

COMMITTEES FOR THE SESSION 2017 – 18
DUTY CHART w.e.f. 25.04.2017 to 31.03.2018

No	PARTICULARS	COMMITTEE MEMBERS	DUTIES ASSIGNED
	Admission	1.Mr.B.K. Roy TGT(Hin) 2.Mr.Bhawesh Kumar PRT 3.Smt. Smita Kumari PRT	1.To communicate the revised Admission Guidelines to the Parents and Teachers. 2. To follow the admission procedure strictly as per KVS rules with a DEMOCRATIC way and proper transparency. 3. Be vigilant while admitting any student by verifying all required documents as per the category applied for. 4. To follow the RTE act 2010 in the Admission process.
	Examination Primary, Secondary, Internal and External	1. Mr.G. K. Jha TGT(Skt.) I/c 2.Mr.Suraj Kumar,TGT(PH&E) 3 Smt. Umme Salma, PRT	1. To prepare the exam time table for cycle test (FAs and SAs) under CCE as per the KVS planner 2015-16. 2. Arrangement of the question papers in advance with proper vigilant attitude. 3. To keep all Question papers (Confidential materials) in the safe custody and be vigilant and open the particular packet before at least two teachers for witness. 4. To arrange the seating plan likewise CBSE pattern. 5. To arrange the invigilation duties without any discrepancy.6. To conduct the internal exam smoothly and to prevent the mal-practice by deputing flying squid. 6. To follow the instructions and guidelines of CBSE strictly. 7. To communicate the latest and relevant information regarding CBSE circulars to the students and teachers to avoid any discrepancy. 8. To complete all important works timely to be sent to CBSE such as Registration of class IX and XI, Examination forms, Teacher's information for CBSE duty etc.
	C.C.A Primary & Secondary	1. Mr.B.K. Roy TGT(Hin.) 2. Smt. R.D. Biswal TGT(Music)	To conduct CCA as per given schedule.House master must check that students will participate only in 3 activities. They must keep record.

	3. House Masters	
Cleanliness, Sanitation & Water Supply & watch & ward	<ol style="list-style-type: none"> 1.Mr. Bhavesh Kumar PRT 2.Smt. Umme Salma PRT 3. Miss. Nidhi Kumari PRT 4. Smt. R.D. Biswal TGT(Music) 	<ol style="list-style-type: none"> 1. Allot outsourcing in different places and toilet to clean. Maintainance of water supply,tank,tape,water coolers is needed. Report to Principal everyday. 2. To check the attendance and handing over taking over of guard. Instruct and guide for better safety and security of children.
A.V.Aids	<ol style="list-style-type: none"> 1.Mr.D.K. Nirmal TGT(Sc.) 2.Smt. Smita Kumari 	Requirment of A.V.Aids asper advance technology Issue and keep record as per teachers need.
C.M.P	<ol style="list-style-type: none"> 1.Smt. Smita Kumari 2.Mr. Bhavesh Kumar PRT 3. Smt. Umme Salma PRT 4.Miss. Khoosbu Kumari, PRT 	To call meeting every Saturday to enrich and strengthen primary education.To keep record and present before Principal whenever asked.
Adventure Club & Excursion	<ol style="list-style-type: none"> 1. Smt. Umme Salma PRT 2. Mr. B. K. Roy 3. Smt. Smita Kumari 	<ol style="list-style-type: none"> 1.To locate safe and interesting areas for tours. 2. To arrange for safe transportation for the trip (preference to be given to govt. bodies) 3. To organize tours as per KVS Planner. 4. To prepare tour reports along with photographs.
Display Board	<ol style="list-style-type: none"> 1.House Master 	<p>To change display board occasionally.</p> <p>House master and Captain are also equally responsible to change the Board.</p>
Personal hygiene, Health check-up & First Aids	<ol style="list-style-type: none"> 1. Smt. R. D. Biswal 2. Smt. Umme Salma PRT 3. Miss. Khoosbu Kumari 	<p>To check uniform, hair,nail tiffin once in a week.</p> <p>To make arrangement for Medical check -up.</p>
Furniture	<ol style="list-style-type: none"> 1. Mr.A.P. Sharma 2. Smt. Neema Kumari 3. Smt. Umme Salma 	<ol style="list-style-type: none"> 1.To prepare the list of furniture required in the classrooms/other deptts. from time to time. 2.To ensure that the seating arrangement is proper and convenient according to their heights and teaching learning process. 3.To intimate Principal about the requirements and contact the carpenter from time to time.

