

KENDRIYA VIDYALAYA ONGC DEHRADUN

“DUTIES OF STAFF MEMBERS”

SESSION 2023-24

The following duties have been assigned to the staff members for conducting various activities during the session **2023-24**.

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 2023-24

Committees	Teachers	Duties of staff members session
1. Academic Advisory Committee	<ul style="list-style-type: none"> a. Vice Principal b. Mr. Alok Chand Malasi c. Mr. S.S Jayara d. Mr. Biram Pal Singh e. Mrs. Alka Tariyal f. Mrs. Reena Rani g. Mrs. Bindiya Mittal h. Mrs. Anchal Parashar i. Ms. Yukti Arora 	<ol style="list-style-type: none"> 1. To prepare Annual Academic Plan 2. To Moderate Result of Examination 3. To plan remedial Teaching 4. To suggest steps for Academic Upliftment of Vidyalaya 5. To Moderate Internal assessment/Question Paper Checking/Inclusion of CCT questions.
2. ACADEMIC SUPERVISION		
XI-XII	Principal	
VI-X	Vice Principal Mr. Alok Malasi Mrs. Kalpana Agarwal Mr. S S Jayara Mrs. Alka Tariyal	<ol style="list-style-type: none"> 1. Class supervision of all P.G.Ts, T.G.Ts, miscellaneous and PRTs at least once a month for 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.
I-V	H.M./Anchal Parashar/ Kalpana Agarwal/ S S Jayara/ Alka Tariyal	
3. SENIOR P.G.T'S DEPUTED FOR ACADEMIC SUPERVISION		
S. St. all TGTs	Mr. Alka Tariyal	
Hindi all T.G.Ts	Mrs. Kalpana Agarwal	
Science all T.G.Ts	Mr. Alok Malasi	
Maths all T.G.Ts	Mr. B P Singh	
Eng. All T.G.Ts	Mrs. Jyoti Sharma	
All PRTs	Kalpana Agarwal/ Jayara/ Alka Tariyal	
4. ADMISSION COMMITTEE		
Admission in Class 1, vacant seats if any & Class 11. Admission in all classes as per vacancies. Admissions under Special Dispensation Local Transfer Admission KV TC cases.	Mr. S.S Jayara, I/C Mrs. Kalpana Agarwal, II nd I/C Mrs. Sulekha Nautiyal, (Technical I/C) Mr. Ramesh Chand Mrs. Ranjana Seth Mr. Hari Prasad Mishra Mrs. Maheshwari Negi Mrs. Krishna Yadav Ms. Monika Barehla MS. Jyoti	To carry out admissions of all classes wherever applicable for which they have to :- <ol style="list-style-type: none"> 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 out 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.
5. EXAMINATION COMMITTEE		
Internal Examination	Mrs. Parul Chaudhary, I/C Mr. R. S. Chauhan, II I/C Ms. Reena Rani Mr. B S Pandey Mr. Sunil Manori	<ol style="list-style-type: none"> 1. To arrange the preparation of Question paper for all internal exam maintaining confidentiality. 2. To prepare date sheet for exams. 3. To conduct all internal exams in school in fair manner. 4. To prepare for declaration of result 5. To keep all records pertaining to examination intact & ready for perusal whenever asked.
CBSE	Mrs. Poonam Sharma, I/C Mr. B P Singh Ms. Sulekha Nautiyal	

External Exam

- Mr. Deepak Joshi
- Mrs. Bindiya Mittal
- Vice Principal
- Mrs. B P Singh, I/C
- Ms. Poonam Sharma
- Ms. Sulekha Nautiyal
- Mr. Deepak Joshi
- Mr. B.S Pandey

- 6. To prepare seating plans for examination.
- 7. To arrange invigilators for examination.
- 8. To ensure implementation of latest rules and regulations as communicated by CBSE/KVS.

PRIMARY SECTION Exam Committee

Overall I/C - Anchal Parashar

- REENA YADAV, I/C
- YUKTI, II I/C
- HEENA SAINI

6. TIME TABLE COMMITTEE

SENIOR SECTION

- Mr. B P Singh, I/C
- Mr. Shailendra Negi
- Mr. Sandeep Bisht
- Mrs. Anupama Chandola
- Mr. Neeraj Kumar

- 1. Framing of time table.
- 2. Allotment of periods according to the KVS rules.
- 3. Daily arrangement.
- 4. Record of attendance of Contractual teachers.
- 5. To frame time table for remedial classes/Autumn break/ winter break etc.

