


Sl. No	Name of the Committee and In charge	Name of the In charge
1	CORE COMMITTEE	Principal
2	ACADEMIC SUPERVISION	Principal
3	COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS	Dr. M. Michael, VP
4	ACADEMIC ADVISORY & SUPERVISION-PRIMARY	Mrs. Dolon Dutta, HM
5	ACADEMIC ADVISORY & SUPERVISION-SECONDARY	Principal
6	ADMISSION COMMITTEE	Mr. B. Patra, PGT (Maths)
7	ALUMNI ASSOCIATION	Mr. R. K. Pandit, PGT (Bio)
8	BEAUTIFICATION / ART & CRAFT / GARDENING	Ms. Satyam, PGT (Comm)
9	EXAMINATION - PRIMARY (INTERNAL)	Mrs. Rama Vinayak, PRT
10	EXAMINATION - SECONDARY (INTERNAL)	Mr. A.K. Pratihari, PGT (Chem)
11	CBSE & OTHER EXTERNAL EXAMS	Mr. N. Kar, PGT (Chem)
12	CCA - PRIMARY	Mrs. Usha Pandey, PRT
13	CCA- SECONDARY	Mr. N. Ram, PGT (Hindi)
14	VALUE EDUCATION	Mr. S.K. Singh, PGT (Geo)
15	CHEM. LAB	Mr. A.K. Pratihari, PGT (Chem)
16	PHYSICS - LAB	Mr. C.N. Jha, PGT (Phy)
17	BIOLOGY - LAB	Mr. R. K. Pandit, PGT (Bio)
18	MATHEMATICS LAB	Mr. B. Patra, PGT (Maths)
19	JR. SCIENCE LAB	Mrs. S. Murmu, TGT (Science)
20	COMPUTER LAB - SECONDARY	Mrs. N. Das, PGT (CS)
21	CIVIL MAINTENANCE - SCHOOL BUILDING & CAMPUS	Mr. C.N. Jha, PGT (Phy)
22	ELECTRIC MAINTENANCE - SCHOOL BUILDING & CAMPUS	Mr. A.K. Pratihari, PGT (Chem)
23	CIVIL MAINTENANCE - STAFF QUARTER (CIVIL & ELECTRIC	Mr. S.K. Singh, PGT (Geo)

24	SWACHCHTA ABHIYAN // CLEANLINESS OF SCHOOL CAMPUS	Mr. C.N. Jha, PGT (Phy)
25	CMP	Mrs. Dolon Dutta, HM
26	COMPUTER LAB - PRIMARY	Mrs. Gopa Chakraborty, PRT
27	CO- ORDINATION OF PART TIME TEACHERS.	Mr. A.K. Pratihar, PGT (Chem)
28	COUNSELLING & GUIDANCE / NAEP	Mr. N. Kar, PGT (Chem)
29	DISCIPLINE - GIRLS	Dr. M. Michael, VP
30	DISCIPLINE -Boys	Mr. N. Kar, PGT (Chem)
31	ECO- CLUB / NATURE CLUB/ SCIENCE CLUB	Mr. R. K. Pandit, PGT (Bio)
32	E-CLASS ROOM	Mrs. N. Das, PGT (CS)
33	EXCURSION - PRY	Mr. H.L. Mandal,PRT
34	EXCURSION - SECONDARY	Mr. A.K. Pratihar, PGT (Chem)
35	FURNITURE	Mr. A.K. Pandey, TGT (S.St)
36	GAMES & SPORTS (I/C)	Mr. A.K. Pratihar, PGT (Chem)
37	GAMES & SPORTS - Primary	Mrs. Gopa Chakraborty, PRT
38	GRIEVANCES AND SC/ST CELL	Dr. M. Michael, VP
39	HOUSE MASTERS	Students
40	INCOME TAX CALCULATION	Mr. Pappu Kumar, ASO
41	INTEGRITY CLUB	Mr. R. K. Pandit, PGT (Bio)
42	HEALTH CLUB	Mr. R. K. Pandit, PGT (Bio)
43	LITERARY CLUB	Mrs. Kavita Rani, PGT (Engl)
44	SADBHAWANA CLUB	Mr. R.Nimai, PGT (Econ)
45	KVS Jr. MATHS OLYMPIAD	Mr. B. Patra, PGT (Maths)
46	KVS JR. SCIENCE OLYMPIAD // NTSE// OLYMPIADS - NSO, SOF// UC	Mr. A.K. Pratihar, PGT (Chem)
47	LIBRARY COMMITTEE	Mr. G.D. Gupta, Librarian
48	MATHS CLUB	Mr. B. Patra, PGT (Maths)
49	ADVENTURE CLUB	Mr. S.K. Singh, PGT (Geo)
50	MEDICAL CHECK UP - PRIMARY	Mrs. Dolon Dutta, HM
51	MEDICAL CHECK UP - SECONDARY	Mr. C.N. Jha, PGT (Phy)

52	MUSIC & DANCE	Mrs. N. Das, PGT (CS)
53	OFFICE ASSISTANCE CS-54 //CS-11	Mr. B. Patra, PGT (Maths)
54	PHOTOGRAPHY & VIDEOGRAPGY	Mr. P. Majhi, TGT (WE)
55	PRESS & PUBLICATION	Ms. Satyam, PGT (Comm)
56	RAJBHASA KALYAN SAMITI	Mr. N. Ram, PGT (Hindi)
57	RESOURCE ROOM // RESOURCE ROOM - PRIMARY	Mr. S.K. Singh, PGT (Geo)
58	RTE	Mr. B. Patra, PGT (Maths)
59	RTI	Principal
60	SCIENCE EXHIBITION	Mr. N. Kar, PGT (Chem)
61	SCOUT & GUIDE - SECONDARY	Mr. G.D. Gupta, Librarian
62	SECURITY	Mr. N. Ram, PGT (Hindi)
63	SOCIAL SCIENCE CLUB // EXHIBITION	Mr. S.K. Singh, PGT (Geo)
64	STUDENT EXCHANGE PROGRAMME	Mr. A.K. Pratihari, PGT (Chem)
65	STUDENTS ACHIEVEMENTS	Mr. N. Kar, PGT (Chem)
66	STUDENTS ID CARD	Mr. N. Kar, PGT (Chem)
67	SUBJECT CONV. - S.ST	Mr. R.Nimai, PGT (Econ)
67	SUBJECT CONV - ENGL	Mrs. Kavita Rani, PGT (Engl)
67	SUBJECT CONV - HINDI // SANSKRIT	Mr. N. Ram, PGT (Hindi)
67	SUBJECT CONV - MATHS	Mr. B. Patra, PGT (Maths)
67	SUBJECT CONV - SCIENCE	Mr. C.N. Jha, PGT (Phy)
67	TAL & CAL/ ICT- (SECONDARY)	Mrs. N. Das, PGT (CS)
67	PRIMARY--	Mrs. Dolon Dutta, HM
68	SUPW & AUDIO VISUAL AIDS (OTHER THAN COMPUTER RELATED A.V ITEMS)	Mr. N. Kar, PGT (Chem)
69	TEACHING AIDS	Mr. N. Kar, PGT (Chem)
70	MISSION STATEMENT	Mr. N. Ram, PGT (Hindi)
71	TIME TABLE (Pry)	Mr. H.L. Mandal, PRT
72	TIME TABLE (SEC) ARRANGEMENT	Mr. B. Patra, PGT (Maths)
73	VIDYALAYA PATRIKA	Mr. N. Ram, PGT (Hindi)