Grievance Cell	<ol style="list-style-type: none"> 1. Smt. Smita Kumari 2. Smt. Neema Kumari 3. TGT-Eng. 	<ol style="list-style-type: none"> 1.To Help- the administration to Solve the genuine grievances of the staff. 2.To maintain the records of grievances received and reply given. 3. Address the problem of female members of staff . 4. Any other relevant issues.
Guidance & Counseling	<ol style="list-style-type: none"> 1. Mr.D.K. Nirmal 2. Smt. Neema Kumari 3. TGT-Maths 	<ol style="list-style-type: none"> 1.To remain in contact with the employment exchange and to invite experts to guide the students to choose their career accordingly. 2.To identify the students to select their stream according to their interest, potential and resources, 3.To involve the parents to help their wards to select proper stream. 4. To support the students at vidyalaya level whichever they may require. 5. To help the students to appear various career enhancing exams, i.e., IIT, FITJEE, NTSE, KVPY, SAT&AP and so on.
Library Advisory Committee	<ol style="list-style-type: none"> 1. Smt. Neema Kumari, Lib. 2. Mr. B.K. Roy 3. Mr.A.P. Sharma 4. Smt. Smita Kumari 	<p>To conduct meeting time to time to purchase books bilingual and 50% for primary Section.</p> <p>To prepare book review and present in morning assembly.</p>
Local Purchase Committee	<ol style="list-style-type: none"> 1. Mr.A.P. Sharma 2. Mr.D.K. Nirmal 3. Mr. Bhavesh Kumar 	<ol style="list-style-type: none"> 1.To contribute in purchase process as per tenders and quotations. 2.To follows the instructions of vmc/vpac. 3.To ensure the quality and lowest Rates of supply of items purchased from different firms and put signature on the bill after physical verification of items. 4. To ensure that the items are entered in the stock registers by the concerned stock holder. 5. To purchase things by local survey or by quotation with good quality. 6. Always follow the rule of purchase and procedure.

Maintenance & Repair	<ol style="list-style-type: none"> 1. Mr. Suraj Kumar 2. Smt. R.D. Biswal 3. Smt. Umme Salma 	<ol style="list-style-type: none"> 1. To identify the areas to be repaired. 2. To get the requisition from all the deptt. Holders and class teachers regarding repair. 3. To ensure that the students and all staff members utilize the available resources carefully. 4. To be in regular contact with MES and other departments. 5. To vigilantly monitor all M & R Works.
Maths Olympiad	<ol style="list-style-type: none"> 1. TGT-Maths 2. Mr. Bhavesh Kumar 	<ol style="list-style-type: none"> 1. To conduct test as per date given. 2. To keep record of students.
ECO Club	<ol style="list-style-type: none"> 1. Smt. Neema Kumari 2. Mr. D.K. Nirmal 	To develop a space for Eco Club in vidyalaya.To organize activity and encourage children to paticipate.
P.A.System	<ol style="list-style-type: none"> 1. Mr.Suraj Kumar 2. Smt. Smita Kumari 	<ol style="list-style-type: none"> 1. To maintain the equipment and keep them active well in advance. 2. To keep alternate arrangement ready during electricity failure. 3. To keep a fixed team of volunteers everyday for morning assembly and other Vidyalaya functions.
Parent-Teacher Meeting Primary	<ol style="list-style-type: none"> 1. Mr.G.K. Jha 2. TGT Maths 3. Smt. Soni Kumari 	To fix date & agenda for meeting. Inform student in writing. Arrange a place for meeting. Keep a attendance register of parents.
Parent-Teacher Meeting Secondary	<ol style="list-style-type: none"> 1. Mr. Bhavesh Kumar 2. PRT-3 	To fix date & agenda for meeting. Inform student in writing. Arrange a place for meeting. Keep a attendance register of parents.
Photography	<ol style="list-style-type: none"> 1. Mr.Suraj Kumar 2. Smt. Smita Kumari 	To take photograph or vidiography of different activity, programme, celebration.To take hard co of selected photos.display in board and upload in website.
Vidyalaya Patrika & News Letter	<ol style="list-style-type: none"> 1. Mr.B.K. Roy 2. Mr. G.K. Jha 3. Smt. Neema Kumari 4. Smt. Smita Kumari 	<ol style="list-style-type: none"> 1. To publish.V. Patrika once in a year.Encourage student to write,compose draw for V. Patrika.

		<ol style="list-style-type: none"> 2. Primary section can be helped by teachers to write poem and small stories for News Letter..
Raj Bhasha	<ol style="list-style-type: none"> 1. Mr.B.K. Roy 2. Mr.G.K. Jha 3. Mr. Bhavesh Kumar 	<ol style="list-style-type: none"> 1. To organize the monthly meeting in order to promote Raj Bhasa in the school 2. To promote the correspondence in Hindi 3. To Develop hindi rajbhasa corner and language club 4. To encourage the student for Expressing their views in Hindi too
Scout & Guide	<ol style="list-style-type: none"> 1. Mr.G.K. Jha 2. Mr. B.K. Roy 3. Mr. Bhavesh Kumar 4. Smt. Smita Kumari 	<ol style="list-style-type: none"> 1. To enroll capable and interested students. 2. To plan and organize the Scout & Guide programme as per KVS planner. 3. To prepare students for the Vidyalaya as well as Scout Programme., 4. To be in touch with District/State/National/World/KV State Scout & Guide Organization. 5. To upload Scout & Guide activities in the Vidyalaya website. 6. To maintain report along with photographs.
Time Table & Arrangement	<ol style="list-style-type: none"> 1. Mr.G.K. Jha 2. Mr.Bhavesh Kumar 3. TGT-Eng 	<ol style="list-style-type: none"> 1. To allot the periods to the PGTs/TGTs/Misc/Contract. Teachers as per the KVS rule with full transparency, consultation of committee members and with prior intimation to the Principal. 2. To communicate the time – table to all teachers & students well in advance. 3. To arrange the periods for the teachers on leave/OD well in advance with proper communication to arrangement teachers. 4. To prepare the time – table for Remedial classes and Special classes for the students of class XII.
Adolescence Education NAEP	<ol style="list-style-type: none"> 1. Smt. Neema Kumari 2. Mr.D.K. Nirmal 	<ol style="list-style-type: none"> 1. To organize seminars,workshops, lectures. 2. To invite experts. 3. To keep in touch with the local wing . 4. To organize competition and awareness programs.