PRIMARY SECTION

- MS. SHALINI I/C
- MS. JYOTI

7. BEAUTIFICATION & GARDENING COMMITTEE/NATURE CLUB

Ms. Yash Prabha Taneja, I/C

- 1. To plan for campus beautification in the beginning of the session as well as in the middle depending on various seasons & weather
- 2. Guide gardeners for proper upkeep of gardens.
- 3. To allot weekly work to gardeners & supervise their work.
- 4. To put forward the requirement of consumable & non consumable item for gardening so that all gardens are well maintained throughout the session & submit the monthly report of the work.

FRONT GARDEN COMPLETE

- Ms. Anupama Chandola I/C
- Ms. Suman Rani
- Mr. Rishipal Sub-Staff

INSIDE BUILDING ALL BLOCKS

Sr. Sec. Section

- Mrs. Reeta Bali, I/C
- Mrs. Sunita Dikshit
- Mr. Rishi Pal (Sub-Staff)

BACK SIDE GARDEN (NEAR CAR PARKING)

- Mrs. R. Seth, I/C
- Mrs. Praveen Sharma
- Mr. Rishipal (Sub-Staff)

Primary Section/Herbal Garden

- 1. Ms. Yukti, I/C
- 2. Ms. Monica, II I/C
- 3. Ms. Bimla Devi

B. C.C. A. COMMITTEE

A). SECONDARY SECTION

Coordinator Mrs. Jyoti Sharma, I/C

- To prepare CCA calendar.
- To divide students and teachers in various Houses

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Members	Mrs. Mamta Mishra Mr. A. C Malasi Mrs. Jayanti Sayana Mrs. Praveen Sharma	<ul style="list-style-type: none"> To celebrate different days as per CCA calendar as well as according instructions received from KVS/CBSE/ONGC or any govt. agency. To chalk out program Annual Day celebration, Prizes and certificate distribution.
B). HOUSE MASTERS		
SHIVAJI	Mrs. Yash Prabha Taneja	
TAGORE	Mrs. Rekha Semwal	
ASHOKA	Mr. S.P Manori	
RAMAN	Mr. Rajveer Singh	
C). PRIMARY SECTION		
Coordinator	Ms. Priya Negi , I/C	
Member	MS. YUKTI ARORA Mr. Rajeh Kaloni	
D). HOUSE MASTERS		
SHIVAJI	Mrs. Krishna Yadav	
TAGORE	Mrs Kiran Bhandari	
ASHOKA	Mrs Maheshwari Negi	
RAMAN	Mrs Pushpa Aswal	
9. SCHOOL CLEANINESS		
Mr. Neeraj Kumar over all I/C		
A). SENIOR SECONDARY WING SUPERVISION		
(a) Ground Floor : Mr. Bishwajeet Prabhakar Mrs. Praveen Sharma		
(b) First Floor: Mr G P Tamta Mrs. Anupama Chandola		
a) Mr. Rishi Pal (Sub-Staff)		
B). MIDDLE SCHOOL BLOCK SUPERVISION		
(a) Ground Floor : Mrs. T C Sharma Mrs. Swadesh Bhatti		
(b) First Floor: Mrs. Rajni Dutt Mr. S. P Manori		
Mr. Raghubeer Hindwal (Sub-Staff)		
C). PRIMARY WING SUPERVISION		
(a) Ground Floor: MS. Shalini Ms. Monica		
First Floor: Mr Rajesh Kaloni Ms. Jyoti Mrs. Bimla (Sub-Staff)		
D). FIELD AND OUTSIDE BUILDING SUPERVISION		
(a) Field: Mr. Uday Singh Chaudhary Ms. Rajni Dhyani		
Outside Building: Mr. H P Mishra Ms. Jayanti Sayana Mr. Keshav Gaur (Substaff)		
10. DISCIPLINE COMMITTEE		
Overall I/C - Mr. Uday Chaudhary Sr. Secondary section		<ul style="list-style-type: none"> Maintaining discipline in school. Handling the cases of indiscipline.

- (a) Mrs. Manju Chaudhary, I/C *Manju*
- (b) Mr. R S Chauhan *RS*
- (c) Mrs. Alka Triyal *A*
- (d) Mrs. Kalpana Agarwal *AK*

Secondary Section

- (a) Mrs. Sunita Dikshit, I/C *SD*
- (b) Mr. Rajveer Singh *RS*
- (c) Mr. Shailendra Negi *SN*
- (d) Mrs. Reeta Bali *RB*

Primary Section

- (a) HM, I/C *HM*
- (b) Mrs. Anchal Parasher, II i/C *AP*
- (c) Ms. Krishna Yadav *KY*
- (d) Mrs. Pushpa Aswal *PA*
- (e) Mr. Rajesh Kaloni *RK*

