**KENDRIYA VIDYALAYA AMBARNATH (Ind SHIFT)**

**ANNUAL DUTY LIST SESSION 2019-2020**

Please note for compliance duties assigned in different spheres of vidyalaya activities for the academic session 2019-2020. Discuss the same with your committee members and prepare annual plan for effective implementation and creditable performance of the same. All the members of this committee will actively contribute their best.

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| **S.No** | **Name of committee** | **Functions & Responsibilities /Duties** | **Secondary Section** | **Primary Section** |
| 1 | Academic Council/ Academic Planning Vidyalaya Plan etc. | All academic matters including Subject Committee meetings, Staff meetings, Remedial Classes Any other related work | 1.MR S. RAJENDRAN  (I/C)  2.MRS. A,GIRIJA,  3.MRS MEENAKSHI MAZUMDAR  4.Mr BP Mishra | 1. Sh.RN Chaubay HM (I/C)  2. Mrs SuleshTripathi  3. Mr. OP Singh  4. Ms Rekha Vashishth |
| 2 | Discipline Committee | To check uniforms / trimming of nails/ hair cut/ polish of shoes/ late comers during morning assembly.  Formation of lines and the movement of students in lines during periods and also at the end of the school.  To supervise overall discipline of the students&Suitable action on earring students  Any other related work. | 1. MRS MEENAKSHI MAZUMDAR, (I/C)  2. Mrs. SOMA PATHAK  3. MR. D P VERMA  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PET  5.Mr.Pradeep Ingle  6.MRS.MAYA DEVI  7**.All teachers** | 1.Sh.RN Chaubay HM (I/C)  2.Mr.OP Singh  3.Mrs. SS Singh  4.Mr T Ram  5.Mr PK Singh  6.Mrs Parvati Tayde  7.All Teachers |
| 3 | Admission and Enrolment position | To check/scrutinize the admission forms and complete all admission related work.  To maintain admission related records, TC uploading  To prepare monthly enrolment position  Any other related work | 1. Mrs. A Girija,  (I/C)  2. Mrs. Soma Pathak  3. Mr.\_\_\_\_\_\_\_\_\_\_\_ TGT Maths  4. Mrs.SUMEETEE SINHA | 1. Sh. RN Chaubey HM  2. Mr.S.Ram (I/C)  3. Mr RJ SINGH  4. Mrs Kanchan D Kumar |
| 4 | Co-Curricular Activities  Functions & Celebrations Students Council  Morning Assembly | To prepare calendar of events and conduct the CCA competitions as per the plan.  To celebrate all the national festivals /weeks and other important days.  To maintain CCA result register with House wise positions.  To arrange prizes & certificates for winners etc.  To organize all cultural activities of the school on different occasions.  To co-ordinate with other teachers for training, practice, rehearsals etc.  To conduct morning assembly in a serious and befitting manner. Adequate training should be given to the participating children well in advance.  Any other related work. | 1.MRS. SOMA PATHAK (I/C)  2.MRS SUMEETEE SINHA,  3.MRS. MANISHA KANDALKAR,  4.Mrs.Shubhra Sood | 1. Mrs.SULESH TRIPATHI (I/C)  2. Mrs.ISHA SINGH |
