



# KENDRIYA VIDYALAYA ONGC DEHRADUN

## “DUTIES OF STAFF MEMBERS” SESSION 2021-22

The following duties have been assigned to the staff members for conducting various activities during the session **2021-22**.

The In-Charge/Conveners are required to prepare the action plan for the smooth conduct of activities during the session and submit the report as and when required by the Principal.

### Duties of staff Members session 2021-22

Committees	Teachers	Duties of staff members session	Sign
<b>1. ACADEMIC SUPERVISION</b>		1. To carry the class supervision of all P.G.Ts by Principal, T.G.Ts and miscellaneous by V.P and PRT by H.M at least once a month of every teacher. 2. To convey the short comings and weakness to them & monitor the improvement in the subsequent month. 3. If a teacher is not showing improvement continuously to convey the same to Principal for further action. 4. Few PGTs/subject conveners are also assigned duties of academic supervision who will also supervise class of teachers allotted to them at least once in a month & submit a report to VP / Principal. 5. Each TGT to be seen once a month for all months having more than 15 days and submit report to V.P /Principal.	
XI-XII	Principal		
VI-X	Vice Principal Prabha Singh Saroj Negi B.S. Kandari		
I-V	H.M		
<b>2. SENIOR P.G.T'S DEPUTED FOR ACADEMIC SUPERVISION</b>			
S. St. all TGTs	Mrs. Prabha Singh		
Hindi all T.G.Ts	Mrs. Kalpana Agarwal		
Science all T.G.Ts	Mrs. Saroj Negi Mr. Alok Malasi		
Maths all T.G.Ts	Mr. B.S. Kandari		
Eng. All T.G.Ts	Mrs. Jyoti Sharma		
All PRTs	Mrs. Reena Rani ENG/EVS Mr. Manju Chaudhary Maths/Hindi 6 PRT(s)		
<b>3. ADMISSION COMMITTEE</b>			
<b>Admission in Class 1, vacant seats if any &amp; Class 11.</b> <b>Admissions under Special Dispensation</b>  <b>Local Transfer Admission</b>	<b>Mrs. Kalpana Agarwal I/C</b> Mrs. Vivek Bharti II I/C Mrs. Sulekha Nautiyal Mr. Labh Singh Mrs. Reena Rani Mr. Neeraj Kumar Mrs. Anupama Chandola Mrs. Asha Yadav Mrs. Sanjubala Singh Mrs. A. Parasher	To carry admissions of all classes wherever applicable for which they have to :- 1. Display the schedule of Adm. In the beginning of the session or whenever the date of Reg. is received from the KVS. 2. To give advertisement in the paper & do the registration work. 3. To conduct lottery wherever it is applicable. 4. To carry the admission of tested candidates ensuring that all admissions are as per KVS norms. 5. To prepare Question Paper for class IX admission test, if required. 6. To keep all records of Adm./Reg. for all kind of Admissions.	

<b>4. EXAMINATION COMMITTEE</b>			
Internal Examination	<b>Mrs. Rumma Raina , I/C</b> Mrs. Parul Chaudhary, II I/C Mrs. Saroj Negi Mr. Arvind Kumar Mr. B S Pandey	<ol style="list-style-type: none"> <li>1. To arrange the preparation of Question paper for all internal exam maintaining confidentiality.</li> <li>2. To prepare date sheet for exams.</li> <li>3. To conduct all internal exams in school in fair manner.</li> <li>4. To prepare for declaration of result</li> <li>5. To keep all records pertaining to examination intact &amp; ready for perusal whenever asked.</li> <li>6. To prepare seating plans for examination.</li> <li>7. To arrange invigilators for examination.</li> <li>8. To ensure implementation of latest rules and regulations as communicated by CBSE/KVS.</li> </ol>	
CBSE	<b>Mrs. Poonam Sharma , I/C</b> Mrs. Saroj Negi , II I/C Mrs. Manju Chaudhary Mrs. Reena Rani Mr. Deepak Joshi Mrs. Bindiya Mittal		
External Exam	<b>Mr. A P Tomar , I/C</b> Mr. Labh Singh, II I/C Mr. N C Tripathi Mr. Deepak Joshi Mrs. Poonam Sharma		
<b>PRIMARY SECTION Exam Committee</b>			
Overall I/C -	Mrs. Sanjubala HM I/C Ms. Priya Negi , II I/C Mrs. K Yadav Mr. Sunil Meena		
<b>5. TIME TABLE COMMITTEE</b>			
<b>SENIOR SECTION</b>	<b>Mrs. Vivek Bharti, I/C</b> <b>Mr. Labh Singh</b> Mrs. Mr. Shailendra Negi Mrs. Anupama Chandola Mrs. Asha Yadav	<ol style="list-style-type: none"> <li>1. Framing of time table.</li> <li>2. Allotment of periods according to the KVS rules.</li> <li>3. Daily arrangement.</li> <li>4. Record of attendance of Contractual teachers.</li> <li>5. To frame time table for remedial classes/Autumn break/ winter break etc.</li> </ol>	
<b>PRIMARY SECTION</b>			
	<b>Mrs. Anchal Parasher , I/C</b> Mr. Sunil Meena		
<b>6. BEAUTIFICATION &amp; GARDENING COMMITTEE/NATURE CLUB</b>			
	<b>Ms. Indira , I/C</b> Ms. Anupama Chandola	<ol style="list-style-type: none"> <li>1. To plan for campus beautification in the beginning of the session as well as in the middle depending on various seasons &amp; weather</li> <li>2. Guide gardeners for proper upkeep of gardens.</li> <li>3. To allot weekly work to gardeners &amp; supervise their work.</li> <li>4. To put forward the requirement of consumable &amp; non consumable item for gardening so that all gardens are well maintained throughout the session &amp; submit the monthly report of the work.</li> </ol>	
<b>FRONT GARDEN COMPLETE</b>			
	Mrs. Jyoti Sharma I/C Mrs. Nirupama Chaturvedi Mrs. Jayanti Sayana Mr. Rishipal Sub-Staff		
<b>INSIDE BUILDING ALL BLOCKS</b>			
<b>Sr. Sec. Section</b>	Mrs. Madhavi Singh , I/C Mrs. Mafi Khatoon Mrs. Sunita Dikshit Mr. Rishi Pal (Sub-Staff)		

