

CHARTER OF DUTIES FOR THE SESSION 2023-24/2024-25

1	ACADEMICS ADVISORY	<ul style="list-style-type: none"> • Mr MD Ayyub Alam PGT ENG I/C • Mr Rama Shankar Rakesh PGT Eco • Mr Mukesh Lohani PGT PHY • Mr Manoj Kumar Singh PGT Hindi • Mr Prabhat Lakra TGT ENG • Mr Veer Singh PRT 	<ol style="list-style-type: none"> 1. Monthly report to RO. 2. Supervision & checking of academic as per direction of principal and KVS 3. Implementation of KVS policies and circulating among staff members 4. Information & checking of vidyalaya plan. 5. Monthly Syllabus report on last working day 6. Distributing split up syllabus to subject teachers 7. Briefing staff members regarding policies and follow up 8. Preparing DO letters
2.	ADMISSION	<ol style="list-style-type: none"> 1. Mr Rama Shankar Rakesh I/C 2. Mr Mukesh Lohani 3. Mr. R B Patel 4. Mr. Veer Singh 5. Mr Gyanchand Sahani 6. Ms Bhavana Yadav 	<ul style="list-style-type: none"> • Admissions to all classes as per kvs norms. • Maintenance of admission registers. • Updating information on website and PIMS • Keeping records of admissions
3.	EXAMINATION (Internal and CBSE)	<p style="text-align: center;">Secondary & Sr Secondary (Home)</p> <ul style="list-style-type: none"> • Mr D K Sharma I/C • Mr Vishnukant • Mr. Munna Kumar Gupta • Mr Rajeev Chaturvedi • Mr. M D Rahman • Ms Kalpna meena <p style="text-align: center;">Primary</p> <ul style="list-style-type: none"> • Mr Anand Kumar Pal • Ms Nisha Kumari • Ms Bidisha Kar 	<ul style="list-style-type: none"> • All works related with cbse. • Planning and conducting of PT/HY/SSE as per schedule. • Distribution of progress cards and split up syllabus to the teachers. • Result and error analysis • Sending result analysis to RO • Conduct of PTM • Feedback to principal

		<p>(CBSE) Mr Mohammad Ahsan I/C Mr Mukesh Lohani</p> <p>NIOS</p> <ul style="list-style-type: none"> • Mr Rama Shankar Rakesh I/C • Mr Mukesh Lohani • Mr. R B Patel 	<ol style="list-style-type: none"> 1. To complete all work related to OASIS, Updating students and teachers dat 2. Students registration and CBSE exam forms 3. Preparing reply to cbse letters 4. Implementing CBSE directions <ol style="list-style-type: none"> 1. Conduct of NIOS exams and practical 2. Preparing to NIOS letters
4.	TIME TABLE	<p>Secondary &Sr Secondary</p> <ol style="list-style-type: none"> 1. Mr Mukesh Lohani 2. Mr R B Patel <p>Primary:</p> <ul style="list-style-type: none"> • Mr. Veer Singh • Mr A K Pal • Mr.Ujjwal Gupta 	<ul style="list-style-type: none"> • Preparation of all types of time table. • Monitoring of bell timing, checking & reporting to the principal on teachers attending the class. • Preparation & certifying part time teacher salary statement. • Checking the class room display board. • Arrangements • Taking students enrolment on last working day and uploading on website (With the help of Comp Ins and office staff) • Sending vacancy position to RO
5.	C.C.A and Morning Assembly	<p>Secondary &Sr Secondary</p> <ol style="list-style-type: none"> 1. Md Ayyub Alam I/C 2. Mr Manoj Kumar Singh 3. Mr Prabhat Lakra 4. Mr Jagdambika Gond 5. Mr. Abhinav Uniyal <p>House Masters:</p> <ol style="list-style-type: none"> 1. Mr Munna Kumar Gupta <p>Associates: I. PGT Biology</p>	<ul style="list-style-type: none"> • Arrangements of morning assembly, important day celebration. • Conducting all cca competitions as per kvs norms. • Importance announcement in assembly.