74	WEBSITE	Mr. N. Kar, PGT (Chem)
75	PURCHASE AND CONDEMNATION COMMITTEE	Mr. S.K. Singh, PGT (Geo)
76	OUTSIDE EXAMINATION (IGNOU & OTHERS)	Mr. R.Nimai, PGT (Econ)

**KENDRIYA VIDYALAYA NO. 2
KHARAGPUR
DUTY ALLOTMENT – SESSION : 2018– 19**

**KENDRIYA
KH
DUTY ALLOTM**

The following committees, departments and clubs are here by constituted to carry out various curricular, co – curricular and extra curricular activities for session 2018 – 19. This will provide ample opportunities for various committees to encourage and to inculcate the highest ethical and moral values among the students and also to facilitate the smooth functioning of the Vidyalaya during the current year.

All the conveners and In – charges and members of Dept./committee/Club are hereby instructed to prepare the action plan and implement with all seriousness. The duties, responsibilities/ activities are mentioned below :-

The following committee by constituted to carry out and extra curricular activities provide ample opportunities to encourage and to inculcate values among the students functioning of the Vidyalaya. All the conveners and In Dept./committee/Club : the action plan and implement duties, responsibilities/

<u>1. CORE COMMITTEE</u>			<u>2. ACADEM</u>	
SI No	IN-CHARGE /CONVENER/ MEMBER	Signature	SI No	IN-CHARGE /CONV
1	Principal		1	Principal
2	Mr. N. Kar, PGT (Chem)		2	Vice Principal, In th
3	Nr, B. Patra, PGT (Maths)		3	Dr. C N Jha, Sr. Mo
4	Mr. N. Ram, PGT (Hindi)		4	Mr. R.K. Pandit, PG
5	Mrs. N. Das, PGT(CS)		5	Mr. N. Ram, PGT(H
6	Mrs. S. Murmu, TGT (Bio)		6	Mr. A.K. Pandey, T
7	Mrs. D. Dutta,H.M.,		7	Mrs. D. Dutta,H.M., of HM
8	Mrs. R.Vinayak, Sr. Most PRT		8	Mrs. R.Vinayak, Sr.
9	Mrs U Pandey, PRT		9	Mrs U Pandey, PRT
10	Mr. Pappu Kumar, Asstt.		10	Mrs. U. Lakra,PRT

	<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>		<u>DUTIES/RES</u>
1	Examination(CBSE) and its related works		1 Supervision of see espacially Part Ti
2	Accounting/Budgeting of the Vidyalaya		2 Taking rounds to
3	To maintain Discipline (Boys) and (Girls)of the Vidyalaya		3 Observations of c submission to the
4	Academic & Examination (Primary Section)		4 Any other related
5	Fire Safety and Security		5

<u>3.COMMITTEE FOR VIDYALAYA PLAN & SUGGESTIONS</u>			<u>4. ACADEMIC SUPERV</u>	
SI No	IN-CHARGE /CONVENER/ MEMBER	Signature	SI No	IN-CHARGE /CONV
1	Ms. M. Michel, VP I/C		1	Mrs.Dolon Dutta absence of HM
2	Mr. C. N. Jha ,PGT(Phy)		2	Mrs. R.Vinayak, S
3	Mr. N Kar, PGT (Chem)		3	Mrs. U. Lakra, PE
4	Mrs .Nandini Das PGT(CS)		4	Mrs. A.M.S. Minz
5	Mr. A.K.Pandey, TGT (S.St.)		<u>5. ACADEMIC AD</u> <u>SE</u>	
	Mrs. Shubha, TGT (Eng)		1	Principal
7	Mr G.Das Gupta,Librarian		2	Vice Principal and absence of VP
8	Mrs. Dolon Dutta, HM		3	Mr. C.N. Jha, Sr.
9	Team of CCA		4	Mr. R.K. Pandit ,
10			5	Mr. N. Ram, PGT

				6	Mr. A.K. Pandey,
	<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>				<u>DUTIES/RESI</u>
1	This committee will suggest and chalk out all action plan for academic and co – curricular activities.			1	To get the Split – class wise on or b check the monthly split-up of syllabu
2	This committee will function as advisory board for Vidyalaya’s activities.			2	To list out the nam of FA - 1) and pre performance in S
3	Incharge and members of its committee will help and suggest the Principal to take decision during emergency time and in normal course of action i.e. Sports, Games, Examination etc.			3	To prepare and in special time-table (& Winter) and va Assembly time of
4	Decision of the committee will be final and binding on all students.			4	To suggest positiv improvement of th students.
5	Any other as per the guidelines of Prinipal			5	Weak students’ m separately throug
				6	Any other related
6. ADMISSION COMMITTEE				7. ALUM	
SI No	IN-CHARGE /CONVENER/ MEMBER	Signature		SI No	IN-CHARGE /CONV

1	Mr. B. Patra, PGT(Maths) I/C		1	Mr.R.K.Pandit
2	Mr. Satyam, PGT (Comm)		2	Mrs.Kavita Rani,
3	Ms. Jenny Bari, TGT(Engl)		3	Mr. A. K. Pratiha
4	Mrs D Dutta, HM		4	Mrs. Satyam, PG
5	Mrs. Gopa Chakraborty, PRT		5	Mr A K Pandey,T
6	Mr Gopal Soren, PRT		6	Mrs. Shubha, TG
7	Class Tr. Of Class-I-A,B,C & D		7	Mrs.Gopa Chakra
8	Mr. U P Bhakat, Sub-Staff.		8	Mr. Surendra Kr. Kushwaha,PRT
9			9	
10			10	
	<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>
1	To admit the students by following admission procedure as per guidance issued by KVS (HQ).		1	To maintain alum their photographs mail id and presen
2	To issue & collect the admission registration forms after through scrutiny.		2	To conduct at leas year.
3	To make a plan to set the question papers required for fresh admission for class II and above.			
4	To complete the formalities of admission as per KVS instructions.			

