

**KENDRIYA VIDYALAYA NO. 2**

**RAILWAY SETTLEMENT, KHARAGPUR**

**Vidyalaya Committees**  
**2018 – 19**

## DUTY ALLOTMENT – SESSION : 2018– 19

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 :-

S.No	DEPT./COMMITTEE/CLUB	IN-CHARGE /CONVENER/ MEMBER	DUTIES/RESPONSIBILITIES/ACTIVITIES
01.	<b>Core Committees</b>	Mr. Kishor Kumar, Principal Mr. N. Kar, PGT(Chem) Mr.B.Patra, PGT(Maths) Mr N. Ram, PGT(Hindi) Mrs. S Murmu, TGT(Bio) Mrs. D.Dutta, HM Mrs.R.Vinayak, PRT Mr. Pappu Kumar, Asstt.	<ol style="list-style-type: none"> <li>1.Examination( CBSE)</li> <li>2. Accounting/Budgeting</li> <li>3. Discipline (Boys)</li> <li>3 Discipline ( Girls)</li> <li>4. Academic &amp; Examination ( Primary)</li> <li>5. Fire Safety and Security</li> </ol>
02.	<b>ACADEMIC SUPERVISION</b>	<b>Principal</b> Vice Principal In the absence of VP Dr. C N Jha, Sr. Most PGT Mr. R.K. Pandit, PGT(Bio) Mrs. D. Dutta,H.M., In the absence of HM Mrs. R. Vinayak, Sr. Most PRT Mrs U Pandey, PRT	<ol style="list-style-type: none"> <li>1.Supervision of secondary and primary respectively</li> <li>2.Taking rounds to check the class rooms activities</li> <li>3.Observations of class room teaching and submission to the principal for comments.</li> <li>4.Any other related work assigned by the Principal</li> </ol>
03.	<b>COMMITTEE FOR VIDYALAYA PLAN &amp; SUGGESTIONS</b>	<b>Ms. M.Michel,VP</b> Mr. C. N. Jha,PGT(Phy) Mr. N Kar, PGT Mrs .Nandini Das PGT(CS) Mr. A.K.Pandey, TGT (S.St.) Ms. Subha, TGT (Eng) Mr G.Das Gupta,Librarian Mrs. Dolon Dutta, HM	<ol style="list-style-type: none"> <li>1.This committee will suggest and chalk out all action plan for academic and co – curricular activities.</li> <li>2. This committee will function as advisory board for Vidyalaya’s activities.</li> <li>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.</li> <li>4.Decision of the committee will be final and binding on all students.</li> <li>5.Any other related work assigned by the Principal.</li> </ol>

04.	<b>ACADEMIC ADVISORY &amp; SUPERVISION-PRIMARY</b>	<b>Mrs.Dolon Dutta, HM</b> In the absence of HM Mrs. R. Vinayak, Sr. Most PRT	1.To get the Split – up of syllabus subject wise and class wise on or before 31 <sup>st</sup> March every year and check the monthly completion of syllabus as per split-up of syllabus (given by KVS) 2.To list out the names of weak students (on the basis of FA - 1) and prepare action plan for better performance in SA – 1. 3.To prepare and inform to subject teachers about the special time-table of all holidays, breaks (Autumn & Winter) and vacation including Monitoring Assembly time of Vidyalaya for remedial classes. 4.To suggest positive and practical plan for the improvement of the academic competency of the students. 5.Weak students' monthly progress will be checked separately through prescribed Performa. 6.Any other related work assigned by the Principal.
05.	<b>ACADEMIC ADVISORY &amp; SUPERVISION SECONDARY</b>	<b>Principal</b> Vice Principal In the absence of VP Mr. C.N. Jha, Sr. Most PGT	
06.	<b>ADMISSION</b>	Mr. B. Patra, PGT(Maths) Mr. Satyam, PGT (Comm) Ms. Komal Yadav, TGT(Engl) Mrs D Dutta, HM Mrs. Gopa Chakraborty, PRT Mr Gopal Soren, PRT Class Tr. Of Class-I-A,B,C & D Mr. U P Bhakat, Sub-Staff.	1.To admit the students by following admission procedure as per guidance issued by KVS (HQ). 2.To issue & collect the admission registration forms after through scrutiny. 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. 5.Any other related work assigned by the Principal.
07.	<b>ALUMNI ASSOCIATION</b>	<b>Mr.R.K.Pandit</b> Mrs.Kavita Rani,PGT(Engl) Mr A K Pandey Mrs.Gopa Chakraborty	1.To maintain alumni register comprising at least their photographs, local address, year of passing, mail id and present address with post and company. 2.To conduct at least one alumni meet in a calendar year.
08.	<b>Beautification/Art &amp; Craft/Garden</b>	<b>Mr. R. Nemai, PGT(Eco) I/C</b> Mr P Maji, TGT(WE) Mrs. S. Sahoo Ms. S. Murmu Mr. A.K. Pandey Mr. Kalyani Basu	1.To prepare plan for beautification of the campus 2.To procure saplings and other requirements for the garden and to monitor the maintenance of gardens 3.To take up the plantations of trees in around the campus 4.To instruct and supervise the gardener to maintain the campus without any weeds etc. 5.Any other related work assigned by the Principal.
09.	<b>Examination –Primary ( Internal)</b>	Mrs. R. Vinayak Mrs. Ratna Basu Mrs. A M.S Minz Mr S N Majhi Mrs NiluKumari	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. 2.Maintain the required Examination stationary in stock. 3.Class wise schedule should be proposed for weekly test, fortnightly test, monthly test, practice test etc. for X and XII.
10.	Examination – (Internal Sec)	Mr. A. K. Pratihari ( Home Examination) Mr. N.Kar (CBSE & External Examination) Mr S K Singh Mrs S Murmu Mr. Madhusudan Kuila Mr P C Nayek Mr. D.Chinna	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. 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.