		<p>ii. Mr jibesh barman</p> <p>2. Mr Jagadambika Prasad Gond</p> <p>Associates:</p> <p>i. TGT Eng</p> <p>ii. Ms Rajeev Chaturvedi</p> <p>3. Mr rahman</p> <p>Associates:</p> <p>i. Mr TGT Math</p> <p>ii. Sports Coach</p> <p>4. Mrs Rita Lama</p> <p>Associates: i. Mr Rang Bahadur Patel</p> <p>ii. Ms Kalpna Meena</p> <p>Primary(CCA)</p> <p>1 Mr. Abhishek Kumar I/C</p> <p>2. Mr A K Pal</p> <p>3. Mr Sourabh</p> <p>4. Ms Bhavan Yadav</p> <p>House Masters:</p> <p>1. Mr Sourabh</p> <p>2. Mr Ujjawal Gupta</p> <p>3. Miss Nisha Kumari</p> <p>4. Miss Bhavana</p>	
6.	FURNITURE	<ul style="list-style-type: none"> • Mr Vishnukant I/C • Mr Jagadambika P Gond • Md M Rahaman • Mr Ujjawal Gupta 	<ul style="list-style-type: none"> • Maintenance of register • Inventories in each class, dept, library, office, labs etc. • Preparation of list of repairable & broken furniture.

		<ul style="list-style-type: none"> • Mr Saurabh 	<ul style="list-style-type: none"> • Submission of requirements, if any.
7	GARDENING /BEAUTIFICATION/ DISPLAY BOARDS	<ul style="list-style-type: none"> • Mr Jagadambika P Gond I/C • Mr M K Gupta • Ms Nisha Kumari • Mr Jibesh • Mr D K Sharma 	<ul style="list-style-type: none"> • Maintenance & development of school garden, Children Park. • Preparation of quotation charts. • Verifying and certifying the bill submitted by private • Regular grass cutting • Keeping check on gardener
8.	MAINTENANCE & REPAIR CIVIL & ELECTRICAL WATER SUPPLY (Committee Members)	<ul style="list-style-type: none"> • Mr MD Ayyub Alam I/C • Mr Rang Bahadur Patel • Mr. Abhinav Uniyal • Mr Rajeev Chaturvedi • Mr Veer Singh • Mr. A K Pal • Mr Nisha Kumari • Mr Abhishek Kumar • Mr M Rahaman • Mr.Ujjawal Gupta 	<ul style="list-style-type: none"> • Vidyalaya infrastructure development. • Coloring & white washing of school building. • Monitoring of wiring and electrical appliances. • List of vehicles & the owner address with contact number. • Arrangement of vehicle in all occasions. • Monitoring of water supply, tank cleaning, checking of water filter.
9.	SECURITY SERVICES, CONSERVANCY & Gardners And DEO	<u>CONSERVANCY SERVICES</u> <ul style="list-style-type: none"> • Mr MD Ayyub Alam I/C • Mr Ahsan • Mr Veer Singh • Mr Jibesh Barman • Mr Jagadambika P Gond • Ms Bidisha kar • Mr Ujjwal Gupta 	<ul style="list-style-type: none"> • Labors of private agency. • Maintenance of attendance registers. • Checking the duties of securities and Gardner • Verifying & certifying the bills.