5	Maintenance of Admission record and entry in Scholar Register.			
6	Any other related work assigned by the Principal.			
8. BEAUTIFICATION / ART & CRAFT / GARDENING			9. EXAMIN (II)	
Sl No	IN-CHARGE / CONVENER / MEMBER	Signature	Sl No	IN-CHARGE / CONVENER / MEMBER
1	Ms. Satyam , I/C		1	Mrs. R. Vinayak
2	Ms. Jenny Bari, TGT (Engl)		2	Mrs. Ratna Basu,
3	Mr P Maji, TGT(WE)		3	Mrs. A M.S Minz
4	Mrs. S. Sahoo, TGT(A.E)		4	Mr S. N. Majhi
5	Ms. S. Murmu, TGT (Bio)		5	Mr. H.L. Mandal,
6	Mr. A.K. Pandey, TGT (S.St)		6	Mr. Prince Saini,
7	Mr. Kalyani Basu, PRT (Music)		7	Mr. Monu Yadav
8			8	Ms. Manu Yadav,
9			9	
10			10	
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>	

1	To prepare plan for beautification of the campus	1	Complete schedule of (tentative) will be circulated for their prior information. Informing to students 2 weeks before commencement.
2	To procure saplings and other requirements for the garden and to monitor the maintenance of gardens	2	Maintain the requirements
3	To take up the plantations of trees in around the campus	3	Class wise schedule of fortnightly test, month end test, etc. for XII.
4	To instruct and supervise the gardener to maintain the campus without any weeds etc.	4	All the required documents, mark-slips, marks register to be issued to concerned departments back to exam department after every test/exam.
5	Any other related work assigned by the Principal	5	Students and parents to be informed about all tests & exam with their dates. Test/examination & to take further course action.

10. EXAMINATION - SECONDARY (INTERNAL)

11. CBSE & OTHER

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mr. A. K. Pratihar I/C, (Home Examination)		1	Mr. N.Kar, PGT
2	Mr. N.Kar, PGT (Chem)_ (CBSE & External Examination)		2	Mrs. N. Das, PGT
3	Mr S K Singh, PGT (Geo)		3	Mr. B. Patra, PGT
4	Mr. R. Nema, PGT(Econ)		4	Ms. Satyam, PGT
5	Ms. S. Murmu, TGT (Bio)		5	Mr.Subha TGT (E)
6	Mr. Madhusudan Kuila, TGT (Maths)		6	Ms. S. Murmu, TGT

7	Mr P C Nayek, Sub Staff		7	Sub Staff as per the
8	Mr. D.Chinna, Sub Staff		8	
9	(Sub Staff as per the need of I/c Exam (Home) & CBSE and will assigned duty to Sub staff with the approval of Principal)		9	
10			10	

<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>		<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>	
1	1.Complete schedule of FA/SA/exam for the session (tentative) will be circulated among the students & parents for their prior information. Exam time-tables should also be informed to students & parents separately at least two weeks before commencement of tests/exam.	1	Plan for all the external
2	2.Maintain the required Examination stationary in stock.	2	Timely submission of marks to CBSE.
3	3.Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.	3	Timely registration of students, fee, information to CBSE.
4	4.All the required documents/materials like answer scripts, mark-slips, marks register, progress card etc. should be issued to concerned teacher in time & it should be taken back to exam department after completion of each and every test/exam.	4	Uploading of marks and verification by I/C e
5	5.Students and parents must be informed about the results of all tests & exam within a week of completion of test/examination & updated record must be kept ready for further course action.	5	Any other work related to
		6	Planning for GATE/competitive exams.

12. CCA - PRIMARY

13. CCA - SECONDARY

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mrs. Usha Pandey, PRT I/C		1	Mr. N. Ram, PG I/C

2	Mrs. Ratna Basu, PRT		2	Mr. S.K. Singh, P
3	Mrs. Leena De, PRT		3	Ms. Satyam, PGT
4	Mr. H.L Mandal, PRT		4	Dr. Anita Singh, T
5	Ms. Parveen Malik, PRT		5	Mr.Subha TGT (E
6	Mr. Jitendral Kumar, PRT		6	Mr. A.K. Pandey,
7	Mr. Surendra Kr. Kushwaha, PRT		7	Mrs. Rafat Parwe
8	Mrs. Punam Yadav, PRT		8	Mrs. Jenny Bari, T
9	Mrs. Sarita Gupta, PRT		9	All Sub Staff will as per the need of I/c

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

	<u>MORNING ASSEMBLY ORGANISATIONS</u>		<u>MORNING ASSEMBLY ORGANISATIONS</u>
1	1.To plan the morning assembly programme and allot the duty to concerned CT. 2. To check the preparation of the programme before presenting in morning assembly. 3. Children's birthday will be celebrated in morning assembly to wish him/her by providing a greeting card followed by presenting birthday song. 4.News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism(Controversial items) 5.Thought for the day should be very short and thought providing.	1	1.To plan the morning assembly programme and allot the duty to concerned CT. 2. To check the preparation of the programme before presenting in morning assembly. 3. Children's birthday will be celebrated in morning assembly to wish him/her by providing a greeting card followed by presenting birthday song. 4.News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism(Controversial items) 5.Thought for the day should be very short and thought providing.
2	<u>CELEBRATING OF FESTIVAL & IMPORTANT DAYS</u>	2	<u>CELEBRATING OF FESTIVAL & IMPORTANT DAYS</u>
3	1 Prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calender & invite artists, dignitaries on the selected occasions / Special Programme for performing the programme or delivering lecture etc. followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily. 3.To encourage the students & staff to participate in these programmes& assign duties for them. 4.Guest lecture should also be organized on special	3	1 Prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calender & invite artists, dignitaries on the selected occasions / Special Programme for performing the programme or delivering lecture etc. followed by a brief speech related to festivals. One programme should be presented by a staff member voluntarily. 3.To encourage the students & staff to participate in these programmes& assign duties for them. 4.Guest lecture should also be organized on special

	occasion & important day to celebrate the occasion with true spirit.			occasion & important day to celebrate the occasion with true spirit.
4	CO-CURRICULAR ACTIVITIES (INTERNAL)		4	CO-CURRICULAR ACTIVITIES (INTERNAL)
	1.To prepare an action plan for internal and external CCA activities for the session and complete in time and also to suggest practical plans for improvement of CCA activities.The following points to be keep in mind a)To check the preparation of CCA. b) plan for prize distribution. c) To send the important news items to newspaper agencies for publications and any other related work assigned by the Principal.			1.To prepare an action plan for internal and external CCA activities for the session and complete in time and also to suggest practical plans for improvement of CCA activities.The following points to be keep in mind a)To check the preparation of CCA. b) plan for prize distribution. c) To send the important news items to newspaper agencies for publications and any other related work assigned by the Principal.
	<u>CO-CURRICULAR ACTIVITIES (EXTERNAL)</u>			<u>CO-CURRICULAR ACTIVITIES (EXTERNAL)</u>
	1.Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. 2.To make announcement of the prize winners in the morning assembly and send the information regarding the prize winners to the Web site committee to upload in our school website. 4.Any other related work assigned by the Principal.			1.Proper selection of students for the various competitions conducted by different organizations and to maintain record of the same. 2.To make announcement of the prize winners in the morning assembly and send the information regarding the prize winners to the Web site committee to upload in our school website. 4.Any other related work assigned by the Principal.