<b>BACK SIDE GARDEN (NEAR CAR PARKING)</b>			
	Mrs. Manju Choudhary Mrs. R. Seth Mrs. Praveen Sharma Mr. Rishipal (Sub-Staff)		
<b>Primary Section/ Herbal Garden</b>	1. Mrs. Pushpa Aswal, I/C 2. Mrs. Krishna Yadav, II I/C 3. Ms. Priya Negi		
<b>7. C.C. A. COMMITTEE</b>			
<b>A). SECONDARY SECTION</b>			
Coordinator	Mrs. Jyoti Sharma, I/C		
Members	Ms Indira, II I/C Mr. Neeraj Kumar Mr. A. C. Malasi Mrs. Jayanti Sayana Ms Praveen Sharma Mr. A.K. Shah	<ul style="list-style-type: none"> <li>• To prepare CCA calendar.</li> <li>• To divide students and teachers in various Houses</li> <li>• To celebrate different days as per CCA calendar as well as according instructions received from KVS/CBSE/ONGC or any govt. agency.</li> <li>• To chalk out program Annual Day celebration, Prizes and certificate distribution.</li> </ul>	
<b>B). HOUSE MASTERS</b>			
SHIVAJI	Mrs. Asha Yadav		
TAGORE	Mrs. Mafi Khatoon		
ASHOKA	Mrs. Ranjana Seth		
RAMAN	Mrs. Praveen Sharma		
<b>C). PRIMARY SECTION</b>			
Coordinator	Mrs. Surinder kaur		
Member	Mrs. Pushpa Aswal		
<b>D). HOUSE MASTERS</b>			
SHIVAJI	Mr. Sunil Meena		
TAGORE	Mrs. Krishna Yadav		
ASHOKA	Mrs. Priya Negi		
RAMAN	Mrs. Pushpa Aswal		
<b>8. SCHOOL CLEANINESS</b>			
<b>Mr. Neeraj Kumar over all I/C</b>			
<b>A).SENIOR SECONDARY WING</b>		<ol style="list-style-type: none"> <li>1. Supervision of cleanliness in senior secondary wing, middle school block, Primary wing, field and outside building class rooms and dustbins. Monitor cleanliness work wing wise.</li> <li>2. To put up requirement of items needed by conservancy/ cleanliness contractor.</li> <li>3. To ensure that all washroom /toilet are functional and usable.</li> </ol>	
(a) Mrs. Bindiya Mittal , I/C			
(b) Mrs. Maafi Khatoon			
(c) Mr. B.S. Kandari			
(d) Mr. Sunil P Manori			
(e) Mr. Kailash Chand Dhoundiyal (Sub-Staff)			

<b>B). MIDDLE SCHOOL BLOCK</b> <b>(a) Mrs. Ranjana Seth, I/C</b> (b) Mr. Tilak Sharma (c) Mrs. S. Bharti (d) Mrs. Rajni Dutt (e) Mr. Vinod Purohit (f) Mr. Kishore Kumar (Sub-Staff)		4. To ensure neat & clean classes/verandas or corridors/stairs and whole Campus(inside and outside)	
<b>C). PRIMARY WING</b> <b>Mrs. Sanjubala Singh , Overall I/C</b> (a) Mrs. Krishna Yadav (b) Mrs. Sunil Meena (c) Mrs. Pushpa Aswal			
<b>D). FIELD AND OUTSIDE BUILDING</b> (a) Mrs. Prabha Singh, I/C (b) TGT PHE ,II I/C (c) Mr. N C Tripathi (d) Mrs. N Chaturvedi (e) Mrs. Praveen Sharma (f) All Coaches			
<b>9. DISCIPLINE COMMITTEE</b>			
(a) Vice Principal I/C over all <b>Sr. Secondary section</b> <b>(b) Mrs. Prabha Singh , I/C</b> (c) TGT PHE (d) Mrs. Manju Chaudhary (e) Mrs. Bindiya Mittal (f) Mr. Deepak Joshi <b>Secondary Section</b> <b>(a) TGT PHE , I/C</b> (b) Mr. V. Purohit , 2 <sup>nd</sup> I/C (c) Mrs. Madhavi Singh (d) Mr. Sunil P Manori (e) Mrs. Asha Yadav <b>Primary Section</b> <b>(a) Mrs. Sanju Bala , I/C</b> (b) Mrs. Anchal Parasher (c) Ms. Krishna Yadav (d) Mrs. Pushpa Aswal (e) Mr. A.K. Shah <b>All Class Teachers</b>		<ul style="list-style-type: none"> <li>Maintaining discipline in school.</li> <li>Handling the cases of indiscipline.</li> <li><b>To conduct enquiries of all indiscipline cases and put up proper report (Witness/Opinion of committee, agreement between parties) to Principal and maintaining the record.</b></li> </ul>	
<b>10. SCIENCE EXHIBITION/ EXAMS</b>			
<b>JNNSMEE/Inspire Awards/Modernisation of Labs</b>	<b>Mr. A. P. Tomar I/c</b> Mrs. Manju Chaudhary Mrs. Madhavi Singh	<ul style="list-style-type: none"> <li>To convey the content of these exhibition/exams to students and all concerned teachers and arrange for distribution of work for teachers.</li> <li>To select students for different exhibits/exams.</li> <li>To arrange for conduct of school level/Cluster level/Regional level/National</li> </ul>	
<b>TERI/Green Olympiad</b>	<b>Mr. Sarita Bhatnagar I/c</b> Mrs. Anupama Chandola Mrs. S Kaur		
<b>SCIENCE OLYMPIAD/CBSE SCIENCE CHALLENGE/</b>	<b>Mrs. Manju Choudhary I/c</b> Mrs. Poonam Sharma Mrs. Madhavi Singh		

