

KENDRIYA VIDYALAYA MANDSAUR

ANNUAL DUTY LIST-SESSION 2018-2019

Please note for compliance duties assigned in different spheres of vidyalaya activities for the academic session 2018-2019. Discuss the same with your committee members and prepare annual plan for effective implementation and creditable performance of the same. All the members of the committees will actively contribute their best.

S.No	Name of committee	Functions & Responsibilities /Duties	Secondary Section	Primary Section
1	Academic Council/ Academic Planning/ Vidyalaya Plan/Moderation Committee	To prepare academic plan of the Vidyalaya Proper implementation of Back to Basics All academic matters including Subject Committee meetings, Remedial Classes, Study Camp Any other related work	MR.HEMILTON MASIH MR.DINESH SANCHORA MR.N.K.TRIVEDI MR.R.S.MAKKAD	MR.ALOK PUNJABI MRS. TAMANNA MR.SANJAY SHARMA
2	Discipline Committee	To check uniforms / trimming of nails/ hair cut/ polish of shoes/ late comers during morning assembly. To check movement of the students during school hours and also at arrival and departure from the school. To supervise overall discipline of the students & suitable action on earring students Any other related work.	MR.SANJAY DIXIT I/C MRS VANDANA SHARMA MRS PRATIMA ARYA MR. BALRAM PATIDAR Sports Coach All Teachers	MR.ALOK PUNJABI MR.SANJAY SHARMA MS.NISHA MEENA MS.LAXMI Yoga Coach All Teachers
3	Admission Enrolment position	To check/scrutinize the admission forms and complete all admission related work. To maintain admission related records, TC uploading, Updating of Shala Darpan and UBI portal To prepare monthly enrolment position, Any other related work	MR.HITESH BABHIWAL I/C MR.SANJAY DIXIT MR. BALRAM PATIDAR MR.N.K.TRIVEDI COMP INSTRUCTOR	MR.ALOK PUNJABI MRS TAMANNA MS LAXMI MS BHAWNA
4	Co-Curricular Activities Functions & Celebrations Students Council Morning Assembly	To prepare calendar of events and conduct CCA competitions as per the plan. To celebrate all the national festivals /weeks and other important days. To maintain CCA result register with House wise positions. To arrange prizes & certificates for winners etc. To organize all cultural activities of the school on different occasions. To co-ordinate with other teachers for training, practice, rehearsals etc. To conduct morning assembly in a serious and befitting manner.	PGT-ENGLISH MR.HEMILTON MASIH MR.N.K.TRIVEDI Assembly days Mon, Tue, Wed , Thu & Fri	MRS. TAMANNA I/C MS.BHAWNA MS.POONAM MS.LAXMI Assembly day Sat

