. Arun PRT  Mr. 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 Hindi  Mr. Paldan Dorje Librarian  Mr. Narender TGT Art  Mr. Jagbir Singh TGT Skt.  Mr. Narender, PRT Music |  |