VSSF SPOT/STEM		level exhibition/exam.	
ATL	Mr. A C Malasi I/c Mrs. P Chaudhary Mrs. S Bhatnagar	To motivate students and ensure their participation in NTSE, KVPY, IAPT, SOF and other exams.	
VVM/IAPT	Mr. A.C. Malasi I/c Mrs. P Chaudhary Mrs. Anupama Chandola Mrs. S. Kaur		
NCSC /JIGYASA/KVPY/ NTSE/	Mrs. Saroj Negi I/c Mr. A. P. Tomar Mr. A.C. Malasi		
CCT/PISA/Green School - Mrs. Madhavi Singh , I/C	Mrs. S. Bhatnagar Ms. Anupama Chandola Ms. Indira		
<b>11. SOCIAL SCIENCE EXHIBITION</b>			
(a) Mrs. Prabha Singh, I/C (b) Mrs. Sunita Dikshit (c) Mrs. Bindiya Mittal (d) Mr. Arvind Kumar (e) Mrs. Sunita Dikshit (f) Mr. Tilak Chand (g) Mrs. Rajni Dutt		<ul style="list-style-type: none"> <li>To conduct a meeting of all; concern teachers &amp; distribute or allocate the work among them.</li> <li>To motivate students to prepare exhibits and other activities and arrange for their organization at various level.</li> <li>To ensure quality participation of students in different activities of Social Science exhibition which would yield a positive result.</li> <li>All other PGTs/TGTs of subject concerned/special duties to be allotted at the time of event by the I/C.</li> </ul>	
<b>12. BHARAT SCOUT AND GUIDE</b>			
<b>Secondary</b> <b>(a) Mr. Sanjeev Rajput , I/C Scouts</b> <b>(b) Mrs. Praveen Sharma , I/C Guides</b> (c) Mrs. Rajni Dutt (d) Mr. B S Pandey (e) Mr. S P Manori <b>Primary</b> <b>(a) Mrs. Pushpa Aswal , I/C Cubs &amp; Bulbuls</b> (b) Ms. Krishna Yadav (c) Mrs. Meenakshi Pant (d) Mrs. Priya Negi (e) Mrs. S. Kaur (f) Mr. A.K. Shah		<ul style="list-style-type: none"> <li>Registration of students in Scout &amp; Guide and conducting all the activities pertaining to Scout &amp; Guides/cubs/bulbul in Vidyalaya.</li> <li>Maintenance of record of all activities conducted alongwith the list of participants and achievers.</li> </ul>	
<b>13. INTEGRITY CLUB</b>			
(a) Mrs. Parul Chaudhary, I/C (b) Mrs. Asha Yadav (d) Mrs. Rajni Dutt (e) Mrs. Sunita Dikshit		<ul style="list-style-type: none"> <li>To plan for theme based activities.</li> <li>To arrange for display of these themes and keep it dynamics during session.</li> <li>To conduct value based talks/shows/skits and other program in morning assembly or</li> </ul>	

(g) Mrs. Pushpa Aswal (h) Mr. A.K. Shah	any other convenient time. <ul style="list-style-type: none"> <li>Maintenance of record of all activities conducted alongwith the list of participants and achievers.</li> </ul>	
<b>14. OLYMPIAD / OTHER EXAMS</b>		
<b>(A). <u>MATHS OLYMPIAD /ARYABHATA GANIT CHALLENGE</u></b> (a) Mrs. Vivek Bharti I/C (b) Mr. B S Pandey (c) Mr. N C Tripathi (d) Mr. Shailendra Negi	<ul style="list-style-type: none"> <li>Identify students, encourage them for participation in Maths related exam.</li> <li>To organize preparatory classes for JMO and other exams.</li> <li>Maintenance of record of all activities conducted alongwith the list of participants and achievers.</li> </ul>	
<b>(B). <u>CYBER SPACE/COMPUTER , LITERARY &amp; OTHER EXAMS</u></b> (a). Mrs. Sulekha Nautiyal ,I/C (b) Mr. Navneet Singh (c) Mrs. Reena Rani (d) Mrs. S. Kaur ( e ) Mrs. A. Parasher	<ul style="list-style-type: none"> <li>To identify students and encourage them to participate in different examination pertaining to G.K/Computer and other such exams.</li> <li>Maintenance of record of all activities conducted alongwith the list of participants and achievers.</li> </ul>	
<b>15. FIRST AID AND MEDICAL CHECKUP</b>		
(a) Mrs. Jayanti Sayana, I/C (b) Ms. Mafi Khatoon, II/I/C (c) Mrs. Vivek Bharti (d) Mrs. Pushpa Aswal (e) Mrs. Krishna Yadav (f) Doctor (g) Nurse	<ul style="list-style-type: none"> <li>To procure medicine/ equipment for medical room.</li> <li>To supervise work of Doctor/ Nurse and ensure time to time medical checkup of student in a year &amp; keep its record in soft/hard copy.</li> </ul>	
<b>16. LANGUAGE CLUB (ENGLISH)</b>		
(a) Mrs. Indira I/C (b) Mrs. Jyoti Sharma (c) Mrs. Subhavana Bhama (d) Mrs. Praveen Sharma (e) Mr. Sunil P Manori (f) Mrs . Asha Yadav (g) Ms. Priya Negi (h) Mrs. Pushpa Aswal	<ul style="list-style-type: none"> <li>Conducting and organizing all activities related to languages. Emphasis on spoken English.</li> <li>To develop communicative skills of students and enrichment programme for improving English environment in Vidyalaya.</li> <li>To subscribe English Newspaper for students.</li> </ul>	
<b>17. RAJBHASHA SAMITI</b>		
(a) Mr. Neeraj Kumar, I/C (b) Mrs. Kalpana Agarwal II/I/C (c) Mrs. R Seth (d) Mrs. S Bharti (e) Mr. P.C. Pant (f) Ms. Preeti (g) Mr. Kailash Chand Dhoundiyal	<ul style="list-style-type: none"> <li>Meeting of NARAKAS should be attended and direction of these meetings should be implemented.</li> <li>Every month school level meeting may be conducted.</li> <li>Maintenance of record of all activities conducted alongwith the list of participants and achievers.</li> </ul>	
<b>18. GUIDANCE AND COUNSELLING</b>		