		Adequate training should be given to the participating children well in advance. Any other related work.		
5	Time Table / Arrangement/Co-ordination of contractual Teachers/ ALCP/Tarunotsav	To frame & distribute the time-table. Ordered Bell timings from assembly to closing bell daily To make substitute arrangements for teachers who are on leave/duty. To keep records of contractual teachers & to prepare & verify the claims of contractual teachers for payment, as per KVS norms Any other related work	MR.HITESH BABHIWAL MR.R.K.OJHA MS.VANDANA SHARMA MR KISHORE DEVDA (Bell Timings)	MS.NISHA MEENA MS.SUMAN JYOTI
6	Examination (Internal/CBSE/ OASIS) PTA & PTM	To plan & conduct examinations and result declaration as per calendar of activities. To prepare result analysis To coordinate with members of PTA, To conduct PTM as per KVS guidelines and to keep record of the meetings Any other related work.	MR.R.K.UPADHYAY MR.R.K.OJHA MS VANDANA SHARMA MS.DIMPLE KAKODIA MR IRFAN ANSARI MS.RAJENDRA RATHORE	MR.SANJAY SHARMA MS BEULAH JAMES MRS VENU SHARMA MS. SUMAN JYOTI MR.KHEEMA SHANKAR
7	Examination (NIOS/IAPT/ Competitive Exams)	To plan & conduct examinations as per calendar of activities. To prepare result analysis Any other related work.	MR.DINESH SANCHORA MR.BALRAM PATIDAR MS.RAJENDRA RATHORE	MR.SANJAY SHARMA
8	Computer Lab./Website Maintenance/ ICT/E-content/E-class Room/Shala Darpan/ Bio Metric Attendance/UDISE	To Maintain & Update the Website Regularly, Shala Darpan Project/UBI Portal/Mapper/All Online Activities Maintenance of the computer labs and update of the computers. Purchase & maintenance of computer peripheries and other materials. To train the staff and students regularly. Any other related work.	MR. HITESH BABHIWAL I/C MR.DINESH SANCHORA MR.BALRAM PATIDAR COMP INSTRUCTOR MR. R.K. UPADHYAY (configuration of result)	MR.SANJAY SHARMA MS.NISHA MENA MS.POONAM
9	Campus Beautification and Cleanliness/Sanitation Committee/BALA Concept/Swachhata Abhiyaan/ Maintenance of Notice Boards	Checking the cleanliness of the classrooms/bathrooms, toilets, surroundings etc. Procurement of cleaning materials. To implement BALA concept Decoration & Beautification of Notice Boards & Corridors. Any other related work.	MRS PRATIMA ARYA MS.DIMPLE KAKODIA MR.DINESH SANCHORA MR.I.A.ANSARI MR BALRAM PATIDAR	MRS.SANGEETA VERMA MS.BEULAH JAMES MR.KULDEP GEHLOT MS. LAXMI
10	Supervision of Watch and Ward and House Keeping	To supervise cleanliness of Vidyalaya on day to day basis To supervise services of security guards Screening of outsource work	MR.BALRAM PATIDAR MS.VANDANA SHARMA MR RAJENDRA RATHORE	MR.ALOK PUNJABI MS.BEULAH JAMES MR KHEEMA SHANKAR
11	Publication	To collect and consolidate/edit articles from students and staff	MR.HEMILTON MASIH	MR.ALOK PUNJABI

	(Vidyalaya Patrika, Students diary/ Calendar/Wall Magazine/ Newsletter/ Publication of vidyalay news/ Class magazine)	To go through the proof of all the materials & liaison with the press. To ensure publication on prescribed time Any other related work.	MR.N.K.TRIVEDI PGT-ENGLISH TGT-SANSKRIT TGT-HINDI	MS.BHAWNA
12	Career Guidance and Counselling	To arrange lectures/seminars for career talk /counselling To maintain one corner & keep record relating to career guidance.	MR.R.K.OJHA I/C MR.N.K.TRIVEDI	
13	Awakened Citizen Programme/ Value Education	To ensure that modules based on thoughts of Swami Vivekananda be delivered to students regularly, Inculcating value education through conduct of various activities, Any other related work	MRS. PRATIMA ARYA MS. DIMPLE KAKODIYA MR. IRFAN A ANSARI	
14	Educational Tour/Excursion /Transportation	To plan & make all arrangements for excursions & educational tours. Any other related work.	MR.SANJAY DIXIT MR.BALRAM PATIDAR	MR KULDEEP GEHLOT MS.BULAH JAMES MS. SUMAN JYOTI
15	Scouts and Guides/ Cubs and Bulbuls	To prepare/train the children for various Scouts activities and other competitions. Effective & systematic functioning of activities as per the APRO of BS&G. To conduct regular Scouts classes/campfire. In charges and members are responsible to prepare the scout guide activity plan and its proper implementation and to maintain scout guide corner Any other related work.	MS.BEULAH JAMES (Guide) MR.R.K.OJHA (Scouts) All Trained teachers	MS.SUMAN JYOTI(Bulbul) MR.SANJAY SHARMA(Cub) All Trained teachers
16	Local Purchase /Condemnation and Disposal committee	To assist in purchases for all the departments. Market survey for purchase of articles and items. To call quotations as per need of various departments. To verify proposals of condemnation of articles from different deptt. Any other related work.	MR.SANJAY DIXIT MR.DINESH SANCHORA MRS.PRATIMA ARYA MR. H.K. BHABHIWAL MR.M.S.SHARMA	MR.ALOK PUNJABI MR.KULDEEP GEHLOT MRS.SANGEETA VERMA
17	Library Committee/ Reader's Club/ Class library	To procure various articles as per the need of the staff and students. To maintain proper decorum & records of the library. To conduct book exhibitions/book reviews etc. To maintain library blog, Any other related work.	MR.R.K.OJHA I/C PGT-ENGLISH TGT-HINDI MS.DIMPLE KAKODIA MR.KHEEMA SHANKAR	MRS.VENU SHARMA MS.BEULAH JAMES
18	Preparation and compilation of CS-54	Checking of fees on monthly basis and reconciling it with UBI Portal/Bank in coordination with class teachers and office To maintain fee deposit records each class and to present record at the end of month and to check records with fee deposited in bank account	MR.D.K.LOHAR MR.M.S.SHARMA	