11.	CBSE & Other External Exams	Mr. N.Kar, I/C Mrs. N. Das Mr. B. Patra Mr.Subha Mr Gopal Soren	1.Plan for all the external examinations including CBSE. 2.Timely submission of affiliation fee, data requested by CBSE. 3.Timely registration of students, payment of examination fee, information to CBSE of T.C. admission etc. 4.Uploading of marks in CBSE website after proper verification by I/C exam and concerned teachers. 5.Any other work related to CBSE. 6.Planning for GATE/Railway/WBJEE/JEE and other competitive exams.
12.	CCA-Pri	<b>Mr Gopa Chakraborty I/C</b> Mrs R Basu Mrs. Leena De Mr Gopal Soren Mrs NiluKumari	<u>MORNING ASSEMBLY ORGANISATIONS</u> 1.To plan the morning assembly programme and allot the duty to concerned CT. In addition, to check the preparation of the programme before presenting in morning assembly. 2.Children's birthday will be celebrated in morning assembly on his/her specific date of birth to wish him/her to provide a greeting card to all students and to wish them by presenting birthday song. 3.News and Special items should not carry any items involving Violence, discrimination against gender, Race, Religion, etc and negative criticism(Controversial items) 4.Thought for the day should be very short and thought providing. <u>CELEBRATING OF FESTIVAL &amp; IMPORTANT DAYS</u> 1.To prepare a plan to celebrate important festivals & days as per Vidyalaya academic Calender& invite artists, dignitaries on the selected occasions for performing the programme or delivering lecture etc. 2.Specialprogrammes may be presented on special occasions & important days 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. <u>Co-curricular Activities(INTERNAL)</u> 1.To prepare an action plan for internal and external CCA activities for the session and complete in time. 2.They will also have to suggest practical plans for improvement of CCA activities. 3.To check the preparation of CCA. 4.To pan for prize distribution. 5.To send the important news items from time to time related to CCA to newspaper agencies for publications. 6.Any other related work assigned by the Principal. <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 maintaining record of prize winners. 3.To 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.
13.	CCA-Sec	<b>Ms. Mr N Ram, I/C</b> Dr. Mrs Anita Singh Mr S K Singh Mr. A K Pandey Mrs.Subha Mrs. Rafat Perween	<u>Co-curricular Activities(INTERNAL)</u> 1.To prepare an action plan for internal and external CCA activities for the session and complete in time. 2.They will also have to suggest practical plans for improvement of CCA activities. 3.To check the preparation of CCA. 4.To pan for prize distribution. 5.To send the important news items from time to time related to CCA to newspaper agencies for publications. 6.Any other related work assigned by the Principal. <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 maintaining record of prize winners. 3.To 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	01. Mr. S K Singh I/C 02. Mrs. Nandini Das 03. Ms.Subha 04. Mr G D Gupta	<u>VALUE EDUCATION</u> 1.To prepare compact programmes for developing good habits and moral value among the students. 2.To award the students with certificate & prizes on the observation of good habits & behavior of students. 3.To present moral stories in the assembly (at least once in a week)

