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| CHARTER OF DUTIES FOR THE SESSION 2021-22 |
| 1 | ACADEMICS ADVISORY | * Mr MD Ayyub Alam PGT ( ENG)
* Mr Bajrang Lal Swami PGT Hin
* Mr Raju Gopal Kabiraj PGT Maths
* Mr Robin Banerjee PGT CHEM
* Ms Himani PGT Eco
* Mrs A. Dey TGT(AE)
* Ms Snehlata PRT
 | 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 | 1. Mr Robin Banerjee
2. Mr Ravi Shanker Soni
3. Ms Hemlata Chanchal
4. Mr Raju Lodhi
5. Ms Snehlata
6. Mr Himanshu Kumar Sahoo
 | * Admissions to all classes as per kvs norms.
* Maintenance of admission registers.
 |
| **3.** | EXAMINATION (Internal and CBSE) | **Secondary&Sr Secondary**( Home)* Ms Himani
* Mr Jayanta Das
* Mr Prasant Jaggi
* Mr Ram Shanker Malik
* Mr Raju Lodhi

**Primary*** Mr Linus Kujur
* Mr Pankaj Kumar

**(CBSE)*** Mr Ravi Shanker Soni
* Mr Yogashwar Singh
* Mr Raju Gopal Kabiraj

**NIOS*** Mr Munna Kumar
* Mr. Raju Lodhi
* Mr Mithun
* Ms Amrita
* Mr Biswanath Nayak
 | * 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
	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
	5. Conduct of NIOS exams and practical
	6. Preparing to NIOS letters
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| **4.** | TIME TABLE | **Secondary &Sr Secondary*** Mr Raju Gopal Kabiraj
* Mr Prasant Jaggi
* Mr Mukesh Lohani

**Primary:*** Mr Pankaj Yadav
* Mr. Dinesh Aggarwal
 | * 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
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| **5.** | C.C.A and Morning Assembly | **Secondary &Sr Secondary**1. Mr MD Ayyub Alam
2. Mr Bajrang Lal Swami
3. Mrs Rita Lama
4. Mr. Nitin Kumar Gupta

**House Masters:**1. Mr Dharmpal J* 1. Mr Ram Shnaker Malik

3.Mr Sunil Kumar Sahan4.Ms A. Dey**Primary:**1 Mr Linus Kujur2. Ms Amrita 3. PRT 1**House Masters:**1.Mr Pankaj Kumar2.Mr Himanshu Kumar Sahoo3. Mr Biswanath Nayak4. Mr Pankaj Yadav | * Arrangements of morning assembly, important day celebration.
* Conducting all cca competitions as per kvs norms.
* Importance announcement in assembly.
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| **6.** | FURNITURE | * Mr Anand Kumar
* Mr J Das
* Mr Dharmpal J
* Mr Linus Kujur
* Mr Mithun
* Mr Pankaj Kumar
 | * Maintenance of register
* Inventories in each class, dept, library, office, labs etc.
* Preparation of list of repairable & broken furniture.
* Submission of requirements, if any.
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| **7** | GARDENING /BEAUTIFICATION/DISPLAY BOARDS | * MrYogashwar Singh
* Mr. Nitin Kumar Gupta
* Mr Sunil Kumar Sahani
* Mrs A Dey
* Mr Shashank Bharati
 | * 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 gardner
 |
| **8.** | **MAINTENANCE & REPAIR****CIVIL & ELECTRICAL****WATER SUPPLY** | * Mr Bajrang Lal Swami
* Mr Rang Bahadur Patel
* Mrs A. Dey
* Mr. Nitin Kumar Gupta
* Ms Hemlata Chanchal
* Mr Dharmpal J
* Mr Mithun
* Mr Linus Kujur
* Mr. Dinesh Aggarwal
* Mr Pankaj Yadav
* Mr Pankaj Kumar
 | * 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.
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| **9.** | **CONSERVANCY SERVICES** **SECURITY& Gardner** | **CONSERVANCY SERVICES*** Mr MD Ayyub Alam
* Ms A. Dey
* Mr. Nitin Kumar Gupta
* Mrs HemlataChanchal
* Ms Snehlata
* Mr Himanshu Kumar Sahoo