19	Maths Olympiad/Maths Week/Maths Lab./Maths Club	To conduct the programme as per KVS guidelines Any other related work.	MR.D.K.LOHAR I/C MR.R.S.MAKKAD MS.DIMPLE KAKODIA	MR. ALOK PUNJABI MS.TAMMANA
20	AEP/Disha Club	To conduct the programme as per KVS guidelines	MR.N.K.TRIVEDI MS DIMPLE KAKODIA MR.D.K.LOHAR DOCTOR NURSE	MS.VENU SHARMA MS. TAMMANA
21	Games and Sports/ Yoga Education	To train the students for KVS and outside competitions. To conduct Inter house sports competitions/ Sports Day To procure sports equipment as per the need. Any other related work.	MR.SANJAY DIXIT MR.BALRAM PATIDAR SPORTS COACH YOGA COACH NURSE	MR. SANJAY SHARMA MS. SUMAN JYOTI
22	Water points/Water Coolers/Water Management/Fire Fighting Equipments/ PA System & Electrical M & R	Procurement and Proper Maintenance of water points/water coolers/Water tanks/firefighting equipment as per norms Procurement/Maintenance & arrangement of PA system for morning assembly and other activities well in advance. Regular M & R of electrical items, Any other related work.	MR BALRAM PATIDAR MR.R.K.OJHA TGT-SST TGT-SANSKRIT MR.KHEEMA SHANKAR	MR. KULDEEP GEHLOT MS.POONAM
23	Furniture /Fixtures/Seating arrangements	Procurement and Proper Maintenance of furniture items, Condemnation as per KVS rules, Seating arrangements as and when required, Any other related work.	MR V D BHARTIYA MR HEMILTON MASIH MR.R.S.MAKKAD	MR.KULDEEP GEHLOT MS.LAXMI
24	Grievance Redressal Cell / Protection of Child rights/ Internal Complaints	To sort out grievances of staff and students/parents if arises. To ensure that no corporal punishment is given to any of the child.	MR SANJAY DIXIT MRS PRATIMA ARYA MR.HEMILTON MASIH MR.HITESH BABHIWAL	MRS.VENU SHARMA MS.SUMAN JYOTI
25	Audio Visual Aids/TLM	Purchase and maintenance of audio visual aids To hold the stock of teaching aids and issue to teachers who need for their teaching. Procurement of monthly TLM by rotation among PRTs Any other related work	MRS.PRATIMA ARYA I/C MR V D BHARTIYA TGT-SST	MR.ALOK PUNJABI MS.TAMMANA
26	Photography/ Videography & Vidyalaya News	To keep records of photos event wise in separate folders. To take print outs of selected photos for display boards. To hand over selected photos to Comp I/C for website To maintain soft copy of vidyalaya photo album	MR.R.K.OJHA COMP. INSTT. MR.HITESH BABHIWAL	MR.ALOK PUNJABI MR.SANJAY SHARMA MRS SANGEETA VERMA
27	Supervision of Watch	To supervise cleanliness of Vidyalaya on day to day basis	MR.BALRAM PATIDAR	MR.ALOK PUNJABI