			4.To encourage teachers to present moral talk to the students in morning assembly on a specific value.
15.	<b>Chem Lab</b>	<b>Mr. A.K. Pratihar</b> Mr D Chinna	1.To make necessary arrangement for procuring the materials for Science and Maths Laboratories as per the needs. 2.Lab attenders to maintain the laboratories for students use update the stock & make necessary arrangement of apparatus for the use of students. 3.The required practical/activities to be conducted for different classes as per prescribed syllabus. 4.To organize science exhibitions at various levels. 5.To check the practical/activity record regularly. 6.To give sufficient practice to the board class students. 7.Any other related work assigned by the Principal.
16.	<b>Phy Lab</b>	<b>Mr. C. N. Jha</b> Mr.P.C. Nayak	
17.	<b>Bio Lab</b>	<b>Mr. R.K.Pandit</b> Mr P Bangari	
18.	<b>Maths Lab</b>	<b>Mr B Patra</b>	
19.	<b>Jr. Science Lab</b>	<b>Mrs. S. Murmu</b>	
20.	<b>Comp. Lab</b>	<b>Mrs. N.Das</b>	
21.	<b>Civil Maintenance-School Building &amp; Campus</b>	Mr. C.N.Jha Mr G D Gupta Mr. P Maji Mrs. Dolon Dutta Mr. H L Mandal	
22.	<b>Electric Maintenance-School Building &amp; Campus</b>	<b>Mr. A K Pratihar I/C</b> Mr. P.Maji Mrs. Dolon Dutta Mr. Abhinav Rajput Mr. P C Nayak	1.To plan for repair & maintenance, urgently required in the Vidyalaya building and Departments. 2.To plan & purchase the material required for the purpose of maintenance and repair. 3.Arrange to keep the Vidyalaya Campus neat & clean. 4.To take an action in time for the decent look of the Vidyalaya. 5.To maintain the tube lights & fans etc. in proper condition. 6.The committee members will look after the judicious use of water and electrical power in the school and staff quarters. 7.The committee will suggest the requirements in respect of maintenance and repair. 8.Any other related work assigned by the Principal.
23.	<b>Civil Maintenance-Staff Qtrs. (Civil &amp; Electric)</b>	<b>Mr S K Singh</b> Mr. N. Ram Mr G D Gupta Mr. P. Maji Mr. Jay Prakash Bairagi Mr. U P Bhagat Mr. R.R.P. Rao	
24.	<b>SwachhtaAbhiyan/Cleanliness</b>	<b>Mr C N Jha</b> Mr B. Patra Mr. A.K. Pandey Mrs. Anita Singh Mrs. S. Sahoo Mrs. U. Lakra Mr.S.K. Ksuhwaha Mr. P Bangari	
25.	<b>CMP</b>	<b>Mrs D Dutta</b> Mrs. R. Vinayak Mrs. Sarita Giri Mrs. Usha Pandey Ms. Parveen Malik Mrs. Poonam Yadav	All toilets and bathrooms should be washed with Phenyl. Wet mop of all corridors, departments, Class rooms and steps 1.The above said places will be cleaned after school hours/ before school starts and maintained by agency. 2.The front area of the school building and assembly area to be swept before starting Prayer. 3.Surrounding areas including play fields will be kept clean. 4.drains around the main building & Primary wing cleaned regularly. 5.Fans and ceiling will be cleaned at least once a month. 6.The in charge teacher will arrange for effective work by the agency and availability of quality materials in time. 7.Any other related work assigned by the Principal.

26.	<b>Comp Lab-Pri</b>	<b>Mrs. Gopa Chakraborty</b> Mrs G Kaur MR S N Majhi Mr H L Mandal Mr.. Gopal Soren Ms. Sudha Pal	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. 2.To ensure that all the computers and their peripherals are in working order. 3.To plan and arrange for purchasing materials required for teaching aids Dept. 4.To plan maximum usage of interactive board and to maintain record of use of computers and of interactive board. 5.Any other related work assigned by the Principal.
27.	<b>Co-ordination of Part Time Trs</b>	<b>Mr A K Pratihar I/C</b> Mr. B Patra Mr. S.N. Majhi Mrs. Sudha	1.To allocate the time table to the contractual teachers and coaches as per KVS directions. 2.To maintain a record for number of periods worked by each contractual teacher every day. 3.To compile the number of periods taken for every month from the school record and forward it to the office for payment on the last working day of the month. 4.Any other related work assigned by the Principal.
28.	<b>Counseling&amp; Guidance/NAEP</b>	Mr. R K Pandit Mrs. N Das Mrs. S Murmu Part-time Counsellor.	1.Maintain AEP programme as per KVS direction. 2.Chalk our yearly plan to conduct AEP activities. 3.Report of conducted activities should be sent to KVS RO(KOL) for its information. 4.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them. 5.Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff. 7.Experts should also be invited from time-to-time to provide proper guidance to the students. 8.Any other work related and assigned by the Principal.
29.	<b>Discipline-Girls</b>	<b>Mrs. N. Das(I/C)</b> Dr.(Mrs) Anita Singh Mrs. D Dutta Mrs. S Murmu Mrs. Gopa Chakraborty	1.To open the students complaints and help box every Friday with school captain and give proper guidance and solution to them. 2.Provide proper guidance to students for their future plan &action. 3. Employment News, magazines and newspaper's information should also be placed on Notice board for students & staff.
30.	<b>Discipline-(Boys)</b>	<b>Mr. N. Kar, I/C</b> Mr. C. N. Jha Mr B. Patra Mr. A.K.Pandey Ms. Shubha Mr. S.N. Majhi	4.Experts should also be invited from time-to-time to provide proper guidance to the students. 5.Any other related work assigned by the Principal.
31.	<b>Eco Club/Nature Club/Science Club</b>	<b>Mr C N Jha</b> Mr R K Pandit Mrs. S. Murmu	1.To inculcate the habit of loving nature in the minds of children. 2.To announce a particular day as "plantation Day" and the children may be asked to take care of sapling in the vidyalaya campus. 3.Every class may be allotted a particular area in the garden to be maintained during their SUPW periods. 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.
32.	<b>ECTLT (Digital Diary)</b>	<b>Mr. C.N Jha</b> Mr S K Singh	1.To register the teachers 2.To motivate the teachers for ECTLT3.To monitor the content uploaded by the teachers