		<p align="center"><u>SECURITY & GARDNER</u></p> <ul style="list-style-type: none"> • Mr MD Ayyub Alam I/C • Mr Rama Shankar Rakesh • Mr Sourabh • Mr A K Pal 	
10.	MEDICAL CHECKUP	<ul style="list-style-type: none"> • Mr. Abhinav Uniyal I/C • Ms Kalpna Meena • Mr. Prabhat Lakra • Mr Rajeev Chaturvedi • Ms Bidisha Kar • Ms. Bhavana Yadav 	<ul style="list-style-type: none"> • Arrangement of medical checkup for all students twice in a year.
11.	PHOTOGRAPHY	<ul style="list-style-type: none"> • Mr Jibesh Barman • Mr. Ujjawal Gupta • Mr Sourabh 	<ul style="list-style-type: none"> • Arrangement of photographer for important function. • Display of photographs on display boards
12.	GUIDANCE, COUNSELLING and ADOLESCENCE EDUCATION	<ul style="list-style-type: none"> • Mr Manoj Kumar Singh I/C • Mr Munna Kumar Gupta • Ms Nisha Kumari • Ms Bidisha Kar • Mr Prabhat Lakra • Mr. Jagadambika Prasad Gond 	<ul style="list-style-type: none"> • Collection of information & providing to students • Arrangements of guest lectures. • To look after the adolescence problems of boys and girls. • To open AEP box every Wednesday and preparing ATR
13.	SPORTS COMMITTEE	<ul style="list-style-type: none"> • Mr. Abhinav Uniyal I/C • Mr Munna Kumar Gupta • Mr A K Pal • Mr. R B Patel • Ms Bidisha Kar • sports coach 	<ul style="list-style-type: none"> • Planning the vidyalaya sports activities. • Monitoring of block periods • Purchasing of materials. • Arrangement of sports meets as per kvs norms.
14.	SCOUTS & GUIDES CUBS & BULBULS	<ul style="list-style-type: none"> • Mr. M Rahman I/C • Ms Bidisha Kar • Mr Ujjawal Gupta 	<ul style="list-style-type: none"> • Registration for new enrolment before 31st august. • Conduct of parade after school hours once in a week and class

		<ul style="list-style-type: none"> • Librarian 	<p>on every Wednesday during zero periods.</p> <ul style="list-style-type: none"> • Celebration of important days as per kvs guidelines.
15.	LUNCH SUPERVISION TIME	As per MOD List	<ul style="list-style-type: none"> • Supervising the students during lunch time as per the direction of principal. • Planning for solving the problems. • Monitoring work.
16.	<p>A)Rajbhasha Committee</p> <p>B)VIDYALAYA WEBSITE UPDATATION</p> <p>C)ICT,INNOVATION & EXPERIMENTATION and</p> <p>D) E- Class rooms Maintenance and judicial use</p>	<ul style="list-style-type: none"> • Manoj Kumar Singh I/C • Mr Jagadambika P Gond • Mr. Rajeev Chaturvedi • Mr Mohammad Ahsan I/C • Comp Ins. • Mr Mukesh Lohani • Office Staff • Mr Mukesh Lohani • Mr Mohammad Ahsan • Ms Kalpna Meena • Mr Sourabh(PRT) • Mr Anand Kumar Pal 	<ul style="list-style-type: none"> • UPDATING KV WEBSITE AS PER THE KVS DIRECTION. • ENROLMENT OF STAFF AND STUDENTS. • PROPER UTILIZATION OF PROGRAMMES. a. Maintaining CAL register b. Repair and maintenance c. Guiding innovative projects
17.	<p>CLUBS</p> <p>1. SCIENCE CLUB</p> <p>2. MATHS CLUB</p> <p>3. ECO CLUB</p> <p>4. INTEGRITY CLUB</p> <p>5. . ADVENTURE</p>	<p>Club In Charges</p> <ul style="list-style-type: none"> • Mr Mukesh Lohani • Mr Munna Kumar Gupta • i. Ms Kalpna Meena • ii. Ms Ragini • Mr Rama Shankar Rakesh • i.Mr. Abhinav Uniyal • ii. Mr Satish 	<ul style="list-style-type: none"> • Conduct various activities • Submission of brief reports