| 5 | Time Table Committee / Arrangement/Co-ordination of contractual Teachers | To frame& distributethe timetable.  To make substitute arrangementsfor teachers who are on leave/duty.  To keep records of contractual teachers & to prepare & verify the claims of contractual teachers for payment, as per KVS norms  Any other related work | 1.MRS. SHIPRA GUPTA (I/C)  2.MRS. Neelophar Shaikh  3. Ms Kiran Aseri WET  4.MR. NAVNEET, | 1.Mr.O.P. SINGH (I/C)  2. Mrs TULSA BURDE |
| 6 | Examination (CBSE / Internal/ External / Moderation Committee/ Competitive Exam) | To plan & conduct FA/SA/Pre-Board/CBSE exam as per calendar of activities. To prepare result analysis  Any other related work. | ***HOME EXAM-***  1.MR.BP Mishra (I/C)  2.Mr.Deepak Kumar Sharma  3.Mr JP Tiwari  4.Mrs. Shubhra Sood  5.MR DWARIKA PRASAD, SUB STAFF  ***CBSE EXAM-***  1.Ms APARNA DHIRDE (I/C)  2.Mrs.KSHAMA RAUT  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_  4.NAVNEET UBALE | 1.Mr.PK SINGH (I/C)  2.Mr.SK SINGH  3.Mrs Isha SINGH |
| 7 | Computer Lab./Website Maintenance/ICT/E-content/E-class Room/Bio Metric Machine | To Maintain & Update the Website Periodically  Shala Darpan Project//Mapper/All Online Activities  Maintenance of the computer labs and update of the computers.  Purchase of computer peripheries and other materials.  To train the staff and students regularly.  Any other related work. | 1. MS APARNA DHIRDE, (I/C)  2. MRS KSHAMA RAUT  3. MS. KIRAN ASERI (WET) | **News Letter & Shaladarpan**  1.Ms. REKHA VASHISHTH (I/C)  2.Mrs Vaishali Ramteke |
| 8 (a) | Campus Beautification Committee | To ensure beautification of all campus  To plan for the academic year with the involvement of students | 1.Ms.SUMITI SINHA (I/C)  2.Mrs. KIRAN ASERI  3.MR. KIRAN LOHAKARE  4.ALL CLASS TEACHERS  5.ALL SUB STAFF  STAFF NURSE | 1.Mrs SS Singh  2.Mrs Pallavi Gautam  3.Mrs Isha Singh  4.Mr RJ Singh  All Class Teachers |
| 8 (b) | Cleanliness/Sanitation Committee | Checking the cleanliness of the classrooms/ bathrooms, toilets, surroundings etc.  Procurement of cleaning materials.  To monitor the functioning/ proper use of vending machine in girls toilet.  Any other related work. | 1.Mrs Shraddha Pandey (I/C)  2.Mr. Shaikh Hussain  3.Mrs Sumiti Sinha  4.Mrs Archana Saini  5.Mr\_\_\_\_\_\_\_\_\_\_\_\_\_ TGT (Sci)1  6.Mr \_\_\_\_\_\_\_\_\_\_\_\_ PET  7.Mr Vijay Panwar  All Class/Subject teachers | 1.Mr RN Chaubey HM  2.Mr SK Singh (I/C)  3.Mr. T Ram  4.Mrs Kanchan D Kumar  5.Mrs UR Pandey  6.ALL CLASS TEACHERS  7.ALL DEPTT I/C |
| 9 | Publication (Vidyalaya Patrika, Students diary/ Calendar/Wall Magazine/ Newsletter/ Class magazine) | To collect and consolidate/edit articles from students and staff  To go through the proof of all the materials & liaison with the press.  To ensure publication on prescribed time  Any other related work. | 1.Mrs.SOMA PATHAK (I/C)  2.Mr.RAJKUMAR YADAV  3.Ms. DHARITRI  4.Mrs.ARCHANA SAINI  5.Mrs USHA KUMARI | 1.Mrs.KANCHAN D KUMAR (I/C)  2.Mrs.SS SINGH  3.COMPUTER INSTRUCTOR |