33.	<b>E-Class Room</b>	<b>Mrs. N Das</b> Mr. N. Kar Mr N. Ram Mrs. Gopa Chakraborty	1.To monitor the schedule for e-class 2.To make available the CDs and software
34.	<b>Escorting-Pri</b>	<b>All PRTs on rotation basis</b>	1.Preparing roaster for escort teachers on rotation and keep them available for duty as per requirement. Negotiate internal changes between teachers if necessary for the smooth conduct of the programme.
35.	<b>Escorting-Sec</b>	<b>All TGTs/PGTs on Rotation basis</b>	
36.	<b>Excursion-Pri</b>	<b>Mr. H.L. Mandal</b> Mr S N Majhi Mr Gopal Soren Mrs Rama Vinayak Mr. Jitandra Kumar	1.To identify and plan smooth excursion of students as KVS guidelines. 2.Any other related work assigned by the Principal.
37.	<b>Excursion-Sec</b>	<b>Mr N Ram</b> Mr A K Pandey Ms. Shubha Ms. Komal Yadav	
38.	<b>Furniture</b>	<b>Mr. A K Pandey</b> Ms Komal Yadav Mrs D Dutta Mr. S. Sahoo Mr H L Mandal	1.To supervise the use of furniture by the students. 2.To plan for repair & purchase of Vidyalaya furniture for students & staff in various classroom & departments as per requirements from the budget allotment. 3. Any other related work assigned by the Principal.
39.	<b>Games &amp; Sports (I/C)</b>	<b>Mr A K Partihar</b> Mr. M.M. De Mr S K Singh Mrs.Kavita Rani Mr. Madhusudan Kuila	1.To prepare a plan &programme for the entire session as per KVS groupings. 2.Select the students & games in the beginning of the session to impart proper training to students. 3.Set a target & must proceed accordingly to achieve maximum success in the meets and to organize the prize distribution. 4.Utilize the games period primarily for the development of the ear marked games by the KVS. 5.Encourage the students to use the available sports equipments in school judiciously. 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.
40.	<b>Games &amp; Sports-Pri</b>	<b>Mrs G Chakraborty</b> Mrs Niyati Dey Mrs. Ratna Basu Mr Gopal Soren	
41.	<b>GRIEVANCES AND SC/ST CELL</b>	<b>Mr. N. Ram</b> Mrs. D. Dutta Mrs. Sudha	1.Any complaints to be enquired and to report to higher authorities for n.a. 2.Any grievances of the employees should be enquired and appropriate action may be suggested to the Principal. 3. Any other related work assigned by the Principal.
42.	<b>House Master-1 Pri</b>		1.To select House captains, vice captains etc. 2.To select and nominate participants in various CCA activities. 3.To motivate the students to participate in CCA programmes. 4.To maintain House record.
43.	<b>House Master-1 Sec</b>		
44.	<b>House Master-2 Pri</b>		
45.	<b>House Master-2 Sec</b>		