<p>(a) Ms. Indira , I/C  (b) Mrs. Manju Chaudhary, II I/C  (c) Mrs. Saroj Negi  (d) Mrs. Asha Yadav  (e) Mr. Vinod Purohit  (f) Mrs. Ranjana Seth  (g) Mrs. Nimisha Joshi</p>	<ul style="list-style-type: none"> <li>• Arrange career counseling session for students.</li> <li>• To monitor the work of counselor of the Vidyalaya.</li> <li>• To chalk out various activities pertaining to career counseling.</li> <li>• To arrange for clinical/ behavioural counseling of students.</li> </ul> <p>To Chalk out active plan for counseling activities to be taken for counselor.  Counselor – He/She must explore all ways to curb the ill habits of students and utilize the psychological tools plus all works that come under the guidance and counseling.</p>	
<b>19. NAEP</b>		
<p>(a) Mrs. Sarita Bhatnagar I/C  (b) Mrs. Madhvi singh, II I/C  (c) Ms. Anupama Chandola  (d) Mrs. Ranjana Seth  (e) Mrs. Praveen Sharma  (f) Mrs. Nirupama Chaturvedi  (g) Mr. Vinod Purohit</p>	<ul style="list-style-type: none"> <li>• To ensure awareness among students about adolescences education.</li> <li>• To give wide publicity to NAEP programs through drawing and painting comp. debates, display boards and other such modes.</li> <li>• To arrange for slogan writing, stage show etc. in the morning assembly once in a month.</li> </ul>	
<b>20. ADVENTURE/EXCURSION</b>		
<p>(a) Mr. Vinod Purohit , I/C  (b) Mr. Sanjeev Rajput, II/I/C  (c) Mrs. S. Bharti  (d) Mrs. Rajni Dutt  (e) Mr. A K Shah  (f) Ms. Priya Negi</p>	<ul style="list-style-type: none"> <li>• Organize &amp; escort students for adventure activities.</li> <li>• To plan Excursion trips for students.</li> <li>• To arrange for visit of local museums, monumental places/ historical places for students of Primary and other classes.</li> <li>• Maintenance of record of all activities conducted alongwith the list of participants and achievers.</li> </ul>	
<b>21. MAINTENANCE OF OUTSTANDING ACHIEVEMENT RECORD</b>		
<p>(a) Mrs. Jyoti Sharma – CCA  (b) Mr. Rumma Raina - Academics  (c) Poonam Sharma– Academics (Board classes)  (d) Mrs. Saroj Negi – Competitive (JEE/NEET/CLAT etc.)  (e) Ms. Indira –Literary Competition  (f) Mrs. Sulekha Nautiyal– Computer Related  (g) Mr. N C Tripathi– Sports  (h) Mrs. Praveen Sharma – Scouts &amp; Guides</p>	<ul style="list-style-type: none"> <li>• To maintain the record of outstanding achievements of the students.</li> <li>• To maintain the record of the students who get the admission in different professional colleges like IIT, Medical etc. and other professional colleges.</li> </ul>	



<b>22. EDITORIAL BOARD – VIDYALAYA PATRIKA/STUDENT DIARY</b>		
(a) Mrs. Jyoti Sharma I/C English Sec. (b) Mrs. K Agarwal I/C Hindi Sec. (c) Ms. Indira (d) Mrs. N Chaturvedi (e) Mrs. Jayanti Sayana (f) Mrs. Pushpa Aswal (g) Mrs. Krishna Yadav (h) Mrs. Rajni Dutt Two students from Senior Secondary Section	<ul style="list-style-type: none"> <li>Collection and editing of articles of students for Vidyalaya Patrika/ quarterly programme.</li> </ul>	
<b>23. LOST AND FOUND</b>		
(a) <b>Mr. B S Kandari , I/C</b> (b) Mrs. Rajni Dutt (c) Mr. Sanjeev Rajput (d) Mr. A K Shah		
<b>24. P. A SYSTEM</b>		
<b>(A) SENIOR SECTION</b> (a) Mr. S. Rajput, Stock I/C (b) Mr. Sunil P Manori , I/C (c) Mr. V. Purohit (d) Mr. A.C. Malasi (e) Mr. K.C. Dhaundiyal <b>(B) PRIMARY SECTION</b> (a) Mr. A.K. Shah (b) Mrs. Surinder Kaur (c) Mr. Sunil Meena (d) Mr. Kishore Kumar	<ul style="list-style-type: none"> <li>Installation of P.A System in morning assembly, repair and maintenance.</li> <li>To plan &amp; procure proper PA system for Vidyalaya.</li> <li>To arrange PA system for morning assembly and all programme of Vidyalaya.</li> <li>To ensure proper functioning of PA system in all programmes of vidyalaya.</li> </ul>	
<b>24. CANTEEN COMMITTEE : To collect regular feedback from students, cleanliness and hygienic food items with proper records of visits.</b>		
(a) <b>Mrs. Vivek Bharti , I/C</b> (b) Mrs.Poonam Sharma (c) Mrs. Reena Rani (d) Mrs. S. Kaur	<ul style="list-style-type: none"> <li>Supervising the food items being sold, their preparations, hygiene and cleanliness.</li> <li>Committee have to decide rates for item to be sold in canteen at the time of tender of canteen.</li> </ul>	
<b>25. TWO WHEELERS &amp; CYCLE STAND (STUDENT)</b>		
(a) <b>Mr. Labh Singh , I/C</b> (b) Mr. S. Rajput (c ) Mr. Vinod Purohit (d) All Coaches	<ul style="list-style-type: none"> <li>Checking the license of two wheelers, helmets etc. and to ensure that no under age child is riding/bringing two wheelers in Vidyalaya Campus.</li> <li>To intimate parents about students who are not in possession of helmets &amp; license.</li> </ul>	

