**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 MAZUMDAR4.Mr BP Mishra | 1. Sh.RN Chaubay HM (I/C)2. Mrs SuleshTripathi3. Mr. OP Singh4. 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 PATHAK3. MR. D P VERMA4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PET5.Mr.Pradeep Ingle6.MRS.MAYA DEVI7**.All teachers**  | 1.Sh.RN Chaubay HM (I/C)2.Mr.OP Singh3.Mrs. SS Singh4.Mr T Ram5.Mr PK Singh6.Mrs Parvati Tayde7.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 uploadingTo prepare monthly enrolment positionAny other related work | 1. Mrs. A Girija,  (I/C)2. Mrs. Soma Pathak3. Mr.\_\_\_\_\_\_\_\_\_\_\_ TGT Maths4. Mrs.SUMEETEE SINHA | 1. Sh. RN Chaubey HM2. Mr.S.Ram (I/C)3. Mr RJ SINGH4. Mrs Kanchan D Kumar |
| 4 | Co-Curricular ActivitiesFunctions & Celebrations Students CouncilMorning 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 normsAny other related work | 1.MRS. SHIPRA GUPTA (I/C)2.MRS. Neelophar Shaikh 3. Ms Kiran Aseri WET4.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 Sharma3.Mr JP Tiwari 4.Mrs. Shubhra Sood5.MR DWARIKA PRASAD, SUB STAFF***CBSE EXAM-***1.Ms APARNA DHIRDE (I/C)2.Mrs.KSHAMA RAUT3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_4.NAVNEET UBALE | 1.Mr.PK SINGH (I/C)2.Mr.SK SINGH3.Mrs Isha SINGH |
| 7 | Computer Lab./Website Maintenance/ICT/E-content/E-class Room/Bio Metric Machine   | To Maintain & Update the Website PeriodicallyShala Darpan Project//Mapper/All Online ActivitiesMaintenance 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 RAUT3. 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 LOHAKARE4.ALL CLASS TEACHERS5.ALL SUB STAFFSTAFF NURSE | 1.Mrs SS Singh2.Mrs Pallavi Gautam3.Mrs Isha Singh4.Mr RJ SinghAll 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 Hussain3.Mrs Sumiti Sinha4.Mrs Archana Saini5.Mr\_\_\_\_\_\_\_\_\_\_\_\_\_ TGT (Sci)16.Mr \_\_\_\_\_\_\_\_\_\_\_\_ PET7.Mr Vijay PanwarAll Class/Subject teachers | 1.Mr RN Chaubey HM 2.Mr SK Singh (I/C)3.Mr. T Ram4.Mrs Kanchan D Kumar5.Mrs UR Pandey6.ALL CLASS TEACHERS7.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 staffTo go through the proof of all the materials & liaison with the press.To ensure publication on prescribed timeAny other related work. | 1.Mrs.SOMA PATHAK (I/C)2.Mr.RAJKUMAR YADAV3.Ms. DHARITRI4.Mrs.ARCHANA SAINI5.Mrs USHA KUMARI | 1.Mrs.KANCHAN D KUMAR (I/C)2.Mrs.SS SINGH3.COMPUTER INSTRUCTOR |
| 10 | Career Guidance and CounsellingValue 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 GUPTA3.Mrs.SOMA PATHAK4. Mr.KP PANDAY5.Mrs.ARCHANA SAINI | 1.Mrs.SS Singh (I/C)2.Ms.REKHA VASHISHTH3.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 SINHA3.Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PET4.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.RAM3.Mr.PK SINGH4.Mr.T RAM1. Mrs.SS SINGH (I/C) ***BULBUL***2.Ms.REKHA VASHISHTH3.Ms.VAISHALI RAMTEKE4.Mrs.USHA RANI PANDEY5.Mrs.ISHA SINGH6.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.RAJENDRAN2.Mr.Deepak Kumar Sharma3.Mrs.KSHAMA RAUT4.Mr.ML BHARTI5.Mr.KIRAN LOHAKARE6.MS. KIRAN ASERI7.Mrs.SUMITI SINHA | 1.Mr.RN Pandey HM2.Mr.OP SINGH3.Mr.PK SINGH4.Mrs.PARVATI TAYDE5.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 SHAIKH3. Mrs.NILIMA ATTARDE4..TGT SCIENCE***INTEGRITY CLUB-***1.Mrs.MEENAKSHI MAZUMDAR (I/C)2.Mrs.MAYA DEVI3.Mr.ML BHARTI***LANGUAGE CLUB-***1.Mr Rajkumar Yadav (I/C)2.Mrs.SOMA PATHAKALL TGT (Eng,Hin AND Skt)***MATHEMATICS CLUB***1.Mr.BP MISHRA (I/C)2.Mr.PB INGLE3.Mrs.MANISHA4.Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***LANGUAGE CLUB***-***(ENGLISH)***1.Mrs.PUSHPA SHUKLA (I/C)2.Mr.OP SINGH3.MR.SK SINGH4.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 SHUKLA3.Mr.PK SINGH4.Mr.T RAM***ECO/ BEAUTIFICATION /EVS /NATURE CLUB***1.Mr.SK SINGH (I/C)2.Mr.T RAM3.Mr. S RAM4.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 Yadav3.Mr.KP PANDEY | 1.Mrs.SS SINGH (I/C)2.Mrs.USHA RANI PANDEY3.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)MALE2.Mrs.A Girija (I/C) FEMALE |  |