	and Ward and House Keeping	To supervise services of security guards Screening of outsource work	MS.VANDANA SHARMA	MS.BEULAH JAMES
28	Rajbhasha Committee/ Hindi Pakhwara/ Sanskrit week Celebration	To conduct/attend Rajbhasha committee meetings and to send the reports to KVS Regional Office To prepare the students for KVS/outside competitions. Sanskrit week/ Hindi fortnight celebrations. Any other related work.	MR.HEMILTON MASIH TGT-HINDI TGT-SANSKRIT	MS.NISHA MEENA MS.SUMAN JYOTI
29	EQUIP/ CMP	To ensure that EQUIP/CMP is implemented in all earnestness for the benefit of students. To prepare reports of strengthening of upper primary/ primary education and send them to RO. Any other related work.	MR.N.K.TRIVEDI MR.R.S.MAKKAD All TGTs	MR.ALOK PUNJABI MRS.TAMANNA All PRTs
30	Implementation of BACK TO BASICS/SLATE	To observe the implementation of back to basics programme, to conduct SLATE, any other related work	MR.DINESH SANCHORA	MR R.K. UPADHYAY MR ALOK PUNJABI
31	Language lab/Resource Room/ Development of communication skills	To maintain language lab./resource , To plan & execute for development of communication skills	MR N K TRIVEDI PGT-ENGLISH MR HEMILTON MASIH TGT-HINDI	MR.ALOK PUNJABI MRS.TAMANNA All PRTs
32	Social Science Exhibition/Heritage Club/ Youth Parliament	To encourage children, To plan, prepare and select projects for the exhibitions. Any other related work	MR.V.D.BHARTIYA MR HEMILTON MASIH TGT-SST PGT-ENGLISH MRS.SANGEETA VERMA PGT-ECONOMICS	
33	Jr. Science Lab./Science Exhibitions/Inspire Award/NCSC/Green Olympias/VVM/Eco Club/Plantation & School Nursery/Green School Audit	To encourage children, To plan, prepare and select projects for the exhibitions. Any other related work	MR.R.K.UPADHYAY MR.DINESH SANCHORA MR.I.A.ANSARI PGT-CHEM	MRS.TAMANNA MRS.VENU SHARMA
34	Subject Committees (Incharges)	To conduct subject committee meeting on the last working day of every month and submit the report for discussion. To discuss coverage of syllabus, projects, home assignments To plan demonstration lessons,	English- PGT ENGLISH Hindi/Sans- MR.HEMILTON MASIH Maths- MS.DIMPLE	Primary- MR.ALOK PUNJABI

		Any other related academic work	KAKODIA Science-MR.DINESH SANCHORA S.ST.- MR.V.D.BHARTIYA	
35	Medical Check Up / First Aid	To procure/arrange/ maintain the stock of First Aid materials and keep ready to use in emergency. To conduct medical check-up twice in a year, Any other related work.	MS. DIMPLE KAKODIA I/c MR.SANJAY DIXIT MRS.PRATIMA ARYA DOCTOR NURSE	MR.KULDEEP GEHLOT MS.POONAM
36	Disaster Management/ Parking Facility	To conduct mock drills, To check procurement & maintenance of necessary equipment's To display emergency contact list at prominent places , To provide immediate support system in case of any disaster, Any other related work	MR.SANJAY DIXIT MR.V.D.BHARTIYA MR.BALRAM PATIDAR TGT-SST SPORTS COACH	MR.SANJAY SHARMA MR.ALOK PUNJABI MS.LAXMI YOGA COACH
37	Alumni Association	To form Alumni Association of vidyalaya and to conduct meetings	MR.N.K.TRIVEDI I/C MR SANJAY DIXIT MR. ALOK PUNJBI	
38	Achievement Records (Vidyalaya, Staff & Students)	To maintain achievement records	MR.H.K. BHABHIWAL	MR.ALOK PUNJABI
39	Office Stores & Records	To procure and distribute articles as required by office and teachers To maintain office related records	MR.M.S.SHARMA MR.KISHORE SINGH	
40	Implementation/ Monitoring of National Flag Code	To see the implementation of National Flag Code	MR. SANJAY DIXIT I/C MR.R.K. OJHA MR KHEEMA SHANKAR	MR ALOK PUNJABI
41	Hospitality Management	Arrangements of refreshment/Bouquet/Stage arrangement on all occasion/PA system/assembly program	MR. SANJAY DIXIT I/C MR.R.S.MAKKAD NURSE	MRS. VENU SHARMA MRS TAMANNA
42	Wing Management	Nr. Sports Room - Class XII SC/XII Com/XI COM	MR. SANJAY DIXIT TGT- SST	
	Discipline/ Cleanliness/Beautificatio n of corridor	Nr. Chemistry Lab - Class XI SC/X A/X B	PGT - CHEM TGT ENG	
		Nr. Jr. Sc. Lab - Class VIII A/VIII A/IX A/IX B	MR. I.A.ANSARI MR D K LOHAR	