<b>MORNING ASSEMBLY AND CHOIR GROUP –</b>		
<p><b>(A) SENIOR SECTION</b>            (a) Mr. A.C. Malasi I/C            (b) Mrs. Jayanti Sayana            (c) Mr. A.K. Shah  <b>All House Masters and Class Teachers</b></p> <p><b>(B) PRIMARY SECTION</b>            (a) Mr. A.K. Shah I/C            (b) Mrs. Surinder Kaur  <b>All House Masters and Class Teachers</b></p>	<ul style="list-style-type: none"> <li>• Conduct of morning assembly in Primary section and secondary section as per KVS guidelines.</li> <li>• To provide adequate guidance and training to students for smooth conduct.</li> </ul>	
<b>26. LIBRARY AND READING ROOM</b>		
<p>(a) Mr. A P Tomar, I/C            (b) Mrs. Praveen Sharma            (c) Mrs . N. Chaturvedi            (d) Mrs. Asha Yadav            (e) Mrs. Krishna Yadav            (f) Mr. B.S. Pandey            (g) Two students from class XII &amp; XI</p>	<ul style="list-style-type: none"> <li>• Procurement of books/magazine/newspapers for library through library committee.</li> <li>• To motivate reading habits in students &amp; staff.</li> <li>• To keep library updated and keep proper record of all books/ issue of books/weeding and condemnation of old books.</li> </ul>	
<b>27. CULTURAL COMMITTEE</b>		
<p>(a) Mrs. Jyoti Sharma , I/C            (b) Mr. A.K. Shah, II I/C            (c) Mrs. Rumma Raina            (d) Mr. A.C. Malasi            (e) Ms. Indira            (f) Mrs. Asha Yadav            (g) Mrs. Anupama Chandola            (h) Mrs. R. Seth            (i) Mrs. Jayanti Sayana            (j) Mrs. Manju Choudhary            (k) Mrs. Kalpana Agarwal            (l) Mrs. Praveen Sharma            (m) Ms. Priya Negi            (n) Mrs. Anchal Parasher</p>	<ul style="list-style-type: none"> <li>• To select students for various cultural activities of Vidyalaya and arrange for their rehearsal &amp; costume.</li> </ul>	
<b>28. CMP COMMITTEE/NEWS LETTER</b>		
<p>(a) Mrs. Sanju Bala , I/C            (b) Mrs. Surinder Kaur            (c) Mrs. Krishna Yadav            (d) Mrs. Pushpa Aswal</p>	<ul style="list-style-type: none"> <li>• Publication of newsletters as per schedule &amp; reporting of CMP activities.</li> <li>• Conduct of various activities of Primary section as per list of activities regulated under CMP &amp; to keep its record.</li> </ul>	
<b>29. PREPARATION AND COMPILATION OF CS-54 REGISTER</b>		
<p>(a) Mr. Balbir Kandari I/C            (b) Mr. Labh Singh</p>	<p>Compilation of CS-54 registers for smooth running of Vidyalaya.</p>	

<b>30. FORMATION OF STUDENT COUNCIL</b>		
<p>(a) Ms. Indira , I/C  (a) Mrs. Jyoti Sharma  (b) Mrs. Saroj Negi  (c) Mrs. A P Tomar  (d) Mrs. Prabha Singh  <b>PRIMARY</b>  (a) Mrs. Sanju Bala , I/C  (b) Mrs. Surinder Kaur  (c) Mrs. Krishna Yadav</p>	<ul style="list-style-type: none"> <li>• Selection of deserving students for student council. Brief them about their duties &amp; responsibilities for different occasion.</li> <li>• To monitor their work &amp; keep the record of their work.</li> <li>• To collaborate with CCA Department.</li> <li>• To arrange I-Card for students, all badges, sashes, passes etc. for the council.</li> </ul>	
<b>31. PRESS AND PUBLICITY</b>		
<p>(a) Mrs. Indira , I/C  (b) Mrs. Kalpana Agarwal  (c) Mr. Navneet Singh  (d) Mr. Surinder Kaur  (e) Computer Instructor – Both</p>	<ul style="list-style-type: none"> <li>• To prepare news in Hindi/English for all important events/happening of Vidyalaya &amp; to give to print media with photographs.</li> </ul>	
<b>32. SCHOOL ALUMNI</b>		
<p>(a) Ms. Indira ,I/C  (b) Mrs. Saroj Negi  (c) Mr. A P Tomar  (d) Ms. Madhavi Singh  (e) Mr. V Purohit  (f) Mrs. Krishna Yadav</p>	<ul style="list-style-type: none"> <li>• To maintain records of all Alumni related activities.</li> <li>• To maintain liaison with registered Society of students Alumni.</li> <li>• To chalk out program to be held in Vidyalaya through Alumni.</li> <li>• To take help from Alumni for counseling our students or appropriate item for Vidyalaya/ students from illustrious Alumni.</li> </ul>	
<b>33. VIDYALAYA WEBSITE MAINTENANCE/UPDATING</b>		
<p>(a) Mr. Navneet Singh , I/C  (b) Mrs. Sulekha Nautiyal  (c) Mr. Arvind Kumar  (d) Mr. B S Pandey  (e) Mrs. S. Kaur  (f) Computer Instructors - Both</p>	<ul style="list-style-type: none"> <li>• Maintaining and updating the Vidyalaya website bilingually.</li> </ul>	
<b>34. VIDALAYA SECURITY COMMITTEE</b>		
<p>(a) Mr. Labh Singh, I/C  (b) TGT PHE  (c) Mr. Balbir Kandari  (d) Mr. Vinod Purohit  (e) Mr. Kailash Dhaundiyal</p>	<ul style="list-style-type: none"> <li>• To supervise watch &amp; ward people in discharge of their duties &amp; to report Principal for any lapses.</li> </ul>	
<b>35. PHOTOGRAPHY</b>		
<p>(a) Mr. Navneet Singh , I/C  (b) Ms. Sulekha Nautiyal  (c) Mrs. Bindiya Mittal  (d) Mrs. Rajni Dutt  (e) Ms. Priya Negi  (f) Computer Instructors – Both</p>	<ul style="list-style-type: none"> <li>• Arrange photographer and take photograph of various activities/ function of Vidyalaya &amp; keep its record and arrange for its display through flex boards etc.</li> <li>• Keeping record of all important school activities.</li> </ul>	