| 17 | Preparation and compilation of CS-54  | Checking of fees on monthly basis and reconciling it with UBI PortalVerification of students on UBI PortalBank in coordination with class teachers and office | 1.Mrs.KSHAMA RAUT (I/C)2.Mrs NILOFER SHAIKH3.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 Ingle3.Mrs. Manisha Kandalkar4.Mr.\_\_\_\_\_\_\_\_\_TGT Maths | 1.Mr.PK SINGH2.Mrs. Sulesh Tripathi3.Mrs.PUSHPA SHUKLA |
| 19 | M & R Works | To look after M & R works in the Vidyalaya and staff quartersTo obtain estimates for special repair and construction from the authorized govt. const. agency | **Vidyalaya**1.Mr.RAJENDRAN (I/C) 2.Mr SK Sinha3.Ms Kiran Aseri4.Mr. Kiran Lohakare5. Mr.T RAM | **Staff Quarters**1. Mr DK Sharma (I/C)2.Mr Devanand Khade3.Mr.Chandan4.Mr.Mahipal5.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 DayTo procure sports equipment as per the need.  Any other related work. | 1.Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PET (I/C)2.GAMES COACH3. 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 Aseri3.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 Hussain3.Mr.PB Ingle4.Mr.ML Bharti5.Ms. KIRAN LOHAKARE6.Mr.MA KHADE | 1.Mr.SK SINGH2.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 Shaikh3.Mrs.SOMA PATHAK4.Mr.P.B. INGLE5.Mrs Usha Kumari6.Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_ PET | 1.Sh.RN Chaubay HM (I/C)2.Mrs SULESH TRIPATHI3.Mrs PARVATI TAYDE4.Mr.S RAM5. |
| 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 SHUKLA3.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 websiteTo 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 basisDaily Monitoring of outsource workMaintenance of daily attendance of outsourced manpower (Security, Conservancy and others) | 1.Mr.SV LANDGE (I/C)2.Mr Shaikh Hussain 3.Mr.BIRBAL RAM4.Mrs.KIRAN ASERI5.Mrs.SUMITI SINHA6.Mr.Navneet Ubale | 1.Mr RN Chaubey (HM)2.Mr.SK Singh3.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 OfficeHindi week/fortnight celebrations. To see the implementation of HindiAny other related work. | 1.Mr Rajkumar Yadav (I/C)2.Mrs ARCHANA SAINI3.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 PATHAK3.Mrs.SHIPRA R GUPTA4.Mrs DHARITRI | 1.HM (I/C)2.Mrs SS Singh3.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 Saini3.Mr. \_\_\_\_\_\_\_\_\_\_\_ TGT(Sci)2 | 1.Mrs.SULESH TRIPATHI (I/C)2.Mr.OP SINGH3.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 Yadav3.Mrs MAYA DEVI4.Mr.ML BHARTI5.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 ATTARDE3.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 papersAny other related academic work | HINDI-Mr.T JAISWARENG-Mrs SOMA PATHAKMATHS- Mr.BP MISHRASOCIAL SCI.- Mrs MINAKSHI MAZUMDARSCIENCE-Mrs.NILOFER SHAIKH |  |
| 35 | Medical Check Up / First Aid | To procure/arrange/ maintain the stock of First Aid materials and keep readyTo use in emergency.Any other related work. | 1.Mr.SK SINHA (I/C)2.Mr. \_\_\_\_\_\_\_\_\_\_\_ TGT(Sci)23.Mrs.SUMITI SINHADOCTOR AND STAFF NURSE | 1.Mr.RN Chaubey HM2.Mrs.SS SINGH (I/C)3.Mrs.PALLAVI GAUTAMDOCTOR 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 Gupta3.Mr.PB Ingle4.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 GUPTA3.Mr.PB INGLE | 1.Mrs.PALLAVI GAUTAM2. 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. MANISHA3.Mr.PB INGLE | 1.Mr.T RAM2.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 KHADE3.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 UBALE3.Mr.BANDHU DALVI4.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**