| 10 | Career Guidance and Counselling  Value Education | To arrange lectures/seminars for career talk /counselling To maintain one corner & keep record relating to career guidance. Modules based on thoughts of Swami VivekanandAny other related work | 1.Mrs.SHRDDHA PANDEY (I/C)  2.Mrs.SHIPRA R GUPTA  3.Mrs.SOMA PATHAK  4. Mr.KP PANDAY  5.Mrs.ARCHANA SAINI | 1.Mrs.SS Singh (I/C)  2.Ms.REKHA VASHISHTH  3.Mrs.USHA RANI PANDEY |
| 11 | Educational Tour/Excursion  /Transportation | To plan & make all arrangements for excursions & educational tours.  Any other related work.  To procure the rate contract for transportation for the whole year. | 1.Mr.SV LANDGE (I/C)  2.Mr.SK SINHA  3.Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PET  4.Mrs.SUMITI SINHA | 1.Mr.T Ram (I/C)  2.Mrs.Vaishali Ramteke |
| 12 | Scouts and Guides/  Cubs and Bulbuls | To prepare/train the children for various Scouts activities/RajyaPuraskar and other competitions. Effective & systematic functioning of activities as per the APRO of BS&G.To conduct regular Scouts classes/campfire. Any other related work. | 1.Mrs.ARCHANA SAINI (I/C)  2. MS DHARITRI NIRBHAVNE,  3. MRS MAYA DEVI,  4. MR ML BHARTI,  5. MR K P PANDEY,  ALL TRAINED TEACHER | 1.Mr.SK SINGH (I/C) ***CUBS***  2.Mr.S.RAM  3.Mr.PK SINGH  4.Mr.T RAM  1. Mrs.SS SINGH (I/C) ***BULBUL***  2.Ms.REKHA VASHISHTH  3.Ms.VAISHALI RAMTEKE  4.Mrs.USHA RANI PANDEY  5.Mrs.ISHA SINGH  6.TULSA BURDE  ALL TRAINED TEACHER |
| 13 | Local Purchase / condemnation and disposal committee | To assist in purchases for all the departments.  Market survey of articles and items.  Settlement of accounts.  Any other related work. | 1.Mr.RAJENDRAN  2.Mr.Deepak Kumar Sharma  3.Mrs.KSHAMA RAUT  4.Mr.ML BHARTI  5.Mr.KIRAN LOHAKARE  6.MS. KIRAN ASERI  7.Mrs.SUMITI SINHA | 1.Mr.RN Pandey HM  2.Mr.OP SINGH  3.Mr.PK SINGH  4.Mrs.PARVATI TAYDE  5.Mr.S.RAM  ***ALL THE OTHER MEMBERS APPROVED BY VMC TIME TO TIME*** |
| 14 | Clubs | To plan and organize activities like debate, seminars, lectures, extempore, declamations, field visits, etc.  To prepare the children for the related competitions.  Any other related work. | ***AEP / DISHA CLUB-***  1.Mrs.SHRADDHA PANDAY (I/C)  2.Ms.DHARITRI  ***NATURE & SCIENCE CLUB-***  1.Mr.SK SINHA (I/C)  2.Mrs.NILOFER SHAIKH  3. Mrs.NILIMA ATTARDE  4..TGT SCIENCE  ***INTEGRITY CLUB-***  1.Mrs.MEENAKSHI MAZUMDAR (I/C)  2.Mrs.MAYA DEVI  3.Mr.ML BHARTI  ***LANGUAGE CLUB-***  1.Mr Rajkumar Yadav (I/C)  2.Mrs.SOMA PATHAK  ALL TGT (Eng,Hin AND Skt)  ***MATHEMATICS CLUB***  1.Mr.BP MISHRA (I/C)  2.Mr.PB INGLE  3.Mrs.MANISHA  4.Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***LANGUAGE CLUB***-  ***(ENGLISH)***  1.Mrs.PUSHPA SHUKLA (I/C)  2.Mr.OP SINGH  3.MR.SK SINGH  4.Mrs.ISHA SINGH  ***(HINDI)***  1.Mrs.PARVATI TAYDE (I/C)  2.Mrs.USHA RANI PANDEY  ***MATHEMATICS CLUB***  1.Mrs.Sulesh Tripathi (I/C)  2.Mrs.PUSHPA SHUKLA  3.Mr.PK SINGH  4.Mr.T RAM  ***ECO/ BEAUTIFICATION /EVS /NATURE CLUB***  1.Mr.SK SINGH (I/C)  2.Mr.T RAM  3.Mr. S RAM  4.Mrs VAISHALI RAMTEKE |