18.	<p>SUBJECT COMMITTEES</p> <p>1. ENGLISH/HINDI/SKT</p> <p>2.SCIENCE/MATHS</p> <p>3. Social Science</p> <p>4. Misc</p> <p>5. PRIMARY</p>	<p>In charges:</p> <p>Mr MD Ayyub Alam</p> <p>Mr Manoj Kumar Singh</p> <p>And Members</p> <p>Md Ahsan</p> <p>Mr Mukesh Lohani</p> <p>Mr Munna Kumar Gupta</p> <p>And members</p> <p>Mr Rama Shankar Rakesh</p> <p>And members</p> <p>Mr. R B Patel</p> <p>Ms Jibesh Barman</p> <p>And Members</p> <p>Mr Veer Singh</p> <p>Ms Bhavna Yadav</p> <p>Mr Ujjawal Gupta</p> <p>And members</p>	<p>In the meeting, conveners should discuss the following points on the priority basis required during that month.</p> <ul style="list-style-type: none"> • Split up syllabus month wise and term wise. • Plan of home assignments month wise • Project works term wise. • Weight age of marks to each topic. • Evaluation scheme • Practical work • Class-room activities and teaching aids. • Model question papers. • Gifted children identification. • Under achievers/slow learners identification strategies for effective monitoring for their improvement. • Educational trips/tours. • Club activities • Exhibitions • Implementation of FLN and NIPUN • Examinations result PT1/PT2/HY/PT3/UT'S/SSE. • Plan for preparation of subject magazines.
19.	<p>OLYMPIAD COMMITTEES, External Exams, PISA</p>	<p>Mr M K Gupta I/C</p> <p>Mr Prabhat Lakra</p> <p>Ms Kalpna Meena</p>	<ul style="list-style-type: none"> • Collecting information conducting coaching classes, announcement, and convincing motivating parents/students. • Relevant duties to carry Olympiads.
20	<p>EDITORIAL BOARD</p>	<p>Mr MD Ayyub Alam I/C</p> <p>Ms Manoj Kumar Singh</p> <p>Mr Jagadambika P Gond</p> <p>Mr Prabhat Lakra</p>	<ul style="list-style-type: none"> • Preparation of student's diary, school magazine, news letter, invitation cards.

		Mr Veer Singh Mr Sourabh	
21	LIBRARY COMMITTEE	Mr Librarian I/C All Members	<ul style="list-style-type: none"> As per the library policy implemented by KVS
22	MODERATION COMMITTEE	Mr MD Ayyub Alam Mr Mukesh Lohani Mr Rama Shankar Rakesh Mr Munna Kumar Gupta Mr D K Sharma	<ul style="list-style-type: none"> Scrutising and submission of report on internal assessment HW/projects/PT/monthly test immediately after the completion of respective exam. Maintenance of resolution and minutes of the meeting.
23	PURCHASING COMMITTEE	<ol style="list-style-type: none"> Mr Mohammad Ahsan I/C Mr Jagadambika Prasad Gond Mr D K Sharma Mr Veer Singh Mr M Rahman Mr. Nikhil Department I/C 	<ul style="list-style-type: none"> Follow of action for the purchase of various items in different dept. As per the budget allotted in SF and VVN.
24.	CLEANLINESS COMMITTEE	<ul style="list-style-type: none"> Mr Jagadambika P Gond I/C Mr. Abhinav Uniyal Mr Munna Kumar Gupta Mr Rajeev Chaturvedi Mr Prabhat Lakra Mr Rang Bahadur Patel Mr Jibesh Barman Mr D K Sharma Ms. M Rahman Ms Bidisha kar Ms Nisha Singh Ms Kalpna Meena Ms Bhavana Yadav 	<ul style="list-style-type: none"> To plan for cleanliness of school campus, class. And its execution

25.	PRIMARY RESOURCE ROOM	<ul style="list-style-type: none"> • Mr. Veer Singh • Mr Ujjawal Gupta 	<ul style="list-style-type: none"> • Development of activity room as per emp.
27.	DISCIPLINE (Students & staff) / Complaint Box	<ul style="list-style-type: none"> • Mr. Abhinav Uniyal I/C • Mr.MD Ayyub Alam • Mr Munna Kumar Gupta • Mr Rajeev Chaturvedi • Mr Jagadambika P Gond • Mr Prabhat Lakra • Mr Rahman • Mr Ahsan • Mr VEER SINGH • Mr Anand Kumar Pal • All Class Teachers 	<ul style="list-style-type: none"> • Checking of student uniforms, late comers, and students missing assembly. • Behavior of students inside and outside the class room. • Students coming out in the middle of the class. • Monitoring of the movement of students in a line during arrival and departure time.
28.	STOCK HOLDERS	All Stock Holders	<ul style="list-style-type: none"> • Verification items. • Preparation of condemnation list. • Purchasing of items as per the need & budget estimation.
29.	MATHS DEPARTMENT	<ul style="list-style-type: none"> • Mr. M K Gupta I/C • Computer Instructor 	<ul style="list-style-type: none"> • Cs-54 and CS-11 • Income tax • To calculate the deduction of income tax. • To ensure timely submission of it return. • To ensure regular payments of MES bills
30.	FIRST AID & M.I. ROOM	<ul style="list-style-type: none"> • Ms.Kalpna Meena I/C • Ms Bidisha Kar • Mr Abhinav Uniyal • Ms Bhavna Yadav 	<ul style="list-style-type: none"> • To ensure first aid box equipped with proper medicine and other first aid. • To provide first aid as and when need occurs.
31.	TEACHING AIDS AND AUDIO- VISUAL AIDS	<ul style="list-style-type: none"> • Mr Vishnukant I/C • Mr Rahman 	<ul style="list-style-type: none"> • To keep record of teaching aids and audio-visual aids. • To provide teaching aids and audio –visual aids to the subject teachers on demand.

