No.	DUTIES	Key Works	Members	Sign
1.	ADMISSION	New & TC Admission, Notification	Mr. Bablu Kumar (PGT, Chemistry), I/C	
		Preparation of select list	Ms. Priyanka Kalra, PGT CS	
		Monthly enrollment on last working day	Mr. Arvind, TGT Mathematics	
		 Checking TC information from website 	Mr. Narender Kumar TGT, AE	
			Mr. Arun Kumar (PRT)	
			Ms. Poonam (PRT) Office	
2	Daily arrangements	 Preparation and implementation of time-table Verification of salary bill of Contractual Teachers 	Mr. Suman Kumar, PGT, Economics I/C	
	Time Table	Substitution/Arrangements work on daily basis	Mr. Akhilesh.TGT S.Sc.	
			Mr. Narender Kumar, TGT-AE	
			Ms. Renuka, PRT	
			Office	
3	Examination	Conducting exams as per the guidelines & plan	Mr. Som Dutt (PGT-Phy), I/C	
	(INT.& Ext,	Periodic analysis of results/plan for remediation,	CBSE/Ext.Exam.	
	CBSE)	supervision and assessment of remediation	Ms.Prem Lata I/C Int.Exam.	
		Conducting cyclic tests and other tests as per KVS	Mr. Arvind TGT – Maths	
		guidelines	Mr. Ravindra TGT-WE	
			Mr. Krishan Kumar (PRT)	
			Ms. Barkha, PRT	
4	Computer &	Maintenance of computers in all labs & asking	Mrs. Priyanka Kalra (PGT-	
	Website	AMC with service agencies	CS), I/C	
	Updation &	Regular updation of website (Day by Day	Ms. Renuka, PRT	
	Maintenance	important News, thoughts, on last day of the month	Mr. Anil (Comp. Instructor)	
			All In-charges to Timely	

		enrollment position, vacancy position etc. must be	Submit the information for
		uploaded)	website updation.
		 Competition related to IT/ Techno Thelon Fee Collection 	
5	Furniture	 Fee Collection Procuring of suitable furniture as per requirement 	Mr. Bablu , PRT I/C
		 Condemnation of unusable furniture 	Mr. Akhilesh, TGT S.Sc.
		Maintenance of record of distribution of furniture	Ms. Vijeta, TGT PHE
		its upkeep, repair	All class teachers to look after
			the seating arrangement in their
			classes
6	CCA	 Conduct of Morning assembly, regular School 	Ms. Rekha TGT English - I/C
		Level Competition in CCA, Preparation for social	Mr. Vishal PGT Hindi
		science exhibition (Cultural Part), Conduct and Co-	Ms. Urmila Devi, TGT Hindi
		ordination of celebration of National	Ms. Neena Kumari (TGT-SKT)
		 Festivals/Jayanties/Other important days Assembling in time & Conduct of all programme 	Mr. Bablu (PRT)
		 Discipline, PT, Display Yoga etc. 	Ms. Poonam (PRT)
		Announcements and P A System Arrangement	House Masters
		 Birth Day Celebration/ Certificate Distribution 	All Class Teachers
7.	Raj Bhasha	Up keep & Maintenance of Sign Boards, bulletin/	Mr. Vishal, PGT Hindi, I/C
	Committee	Notice Board, Beautification of academic block with	Ms. Urmila, TGT Hindi
		quotations, Celebration of Hindi Pakhwara	Ms. Neena Kumari (TGT-Skt)
		Implementation of official language rules in the	
		Vidyalaya, quarterly returns, holding regular meetings	
8	House Master	Preparing students for competition (Cultural, Sports	1.Shivaji-
		& Games)	House Master -Mr. Narender
			TGT Art

	Committees for the session 2024-25					
 Maintaining records of inmates of house, their 	Associates Mr. Suman Kumar					
activities	PGT Economics, Mr. Rajender					
Arranging Children for school activity regularly	PGT English, Ms. Neena Kumari					
	(TGT Sanskrit), Mr. Krishan PRT,					
	Nurse					
	2.Tagore-					
	House Master- Mr. Ravindra					
	Singh TGT-WE					
	Associates Mr. Somdutt Thakur					
	PGT Physics, Mr. Vishal(PGT					
	Hindi) , Mr. Ravinder (PGT					
	Commerce), Mr. Arun PRT, Mr.					
	Anil (Computer Instructor)					
	3. Ashoka-					
	House Master Ms. Urmila Devi					
	TGT-Hindi					
	Associates : Mr. Bablu Kumar					
	PGT Chemistry, Ms. Prem Lata					
	PGT Maths					
	Ms. Vijeta TGT P&HE, Ms.					
	Renuka PRT					
	Ms. Barkha PRT					
	4. Raman-					
	House Master :Mr. Akhilesh					
	TGT (S.St.) ,					
	Associates : Mr. Kantia Thakur					
	PGT Biology					