**SECURITY& GARDNER*** Mr MD Ayyub Alam
* Mr Raju Gopal Kabiraj
* Mr Shashank Bharati
* Mr Biswanath Nayak
 | * Labors of private agency.
* Maintenance of attendance registers.
* Checking the duties of securities and Gardner
* Verifying & certifying the bills.
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| **10.** | MEDICAL CHECKUP | * Mr. Nitin Kumar Gupta
* Mr Ravi Shanker Soni
* Mr. Raju Lodhi
* Ms Himani
* Ms Amrita
 | * Arrangement of medical checkup for all students twice in a year.
 |
| **11.** | PHOTOGRAPHY | * Ms A. Dey
* Mr Himanshu Kumar Sahoo
* Mr. Dinesh Aggarwal
 | * Arrangement of photographer for important function.
* Display of photographs on display boards
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| **12.** | GUIDANCE, COUNSELLING and ADOLESCENCE EDUCATION | * Mr Yogashwar Singh
* Ms HemlataChanchal
* Mr Robin Banerjee
* Mrs A Dey
* Ms Snehlata
 | * 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 | * Mr Raju Gopal Kabiraj
* Mr. Nitin Kumar Gupta
* Mr Munna Kumar
* Mr Linus Kujur
 | * Planning the vidyalaya sports activities.
* Monitoring of block periods
* Purchasing of materials.
* Arrangement of sports meets as per kvs norms.
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| **14.** | SCOUTS & GUIDESCUBS & BULBULS | * Mr Shashank Bharati
* Mr. Nitin Kumar Gupta
* Mr Linus Kujur
* Ms Hemlata Chanchal
* Mr Pankaj Yadav
* Ms Amrita
* Ms Snehlata
 | * Registration for new enrolment before 31st august.
* Conduct of parade after school hours once in a week and class on every Wednesday during zero periods.
* Celebration of important days as per kvs guidelines.
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| **15.** | LUNCH TIME SUPERVISION | As per MOD List | * Supervising the students during lunch time as per the direction of principal.
* Planning for solving the problems.
* Monitoring work.
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| **16.** | A)OFFICIAL LANGUAGE COMMITTEE    **B) VIDYALAYA WEBSITE UPDATATION****C)ICT,INNOVATION & EXPERIMENTATION****and****D) E- Class rooms – Maintenance and judicial use**  | \* Mr MD Ayyub Alam\* Mr Bajrang Lal Swami\* Mr. Raju Lodhi\* Mr Dharmpal J\* Mr Ravi Shanker Soni\* Computer Instr.\* Mr Jayanta Das\* Office StaffMr Ravi Shanker SoniMr Yogashwar SinghMr Robin BanerjeeMr Pankaj KumarMr Biswanath Nayak \* Computer Instr. | * UPDATING KV WEBSITE AS PER THE KVS DIRECTION.
* ENROLMENT OF STAFF AND STUDENTS.
* PROPER UTILIZATION OF PROGRAMMES.
	1. Maintaining CAL register
	2. Repair and maintenance
	3. Guiding innovative projects
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| **17.** | **CLUBS**1.  SCIENCE CLUB2.  MATHS CLUB3.  ECO CLUB4.  INTEGRITY CLUB1.  ADVENTURE | Club In Charges* Mr Robin Banerjee
* Mr Raju Gopal Kabiraj MrYogashwar Singh
* Mr Anand Kr
* Mr. Nitin Kumar Gupta
 | * Conduct various activities
* Submission of brief reports
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| **18.** | SUBJECT COMMITTEES1.  ENGLISH/HINDI /SKT2.SCIENCE/MATHS3. Social Science4. Misc5. PRIMARY | In charges:Mr MD Ayyub AlamMr Bajrang Lal SwamiAnd MembersMr Robin BanerjeeMrYogashwar SinghMr Raju Gopal KabirajAnd membersMr. Anand KumarAnd membersMrs A. DeyMr. Nitin Kumar GuptaMr Shashank BharatiAnd MembersMs SnehlataMr Linus KujurAnd members | In the meeting, conveners should discuss the following points on the priority basis required during that month.* 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
* Examinations result PT1/PT2/HY/PT3/UT’S/SSE.
* Plan for preparation of subject magazines.
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|  **19.** | OLYMPIAD COMMITTEES, / External Exams, PISA | Mr Anand KumarMr. J Das PGT (Phy)Mr Ram Shnaker MalikMr Prasant JaggiMr Mukesh LohaniMr Raju LodhiMr Prasant Jaggi | * Collecting information conducting coaching classes, announcement, and convincing motivating parents/students.
* Relevant duties to carry Olympiads.
 |