<b>36. MAINTENANCE AND REPAIR</b>		
<p><b>(A) CIVIL</b>  (a) Mr. S. Rajput I/C  (b) Mr. Vinod Purohit  (c) Mr. Deepak Joshi  (d) Mr. A K Shah  (e) Mr. K.C. Dhoundiyal</p> <p><b>(B) PLUMBING/ WATER POINT</b>  (a) Mr. Balbir Kandari I/C  (b) Mr. Shailendra Negi  (c) Mr. S. Rajput  (d) Mr. A. K Shah  (e) Mr. Rishi Pal</p> <p><b>(C) M&amp;R ELECTRICAL EQUIPMENTS</b>  (a) Mr. V. Purohit I/C  (b) Mr. B S Pandey  (c) Mr. S. Rajput  (d) Mr. A.K. Shah  (e) Mr. Kishore Kumar</p>	<ul style="list-style-type: none"> <li>• Supervision of secondary &amp; Primary campus, water points, maintenance of tabs &amp; R.O Machines etc. and prepare list of work which required repair and maintenance at the level of ONGC.</li> <li>• Maintain electricity and electrical gadgets, handle generators as and when required.</li> <li>• To ensure that class rooms, Varandas, Galleries and Washrooms are well lighted and fans are working.</li> </ul>	
<b>37. MAINTENANCE &amp; UPKEEP OF GENERATOR &amp; FIRE EQUIPMENT</b>		
<p>(a) Mr. S. Rajput , I/C  (b) Mr. Vinod Purohit  (c) Mr. Sunil P Manori  (d) Mr. Kailash Dhoundiyal</p>	<ul style="list-style-type: none"> <li>• To keep Generator/All Fire Extinguisher in working order.</li> <li>• To train people to use these machines/equipments.</li> </ul>	
<b>38. FURNITURE COMMITTEE</b>		
<p>(a) Mr. A.C. Malasi, I/C  (b) Mr. Neeraj Kumar  (c) Mr. Shailendra Negi  (d) Mr. B S Pandey  (e) Mr. A.K. Shah  (f) Mr. Sunil Meena  (g) Mr. Rishipal</p>	<ul style="list-style-type: none"> <li>• To arrange for procurement of furniture as per need of Vidyalaya or students.</li> <li>• To prepare the drawing &amp; put up with complete detail.</li> <li>• To maintain record of distribution of furniture.</li> <li>• To arrange for condemnation of unserviceable/broken furniture.</li> </ul>	
<b>39. BOARDING/ LODGING / TRANSPORT</b>		
<p>(a) Mr. Labh Singh, I/C  (b) Mr. Neeraj Kumar, II I/C  (b) Mr. Vinod Purohit  (c) Mrs. Rajni Dutt  (d) Mr. N C Tripathi  (e) Mr. Shailendra Negi  (f) Mrs. Bindiya Mittal  (g) Mrs. Swadesh Bharti  (h) Ms. Priya Negi</p>	<ul style="list-style-type: none"> <li>• Arrange lodging &amp; transport facility when required.</li> </ul>	