			Ms. Priyanka Kalra PGT Comp.	
			Science	
			Mr. Paldan Dorje TGT Librarian	
			Ms. Poonam PRT	
			Mr. Naval Kishor (Yoga	
			Instructor)	
9	Beautification	Beautification of school entrance, Corridors	Mr. Kantia Thakur (PGT-	
	& Gardening	Maintenance of flower beds and plants in the	Bio), I/C	
		Vidyalaya Campus.	Mr. Narender (TGT-AE)	
		Updating of Notice Board & Display boards	Ms. Rekha, TGT English	
		Beautification work during any special program	Ms. Urmila TGT Hindi, Ms.	
		Supervision of gardening work	Neena Kumari TGT Sanskrit	
			Mr. Palden Dorje Lib.	
			Mr. Bablu, PRT	
			Ms. Barkha	
			With the help of Gardner	
			All class teachers & Deptt. I/Cs	
			(Respective Class Rooms and	
			Deptt.)	
10	Cleanliness &	 Supervision of cleaning activities including toilets 	Mr. Rajender PGT English	
	Sanitation	in the building.	I/C	
	(Swachh	Procuring materials and labour for the required	Lab Area-	
	Bharat	approved work.	Ms. Priyanka PGT(CS)	
	Mission)	 Verification of Conservancy Bill. 	Mr. Kantia Thakur PGT (Bio)	
			First Floor of Secondary	
			Wing-	
			Mr.Akhilesh TGT(S.ST)	
			Mr.Arvind Kumar TGT(Maths)	

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	ATL area-
	Ms. Prem Lata PGT(Maths)
	Mr. Ravindra Singh TGT (WE)
	Mr. Narender TGT (A&E)
	Commerce Wing / Library Area
	Mr. Ravinder 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
	Ms. Barkha, 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-
	Mr. Ravinder, 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. Nurse
			Secondary Classes Toilet
			Cleaning Daily observation :
			Boys:
			Mr. Arvind Kumar, TGT Maths,
			Mr. Ravindra Singh, TGT WE
			Girls:
			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 :
			Mr. Vishal-PGT Hindi, Mr.
			Ravinder PGT Commerce, Mr.
			Palden Dorje-Librarian
11.	Resource	Maintenance of record of equipments & its	Ms. Priyanka Kalra (CS.) I/C
	Room (SEC.	updation.	Mr. Arun Kumar, PRT
			Mr. Babloo, PRT

		Committees for the session 2024-25		
	& PRI) + Film	6 6	Mr. Anil (Comp.Inst.)	
	Show (PRI)	usage of room.		
		Adding equipments.		
12.	Discipline Committee	Monitoring of punctuality, use of proper & correct uniform by the students & maintenance of record	Mrs. Vijeta TGT P& HE I/C Mr.Kantia Thakur, PGT (Bio)	
	Commutee	uniform by the students & maintenance of record.		
		Maintenance of discipline and decorum during functions/ School activities	Mr.Bablu Kumar, PGT	
		 Coordination with students & Administration 	(Chemistry) Mr.Akhilesh, TGT-S.St	
			Ms. Poonam, PRT	
			Mr. Barkha, PRT	
			Mr. Naval (Yoga Teacher)	
			Mr. Anil (Comp Instructor)	
			All teachers	
13.	a) Cross	Verification of bills for its correction in	a) Mr. Palden Dorje,	
	Checking of	computation by comparing Quotations.	Librarian I/C	
	Bills	Maintenance of Cash book, Ledgers and	b) Mr. Arvind, TGT Maths	
	(SF/VVN)	reconciliation	c) Ms. Priyanka Kalra, PGT CS	
	Cash	Computation of tax and issue of form-16 Daily		
	Book/Ledger & IT-	Correspondence		
	Calculation	Regular collection of fee receipts from Class		
	b) (CS-54)	Teachers (computerized UBI) & maintenance of CS 54 and CS 11		
	c) UBI Fee			
	Verif.	UBI Fee verification & Quarterly reports		
14.	UDISE	To fill the details related to vidyalaya in UDISE	Mr. Ravindra Singh, TGT	
		website.	WE, I/C	
			Mr. Akhilesh,TGT SSt	

