**KENDRIYA VIDYALAYA AMBARNATH(IInd SHIFT)**

**ANNUAL DUTY LISTSESSION 2019-20**

Please note for compliance duties assigned in different spheres of vidyalaya activities for the academic session 2019-20. 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 | All academic matters including Subject Committee meetings, Staff meetings, Remedial Classes  Any other related work | Mr Sushil Kumar (VP)  1.Mr.S.L Pandey  2.Mrs.E. Philip | 1.Ms.Shruti Sood  2.Mrs.RemuPandyaMr.  3.Mr.NitinBhawarthe |
| 2 | Discipline Committee | To check uniforms / trimming of nails/ hair cut/ polish of shoes/ late comersduring 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.E.Philip  2.Mrs.Jayashree Nair  3.Mr Pawan KumarTGT-PHEI/C Sports Coach  All Teachers | 1.Ms Shruti Sood  2.Mrs.Sapna  3.Mr.Durgesh Pandey  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 | Mr Sushil Kumar (VP)  1.Mr. Devanand Khade I/C  2.Mr PS Mishra | Ms Shruti Sood  1.Mrs.Sapna Narnawre I/C  2. Mr DK pandey  3.Mrs Nirmala Pathare  4.Mrs Gauri Ram |
| 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 wisepositions.  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. | Mrs. Esther Philip I/C  Mrs.Jaishree Nair  Mr. SL Pandey  Mr.Devanand Khade  Mr Pawan Kumar TGT-PHE    **Assembly days**  **Mon, Tue, Wed ,Sat** | Mrs. Sadhna I/C  Mrs.Remu Pandya  Ms.Hema  Ms. Dipika  **Assembly days**  **Thursday, Friday** |
| 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 | Mrs Jaishree Nair I/C  Mrs.Barkha  ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_TGT Maths | Mr.Nitin Bhawarthe I/C  Ms. Shruti Sood  Ms.Dipika |
| 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. | Mr. Pradeep Landge I/C  Mr Nityanand Shukla  Mrs.Barkha  Mr.Chandan  TGT-Maths  Mrs.Jayashree Nair (CBSE) | Mrs.Remu Pandya I/C  Ms.Hema  Ms. Dipika |
| 7 | Computer Lab./Website Maintenance/ICT/E-content/E-class Room/Bio Metric Machine | To Maintain & Update the Website Periodically  ShalaDarpan Project/UBI Portal/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. | Mr Sushil Kumar (VP)  1.Mrs Sumati Rao I/C  2.Mr. PS Mishra  3.\_\_\_\_\_\_\_\_\_\_\_TGT-Maths 1  4.Comp Instructor | Mrs.Sapna Narnawre  Ms.Hema  Mr.DK Pandey |
| 8 (a) | Cleanliness/Sanitation Committee | Checking the cleanliness of the classrooms/bathrooms, toilets, surroundings etc.  Procurement of cleaning and other materials.  Any other related work. | Mrs.Jayashree Nair (Girls I/C)  Mr. PS Mishra (Boys I/C)  Mr.Chandan  Mr.Pawan Kumar  Mr Mahipal | Mrs.Gauri Ram (Girls I/C)  Mrs.Nirmala Pathare  Ms Dipika  Mr.Nitin (Boys I/C)  Mr DK Pandey |
| 8 (b) | Campus Beautification |  | Mr. Chandan  Mr. Pradeep Landge | Ms.Dipika  Mrs. Remu Pandya  Ms.Hema Dabas |
| 9 | Publication (VidyalayaPatrika, 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. | Mrs. Esther Philip I/C  Mr. PS Mishra  Mr.Devanand Khade | Mrs.Shruti Sood I/C  Ms. Hema  Mrs.Sapna Narnawre  Mrs.Gauri Ram |
| 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 | Mrs.Jayashree Nair I/C  Mr.Pradeep Landge  Counsellor |  |
| 11 | Educational Tour/Excursion /Transportation | To plan & make all arrangements for excursions & educational tours.  Any other related work. | Mr Pawan Kumar TGT-PHE Mr.Amit Sharma  Mr.PradeepLandge | Mr.DK Pandey  Mrs.Sadhana  Ms.Hema |