14. VALUE EDUCATION			15. VALUE EDUCATION	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mr. S K Singh I/C		1	Mr.A.K. Pratihari, I/c
2	Mrs. Nandini Das		2	Mr. N. Kar,PGT(C)
3	Ms.Subha		3	Mr. D. Chinna, S

4	Mr G D Gupta				16. Physics La
5	Mr. A.K.Pandey, TGT (Sansk)			1	Mr. C.N. Jha, PC
6	Mrs. Rafat Parween, TGT (S,ST)			2	Mr. B. Patra, PGT
7	Mr. Madhusudan Kuila, TGT (Maths)			3	Mr. P.C. Nayak, S
8					17. Biology I
9				1	Mr. R.K. Pandit,
10				2	Mrs. S. Murmu, T
				3	TGT Bio),Part Ti
				3	Mr. P. Bangari, S
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>					<u>DUTIES/RESPO</u>
1	To prepare compact programmes for developing good habits and moral value among the students.			1	To make necessar materials for Scie the needs.
2	To award the students with certificate & prizes on the observation of good habits & behavior of students.			2	Lab attenders to n students use upda arrangement of ap
3	To present moral stories in the assembly (at least once in a week)			3	The required prac different classes a
4	To encourage teachers to present moral talk to the students in morning assembly on a specific value.			4	To organize scien
				5	To check the prac
				6	To give sufficient students.

	-			7	Any other related
	18. Mathematics Lab			21. Civil Maintenance	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature		Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mr.B. Batra, PGT (Maths), I/C			1	Mr. C.N. Jha, PGT (Phy)
2	Mr. C.N. Jha, PGT (Phy)			2	Mr G D Gupta, L
3	Mr. M. Kuila, TGT (Maths)			3	Mr. P. Majhi, TGT
4	TGT (Maths) , Part Time Teacher			4	Mrs. Dolon Dutta
	19. Jr. Science Lab			5	Mr. H L Mandal,
1	Mrs. S. Murmu, TGT (Science), I/C				
2	TGT (Science) , Part Time Teacher			22. Electric Maintenance	
3				1	Mr. A.K. Patihari (Chem) I/c
	20. Computer Lab			2	Mr. P. Majhi, TGT
1	Mrs. N. Das, PGT (CS) I/c			3	Mrs. Dolon Dutta
2	Mr. N. Kar, PGT (Chem)			4	MrAbhinav Rajpu
3	Mr. B. Patra, PGT (Maths)			5	Mr. P.C. Nayak, S
4	Mr. P. Majhi, TGT (WE)			23 Civil Maintenance	

				1	Mr S K Singh, P
				2	Mr. N. Ram,PGT
				3	Mr G D Gupta, L
				4	Mr. P. Maji, TGT
				5	Mr. Jay Prakash B
				6	Mr. U P Bhagat

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	To make necessary arrangement for procuring the materials for Science and Maths Laboratories as per the needs.		1	To plan for repair in the Vidyalaya
2	Lab attenders to maintain the laboratories for students use update the stock & make necessary arrangement of apparatus for the use of students.		2	To plan & purchase purpose of maintenance
3	The required practical/activities to be conducted for different classes as per prescribed syllabus.		3	Arrange to keep the clean. I/c will supervise
4	To organize science exhibitions at various levels.		4	To take an action in Vidyalaya.
5	To check the practical/activity record regularly.		5	To maintain the tu condition.
6	To give sufficient practice to the board class students.		6	The committee m use of water and e staff quarters.
7	Any other related work assigned by the Principal		7	The committee w respect of mainten
			8	.Any other related
			9	All ther I/c will su what work should they have taken. A In Charge. Meeting on every second M

24. Swachhta Abhiyan / Cleanliness of schol campus				
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CO MEMBER
1	Mr C N Jha, PGT (Phy), I/c		1	Mrs D Dutta, H Sr.Most PRT
2	Mr B. Patra, PGT		2	Mrs. R. Vinayak,
3	Mr. A.K. Pandey, TGT (S.St_)		3	Mrs. Sarita Giri, F
4	Mrs. Anita Singh, TGT		4	Mrs. Usha Pandey
5	Mrs. S. Sahoo, TGT (AE)		5	Ms. Parveen Mali
6	Mrs. U. Lakra, PRT		6	Mrs. Poonam Yac
7	Mr.S.K. Ksuhwaha,PRT		7	Mr. Prince Saini,
8	Mr. P Bangari, Sub Staff		8	Ms. Sananaz Sidd
9			9	
<u>DUTIES/RESPONSIBITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>	
1	All toilets and bathrooms should be washed with Phenyl.		1	To execute the CM

2	Wet mop of all corridors, departments, Class rooms and steps	2	Any other related
3	The above said places will be cleaned after school hours/ before school starts and maintained by agency.	3	Volunteers team c
4	The front area of the school building and assembly area to be swept before starting Prayer.		
5	Surrounding areas including play fields will be kept clean.		
6	drains around the main building & Primary wing cleaned regularly.		
7	Fans and ceiling will be cleaned at least once a month.		
8	The in charge teacher will arrange for effective work by the agency and availability of quality materials in time In charge will submit monthly report to the Principal		
9	7.Any other related work assigned by the Principal. All Volunteers team of students to look after,		

26. COMPUTER LAB - Primary

27. CO- O TIM

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /C MEMBER
1	Mrs. Gopa Chakraborty, i/c		1	Mr A K Pratihar
2	Mrs Leena De, PRT		2	Mr. B Patra,PGT
3	MR S N Majhi, PRT		3	Ms. Satyam, PGT

4	Mr H L Mandal, PRT		4	Mr. N. Kar, PGT
5	Mr. Abhinav Rajput,PRT		5	Mrs. Kavita Rani,
6	Ms. Sudha Pal, PRT		6	Mr. A.K. Pandey
7	Mr. Jaiprakash Bairagi, PRT		7	Mr. S.N. Majhi
8	Mrs. Ratna Basu, PRT		8	Mrs. Sudha
9			9	

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	To set up activity room to teach primary students as per KVS circular No. F.39-AC/2008-KV(BGR) dated 06/02/08.		1	To allocate the time and coaches as per
2	To ensure that all the computers and their peripherals are in working order.		2	To maintain a record by each contractu
3	To plan and arrange for purchasing materials required for teaching aids Dept.		3	To compile the number month from the school office for payment month.
4	To plan maximum usage of interactive board and to maintain record of use of computers and of interactive board.		4	Any other related