| 15 | Library Committee/ Reader’s Club/Class library | Procurement of magazines, periodicals, newspapers, TB, reference books, floppy, CDs, as per the need of the staff and students.  To maintain the periodicals and get them bound for future reference.  To have newspaper cuttings of important articles and prepare scrap books.  To guide children in writing the summary of the booksread by them, prepare scrapbooks.  To make arrangement for TAL use and to keep a record of computer use.  Any other related work. | 1.Mr.Kiran Lohakare (I/C)  2.Mr.Rajkumar Yadav  3.Mr.KP PANDEY | 1.Mrs.SS SINGH (I/C)  2.Mrs.USHA RANI PANDEY  3.Mrs.TULSA BURDE |
| 16 | Escorting Duty and CCL | To prepare a duty list for all escorting duties in the session and to monitor the justified use of Child Care Leave by female employees | 1.Mr.BP MISHRA (I/C)MALE  2.Mrs.A Girija (I/C) FEMALE |  |
| 17 | Preparation and compilation of CS-54 | Checking of fees on monthly basis and reconciling it with UBI Portal  Verification of students on UBI Portal  Bank in coordination with class teachers and office | 1.Mrs.KSHAMA RAUT (I/C)  2.Mrs NILOFER SHAIKH  3.Mr.PB Ingle | 1.Ms.REKHA VASHISHTH (I/C)  2.Mr.PK SINGH |
| 18 | Mathematics Olympiad/Maths Week | Toconduct the programme as per KVS guidelinesAny other related work. | 1.Mr.Rajendran (I/C)  2.Mr.PB Ingle  3.Mrs. Manisha Kandalkar  4.Mr.\_\_\_\_\_\_\_\_\_TGT Maths | 1.Mr.PK SINGH  2.Mrs. Sulesh Tripathi  3.Mrs.PUSHPA SHUKLA |
| 19 | M & R Works | To look after M & R works in the Vidyalaya and staff quarters  To obtain estimates for special repair and construction from the authorized govt. const. agency | **Vidyalaya**  1.Mr.RAJENDRAN (I/C)  2.Mr SK Sinha  3.Ms Kiran Aseri  4.Mr. Kiran Lohakare  5. Mr.T RAM | **Staff Quarters**  1. Mr DK Sharma (I/C)  2.Mr Devanand Khade  3.Mr.Chandan  4.Mr.Mahipal  5.Mr.VIJAY PAWAR |
| 20 | Games and Sports/ Yoga Education | To train the students for KVS and outside competitions.  To conduct Inter house sports competitions/ Sports Day  To procure sports equipment as per the need.   Any other related work. | 1.Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PET (I/C)  2.GAMES COACH  3. YOGA TEACHER | 1.Mr. T RAM (I/C)  2.Mrs.TULSA BURDE |
| 21 | Water/Water Coolers/Fire Fighting Equipments | To initiate purchase of water cooler/ firefighting equipment and its proper maintenance as per norms | 1.Mr.SV LANDGE (I/C)  2.Mrs. Kiran Aseri  3.Mr.BANDHU DALVI |  |
| 22 | Furniture /Fixtures/Seating arrangements | Procurement and distribution of items, arrangements are to be taken up, record of condemned goods  Arrangement of furniture in the different events in the vidyalaya like Exams, Imp Celebrations, PTM, workshops, sports or other meet or any other gatherings.  Any other related work. | 1.Mr.RAJKUMAR YADAV (I/C)  2.Mr.Shaikh Hussain  3.Mr.PB Ingle  4.Mr.ML Bharti  5.Ms. KIRAN LOHAKARE  6.Mr.MA KHADE | 1.Mr.SK SINGH  2.Mrs.PALLAVI GAUTAM |
| 23 | **Internal Complaints Committee/** (Grievance Redressal Cell / Protection of Child rights) | To sort out grievances of staff and students/parents if arises.  To ensure that no corporal punishment is given to any of the child. | 1.Mrs.A.Girija (I/C)  2.Mrs.Neelofer Shaikh  3.Mrs.SOMA PATHAK  4.Mr.P.B. INGLE  5.Mrs Usha Kumari  6.Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_ PET | 1.Sh.RN Chaubay HM (I/C)  2.Mrs SULESH TRIPATHI  3.Mrs PARVATI TAYDE  4.Mr.S RAM  5. |