| 12 | Scouts and Guides/  Cubs and Bulbuls | To prepare/train the children for various Scouts activities/Rajya Puraskar 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. | Mrs.Jayashree Nair(Guide) Mr.SL Pandey (scout) Mrs.BarkhaJayant  All Trained teachers | Mr.DK Pandey (Cubs)  Mr.Nitin Bhavarthe  Mrs.Gauri Ram (Bulbul)  Ms Shruti Sood  Mrs Sapna  Mrs Sadhna  Mrs Remu Pandya  Ms Dipika |
| 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. | Ms.SumatiRao  Mrs.Jayashree Nair  Mrs.Barkha  **As per requirement of Deptt**. | Mrs.Gauri Ram  Mrs.NirmalaPathare  Mrs.SapnaNarnawre  Mrs.Dipika |
| 14 | Clubs          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.  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. | **Maths Club** TGT-Maths-1  TGT-Maths-2 **Adventure Club**  Mr Pawan Kumar TGT-PHE  Sports Coach  **Science/ Nature/Eco Club**  Ms.Sumati Rao  \_\_\_\_\_\_\_\_\_\_\_\_TGT Sci  **INTEGRITY/ SADBHAWANA CLUB**  Mrs.Jayashri Nair  Mr.PradeepLandge  **Health Club**  **Literature Club(English)** Mrs.Esther Philip Mr.DevanandKhade  **Hindi &Skt.Club**  Mr.SL Pandey  Mr.PS Mishra  **Fine Arts**  Mr.Chandan | **Maths Club** Mr.Nitin all maths teachers  **Adventure Club**  Mr. Nitin Bhawarthe  **Science/ Nature/Eco Club**  Mrs.SapnaNarnawre  Mrs.Dipika  **INTEGRITY/ SADBHAWANA CLUB**  Mrs.Remu Pandya  Mrs.Gauri Ram  **Health Club**  Mrs.Gauri Ram  Mrs.NirmalaPathare  **Literature Club**  Mrs Nirmala Pathare  Mrs.Remu Pandya  **Music Club**  Mrs Jyoti Thakre |
| 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. | Ms.Barkha Jayant I/C  Mrs E. Philip  Mr.S L Pandey  Mr.Devanand Khade | Mrs.Nirmala Pathare (I/C)  Mrs.Gauri Ram  Mrs. Sadhna |
| 16 | Escorting Duty | To prepare a duty list for all escorting duties in the session | Mr.Sushil Kumar VP | Mr.Sushil Kumar VP |
| 17 | Preparation and compilation of CS-54 | Checking of fees on monthly basis andreconciling it with UBI Portal/Bank in coordination with class teachers and office | TGT-Maths | Mrs.Sapna Narnawre |
| 18 | Mathematics Olympiad/Maths Week | Toconduct the programme as per KVS guidelinesAny other related work. | TGT-Maths-1  TGT-Maths-2 | Mrs.Nirmala Pathare  Mrs.SapnaNarnawre |
| 19 | NAEP/Disha Club/ School Sanitation/ Green School Audit | Toconduct the programme as per KVS guidelines | Ms SumatiRao  Mrs. Esther Philip  TGT Science | Mrs Remu Pandya  Mrs.Gauri Ram |
| 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. | Mr Pawan Kumar TGT-PHE  Mr.Amit Sharma  Sports Coach  Yoga Teacher | Mr.DK Pandey  Mrs Remu Pandya  Mr.Nitin Bhvararthe |
| 21 | Water/Water Coolers/Fire Fighting Equipments | To initiate purchase of water cooler/firefightingequipment and its proper maintenance as per norms | Mr.T.George  Mr.Pradeep Landge  TGT-Maths | Mr.DK Pandey |
| 22 | Furniture /Fixtures/Seating arrangements | Procurement and distribution of items, arrangements are to be taken up,record of condemned goods.  Any other related work. | Mr.Chandan  Mr Pawan Kumar TGT-PHE | Mr Nitin Bhawarthe I/C Mrs.Gauri Ram |
| 23 | Grievance Redressal Cell / Protection of Child rights/ Internal Complaints | To sort out grievances of staff andstudents/parents if arises.  To ensure that no corporal punishment is given to any of the child. | Mr.S LPandey  Mrs.Esther Phillip Mrs.Jaishree Nair  Mr Pawan Kumar TGT-PHE | Mrs Shruti Sood  Mrs.Gauri Ram  Mrs.Sadhna |