		Nr. Art Room & Office	MRS PRATIMA ARYA	
		Nr. CMP Room	MR.ALOK PUNJABI	
		Nr. Library	MR. R.K. OJHA TGT-SANSKRIT	
		Nr. Language Lab.	PGT-ENGLISH	
43	Staff Room Maintenance & Beautification/ Staff Meetings	To maintain staff room for better comfort of Teachers and to provide facilities required in staff room To see the proper maintenance of staff room To Make arrangement of all types of meetings and to Maintain minutes of the meeting	MRS VANDANA SHARMA PGT-ENGLISH(Minutes) MR. H MASIH SPORTS COACH MR RAJENDRA RATHORE	MS.BEULAH JAMES YOGA COACH MR KHEEMA SHANKAR
44	Training Programmes/Seminars	To make arrangements for training programmes & to conduct trainings as per need	MR.HEMILTON MASIH MR SANJAY DIXIT PGT-ENGLISH	MR.ALOK PUNJABI
45	UBI ONLINE FEE VERIFICATION	To maintain fee deposit records each class and to present record at the end of month and to check records with fee deposited in bank account	MR.HITESH BABHIWAL MR.N.K.TRIVEDI MR.M.S.SHARMA	MR.ALOK PUNJABI
46	Staff Quarter Allotment & Maintenance committee	Staff Quarter Allotment & Maintenance related work. To conduct quarter maintenance committee meetings To look after cleanliness of staff quarter area, electricity ,drinking water and street light maintenance	MR. SANJAY DIXIT I/C MR.R.OJHA MRS.VANDANA SHARMA MR.DINESH SANCHORA	
47	Children Park	To look after the maintenance of children park	MR.BALRAM PATIDAR Gardner	MR.KULDEEP GEHLOT I/C MS.BHAWNA MRS.SANGEETA VERMA
48	VMC Committee	To arrange VMC meeting as per KVS Guidelines and prepare the proposal of VMC and to maintain meeting minutes and its records	MR R K OJHA MRS PRATIMA ARYA MR.M.S.SHARMA TR MEMBER VMC	MS NISHA MEENA
49	Scholarship (SC/ST/OBC/Minority etc.) BPL/SGC/FEE EXEMPTION CASE SAMAGRA PORTAL	To verify records of BPL/SGC/RTE & other fee exemption Cases and to keep records of these cases, to present list of student exempted under BPL/SGC/SC/ST Case/RTE case at the end month, Verify BPL cases online on SAMAGRA portal	MR.R.S.MAKKAD I/C MR N K TRIVEDI MR.D.K.LOHAR(RTE) MR.I.A.ANSARI(Minority) MR.B. PATIDAR(BPL) MRS.VANDANA SHARMA (Cycle Dist.)	MR.SANJAY SHARMA MR.KULDEEP GEHLOT COMP INSTT.

	RTE			
50	Sports & Yoga Club	To conduct sports & yoga related activities, to keep SBSB records	MR. SANJAY DIXIT I/C SPORTS COACH	MR KULDEEP GEHLOT YOGA COACH
51	Art Club	To plan and organize activities like debate, seminars, lectures, extempore, declamations, etc.	MRS.PRATIMA ARYA	MS POONAM
52	Adventure Club		MR.BALRAM PATIDAR	MR SANJAY SHARMA
53	Integrity/Sadbhavna Club		MR.N.K.TRIVEDI TGT-SST	MS SUMAN JYOTI
54	Music Club		MRS.SANGEETA VERMA MRS VENU SHARMA	
55	Adoption of Neighbouring School Programme	To coordinate with adopted neighbouring school & to conduct activities	MR. R.K. OJHA TGT-SST TGT-SANSKRIT	MS.NISHA MEENA I/C MS BEULAH JAMES

PRINCIPAL