46.	<b>House Master-3 Pri</b>		5.Any other related work assigned by the Principal.
47.	<b>House Master-3 Sec</b>		
48.	<b>House Master-4 Pri</b>		
49.	<b>House Master-4 Sec</b>		
50.	<b>Income Tax Calculation</b>	<b>Mr. B Patra</b> Mr. S N Maji Mr. Pappu Kumar	1.To estimate income tax of all the employees of the Vidyalaya for the regular deduction (Quarter wise). 2.To help the Office in the calculation of income tax of all the employees. 3.Any other related work assigned by the Principal.
51.	<b>Integrity Club</b>	<b>Ms. Shubha</b> Mr. A.K. Pandey Mrs. Leena De	1.To download the materials required for the club as per KVS direction. 2.To follow the KVS instructions to conduct the activities 3.To prepare the students for participating in external & internal competitions. 4.To co-ordinate with value education I/C and other clubs. 5.Any other related work assigned by the Principal.
52.	<b>Health Club</b>	<b>Mr R K Pandit</b> Mr. M.M. De Mrs Gopa Chakraborty Mrs. Kalany Basu	1.To prepare a plan for student's health checking up twice in a year by an authorized Medical Officer. 2.To print and maintain the Health card for each students as per CBSE format. 3.To make available stock of First aid materials for the students including inhalers for asthmatic students in emergency. 4.A special care must be taken for girl child as per their natural need, if situation demands for that. 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. 6. Any other related work assigned by the Principal.
53.	<b>Literary Club</b>	<b>Mr R Nimai</b> Ms. Satyam Mrs G. Kaur	1.To prepare a plan to create literary atmosphere in Vidyalaya. 2.To prepare class wise magazines at least once in each subject. 3.To prepare the students for participating in external & internal competition. 4.To organize minimum two competitions/seminars/programs etc. Based on subject in a year. 5. To guide the students to write articles to publish in magazine and news papers. 6. Any other related work assigned by the Principal.
54.	<b>Sadbhawana Club</b>	<b>Mr R Nimai I/c</b> Mr A K Padey Mr. S.K. Singh Ms. Prince Saini	1.To promote communal harmony and national integration, the National Foundation for Communal harmony. 2.To plan activities for the year and complete them smoothly. 3.To send reports time to time to RO about the activities undertaken. 4.Sadbhawana Diwas to be celebrated in a befitting manner.
55.	<b>Local Transfer Committee</b>	<b>Mr B Patra I/C</b> Ms. Shubha Mrs. S. Murmu Mrs D Dutta	1.To check the eligibility of the applicant as per office order no. 25331 (1)/11-KVS(Kol)/Acad. Dated : 27.03.2011 2. To follow the instructions in the above said/ any later circular carefully. 3. Any other related work assigned by the Principal.
56.			
57.	<b>KVS Jr. Maths Olympiad</b>	<b>Mr B Patra</b> Mr. M. Kuila Mrs. Rafat Perween	1. To ensure preparatory camps for JMO participants with the help of other mathematics teachers. 2. To ensure availability of previous years question banks to them. 3. Any other related work assigned by the Principal.
58.	<b>KVS Jr. Science Olympiad NTSE (Govt. Conducted) Olympiads(NSO) SOE/ UC</b>	<b>Mr A K Partihar</b> Mrs. S Murmu Mr. Gopal Soren	1.To ensure preparatory camps for JSO participants with the help of other science teachers. 2. To ensure availability of previous years question banks to them. 3.Any other related work assigned by the Principal.

59.	<b>Library</b>	<b>Mr G D Gupta Librarian</b> Mrs. R. Basu Mrs D Dutta Ms Komal Yadav Mrs G Chakraborty Mrs. Sarita Giri Mr U P Bhakat	<ol style="list-style-type: none"> <li>1.Make available curriculum books, Textbooks, Collection of CBSE &amp; session ending examination question papers for use by the students.</li> <li>2.Newspapers, magazines etc. should be readily available in library.</li> <li>3.Prepare a list of books with the help of subject teachers by April' every year &amp; purchase them latest by June every year as per budget provision.</li> <li>4.At least two programmes at school level should be organized in this session to make aware the students &amp; staff for the use of library &amp; to encourage the students to study the books &amp; magazine.</li> <li>5.Issue of books to the students &amp; staff and maintain issue register etc.</li> <li>6.To collect requirements of staff and students and to procure the books.</li> <li>7.Library policy must be displayed in library.</li> <li>8.Any other related work assigned by the Principal.</li> </ol> <ol style="list-style-type: none"> <li>1.To improve the library in quality.</li> <li>2.To make a list of required books (Department wise) in the month of April and to purchase the books.</li> <li>3.Students also must be encouraged to give the list of good books for purchase.</li> <li>4.To monitor the library activities.</li> <li>5.Any other related work assigned by the Principal.</li> </ol>
60.	<b>Maths Club</b>	<b>Mr. B Patra I/C&amp;</b> All Maths teachers	<ol style="list-style-type: none"> <li>1.To form mathematics club &amp; encourage students interested in mathematics to take up good projects.</li> <li>2.To prepare the students for participating in external and internal competitions, seminars, Olympiads, quiz etc.</li> <li>3.To promote the mathematical &amp; scientific atmosphere in the Vidyalaya leading to logical thinking, analyzing and in problem solving.</li> <li>4.To prepare at least one class wise magazine.</li> <li>5.To organize at least two competitions/ seminars/ programmes etc. based on the subject.</li> <li>6.To guide the students to prepare articles to publish in Magazine and News papers.</li> <li>7. Any other related work assigned by the Principal.</li> </ol>
61.	<b>Adventure Club</b>	<b>Mr M M De</b> Mr R.K. Pandit Mr. S.N. Majhi Mrs.Gopa Chakraborty	<ol style="list-style-type: none"> <li>1.To propose and arrange adventure trips for the students</li> <li>2.Any such trips from KVS side should be taken up with true spirit.</li> </ol>
62.	<b>Medical Check Up-Pri</b>	<b>Mrs. D Dutta</b> Mrs. G Kaur Mrs.NiyatiDey	<ol style="list-style-type: none"> <li>1.To ensure that medical checkup of all the students is doen as per KVS guidelines.</li> <li>2.To ensure that the medical cards are properly filled &amp; record is kept by the class teachers.</li> <li>3. Any other related work assigned by the Principal.</li> </ol>
63.	<b>Medical Check Up-Sec</b>	<b>Mr C.N. Jha, I/C</b> Mr. R K Pandit Mrs.Nandini Das	
64.	<b>Music &amp; Dance</b>	<b>Mr B Patra</b> Ms Komal Yadav Mr. K. Basu Mrs .Gopa Chakraborty Mrs RatnaBasu	<ol style="list-style-type: none"> <li>1.To select a group of students who are having keen interest in the field and train them for different activities.</li> <li>2.To prepare the students to participate in all external &amp; as well as internal cultural events.</li> <li>3.To impart proper training to the students for using the musical instruments.</li> <li>4.To train students properly to sing in the morning assembly 7 in other programmes.</li> <li>5.To prepare dance and Music programmes for the annual day.</li> <li>6. Any other related work assigned by the Principal.</li> </ol>
65.	<b>Office Assistance CS-54/CS-11</b>	<b>Mr B Patra</b> Mr R Nimai Mr. S.N. Majhi	<ol style="list-style-type: none"> <li>1.To guide the teachers to follow KVS rules.</li> <li>2.Income Tax estimation/ calculation along with office staff.</li> <li>3.Fee collection, CS-11, CS-54 to be checked every month.</li> </ol>