| 24 | Audio Visual Aids/TLM | Purchase and maintenance of audio visualaidsTo 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 | Mrs.Jayashri Nair  Mrs.ShraddhaPandey  Mr.Amit Sharma | Mrs.Sadhna  Mrs.Dipika  Ms.Hema |
| 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 | Mr. Chandan  Mr. Devanand Khade | Mrs.Sapna Narnawre  Ms.Hema |
| 26 | Supervision of Watch and Ward and House Keeping | To supervise cleanliness of Vidyalaya on dayto day basis  Screening of outsource work | Mr. PS Mishra (I/C)  Mr Pawan Kumar TGT-PHE  Mr.Pradeep Landge  Mrs.Barkha | Mr.Nitin  Mrs.Sapna Narnawre |
| 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. | Mr. PS Mishra (I/C)  Mr SL Pandey | Mrs.Remu Pandya  Mrs.Gauri Ram |
| 28 | PTA &PTM | Toconduct PTA meetings as per KVS guidelines and to keep record of themeetings | Mr Devanand Khade  Mrs. E. Philip | Mrs.Remu Pandya  Mr.DK Pandey |
| 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. | **EQUIP**  Mrs Esther Philip  Mrs Jayashri Nair  Mr PS Mishra  All TGTs | **CMP**  Ms Shruti Sood (I/C)  Mrs.Gauri Ram  Mr. Nitin Bhavarthe  Mr.DK Pandey  All PRTs |
| 30 | Resource 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 |  | Mrs.SapnaNarnawre  Mrs.NirmlaPathare  Mrs Sadhna  Ms. Hema  Ms. Dipika |
| 31 | PA System & Electrical Complaints | To arrange for PA system for morning assembly and other activities well in advance.Any other related work. | Mr.T.GeorgeI/C  Mr.Devanand Khade  Mr.Mahipal | Mr DK Pandey  Mr.Mahipal |
| 32 | Social Science Exhibition/ Youth Parliament | To encourage children, To plan, prepare and select projects for the exhibitions. Any other related work | Mrs.Jayashri Nair  Mr.Pradeep Landge  Mr.SLPandey |  |
| 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 | Ms.SumatiRao  TGT Science | Mrs Sapna Narnawre  Ms.Dipika |
| 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 lessonsTo scrutinize UT/HE/SE question papers  Any other related academic work | English- Mrs.E.Philip  Hindi/Sans-Mr.SLPandey  Maths-TGT Maths-1  Science- Ms.SumatiRao  S.St.-Mrs.Jayashree Nair | HINDI- Mrs Gauri Ram  ENGLISH- Mrs. Nirmala Pathare  MATHS- Ms. Hema Dabas  EVS- Mrs. Remu Pandya |
| 35 (a) | 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. | Mrs.BarkhaJayant  Mr.Pawan Kumar TGT(PHE) | Mrs.Remu Pandya  Mrs.Sapna Narnawre  Mrs.Gauri Ram |
| 35 (b) | SBSB |  | Mr Pawan Kumar TGT(PHE)  Mr. Devanand Khade  All Class Teachers | Mr. DK Pandey (I/C)  Ms Dipika  Mr. Nitin Bhavarthe |
| 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. | Mrs.Jayashri Nair  TGT Sci  Mr.Pawan Kumar TGT(PHE)  All teachers | Mr.DK Pandey  Mrs.Nirmala Pathare  All teachers |
| 37 | Alumni Association | All works related to alumni association | Mrs.E.Phillip  Mrs.Jayashree Nair |  |
| 38 | Achievement Records (Staff & Students) | To keep and update the record of achievements by students and staff and provide the same whenever required. | Mrs.E.Philip | Mrs.Remu Pandya  Mrs.Gauri Ram |
| 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. | Mr. Kishore Bhatia  Sh. MahipalChauhan |  |
| 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. | Mrs Jayashree Nair  Mr Mahipal Chavan | Ms.Shruti Sood  Mr.DK Pandey |
| 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/ VICE PRINCIPAL | |
| Teesta House |
| Alaknanda House |
| Ravi House |

**VICE PRINCIPAL PRINCIPAL**