			Mr. Krishan Kumar, PRT All Class Teachers
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. Suman Kumar, PGT- Economics, I/C Ms. Rekha, TGT English Ms. Vijeta, TGT W&HE Counseler Mr. Anil (Computer Instructor)
16.	Vidyalaya Patrika, Students Diary & Broucher + Newsletter (PRI.)	Collection, editing articles of students & staff, Messages from higher authorities and printing arrangements.	Ms. Rekha, TGT English I/C Mr. Vishal, PGT Hindi Mr. Rajender ,PGT English Ms. Urmila, TGT Hindi Mr. Renuka, PRT Mr. Arun Kumar PRT Mr. Anil (Comp 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/CMr. Suman , PGT-EconomicsMs. Prem Lata, PGT-MathsMs. Rekha, TGT-EnglishMr. Arvind Singh, TGT MathsMr. Krishan, PRTMr. Narender, TGT AEMs. Renuka, PRTMr. Narender, PRT MusicMs. Poonam, PRT

		Committees for the session 2024-25		
18.	LIBRARY	Procuring books, Planning & execution of	Mr. Palden Dorje TGT Lib,	
	COMMITTEE	improvement of library, online library (E-granthalaya)	I/C	
			Ms. Prem Lata, PGT Maths	
			Mr. Vishal, PGT Hindi	
			Mr. Rajender, PGT English	
			Mr.Bablu Kumar, PGT Chem	
			Mr.Suman Kumar, PGT Eco	
			Ms. Rekha, TGT Eng	
			Ms. Renuka, PRT	
			Mr. Anil (Comp Instructor)	
			Student Member	
		CLUBS		
19	1. LITERARY	Teaching values to the students	Mr. Palden Dorje(TGT-	
	& READING	Organizing and coordinating activities of the club	Lib),I/C	
	CLUB	To give suggestion for improvement of library &	Mr. Vishal,PGT(Hindi)	
		reading habitsPlanning Monitoring & coordinating activities of	Mr. Rajender, PGT (Eng)	
		the club	Ms. Urmila, TGT-Hindi	
		Conducting various lecture programmes	Ms. Rekha, TGT Eng	
			Ms. Barkha, PRT	
			Ms. Neena Kumari TGT Skt.	
			Student Member	
	2. ECO	Running an active club, Planning activities to keep	Mr. Kantia Thakur PGT	1
	CLUB &	campus green	(Bio)I/C	
	SCEINCE	Inculcating scientific temperament among students	Mr. Bablu Kumar PGT (Chem)	
	CLUB	Preparation of Junior Science Exhibition	Mr. P. Dorje TGT Lib.	
			Mr. Ravindra Singh, TGT WE	I

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	3.	 Constitution of the Club, 	Mr. Narender, TGT(AE)I/C	
	INTEGRITY	 Conducting Activities 	Mr. Akhilesh TGT(SST)	
	CLUB +		Mr. Ravindra Singh, TGT WE	
	VIRASAT		Mr. Narender, PRT(Music)	
	4. AEP	Conducting Activities and maintenance of records	Mr. Suman Kumar PGT	
		as per guideline	Economics I/C	
			Mr. Som Dutt, PGT Physics	
			Ms. Prem Lata, PGT Maths	
			Mr. Kantia Thakur, PGT	
			Biology	
			Mr. Arvind Kumar, TGT Maths	
			Nurse	
			Counselor	
20	EXCURSION	Planning destinations, mode of transport, arranging	Mr. Kantia Thakur, PGT	
	/	transport, arranging other facilities for school picnic,	Biology I/C	
	ADVENTUR	adventure programmes and excursion.	Mr. Vijeta,TGT(PHE)	
	E ACTIVITY	Keeping Record/photo graph	Ms. Reunka, PRT	
			Mr. Arun Kumar PRT	
			Mr. Babloo PRT	
			Mr. Narender PRT(Mus)	
			Mr. Anil (Comp. Instructor)	
			Mr. Naval (Yoga Teacher)	
21.	TOURISM &	A review of experiments in tourism and hospitality	Mr. Kantia Thakur , PGT	
	HOSPITALIT	Tourism & Hospitality in 21 st Century	Biology I/C	
	Y CLUB	\succ To find the career opportunities in tourism &	Mr. Ravinder PGT Commerce	
		hospitality	Mr. Vishal PGT Hindi	
			Ms. Priyanka Kalra, PGT CS	
			Mr. Arvind Kumar, TGT Maths	
			Mr. Anil Computer Instructor	