		Mr. U.P. Bhagat Mr. R.R.P. Rao	4.To prepare study certificate and other bonafide certificates for the students. 5. To prepare Transfer certificates. 6.To type the letter drafts, as when required. 7. Any other related work assigned by the Principal.
66.	<b>Photography &amp; Videography</b>	<b>Mr P Maji</b> Mr Gopal Soren Ms. Sananaz Siddiki	1.To take photograph of special lectures, occasions, school seminars, programmes etc. and to make record of it. 2. Any other related work assigned by the Principal.
67.	<b>Press &amp; Publication</b>	<b>Mr. N. Ram</b> Mr Gopal Soren	1.To send information to the press regarding the different functions and achievements of the Vidyalaya to give wide publicity after approval form the u/s. 2. Any other related work assigned by the Principal.
68.	<b>RajbhasaKalyanSamiti</b>	<b>Mr. N. Ram</b> Mr P Kumar Ms Anita K'Buru Mr J P Sharma	1.To follow RajbhasaKalyanSamiti guidelines. 2.To create a Hindi atmosphere & to prompt hindi in daily use. 3.To celebrate "Hindi Pakhwara" as per the KVS guidelines. 4. Any other related work assigned by the Principal.
69.	<b>Resource Room</b>	<b>Mr. S K Singh</b> Mrs S Murmu Mr. A.K.Pandey	1.To ensure the availability of that the latest software is uploaded. 2.To maintain a usage record of resource room. 3. Any other related work assigned by the Principal.
70.	<b>Resource Room-Pri</b>	<b>Mr. G Chakraborty</b> Mr Gopal Soren Mrs NiyatiDey Mr.H.L. Mandal	
71.	<b>RTE</b>	<b>Mr B Patra</b> Mrs. Dolon Dutta Mr. N. Ram Ms. Shubha Mr S N Majhi	1.To supervise admissions under RTE. 2.To check proper reimbursement of money under RTE. 3.To monitor their studies and help any other special requirement under educating parents for their continuous study. 4. Any other related work assigned by the Principal.
72.	<b>RTI</b>	<b>Principal</b> Mr R Nimai Mr S Das Mr U P Bhakat	1.To maintain a record regarding the applications received. 2.To instruct the concern record holder to reply within the time limits and maintain the file. 3.Any other related work assigned by the principal.
73.	<b>Science Exhibition</b>	<b>Mr C N Jha</b> Mr. R.K. Pandit Mrs. S Murmu	1.To held school level science exhibition and motivate the students to win prizes. 2. Any other related work assigned by the principal.
74.	<b>Scout &amp; Guide-Sec</b>	<b>Mr. G D Gupta</b> <b>Mrs S Murmu</b> <b>Mrs D Dutta</b> Mrs. Usha Pandey Mrs Sarita Giri Mr Gopal Soren Mrs Niyati Dey Mr H L Mandal	