		<ol style="list-style-type: none"> 5. To organize seminars, workshops, lectures. 6. To invite experts. 7. To keep in touch with the local wing of NAEP 8. To organize competition and awareness programs.
Discipline	<ol style="list-style-type: none"> 1. Mr.Suraj Kumar 2. Smt. Neema Kumari 3. Smt. Umme Salma 	<ol style="list-style-type: none"> 1.To identify the problematic student and enlist them for further reference in the discipline committee meetings. 2.To find the various reasons of in disciplinary activities along with thw detail of family background and psychological study in the written form. 3. To watch the unwanted activities of every student with fully vigilant during school hours and report to principal (if any) 4. To avoid any type of corporal punishment, scolding, and rough treatment instead of counseling along with parents of the students and committee members.
Computer Lab & Website update committee	<ol style="list-style-type: none"> 1. Mr D.K. Nirmal TGT(Sc.) 2. Mr B. S. Rahul (CI) 3. Mr. Bhavesh Kumar 	<ol style="list-style-type: none"> 1.To update the website every fortnight. 2. To make entry of every details.(photographs regularly. 3.To update enrolment position every month. 4. To make entry of CMP details regularly. 5. Maintain comp lab. Connect with broadband. Take students for practical.
Alumni Association	<ol style="list-style-type: none"> 1. Mr.G.K. Jha 2. Mr.B.K. Roy 	<ol style="list-style-type: none"> 1.To keep a record of ex-students in terms of their current career and position and also upload the necessary information in in the Vidyalaya Website in the achievement portal. 2. To organize Alumni meeting a befitting mann by inviting all ex-students once in a year. 3. To prepare the report of Alumni meet along with photographs. 4. To be in the contact of ex-student.
Student Council	<ol style="list-style-type: none"> 1. Mr. B. K. Roy 2. Mr. Suraj Kumar 	<ol style="list-style-type: none"> 1. To execute students council for every year.

	3. Smt.R.D. Biswal	2. To allot duty to students in their respective field.
Social Science Exhibition	1. Mr.A.P.Sharma 2. Mr.B.K. Roy 3. Smt. R.D. Biswal 4. TGT-Eng	1. To conduct the Programme as per instruction KVS.
Science Exhibition	1. Mr.D.K. Nirmal 2. Mr.Bhavesh Kumar 3. TGT Maths	1. To conduct the Programme as per instruction KVS.
Subject Committee	1. Mr. B.K. Roy(Hin. & Skt) 2. Mr. A.P. Sharma(S.Sc. & Eng) 3. Mr.D.K.Nirmal (Science) 4. TGT-Maths (Maths)	1. To call meeting on last day of the month or whenever it is necessary. 2. To prepare question paper and moderate. 3. To recheck the evaluated answer script if necessary.
RTE	1.. Mr.Bhavesh Kumar 2. Smt. Smita	1. To keep the knowledge of RTE as per declaration of Gazette of India. 2. To provide the opportunity for admission under RTE Act 2010 and as per KVS new admission guidelines. 3. To be vigilant during admission process by verifying the relevant and required documents also keeping in mind social justice.
Disaster Management	1. Mr.A.P. Sharma 2. Mr. D.K. Nirmal 3. Miss Nidhi Kumari	1.To identify the sensitive points of mishaps in vidyalaya and to report immediately to the Principal for necessary action. Eg. Electrical points, snake prone area, damaged area of school building, weak trees etc. 2. To be in contact with the district disaster management committee & state fire station. 3. To organize mock drill, seminars and workshops for students and teachers.

All teaching staff is hereby instructed to follow the assigned duties strictly mentioned above with an attitude of **TEAM WORK** and share your experience for the betterment of the Vidyalaya for its over- all development.

Every teacher is also requested to come forward with a Positive attitude to enhance the students so as to make them a resourceful citizen of the country as per the need of Society.

(A. M. KERKETTA)
PRINCIPAL

ADM, Araria
Cum
Chairman Nominee, VMC
Kendriya Vidyalaya, Araria