5 Any other related work assigned by the Principal.

5

28. Counseling & Guidance/NAEP

29. DI

SI No	IN-CHARGE /CONVENER/ MEMBER	Signature	SI No	IN-CHARGE /C MEMBER
1	Mr. N. Kar ,(Chem), I/c		1	Vice Principal
2	Mr. R K Pandit, PGT		2	Mrs. N. Das PGT
3	Ms. Satyuam,PGT		3	Dr.(Mrs) Anita Si
4	Mrs. Kavita Rani, PGT		4	Mrs. D Dutta,HM
5	Mrs. N Das, PGT		5	Mrs. S Murmu,TC
6	Mrs. S Murmu, TGT		30. D	
7	Part-time Cousellor.		1	Mr. N. Kar, I/C
8			2	Mr. C. N. Jha, PG
			3	Mr B. Patra,PGY
			4	Mr. A.K.Pandey,5
			5	Ms. Shubha,TGT

				6	Mr. S.N. Majhi P
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>		
1	Maintain AEP programme as per KVS direction.		1	To open the student	Friday with school
2	Chalk our yearly plan to conduct AEP activities.		2	Provide proper gu	future plan & actio
3	Report of conducted activities should be sent to KVS RO(KOL) for its information.		3	Employment New	information shoul
4	To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them.		4	Experts should als	provide proper gu
5	Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff.		5	Any other related	
6	Experts should also be invited from time-to-time to provide proper guidance to the students.				
7	Any other work related and assigned by the Principal.				
31. ECO- CLUB / NATURE CLUB/ SCIENCE CLUB			32.		
SI No	IN-CHARGE /CONVENER/ MEMBER	Signature	SI No	IN-CHARGE /CONVENER/	
1	Mr.R.K. Pandit, PGT I/c		1	Mrs. N Das, I/c	
2	Mrs. Kavita Rani,PGT		2	Mr. N. Kar, PGT	

3	Mr. Shamsheer Singh,PGT			3	Mr N. Ram, PGT
4	Mrs. S. Murmu, TGT			4	Ms. Jenny Bari, T
5	Ms. Jenny Bari, TGT			5	Mr. Madhusudan
6	Mrs. Rafat Parween,TGT			6	Mrs. Gopa Chakr
7				7	
8				8	

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	To inculcate the habit of loving nature in the minds of children.			1	.To monitor the sc
2	To announce a particular day as “plantation Day” and the children may be asked to take care of sapling in the vidyalaya campus.			2	To make available
3	Every class may be allotted a particular area in the garden to be maintained during their SUPW periods.				
4	4.To encourage students to look in to the beautification of campus.				
5	To form a science club & encourage students interested in science to take up good projects.				
6	To prepare the students for participating in external & internal competitions, seminars, Science Olympiads and quiz etc.				
7	To promote scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.				

8	To prepare at least one class wise magazine.			
9	To organize at least two competitions/seminars/programmes etc. based on subject.			
10	To promote scientific atmosphere in the Vidyalaya, cluster, regional & national level and try to achieve remarkable achievements in these exhibitions.			
11	To guide the students to write articles to publish in magazine and news papers.			
12	Any other related work assigned by the Principal.			

33. EXCURSION - PRY

35.

SI No	IN-CHARGE /CONVENER/ MEMBER	Signature	SI No	IN-CHARGE /CONVENER/
1	Mr. H.L. Mandal, PRT I/c		1	Mr. A K Pandey
2	Mr S N Majhi, PRT		2	Mr. Shamsheer Sir
3	Mr Gopal Soren, PRT		3	Mrs. Kavita Rani,
4	Mrs Rama Vinayak, PRT		4	Mr. A. K. Pandey
5	Mr. Jitandra Kumar, PRT		5	Mrs D Dutta, HM

6	Ms. Manu Yadav, PRT		6	Mr. Prince Saini,
7	34. EXCURSION - SECONDARY		7	Mr H L Mandal,P
1	Mr A. K. Pratihar, PGT (Chem), I/c		8	
2	Mr. B. Patra , PGT		<u>DUTIES/RESPO.</u>	
3	Mr. N. Ram, PGT		1	To supervise the u
4	Mr A K Pandey, TGT (SST)		2	To plan for repair furniture for stude & departments as allotment.
5	Ms. Shubha, TGT		3	Any other related
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>				
1	To identify and plan smooth excursion of students as KVS guidelines.			
2	Any other related work assigned by the Principal.			
3				
4				

36. GAMES & SPORTS (I/C)			37. GAME	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /C MEMBER
1	Mr A K Partihar, I/c		1	Mrs G Chakra PRT
2	Mr. M.M. De, TGT PHE)/ Mr. N. Ram, PGT (Hindi)		2	Mrs Niyati Dey
3	Mr S K Singh, PGT		3	Mrs. Ratna Bas
4	Mrs.Kavita Rani, PGT		4	Mr Gopal Sore
5	Mr. Madhusudan Kuila, TGT		5	Mr. A. Rajput,
6	Mr. A. K Pandey, TGT (Sansk)		6	Mr. Jitendra Ku
7			7	Mr. Prince Saini,
8			8	
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>	
1	To prepare a plan &programme for the entire session as per KVS groupings.		1	To prepare a plan session as per KV

2	Select the students & games in the beginning of the session to impart proper training to students.		2	Select the student session to impart
3	Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution.		3	Set a target & mu maximum success prize distribution.
4	Utilize the games period primarily for the development of the ear marked games by the KVS.		4	Utilize the games development of th
5	Encourage the students to use the available sports equipments in school judiciously.		5	Encourage the stu equipments in sch
6	Complete all internal games & sports competitions by the third week of April'11 & organize the Sports day celebration by the end Sep/Oct of every year		6	Complete all inter by the third week day celebration by
38. GRIEVANCES AND SC/ST CELL			39. H	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Dr. M. Michael, V.P. I/C			House Master-
2	Mr. N. Ram			House Master-
3	Mr. Ramesh Nimai, PGT			House Master-
4	Mrs. Shubha, TGT			House Master-

5	Ms. Jenny Baru, TGT				House Master-
6	Mrs. Rafat Parween, TGT				House Master-
7	Mrs. D. Dutta				House Master-
					House Master-

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	Any complaints to be enquired and to report to higher authorities for n.a.			1	To select House
2	Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal.			2	To select and no participants in v activities.
3	Any other related work assigned by the Principal.			3	To motivate the participate in C programmes.
				4	To maintain Ho
				5	Any other relate Principal.