	Committees for the session 2024-25			
22.	FIRST AID AND MEDICAL CHECK UP	 Attending students in case of sickness Conducting medical checkup of students 	Mrs. Vijeta TGT(PHE) I/C Dr. Pinki Roy-Sr. Deputy chief medical officer, Parbati-II HEP, NHPC Ltd. Mr. Rajender, PGT English, Nurse All Class Teachers & House Masters	
23.	GRIEVANCE CELL (For teachers and other staff members)	 To settle complaints and grievances 	Mr. Som Dutt PGT Physics I/C Ms. Prem Lata PGT Maths Ms. Urmila Devi, TGT Hindi Mr. Arun (PRT)	
24.	RTI	 Processing the application/query Gathering information from the concerned dept Provide information to the applicant within the stipulated time. 	Ms. Priyanka Kalra, PGT CS I/C Mr.Palden Droje, Librarian I/Cs of All Dept.	
25.	PHOTOGRA PHY	Coverage of school Activities by coordinating with all program I/Cs	Mr. Narender, TGT(AE), I/C Mr. Arun, PRT Mr. Narender, PRT Music Mr. Anil (Comp Instructor)	
26.	LOCAL PURCHASE COMMITTEE & HOSPITALIT Y	 Explore the Local Market to see availability of the required materials, gather rates, Making CST & procure. Extending Hospitality 	Mr. Suman Kumar PGT(Eco), I/C Mr. Bablu Kumar PGT (Chem) Ms. Rekha, TGT (Eng) Mr. Palden Dorje, TGT-Lib Mr. Arvind Kumar TGT(Maths) Ms. Barkha, PRT	

	MANAGEME NT		
27.	ALUMNI ASSOCIATIO N	Identification of Alumni and arrangement of meeting at least once a year	Ms. Priyanka Kalra, PGT CS I/C Ms. Prem Lata, PGT Maths Ms. Urmila Devi, TGT Hindi Mr. Palden Dorje, Librarian Mr. Anil (Comp Instructor)
28	M & R / WORKS COMMITTEE	Maintenance and repair of Vidyalaya infrastructure	Mr. Ravindra Singh, TGT WE I/C Mr. Bablu, PRT 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 Ms. Rekha, TGT English 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. Akhilesh-TGT S.St. Ms. Renuka, PRT
31	PRIMARY CHILDREN PARK	Up keep of children park	Mr. Bablu, PRT I/C Mr. Naval Yoga Teacher All PRT's
32	FLN	All works related to FLT	Ms. Renuka (PRT), I/C All PRT's

33.	POCSO	Redressed of complaint under POCSO	Ms. Prem Lata (PGT-Maths),
			I/C
			Mr. Som Dutt PGT (Physics)
			Mr. Vishal-PGT Hindi
			Mr. Bablu, PGT Chemistry
			Ms.Renuka, PRT
34	Well Dress	To select Students	Ms. Vijeta, TGT P&HE, I/C
	Competition	 Certificate Writing 	Ms. Rekha, TGT English
	Student		Ms. Poonam, PRT
	(Weekly)		Mr. Naval Yoga Teacher
			All Class Teachers
35	Student's	To coordinate with all students and staff for identity	Ms. Vijeta, TGT PHE I/C
	Identity Card	cards	Mr. Naval Yoga Teacher
			All Class Teachers
36	Teaching Aid	To issue teaching aids and keep records	Mr. Akhilesh (TGT-SSt), I/C
			Mr. Krishan Kumar, PRT
37	Press and	\succ To co-ordinate with press	Mr. Palden Dorje (TGT-Lib),
	Publicity	To publish different events in the print media	I/C
			Ms. Priyanka Kalra, PGT CS
			Ms. Urmila Devi, TGT Hindi
			Mr. Anil, Computer Instructor
38	Subject	> To take monthly meetings with subject committee	Hindi & SKT- Ms. Urmila Devi-
	Committee	members and maintain records.	TGT Hindi
			English: Mr. Rajender (PGT
			English)