	ARRANGEMENT FOR STAFF MEETING, PTM AND VMC	<ul style="list-style-type: none"> • Mr. M Rahman • Mr. Jagadambika Prasad Gond • Mr Vishnukant • Mr Ujjawal Gupta • Mr Gynachand Sahani 	<ul style="list-style-type: none"> • Proper Arrangement for the meeting • Informing members • Preparation of agenda and circulating among members • Recording minutes of the meeting
33.	OFFICE	<ul style="list-style-type: none"> • Mr Sahil Kumar (SSA) • Mr Nikhil (JSA) 	<ul style="list-style-type: none"> • All type of works regarding office • Checking e mail and to reply
34	Staff quarters	<ul style="list-style-type: none"> • Mr MD Ayyub Alam(I/C) • Mr Ahsan • Mr Rama Shankar Rakesh • Mr Rang Bahadur Patel • Mr Rajeev Chaturvedi • Mr Ujjawal Gupta • Ms Kalpna Meena • Mr Veer Singh • Mr. Nikhil 	<ul style="list-style-type: none"> • Preparing roaster for allotment of qtr • Maintenance and repair • Cleaning of qtr area • Harmonious atmosphere • Preparation of list of occupant of qtrs. and to submit MES
35	UBI/UDISE/ Kanyashree/SC/ST Scholarship /	<ul style="list-style-type: none"> • Mr Mohammad Ahsan I/C • Mr Mukesh Lohani • Mr Jibesh Barman • All Class teachers 	<ul style="list-style-type: none"> • Completing all information's as per the requirements
36	Overall In charges	<p>Primary Section Mr Veer Singh Mr Gyanchand Sahani</p> <p>Class I and II Ms Nisha Kumari Ms Bhavna Yadav</p> <p>Class III & IV Mr Abhishek Kumar & Mr Gynachand Sahani</p> <p>Class V Mr Anand Kumar Pal and Ujjawal Gupta</p> <p>Secondary Class VI and VII Mr Jagadambika P Gond Mr Rajeev Chaturvedi</p>	<ul style="list-style-type: none"> • Reporting and execution of policies • Coordination with staff, students and parents • Planning of academic, co-curricular activities, development of infrastructure • PRO • Syllabus completion report • Dealing with administrative and disciplinary issues • Coordinating with other subject teachers and parents • PTM

		<p>Class VIII Ms Kalpna Meena Ms Ragini</p> <p>Class IX Mr Prabhat Lakra Mr Rahman</p> <p>Class X Mr Munna Kumar Gupta Mr Jagadambika P Gond</p> <p>Sr Secondary XI and XII Science Mr Mohammad Ahsan Mr Mukesh Lohani</p> <p>XI and XII Humanities Mr D K Sharma Mr Manoj Kumar Singh</p>	
37	Vidyanjali and any programme assigned by KVS	<p>Mr MD Ayyub Alam I/C Mr D K Sharma Mr Vishnukant Mr Prabhat Lakra Mr Jagadambika P Gond Mr Ujjawal Gupta Mr Abhishek Kumar Ms Bidisha Kar</p>	