| 24 | Audio Visual Aids/TLM | Purchase and maintenance of audio visual aids To hold the stock of teaching aids and issue to teachers who need for their teaching. Procurement of monthly TLM by rotation among PRTs Any other related work | 1.Mrs.NILOFER SHAIKH (I/C)  2.Ms Kiran Aseri  3.Mr \_\_\_\_\_\_\_\_\_\_\_\_\_ TGT (Sci)2 | 1. Mrs.SULESH TRIPATHI (I/C)  2.Mrs.PUSHPA SHUKLA  3.Mr. T RAM |
| 25 | Photography | To keep records ofphotos event wise in separate folders.  To take print outs of selected photos for display boards.  To hand over selected photos to Comp I/C for website  To maintain vidyalaya photo album | 1.Mr.SK SINHA (I/C)  2. Mrs.SUMITI SINHA | 1.Mr.PK SINGH (I/C)  2.Ms.REKHA VASHISHTH |
| 26 | Supervision of Watch and Ward and House Keeping | To supervise cleanliness of Vidyalaya on day to day basis  Daily Monitoring of outsource work  Maintenance of daily attendance of outsourced manpower (Security, Conservancy and others) | 1.Mr.SV LANDGE (I/C)  2.Mr Shaikh Hussain  3.Mr.BIRBAL RAM  4.Mrs.KIRAN ASERI  5.Mrs.SUMITI SINHA  6.Mr.Navneet Ubale | 1.Mr RN Chaubey (HM)  2.Mr.SK Singh  3.Mr.T Ram |
| 27 | Rajbhasha Committee/ Hindi Pakhwara/ Sanskrit week Celebration | To prepare the students for KVS/outside competitions.  To conduct/attend Rajbhasha committee meetings and to send the reports to KVS Regional Office  Hindi week/fortnight celebrations.  To see the implementation of Hindi  Any other related work. | 1.Mr Rajkumar Yadav (I/C)  2.Mrs ARCHANA SAINI  3.Mrs.SHUBHRA SOOD | 1.Mrs.SS SINGH (I/C)  2.Mrs.SULESH TRIPATHI |
| 28 | PTA &PTM | Toconduct PTA meetings as per KVS guidelines and to keep record of themeetings | 1.Mr.BP Mishra (I/C)  2.MrsSOMA PATHAK  3.Mrs.SHIPRA R GUPTA  4.Mrs DHARITRI | 1.HM (I/C)  2.Mrs SS Singh  3.Mrs.TULSA BURDE |
| 29 | EQUIP/  CMP | To ensure that EQUIP/CMP is implemented in all earnestness for the benefit of students.  To prepare reports of strengthening of upper primary/ primary education and send them to RO.  Any other related work. | 1.Mr.KP PANDEY (I/C)  2.Mrs Archana Saini  3.Mr. \_\_\_\_\_\_\_\_\_\_\_ TGT(Sci)2 | 1.Mrs.SULESH TRIPATHI (I/C)  2.Mr.OP SINGH  3.Mrs.PUSHPA SHUKLA |
| 30 | Resource Room/ Activity Room | To procure all required articles for resource room.  To ensure the optimal use of resource room and keep the room ready.  Any other related work |  | 1.Mrs.Pallavi Gautam (I/C)  2.Mrs Pushpa Shukla |
| 31 | PA System&Electrical Complaints | To arrange for PA system for morning assembly and other activities well in advance.Any other related work. | 1.Ms. KIRAN ASERI (I/C)  2.Mr.NAVNEET UBALE | 1.Mr.PK SINGH (I/C)  2.Mrs. ISHA SINGH |
| 32 | Social Science Exhibition/ Youth Parliament | To encourage children, To plan, prepare and select projects for the exhibitions. Any other related work | 1.Mrs.MINAKSHI MAZUMDAR (I/C)  2.Mr.Rajkumar Yadav  3.Mrs MAYA DEVI  4.Mr.ML BHARTI  5.Mr.KP PANDEY |  |