		Coo Coinnon Ma Cumon Vousa	[
		(PGT-Eco)	
		Science: Mr. Babloo Kumar	
		(PGT-Chemistry)	
		Maths: Ms. Prem Lata, PGT-	
		Maths	
		Primary: Ms. Renuka, PRT	
		Skill course: Ms. Priyanka Kalra	
		PGT CS,_Mr. Ravindra Singh	
		TGT (WE), Mr. Anil Comp Ins.	
Students	To monitor council members & conduct meetings	Mr. Rajender Kumar, PGT-	
Council	monthly & keep record	English I/C	
	\succ Guide them about their duties and responsibility.	Ms. Urmila, TGT- Hindi	
	Solve their problems regarding discipline of school	Ms. Rekha, TGT English	
	and academics.	Ms.Poonam, PRT	
Safety &	To monitor Safety & Security measures for	Ms. Vijeta TGT P&HE I/C	
Security	students.		
		0	
		U	
		Ms. Vijeta, TGT PH&E I/C	
Team/SOP	•	Mr. Suman Kumar, PGT	
	Building occupants are accounted for after an	Economics	
		Mr. Akhilesh, TGT Sanskrit.	
	emergency evacuation.	Mr. Ravindra Singh, TGT WE	
	Council Safety &	Councilmonthly & keep record>Guide them about their duties and responsibility.>Solve their problems regarding discipline of school and academics.Safety & Security>>To monitor Safety & Security measures for students.Evacuation 	Primary: Maths: Math

			Ms. Renuka PRT
			Mr. Bablu, PRT
			All Teachers
42	Search & Rescue Team	 In case of emergency, to access the area. To provide First Aid. 	Mr. Akhilesh Kumar TGTS.ST I/CMr. Narender, TGT AECounselorNurseMr. Naval Yoga Teacher
43	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. Bablu, PRT Ms. Pooja Nurse Escort Teacher
44	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/CMs. Barkha, PRTMs. Pooja NurseCounselor
45	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. 	Mr. Suman Kumar, PGTEconomics I/CMr. Som Dutt. PGT PhysicsMs. Urmila, TGT HindiMs. Vijeta, TGT PHEMs. Renuka, PRTMr. Bablu, PRTMs. Barkha PRTMr. Naval Yoga Teacher

		Committees for the session 2024-25	
		\succ 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.	
46	News Letter	 To collect photographs of Events, 	Ms. Renuka, PRT I/C
	Compilation	Reporting, Uploading on Website.	Mr. Arun Kumar, PRT
	&	Collecting day to day activity/event pictures and	Mr. Anil (Comp. Inst.)
	Photography club	uploading the same in Principal's Desktop in same day	
		with the help of computer inst.	
47	ATL	To conduct/ assist for ATL sessions	Mr. Ravindra Singh , PGT
	committee	All ATL related events/ sessions/activities	WE I/C
			Ms. Priyanka Kalra, PGT CS
			Mr. Som Dutt, PGT Physics
			Mr. Bablu Kumar PGT (Chem)
			Mr. Kantia Thakur PGT (Bio)
			Mr. Anil Comp.Instructor.
48	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
	Ek Bharat	To conduct and monitor day wise activities	Mr. Suman Kumar PGT (Eco)
49	Shrestha	To conduct weekly/monthly activities	I/C
	Bharat and	Celebration of statehood day	Mr. Akhilesh, TGT S.St.
	Azadi ka	> Art/ craft activities	Ms. Urmila Devi TGT Hindi
	Amrit ka	 Other activities related to EBSB and AKAM 	Mr. Paldan Dorje Librarian
	mahotsav		Mr. Narender TGT Art

			Mr. Narender, PRT Music	
50	TechTonic Innovators Club	 Implementing innovative solutions for IT-Related Challenges Organizing workshops and other technical activity to foster creativity and skill development among members. Supporting and mentoring members in IT Projects and initiatives. Maintenance of IT tools in the Vidyalaya 	Ms. Priyanka Kalra PGT CS I/C Mr. Ravindra Singh, TGT WE Mr. Bablu PRT Mr. Anil Computer Instructor Student Member	

Principal