<b>40. HOSPITALITY OF VIP's</b>		
(a) Mrs. Jyoti Sharma ,I/C (b) Ms. Indira © Mrs. Parul Chaudhary (e) Mrs. Asha Yadav (f) Ms. Anupama Chandola (g) Ms. Priya Negi (h) Mrs. Anchal Sharma (i) Rishi pal	<ul style="list-style-type: none"> <li>• Arrange refreshment; lunch etc. for the guest on different occasions.</li> <li>• To arrange proper cutlery/plates/utensils etc.</li> </ul>	
<b>41. CHECKING OF CASH BOOK/LEDGER</b>		
(a) Mr. Labh Singh , I/C (b) Mrs. Reena Rani	Checking of cash book and ledger	
<b><u>MAINTENANCE &amp; UPKEEP OF ALL I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC.)</u></b>		
(a) Mr. Navneet Singh , I/C (b) Mr. Sulekha Nautiyal (c) Mr. S. Rajput (d) Mr. Sunil Manori <b>PRIMARY</b> (a) Mrs. Sanju Bala , I/C (b) Mrs. S. Kaur (c) Mr. A K Shah (d) Mrs. Anchal Parashar	<ul style="list-style-type: none"> <li>• Upkeep of all I.T equipment's, maintain and repair time to time.</li> <li>• To keep all IT equipment functioning through proper maintenance &amp; repair.</li> <li>• To arrange for AMC of their equipment as &amp; when required</li> </ul>	
<b>42. UP KEEP OF STAFF ROOM</b>		
<b>Gents:</b> (a) Mr. N C Tripathi , I/C (b) Mr. Sanjeev Rajput (c) Mr. Vinod Purohit <b>Ladies:</b> (a) Mrs. N. Chaturvedi , I/C (b) Mrs. Jayanti Sayana (c) Mrs. Sunita Dikshit (d) Mrs. R. Seth <b>Primary Staff Room:</b> (a) Mrs. Krishna Yadav , I/C (c) Mrs. Pushpa Aswal	<ul style="list-style-type: none"> <li>• Cleanliness and maintenance of staff room: Gents and ladies and Primary section.</li> <li>• To keep Almirah/Racks neat/clean.</li> <li>• To keep computers in working state.</li> <li>• To keep Notice Boards updated with Time Table/News/Notices etc.</li> </ul>	
<b>43. FLAG HOISTING AND LOWERING</b>		
(a). TGT PHE (b). Mr. N C Tripathi 2 nd I/C (c). Mr. V. Purohit (d). Coaches and Guards on Duty	<ul style="list-style-type: none"> <li>• Ensuring that flag hoisting and lowering will do properly and in time.</li> </ul>	
<b>45. ALLOTMENT OF DUTIES OF SUB-STAFF FOR VARIOUS WORK NOT COVERED UNDER ABOVE COMMITTEES</b>		
(a) Mr. P.C. Pant (b) Ms. Preeti	<ul style="list-style-type: none"> <li>• Allotment of duties to sub staff ( regular and on contract) as per KVS Guidelines.</li> </ul>	

<b>46. GRIEVANCE REDRESSAL CELL /INTERNAL COMPLAINTS COMMITTEE</b>		
(a) Principal (b) Vice Principal (c) Mrs. Prabha Singh (d) Mrs. Kalpana Agarwal (e) Mr. Labh Singh (f) Mrs. Krishna Yadav	All such cases to be dealt by holding proper enquiry and keeping records as per norms.	
<b>47. COMPLAINTS RELATED TO SEXUAL HARASSEMENT</b>		
(a) Mrs. Prabha Singh , I/C (b) Mr. A P Tomar (c) Mrs. Kalpana Agarwal (d) Mrs. Jayanti Sayana (e) Mrs. Sanju Bala	All such cases to be dealt by holding proper enquiry and keeping records as per norms.	
<b>48. MINUTES OF STAFF MEETING</b>		
(a) Mrs. Jyoti Sharma , I/C (b) Mr. Neeraj Kumar (c) Mrs. K Agarwal (d) Mrs. Asha yadav	All Hindi , English & Sanskrit Teacher must be allotted the assignment on rotation basis along with Mrs. S. Ahuja (PRT). Minutes must be typed in UNICODE.	
<b>49. Checking Late Comers Committee – The late comers entry must be in proper register and must be signed by concerned class teacher and must be made proper entry in student diary.</b>		
(a) TGT PHE , I/C (b) Mr. S Rajput (c) Mrs. Rajni Dutt (d) Mr. B S Kandari (e) Coaches (f) Yoga Tr		
<b>50. Disaster Management Committee-Conduct of Mock Drill and Implementation of SOP.</b>		
SECONDARY (a) Mr B S Kandari , I/C (b) Mr. V. Purohit (c) Mr. Labh Singh (d) Mr. Arvind Kumar (e) Mrs. Bindiya Mittal (f) Mrs. Rajni Dutt (g) Mr. Sanjeev Rajput (h) TGT PHE (i) HOUSE PREFECTS (2 FROM EACH HOUSE)	PRIMARY (a) Mrs. Sanju Bala , I/C (b) Mrs. Krishna Yadav (c) Mrs. Pushpa Aswal (d) Mr. A.K. Shah (e) Mr. Sunil Meena	
<b>51. PTM &amp; PTA</b>		
SECONDARY (a) Mrs. Rumma Raina , I/C (b) Mrs. Parul Chaudhary (c) Mrs. Manju Chaudhary PRIMARY (a) Mrs. Sanju Bala , I/C (b) Ms. Priya Negi (c) Mrs. Krishna Yadav	<ul style="list-style-type: none"> <li>To arrange PTM / PTA as and when necessary in consultation with examination and other departments.</li> <li>Proper maintenance of record / minutes of such meetings.</li> <li>To intimate students &amp; parents about the schedule of such meetings.</li> </ul>	