40. INCOME TAX CALCULATION		41. IN		
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mr. Pappu Kumar i/C		1	Mr. R. K. Pand I/C)
2	Mr. B Patra, PGT		2	Mrs. Satyam, P
3	Mrs. Satyam, PGT		3	Mrs. Shubha, 7
4	Mr. S N Maji, PRT		4	Mr. A.K. Pande (Sans)
5			5	Ms. Jenny Bari,
			6	Mrs. Leena De
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>	
1	To estimate income tax of all the employees of the Vidyalaya for the regular deduction (Quarter wise).		1	To download the per KVS direction
2	To help the Office in the calculation of income tax of all the employees.		2	To follow the KV activities
3	Any other related work assigned by the Principal.		3	To prepare the stu & internal compe
			4	To co-ordinate wi clubs.
			5	Any other related
42. HEALTH CLUB		43.		
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER

1	Mr. R. K. Pandit, PGT (I/C)		1	Mrs. Kavita R (I/C)
2	Mr. M.M. De, TGT (PHE)/ Mr. N. Ram, PGT (Hidi)		2	Mr R Nimai, P
3	Mrs N. Dey, PRT		3	Ms. Satyam, P
4	Mrs. Kalany Basu, PRT		4	Dr. A. Singh, T
5			5	Mr. M. Kuila, T

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer.		1	To prepare a plan Vidyalyaya.
2	To print and maintain the Health card for each students as per CBSE format.		2	To prepare class v each subject.
3	To make available stock of First aid materials for the students including inhalers for asthmatic students in emergency.		3	To prepare the stu & internal compe
4	A special care must be taken for girl child as per their natural need, if situation demands for that.		4	To organize mini competitions/semin subject in a year.
5	To get medical history of students who have undergone heart surgery or taking continuous medication on any ailment which will affect their health if exertion of any kind in school and inform coaches, concerned teachers and the u/s.		5	To guide the stud magazine and nev
6	Any other related work assigned by the Principal		6	Any other related

44. SADBHAWANA CLUB

45. KVS J

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/
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1	Mr R Nimai I/c			1	Mr B Patra, PGT
2	Mr A K Padey, TGT (S.ST)			2	Mr. M. Kuila. TC
3	Mr. S.K. Singh,PGT			3	Mrs. Rafat Perwe
4	Ms. Prince Saini,PRT			4	Mrs. A.M.S. Min
5				5	

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	To promote communal harmony and national integration, the National Foundation for Communal harmony.			1	To ensure prepara with the help of o
2	To plan activities for the year and complete them smoothly.			2	To ensure availab banks to them.
3	To send reports time to time to RO about the activities undertaken.			3	Any other related
4	Sadbhawana Diwas to be celebrated in a befitting manner.				

46. KVS Jr. Science Olympiad / NTSE/ Olympiads NSO, SOF/UC

47. LIB

SI No	IN-CHARGE /CONVENER/ MEMBER	Signature		SI No	IN-CHARGE /CONVENER/ MEMBER
1	Mr A K Partihar, PGT I/c			1	Mr G D Gupta I/c
2	Mrs. S Murmu, TGT			2	Ms. Jenny Bari,
3	Mr. Gopal Soren, PRT			3	Mrs D Dutta,H
4	Mr. J.P. Bairagi, PRT			4	Mrs. R. Basu, P
5	Mr. Abhinav Rajput, PRT			5	Mrs G Chakrab
				6	Mrs. Sarita Giri
6				7	Mr U P Bhaka

<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>		<u>DUTIES/RESPO</u>	
1	To ensure preparatory camps for JSO participants with the help of other science teachers.	1	Make available cu Collection of CBS question papers fo
2	To ensure availability of previous years question banks to them.	2	Newspapers, mag available in librar
3	Any other related work assigned by the Principal.	3	Prepare a list of b teachers by April latest by June eve
		4	At least two progr organized in this s & staff for the use students to study t
		5	Issue of books to issue register etc.
		6	To collect require procure the books
		7	Library policy mu
		8	Any other related
		9	To improve the lib
		10	To make a list of in the month of A
		11	Students also mus good books for pu
		12	To monitor the lib
		13	Any other related
48. MATHS CLUB		49. A	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No
1	Mr. B Patra I/C&		1
			Mr Samsher K Singh, PGT I/c

2	Mr. M. Kuila, TGT (Maths)		2	Mr R.K. Pandi
3	Mr. Shantanu Senapati, PGT (Maths) P.Time Tr		3	Mr. S.N. Majhi
4	Mrs. Vibha Rani, TGT (Maths), P.Time Tr.		4	Mrs.Gopa Chak
5	Mr. Nitai Chandra Karmakar,TGT (Maths), P.Time Tr.		5	Mr. Jitendra Ku
6	Mr. Barun Kumar Dey, TGT (Maths), P.Time Tr.		6	

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	To form mathematics club & encourage students interested in mathematics to take up good projects.		1	To propose and ar students
2	.To prepare the students for participating in external and internal competitions, seminars, Olympiads, quiz etc.		2	Any such trips fro with true spirit.
3	To promote the mathematical & scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.			
4	To prepare at least one class wise magazine.			
5	To organize at least two competitions/ seminars/ programmes etc. based on the subject.			
6	To guide the students to prepare articles to publish in Magazine and News papers.			
7	Any other related work assigned by the Principal.			

50. Medical Check Up-Pri

51. M

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /C MEMBER
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1	Mrs. D Dutta, H.M., I/c			1	Mr C.N. Jha, I
2	Mrs. Sarita Kumari Gupta, PRT			2	Mr. R K Pandit
3	Mrs.Niyati Dey, PRT			3	Mrs.Nandini Da
4	Mrs. Usha Pandey, PRT			4	Mr. S.K. Singh,
5	Ms. Sudha Pal, PRT			5	Mrs. Kavita Ra
6	Ms. Sananaz Siddiki, PRT			6	Mrs. S. Sahoo, 7
7				7	

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	To ensure that medical checkup of all the students is doen as per KVS guidelines.			1	To ensure that me is doen as per KV
2	To ensure that the medical cards are properly filled & record is kept by the class teachers.			2	To ensure that the & record is kept b
3	Any other related work assigned by the Principal.			3	Any other related

52. MUSIC & DANCE

53. Office

SI No	IN-CHARGE /CONVENER/ MEMBER	Signature		SI No	IN-CHARGE /C MEMBER
1	Mrs. N. Das, PGT (CS) I/c			1	Mr B Patra, I
2	Mrs. Shubha, TGT			2	Mr R Nimai, PC
3	Mr. K. Basu, PRT			3	Mr. S.N. Majhi,
4	Mrs.Leena De , PRT			4	Mr. Madhususa
5	Mrs Ratna Basu, PRT			5	Mr. R.R.P. Rao

6	Mr. Jai Prakash Bairagi, PRT		6	Mr. U.P. Bhaga
7			7	
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>	
1	To select a group of students who are having keen interest in the field and train them for different activities.		1	To guide the teach
2	To prepare the students to participate in all external & as well as internal cultural events.		2	Income Tax estim office staff.
3	To impart proper training to the students for using the musical instruments.		3	Fee collection, CS month.
4	To train students properly to sing in the morning assembly 7 in other programmes.		4	To prepare study certificates for the
5	To prepare dance and Music programmes for the annual day.		5	To prepare Transf
6	Any other related work assigned by the Principal.		6	To type the letter
			7	Any other related
54. Photography & Videography			55. I	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /C MEMBER
1	Mr P Maji, TGT (WE), I/c		1	Ms. Satyam, I
2	Ms. Jenny Bari, TGT		2	Mr. N. Ram, PC
3	Ms. Sananaz Siddiki, PRT		3	Dr. Anita Singh
4	Mr. Jai Prakash Bairagi, PRT		4	Mr. A. Rajput, I
5	Ms. Manu Yadav, PRT		5	Ms. Sudha Pal,,

6			6
7			7
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>		<u>DUTIES/RESPO</u>	
1	To take photograph of special lectures, occasions, school seminars, programmes etc. and to make record of it.	1	To send informa different functio Vidyalaya to gi approval form t
2	Any other related work assigned by the Principal.	2	Any other relate Principal.