75.	<b>Security</b>	<b>Mr. N. Ram (I/C)</b> Mr M M De Mr P Maji Mr. H L Mandal	1.To maintain a record of security personals deployed by the agency. 2.To give an outlay of security required for the campus to the agency and supervise the work done by the security personals. 3.Any lapse in the system should be informed to the agency to rectify it immediately. 4.Any other related work assigned by the principal.
76.	<b>Social Science Exhibition</b>	<b>Mr S K Singh</b> <b>Mrs. Rafat Parween</b> <b>Mr A K Pandey</b>	1.To held school level social science exhibition and motivate the students to win prizes. 2. Any other related work assigned by the principal.
77.	<b>Social Science Club</b>	Mr R Nimai Mr S K Singh Mr A K Pandey Mrs. Rafat Perween	1.To prepare a plan to create atmosphere in Vidyalaya related to Social Science activities. 2.To prepare the students for participating in external & internal competitions. 3.To prepare all magazine class wise. 4.To organize at least two competitions/ seminars/ programmes etc. based on subject. 5.To organize Social Science Exhibition at Vidyalaya Cluster, regional & national level and try to achieve remarkable achievements in the exhibitions. 6.To guide the students to prepare articles to publish in magazine and newspapers. 7.To guide children to prepare projects, models and activities which may lead to appreciation of aesthetic values, appreciation of Indian art, craft, values etc. 8. Any other related work assigned by the principal.
78.	<b>Star Class Pri</b>	<b>Mrs Leena De</b> Mrs RatnaBasu Mrs.Poonam Yadav	1.To promote self governance, aesthetics, creativity and sense of belongingness to the class. 2.To provide charts, reports and board pins for proper display in class display board. 3.To arrange for assessment of the best maintained class once in a month and provide rolling shields to the concerned class.
79.	<b>Star Class Sec</b>	<b>Mr. N. Ram</b> Mrs Anita Singh Mrs S Murmu	4.To keep a separate record so that annual performance may be assessed and Star Classes (Primary and Secondary) will be awarded suitably. 5. Any other related work assigned by the principal.
80.	<b>Student Exchange Programme</b>	<b>Mr A K Partihar</b> Ms. Shubha	1.To do the required work in time. 2. Any other related work assigned by the principal.
81.	<b>Students Achievements</b>	<b>Mr N Kar</b> Mr N Ram Mrs S Sahoo	1.To keep a record of students achievements. 2.To upload the same on school website. 3. Any other related work assigned by the principal.
82.	<b>Students ID card</b>	<b>Mr. N Kar</b> <b>Mrs Anita Singh</b> <b>MsKomal Yadav</b> <b>Mr S Das</b>	1.To do the required process/ tender to issue ID cards to students. 2.To ensure timely distribution of Id cards to students. 3. Any other related work assigned by the principal.
83.	<b>Sub – Conv SST</b>	<b>Mr. R.Nimai</b>	1.To analyze the performance of students & prepare further course of action plan for better improvement of students in academic performance.
84.	<b>Sub – Conv Eng</b>	<b>Ms. S. Ishaque</b>	2.To check class wise monthly academic performance analysis & discuss for future course of action. 3.To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay. Prepare the report on last working day of every month & submit it to Principal.
85.	<b>Sub – Conv Hindi/ Skt</b>	<b>Mr. N. Ram</b>	4.To put a vigil on class wise progress of subject/ lesson. 5.To highlight the importance of the subject amongst the students and create interest in subject.
86.	<b>Sub – Conv Maths</b>	<b>Mr. B Patra</b>	6. To discuss difficult topics on rotation by faculty members. 7. To discuss the Model question papers, including model answers, marking schemes, preparation of projects and conduct of experiments etc.
87.	<b>Sub – Conv Science</b>	<b>Mr. C.N. Jha</b>	8.To discuss the activities/ worksheets/ plan extra classes etc as per the split up of syllabus and coverage of lessons. 9.To use the computers/ LCD etc to make the lessons interesting.