| **20** | EDITORIAL BOARD | Mr MD Ayyub AlamMr Bajrang Lal SwamiMr Dharmpal JMr RamShnaker MalikMs AmritaMr Computer Instr. | * Preparation of student’s diary, school magazine, news letter, invitation cards.
 |
| **21** | LIBRARY COMMITTEE | MsHemlata Chanchal I/CAll Members | * As per the library policy implemented by KVS
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| **22** | MODERATION COMMITTEE | Mr MD Ayyub AlamMr Robin SinghMs HimaniMr Raju Gopal Kabiraj | * 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.
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| **23** | PURCHASING COMMITTEE | 1. Mr Anand Kumar
2. Mr Jayanta Das
3. Mrs A Dey
4. Ms Hemlata Chanchal
5. Mr Mukesh Lohani
6. Mr Linus Kujur
7. Mr Shashank Bharati
8. Department I/C
 | * Follow of action for the purchase of various items in different dept. As per the budget allotted in SF and VVN.
 |
| **24.** | CLEANLINESS COMMITTEE   | * Mr Yogashwar Singh
* Ms A Dey
* Mr. Nitin Kumar Gupta
* Mr Munna Kumar
* Mr Mithun
* Mr RamShnaker Malik
* Ms Hemlata Chanchal
* Mr Rang Bahadur Patel
* Mr Linus Kujur
* Mr Biswanath Nayak
 | * To plan for cleanliness of school campus, class. And its execution
 |
| **25.** | PRIMARY RESOURCE ROOM | * Mr Pankaj Kumar
* Mr. Dinesh Aggarwal
 | * Development of activity room as per cmp.
 |
| **26.** | RAJBHASHA KARYAKARNI SAMITI | * Mr Bajrang Lal Swami
* Mr Dharmpal J
* Mr Mithun
* Mr. Dinesh Aggarwal
 | * Implementation of govt. Polities & attending the meeting.
* Submission of report.
 |
| **27.** | DISCIPLINE (Students & staff) / Complaint Box  | * Mr Ravi Shanker Soni
* Mr.MD Ayyub Alam
* Ms Himani
* Mr Anand Kumar
* Mr Mithun
* Mr. Nitin Kumar Gupta
* Ms Hemlata Chanchal
* Mr Linus Kujur
* Mr Shashank Bharati
* All Class Teachers
 | * 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.
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| **28.** | STOCK HOLDERS | All Stock Holders | * Verification items.
* Preparation of condemnation list.
* Purchasing of items as per the need & budget estimation.
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| **29.** | MATHS DEPARTMENT | All Members of Maths Dept and Computer Instructor | * 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 | * Mr. Nitin Kumar Gupta
* Ms Amrita
* Ms A Dey
 | * 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 | Mr Bajrang Lal SwamiMr Raju Gopal Kabiraj | * To keep record of teaching aids and audio-visual aids.
* To provide teaching aids and audio –visual aids to the subject teachers on demand.
 |
| **32** | ARRANGEMENT FOR STAFF MEETING, PTM AND VMC | * Mr Bajrang Lal Swami
* Ms HemlataChanchal
* Mr Pankaj Kumar
* Mr Ram Shnaker Malik
* Mr Shashank Bharati
* Ms Amrita
 | * Proper Arrangement for the meeting
* Informing members
* Preparation of agenda and circulating among members
* Recording minutes of the meeting
 |
| **33.** | OFFICE | * Mr S. Sankar (SSA)
 | * All type of works regarding office
* Checking e mail and to reply
 |
| **34** | Staff quarters  | * Mr MD Ayyub Alam
* Ms Himani
* Mr Linus Kujur
* Mr Anand Kumar
* Mr Rang Bahadur Patel
 | * 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/Shaladarpan/ UDIAS/ Kanyashree, SC/ST Scholarship /  | * Mr Ravi ShankerSoni
* Mr Yogashwar Singh
* Mr Raju Gopal Kabiraj
* Mr J Das
* All Class teachers
 | * Completing all information’s as per the requirements
 |
| **36** | Overall In charges | **Primary Section**Mr L Kujur Mrs SnehalataMr S Bharati***Class I and II*** Ms.Amrita and Mr Himanshu***Class III & IV***Mr Dinesh & Mr Pankaj Kumar***Class V*** Mr Pankaj Yadav and Mr Biswanath **Secondary*****Class VI and VII***Mr Dharampal and Ms Rita Lama***Class VIII*** Mr Mithun***Class IX***Mr Raju LodhiMr Sunil Kumar Sahani***Class X***Mr Mukesh LohaniMr Prasant Jaggi**Sr Secondary****XI and XII Science**Mr Ravi Shanker SoniMr Mr Yogashwar Singh**XI and XII Humanities**Mr Anand KumarMs B Swamy | * 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
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