56. Rajbhasa Kalyan Samiti

57. Resource

SI No	IN-CHARGE /CONVENER/ MEMBER	Signature	SI No	IN-CHARGE /CONVENER/ MEMBER
1	Mr. N. Ram PGT, I/c		1	Mr. S K Singh., I/c
2	Dr. Anita Singh, TGT		2	Mrs S Murmu, TC
3	Mr P Kumar, ASO		3	Mr. A.K.Pandey, TC
4	Ms Anita K'Buru, JSA			Reso
5	Mr J P Sharma,Sub /staff		1	Mr. G Chakrabo
6			2	Mr Gopal Soren,
7			3	Mrs NiyatiDey,
			4	Mr.H.L. Mandal,

<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>		<u>DUTIES/RESPO</u>	
1	To follow RajbhasaKalyanSamiti guidelines.	1	To ensure the ava is uploaded.
2	To create a Hindi atmosphere & to prompt hindi in daily use.	2	To maintain a usa
3	To celebrate “Hindi Pakhwara” as per the KVS guidelines.	3	Any other related
4	Any other related work assigned by the Principal.		

58. RTE			
SI No	IN-CHARGE /CONVENER/ MEMBER	Signature	SI No IN-CHARGE /C MEMBER
1	Mr B Patra, PGT I/c		1 Principal
2	Mrs. Dolon Dutta, HM		2 Mr R Nimai,PGT
3	Mr. N. Ram,PGT		3 Mr S Das, SSA
4	Ms. Shubha, TGT		4 Mr U P Bhakat, S
5	Mr S N Majhi, PRT		5 Separate Commit
6			6

<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>		<u>DUTIES/RESPO</u>	
1	To supervise admissions under RTE.	1	To maintain a rec received.
2	To check proper reimbursement of money under RTE.	2	To instruct the co within the time lin
3	To monitor their studies and help any other special requirement under educating parents for their continuous study.	3	.Any other related

4	Any other related work assigned by the Principal.			
60. Science Exhibition				61 S
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/
1	Mr N. Kar, PGT, I/C		1	Mr. G D Gupta,
2	Mr. C. N. Jha, PGT		2	Mrs S Murmu, TC
3	Mr. B. Patra, PGT		3	Mrs D Dutta, HM
4	Mr. R.K. Pandit, PGT		4	Mrs. Usha Pandey
5	Mrs. S Murmu, TGT		5	Mrs Sarita Giri,
6	Mr. A.K. Pratihar, PGT		6	Mr Gopal Soren
			7	Mrs Niyati Dey,
			8	Mr H L Mandal,
			9	Any other staff tra other KV or joinin
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>	
1	To held school level science exhibition and motivate the students to win prizes.		1	All will come in National Day i.e
2	Any other related work assigned by the principal		2	Any other relate principal
62. SECURITY				63. Social S

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mr. N. Ram (I/C),PGT (Hindi)		1	Mr. S.K. Singh, PGT
2	Mr. S.K. Singh, PGT (Geo)		2	Mr. R. Nimai, PGT
3	Mr P Maji, TGT (WE)		3	Mr A K Pandey, TGT
4	Mr. H L Mandal, PRT		4	Mrs. Rafat Parween, PRT
5	Mr.S.K. Kushwaha, PRT		5	

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPONSIBILITIES/ACTIVITIES

1	.To maintain a record of security personals deployed by the agency.		1	To held school level activities to motivate the students.
2	To give an outlay of security required for the campus to the agency and supervise the work done by the security personals.		2	Any other related work assigned by the principal
3	.Any lapse in the system should be informed to the agency to rectify it immediately.		3	To prepare a plan for school level Vidyalaya related activities.
4	Any other related work assigned by the principal		4	To prepare the student & internal competition.
			5	To prepare all material for school level activities.
			6	To organize at least one programme etc. like sports, cultural etc.
			7	To organize Social Service activities at Cluster, regional & national level for remarkable achievements.
			8	To guide the students in magazine and newspaper.
			9	To guide children in co-curricular activities which may include aesthetic values, artistic values etc.
			10	Any other related work assigned by the principal

64. STUDENT EXCHANGE PROGRAMME

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mr A K Partihar,PGT I/c		1	Mr N Kar, PG
2	Ms. Shubha,TGT		2	Mr N Ram,PG
3	Mrs. K. Basu, PRT (Mu)		3	Mr. R.K. Pandit
4	Mrs.Poonam Yadav, PRT		4	Mr. A.K. Pande
5	Ms. Praveen Malik, PRT		5	Mrs. Shubha, T
6			6	Mrs S Sahoo,T

DUTIES/RESPONSIBILITIES/ACTIVITIES

	1.To do the required work in time.			1.To keep a rec
	2. Any other related work assigned by the principal.			2.To upload the
				3. Any other rel principal.

DUTIES/RESPO

66. STUDENTS ID CARD

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/ MEMBER
1	Mr. N Kar, PGT I/c		1	Sub – Conv SS R.Nimai I/c
2	Mrs Anita Singh, TGT(Hindi)		2	Sub – Conv En Mrs.Kavita Ra

67. S

3	Mr. Jenny Bari, TGT (Engl)			3	Sub – Conv Hi Mr. N. Ram I/
4	Mr S Das, SSA			4	Sub – Conv M B. Patra I/c
5				5	Sub – Conv Sc C.N. Jha I/c
6				6	TAL & CAL/ I secondary ---- I/c
				7	Primary ---- M HM

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

	1.To do the required process/ tender to issue ID cards to students.			1	To analyze the pe further course of a of students in acad
	2.To ensure timely distribution of Id cards to students.			2	To check class wi analysis & discuss
	3. Any other related work assigned by the principal.			3	To conduct the m the progress of sy not in time, a plan the syllabus witho report on last wor it to Principal.
				4	To put a vigil on c lesson.
				5	To highlight the i the students and c
				6	To discuss diffic members.
				7	To discuss the Mo model answers, m projects and cond