88.	<b>TAL &amp; CAL/ ICT</b>	<b>Mrs. Nandini Das</b>	<b>10.To produce activity/ TLM materials and to use them for teaching purpose effectively. 11. Any other related work assigned by the principal.</b>
89.	<b>Primary</b>	<b>Mrs. D. Dutta, HM</b> Mrs. U. Pandey	
90.	<b>SUPW &amp; Audio Visual Aids (Other than computer related A/V items)</b>	<b>Mr N Kar</b> Mr. P. Maji Mr S N Majhi Mr Gopal Soren	1.Prepare plan for the SUPW training in various fields as per KVS directions. 2.To help in organizing exhibitions at Vidyalaya level by Science and SST dept. 3.Decoration of Vidyalaya should be maintained inside as well as outside of the Vidyalaya. 4.Maintenance of Vidyalaya electrical, P.A. System, water connections, repair of water coolers, purifiers, Audio vised devices, etc. 5. Any other related work assigned by the principal.
91.	<b>Teaching Aids</b>	<b>Mr. N. Kar</b> Mr S K Singh Mr H L Mandal Mrs U Pandey	1.To classify computer added teaching aids (subject wise/ class wise) and to display the list of available items in e-resource room and in staff room. 2. Any other related work assigned by the principal.
92.	<b>Mission Statement</b>	<b>Mr N Ram</b> Mr G D Gupta Mrs Anita Singh	1. Class room Library 2. Procurement of essential (Net enable Computer, Book Racks, Printers etc.
93.	<b>Time Table( Pry)</b>	<b>Mr H L Mandal</b> Mrs. R. Vinayak Mrs S Giri	1.Time – table In charge & Asst. In charge will frame the time-tables as per KVS rules. 2.To make arrangement for the teacher on leave and on duty. 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. 4.To ensure the ringing of bell in time. 5. Any other related work assigned by the principal.
94.	<b>Time Table (Sec)</b>	<b>Mr C N Jha I/C</b> Mr B Patra Mr G D Gupta Mr S K Singh Mrs S Sahoo	
95.	<b>Vidyalaya Patrika</b>	<b>Mr N Ram</b> Dr. (Mrs) Anita singh Mrs S Ishaque Mrs Dolon Dutta Mrs. Niyati Dey Mr. Abhinav Rajput	1.To encourage the students to write articles on different topics and collect the articles. 2.To edit all the articles written by the students. 3.To make arrangements to compile the articles language wise and to select the articles on certain parameters as decided by the committee. 4.To complete all administrative formalities for printing the magazines. 5.To collect messages from authorities. 6. Any other related work assigned by the principal.
96.	<b>Website</b>	<b>Mr. N. Kar I/C</b> Mrs. Nandini Das Mrs Anita Kr Buru	1.To update website weekly (The data should be collected from all the Department heads, CCA coordinator) Examination (External & Internal) Office etc. 2.To check KVS (RO) and KVS (HQ) website every day and to download circulars etc. 3. Any other related work assigned by the principal.

97.	<b>PURCHASE AND CONDEMNATION COMMITTEE</b>	<b>Mr S K Singh</b> Mr G D Gupta Mrs Dolon Dutta Mr. H L Mandal Mr P Kumar Mr S Das Mr R R P Rao	1.To call for quotations for all the items required in the month of April/ May every year. 2.To follow the rules and regulations of KVS for the purchase of the materials. 3.To prepare a consolidated condemnation report for every session before the VMC Meeting ad to get it approved. 4.Purchases for the different depts.. to be done in the school as per requirements. 5. different depts.. to be done in the school as per requirements.
98.	<b>OUTSIDE EXAMINATION (IGNOU &amp; OTHERS)</b>	<b>Mr R Nimai, PGT</b> Mr P Kumar, ASO Mr R R P Rao	

**NOTES:-**

1. All the In – charge, Asst. In – charges and members of the various departments/ committees are requested to prepare a complete action plan in duplicate for the session 2018-19 as per the guidelines and submit a copy to the principal for monitoring 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. If necessary, they can contact the 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 – charge of the concerned 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/ committees are hereby instructed to complete the stock verification for ht session on or before 31<sup>st</sup> March every year and prepare the lists for purchasing/ procuring the required materials for the next session. List of materials for condemnation, if any, should also be prepared on or before 31<sup>st</sup> March, list must be handed over to undersigned for necessary action on or before 25<sup>th</sup> April 2018.
6. Please put in your best efforts to complete all the responsibilities in time and in a creative and effective manner.
7. Please use your talent for the betterment of the Vidyalaya in general and students in particular.

**PRINCIPAL**

## **KENDRIYA VIDYALAYA NO 2, KHARAGPUR**

### **DUTIES AND RESPONSIBILITY OF THE CLASS TEACHERS/ SUBJECT TEACHERS SESSION 2018-19**

DATE:

1. Please check the cleanliness of the class room. Not a single paper piece should be seen inside the class room thrown 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 teachers should instruct the students to use it properly.
3. All students should be made to sit according to their heights in an ascending order from front and middle area 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 on time. The syllabus for CCE first term should be completed by mid August and of second term by mid February and for Class XII should be completed by October 2018. Students may be called for extra classes to complete the syllabus on time if necessary with proper intimation and permission from the Principal.
6. Revision plan will be prepared in the month of December 2018 for classes X and XII and for others in the month of January 2019. First round revision for all classes X and XII will be completed by January 2019 and for others by February 2019. Second round revision will commence from February 2019 onwards for classes X and XII and it will be completed by 15<sup>th</sup> 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, same must be informed to his/ her parents immediately.
8. Name of the topic/ chapter must be written on blank board before start of the lesson/ unit/ topic.
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 positive suggestions and remarks instead of negative/ discouraging remarks.

**PRINCIPAL**