<b>52. SWASTH BACCHE SWASTH BHARAT (SBSB)/FIT INDIA PROGRAMME</b>		
(a) Mr. N C Tripathi, I/C (b) Mr. Navneet Singh (c) Mr. B S Pandey (d) Mrs. Anupama Chandola (e) Mrs. Surinder Kaur (f) Ms. Priya Negi	<ul style="list-style-type: none"> <li>• Implementation of SBSB Programme in vidyalaya,</li> <li>• To Carry out all activities in given time frame.</li> <li>• To ensure uploading of related data on portal and downloading of Report cards.</li> </ul>	
<b>53. STUDENT ENROLMENT</b>		
(a) Mrs. Vivek Bharti , I/C (b) Mrs. Bindiya Mittal © Mr. Deepak Joshi (d) Mrs. Sanjubala ( e ) Mr. Sunil Meena (f) Mr. P C Pant (g) Ms. Preeti	<ul style="list-style-type: none"> <li>• To collect data related to monthly enrollment in the school.</li> <li>• To verify the said data before forwarding the same to RO.</li> <li>• To keep proper record (soft as well as hard copy) of each month.</li> </ul>	
<b>54. PARTICIPATION IN SWACCH VIDYALAYA ACTIVITIES</b>		
(a) Mrs. S. Bhatnagar , I/C (b) Mrs. Madhavi Singh (c) Mrs. Rajni Dutt (d) Mr. B S Kandari (e) Mr. Vinod Purohit (f) Mrs. Anchal Parasher (g) All Coaches, Yoga Teacher, Counselor, Nurse, PGT Pol. Sc., Computer Instructors, Art & Craft Teacher will be the members.	<ul style="list-style-type: none"> <li>• To ensure registration and participation in Cleanliness related activities.</li> <li>• To conduct activities in school premises and in nearby neighborhood to promote awareness.</li> <li>• To keep record of all such activities along with photographs..</li> </ul>	
<b>55. Subject Committees Convenors –</b>		
(a) Mrs. Jyoti Sharma – English (b) Mrs. Kalpana Agrawal – Hindi (c) Mr. B S Kandari – Maths (d) Mr. A P Tomar – Physics , Chem, Bio, CS/IP and Science. (e) Mrs. Prabha Singh – History , Geography, Pol. Sci, Economics and Social Sci. (f) Mr. Labh Singh – Accountancy & B.St. (g) Mrs. Sanju Bala H M – Primary	<ul style="list-style-type: none"> <li>• To discuss Academic Agenda, CoScholastic Activities, Back to Basics Programme, Correction Work, Evaluation work, Split up syllabus, QPaper setting etc.</li> <li>• To maintain the record of follow up alongwith the agenda points on monthly basis.</li> <li>• In the absence of conveners the same duty will percolate to next Sr. Most member.</li> </ul>	

<b>56. SHALA Darpan / Result Software Committee</b>		
<p>(a) Mrs. Sulekha Nautiyal , I/C  (b) Mr. Navneet Singh , 2<sup>nd</sup> I/C  (c) Mr. Arvind Kumar  (d) Mrs. Surinder Kaur  (e) Computer Instructors – Both</p>	<ul style="list-style-type: none"> <li>• To comply with all the instructions related to SHALA Darpan and updation of all information promptly.</li> </ul>	
<b>UBI Fee Portal</b>		
<p>(a) Mr. Navneet Singh , I/C  (b) Mrs. Sulekha Nautiyal  (c) Mr. Deepak Joshi  (d) Mrs. Surinder Kaur  (e) Mr. P C Pant</p>	<ul style="list-style-type: none"> <li>• To maintain Fee Portal as per norms of KVS.</li> <li>• To intimate the class teachers about necessary updation at regular intervals.</li> </ul>	
<b>58. Poster/Banner/Flex Board/Students Badges/I-Cards</b>		
<p>(a) Ms. Indira , I/C  (b) Mrs. Bindiya Mittal  (c) Mrs. Jyoti Sharma  (d) Mrs. Rajni Dutt  (e) Mrs. Sanjubala  (f) Mrs. Priya Negi  (g) Concerned Teacher of Department</p>	<ul style="list-style-type: none"> <li>• To prepare and display banners as per requirement of programmes of KVS.</li> <li>• To prepare students badges/I-Card.</li> <li>• To keep used banner safely for reuse.</li> </ul>	
<b>59. AWAKENED CITIZEN PROGRAMME</b>		
<p>(a) Mrs. Ranjana Seth , I/C  (b) Mrs. Praveen Sharma  (c) Mrs. N. Chaturvedi  (d) Mrs. Swadesh Bharti  (e) Mr. B S Pandey  (f) Mrs. Rajni Dutt</p>	<ul style="list-style-type: none"> <li>• .To implement the latest guidelines related to ACP in the vidyalaya.</li> <li>• To Conduct ACP Classes for students as per directions received from RO/HQ.</li> <li>• To keep record of all classes taken and modules completed.</li> </ul>	
<b>60. NEIGHBOURHOOD SCHOOL ADOPTION PROGRAMME</b>		
<p>(a) Mrs. Prabha Singh  (b) Mrs. Indira  (c) Mr. A.P. Tomar  (d) Mrs. Kalpana Agarwal  (e) Mrs. Rajni Dutt  (f) TGT PHE</p>	<ul style="list-style-type: none"> <li>• To keep in touch with neighborhood school.</li> <li>• To chalk out programme for students of neighborhood school and our own students.</li> <li>• To arrange visits of students/teacher.</li> <li>• To keep record of activity and photographs.</li> </ul>	



	<ul style="list-style-type: none"> <li>• To prepare report and send to RO.</li> </ul>	
<b>61. CHILDREN WITH SPECIAL NEEDS (CWSN)</b>		
(a) Mr. Arvind Kumar , I/C (b) Mr. Sunil Meena (c) Mr. Shailendra Negi (d) Mrs. Mafi Khatoon (e) Ms. Priya Negi	<ul style="list-style-type: none"> <li>• To cater to the needs of students with special needs (Divyang)</li> <li>• To put forth demand/needs of such students.</li> <li>• To ensure implementation of latest orders/acts related to such students.</li> <li>• To keep record of such students by making a detailed profile.</li> </ul>	
<b>62. CHILD RIGHTS AND PROTECTION CELL</b>		
a) Vice Principal, I/C b) Prabha Singh, II I/C c) Manju Chaudhary d) Arvind Kumar e) Anupama Chandola f) Sanjubala Singh g) Anchal Parasher	<ul style="list-style-type: none"> <li>• To create awareness about NCPCR and implementation of related rules / regulations.</li> <li>• To look into the suggestions of stakeholders and its implementation (if feasible) on regular basis.</li> </ul>	

(Principal)