| 33 | Jr. Science Lab./Science Exhibitions/Inspire Award/NCSC/ Science Olympiads | To encourage children,  To plan, prepare and select projects for the exhibitions.  Any other related work | 1.Mr.SV LANDGE (I/C)  2.Mrs NILIMA ATTARDE  3.TGT SCIENCE |  |
| 34 | Subject Committees (Incharges) | To conduct subject committee meeting on the last working day of every month and submit the report for discussion.  To discuss coverage of syllabus, projects, home assignments  To plan demonstration lessons To scrutinize UT/HE/SE question papers  Any other related academic work | HINDI-Mr.T JAISWAR  ENG-Mrs SOMA PATHAK  MATHS- Mr.BP MISHRA  SOCIAL SCI.- Mrs MINAKSHI MAZUMDAR  SCIENCE-Mrs.NILOFER SHAIKH |  |
| 35 | Medical Check Up / First Aid | To procure/arrange/ maintain the stock of First Aid materials and keep ready  To use in emergency.Any other related work. | 1.Mr.SK SINHA (I/C)  2.Mr. \_\_\_\_\_\_\_\_\_\_\_ TGT(Sci)2  3.Mrs.SUMITI SINHA  DOCTOR AND STAFF NURSE | 1.Mr.RN Chaubey HM  2.Mrs.SS SINGH (I/C)  3.Mrs.PALLAVI GAUTAM  DOCTOR AND NURSE |
| 36 | Disaster Management | To sensitise students about disaster management.  To arrange the mock drills in the Vidyalaya time to time.  To go through the latest circulars of CBSE/ NDMA etc. regarding child safety and security. | 1.Mr.SK Sinha (I/C)  2.Mrs.Shipra Gupta  3.Mr.PB Ingle  4.Mr.\_\_\_\_\_\_\_\_ TGT (Maths) | 1. Mr.RN Chaubey HM  2.Ms.REKHA VASHISHTH (I/C)  3.Mr.SK SINGH |
| 37 | Alumni Association and Achievement Records (Staff & Students) | All works related to alumni association. | 1.Mrs.SOMA PATHAK (I/C)  2.Mrs. SHIPRA R GUPTA  3.Mr.PB INGLE | 1.Mrs.PALLAVI GAUTAM  2. Mrs.USHA RANI PANDEY |
| 38 | Boarding and Lodging | To look after all boarding and lodging arrangements of students and teachers in all the events wherever it requires.  To obtain quotations for food and mattresses (Daily DA and stay arrangement) for the whole year. | 1.Mr.SV LANDGE (I/C)  2.Mrs. MANISHA  3.Mr.PB INGLE | 1.Mr.T RAM  2.Mr. SK SINGH |
| 39 | Office Store | To maintain all the office record updated and to provide any information sought by RO/Chairman any other higher authority within the stipulated time with the help of concerned staff member. | 1.Mr.KISHORE BHATIA (Both Shifts)  2.Mr.MA KHADE  3.Mr.MAHIPAL |  |
| 40 | Implementation/ Monitoring of National Flag Code | To implement and monitoring of National Flag Code in the Vidyalaya.  To arrange for flag hoisting/ flag raising/ flag lowering in the Vidyalaya at different occasions. | 1.Mr. PET (I/C)  2.Mr.NAVNEET UBALE  3.Mr.BANDHU DALVI  4.Mr.MAHIPAL |  |
| 41 | Saraswati House | To conduct all CCA activities as per the schedule given by CCA I/C.  To motivate students to take part in the CCA Activities as per their interest/ aptitude. | DUTY OF HOUSE MASTERS AND Associate House Master WILL BE ALLOTED BY I/C CCA WITH THE APPROVAL OF HM/ PRINCIPAL. | |
| Teesta House |
| Alaknanda House |
| Ravi House |

**VICE PRINCIPAL PRINCIPAL**



**KENDRIYA VIDYALAYA OF AMBARNATH**

**ANNUAL COMMITTEE**

**SESSION – 2019-2020**