				8	To discuss the act classes etc as per coverage of lesson
				9	To use the compu interesting.
68. SUPW & Audio Visual Aids (Other than computer related A/V items)					69.
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature		Sl No	IN-CHARGE /C MEMBER
1	Mr N Kar, PGT I/c			1	Mr N Kar, PC
2	Mr. P. Maji, TGT			2	Mr S K Singh,P
3	Mr S N Majhi, PRT			3	Mr H L Mandala
4	Mr Gopal Soren,PRT			4	Mrs U Pandey,P
				5	Mr. J.P.Bairagi,
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>					<u>DUTIES/RESPO</u>
1	Prepare plan for the SUPW training in various fields as per KVS directions.			1	1.To classify com wise/ class wise) : items in e-resourc
2	To help in organizing exhibitions at Vidyalaya level by Science and SST dept.			2	2. Any other relat
3	Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya.			3	
4	Maintenance of Vidyalaya electrical, P.A. System, water connections, repair of water coolers, purifiers, Audio vised devices, etc.			4	

5	Any other related work assigned by the principal.		5	
6			6	
70. MISSION STATEMENT			71. T	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER MEMBER
1	Mr N Ram, PGT I/c		1	Mr H L Mand
2	Mr G D Gupta		2	Mrs. R. Vinaya
3	Mrs Anita Singh		3	Mrs S Giri, PR
4	Mrs. U. Lakra, pRT		4	Mrs. A.M.S. M
5	Ms. Prince Saini, PRT		5	Ms. SananaZ Si
6				
7				
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>	
1	Class room Library		1	Time – table In ch the time-tables as
2	Procurement of essential (Net enable Computer, Book Racks, Printers etc		2	To make arrangem on duty.
			3	To prepare and in special time-table & Winter) and va assembly time of
			4	To ensure the ring
			5	Any other related

**72. TIME TABLE (SEC)
ARRANGEMENT**

73. VID

Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/
1	Mr B. Patra, PGT (Maths) I/C		1	Mr N Ram PGT
2	Mr. A.K. Pratihar, PGT (Chem)		2	Dr. (Mrs) Anita s (Engl)
3	Mr. S.K. Singh, PGT(Geo)		3	Mrs. Sibani Murn
4	Mr. C.N. Jha, PGT (Phy)		4	Mrs Dolon Dutta,
5	Mrs. Kavita Rani, PGT (Engl)		5	Mrs. Niyati Dey,
6	Mrs S Sahoo, TGT (AE)		6	Mr. Abhinav Rajp
7	Mr G D Gupta, Librarian			
8				

DUTIES/RESPONSIBILITIES/ACTIVITIES

DUTIES/RESPO

1	Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules.		1	To encourage the different topics an
2	To make arrangement for the teacher on leave and on duty.		2	To edit all the arti
3	To prepare and inform to subject teachers about the special time-table for all holidays, breaks (Autumn & Winter) and vacation including Morning assembly time of Vidyalaya as per action plan.		3	To make arranger language wise and parameters as dec
4	To ensure the ringing of bell in time.		4	To complete all a printing the maga
5	Any other related work assigned by the principal		5	To collect messag
			6	Any other related

74. WEBSITE			75. CONDEMN	
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature	Sl No	IN-CHARGE /CONVENER/
1	Mr. N. Kar, PGT(Chem) I/C		1	Mr S K Singh, P
2	Mrs. Nandini Das, PGT (CS)		2	Mr G D Gupta, L
3	Mrs Anita Kr Buru, JSS		3	Mrs Dolon Dutta,
4			4	Mr. H L Mandal,
5			5	Mr P Kumar, ASC
6			6	Mr S Das, SSA
			7	Mr R R P Rao, Su
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>			<u>DUTIES/RESPO</u>	
1	To update website weekly (The data should be collected from all the Department heads, CCA coordinator) Examination (External & Internal) Office etc.		1	To call for quotati the month of April
2	To check KVS (RO) and KVS (HQ) website every day and to download circulars etc.		2	To follow the rule purchase of the m
3	Any other related work assigned by the principal.		3	To prepare a cons every session befo approved.
			4	Purchases for the school as per requ
			5	Different Deptts. requirements

76. OUTSIDE EXAMINATION (IGNOU & OTHERS)					
Sl No	IN-CHARGE /CONVENER/ MEMBER	Signature		Sl No	IN-CHARGE /CONVENER/
1	Mr R Nimai, PGT, I/c				
2	Mr P Kumar, ASO				
3	Mr R R P Rao, Subs Staff				
4	Mr. P.Bangari, Subs Staff				
5	Mr. J.P. Sharma, Subs Staff				
6					
<u>DUTIES/RESPONSIBILITIES/ACTIVITIES</u>					
1	Plan for all the external examinations.				
2	Timely submission of data				

	3 Planning for GATE/Railway/WBJEE/JEE and other competitive exams.			
NOTES:-				
1.	All the In – charge, Asst. In – charges and members of the various departments/ commit complete action plan in duplicate for the session 2018-19 as per the guidelines and submit a co the works in time without fail.			
2.	In case of any difficulty, the undersigned must be contacted.			
3.	The In – charges are free to take their own decision to complete their assigned activities Principal for guidance and will have to work on full – fledged manner as a team.			
4.	It is also directed that all should not proceed on leave at a time. Henceforth, Asst. In – cl departments must be available on duty when In – charge proceeds on leave etc and vice versa.			
5.	All the In – charges, Asst. In – charges and members for the concerned departments/ co complete the stock verification for ht session on or before 31 st March every year and prepare th the required materials for the next session. List of materials for condemnation, if any, should al March, list must be handed over to undersigned for necessary action on or before 25 th April 20			
6.	Please put in your best efforts to complete all the responsibilities in time and in a creativ			
7.	Please use your talent for the betterment of the Vidyalaya in general and students in part			

KENDRIYA VIDYALAYA NO 2, KHARAGPUR
DUTIES AND RESPONSIBILITY OF THE CLASS TEACHERS/ SUPERVISOR
SESSION 2018-19

DATE:

1. Please check the cleanliness of the class room. Not a single paper piece should be seen in carefully. If cleanliness is not up to the mark, please inform to undersigned/ Vice – Principal.
2. Each class room should have a dustbin and proper use of its must be done. The class teacher use it properly.
3. **All students should be made to sit according to their heights in an ascending order from towards wall sides. So that all students will have good view of blank board.**
4. Light and fans must be used as per requirement and no misuse of electricity should be allowed.
5. All subject teachers have to prepare (month wise) annual teaching plan to complete the syllabus. CCE first term should be completed by mid August and of second term by mid February and for the year by October 2018. Students may be called for extra classes to complete the syllabus on time if necessary and permission from the Principal.
6. Revision plan will be prepared in the month of December 2018 for classes X and XII and January 2019. First round revision for all classes X and XII will be completed by January 2019. Second round revision will commence from February 2019 onwards for classes X and XII and February 2019. For this purpose action planned will be chalked out in the month of December 2018.
7. Teachers should check the attendance of students regularly and if any student is found irregular, his/ her parents immediately.
8. Name of the topic/ chapter must be written on blank board before start of the lesson/ unit.
9. Class room discipline must be maintained during the period.
10. Class work/ home work must be given in a balanced way and should corrected regularly with encouraging remarks instead of negative/ discouraging remarks.