All Class Teachers

- 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

11. SCIENCE EXHIBITION/ EXAMS

Inspire Awards / NCSC	Mr. R.S Chauhan I/c <i>RS</i> Mrs. Rekha semwal <i>RS</i>
TERI Green Olympiad	Mr. Sarita Bhatnagar I/c <i>SB</i> Mrs. Anupama Chandola <i>AC</i> Mrs. Maneshwari Negi <i>MN</i>
CBSE SCIENCE CHALLENGE/ VSSF SPOT/STEM	Mr. S.S Jayara I/c <i>SS</i> Mrs. Pooiam Sharma <i>PS</i> Mrs. Rekha Semwal <i>RS</i>
VVM/IAPT/ Modernisation of Labs	Mr. A.C. Malasi I/c <i>AM</i> Mrs. P Chaudhary <i>PC</i> Mrs. Reeta Bali <i>RB</i>
JUNSMEE / IIGYASA/KVPY/ NTSE/SCIENCE OLYMPIAD	Ms. Manju Chaudhary I/c <i>Manju</i> Mr. A.C. Malasi <i>AM</i> Mr. R.S Chauhan <i>RS</i>
ICT/PISA/Green School	Ms. Rekha Semwal <i>RS</i> Ms. Reeta Bali <i>RB</i> Ms. Anupama Chandola <i>AC</i> Ms. Y P Taneja <i>YPT</i> Mr. H P Mishra <i>HP</i>

- To convey the content of these exhibition/exams to students and all concerned teachers and arrange for distribution of work for teachers.
- To select students for different exhibits/exams.
- To arrange for conduct of school level/Cluster level/Regional level/National level exhibition/exam.
- To motivate students and ensure their participation in NTSE, KVPY, IAPT, SOF and other exams.

12. EBSB AND YOUTH PARLIAMENT

- (a) Mrs. Alka Tariyal, I/C *AT*
- (b) Mr. Biridiya Mittal, II I/C *BM*
- (c) Mr. Arvind Kumar *AK*
- (d) Mrs. Subhavana Bhama *SB*
- (e) Mrs. Sunita Dikshit *SD*
- (f) Mrs. Rajni Dutt *RD*
- (g) Mrs. Amita dobhal *AD*
- (h) Mr. Tilak Chand Sharma *TS*

- To conduct a meeting of all; concern teachers & distribute or allocate the work among them.
- To motivate students to prepare exhibits and other activities and arrange for their organization at various level.
- To ensure quality participation of students in different activities of Social Science exhibition which would yield a positive result.
- All other PGTs/TGTs of subject concerned/special duties to be allotted at the time of event by the I/C.

Manju

<p>13. BHARAT SCOUT AND GUIDE</p> <p>Secondary</p> <p>a) Mr. N C Tripathi, I/C Scouts b) Mr. Ganesh Tamta, 2nd I/C c) Mr. Ramesh Chand d) Mrs. Lata Barthwal, I/C Guides e) Mrs. Praveen Sharma, 2nd I/C</p> <p>Primary</p> <p>a) Mrs. Pushpa Aswal, I/C Cubs & Bulbuls b) Mrs. Krishna Yadav</p>	<ul style="list-style-type: none"> • Registration of students in Scout & Guide and conducting all the activities pertaining to Scout & Guides/cubs/bulbul in Vidyalaya. • Maintenance of record of all activities conducted alongwith the list of participants and achievers.
<p>14. INTEGRITY /ECO CLUB</p> <p>(a) Mrs. Parul Chaudhary, I/C (b) Mrs. Rajni Dutt (c) Mrs. Sunita Dikshit (d) Mrs. Pushpa Aswal (e) Mrs. Swadesh Bharti</p>	<ul style="list-style-type: none"> • To plan for theme based activities. • To arrange for display of these themes and keep it dynamics during session. • To conduct value based talks/shows/skits and other program in morning assembly or any other convenient time. • Maintenance of record of all activities conducted alongwith the list of participants and achievers.
<p>15. OLYMPIAD / OTHER EXAMS</p>	
<p>(A). MATHS OLYMPIAD /ARYABHATA GANIT CHALLENGE/IOQM</p> <p>(a) Mr. B P Singh, I/C (b) Mr. Bishwajeet Prabhakar (c) Mr. N C Tripathi (d) Mr. Shailendra Negi</p>	<ul style="list-style-type: none"> • Identify students, encourage them for participation in Maths related exam. • To organize preparatory classes for JMO and other exams. • Maintenance of record of all activities conducted alongwith the list of participants and achievers.
<p>(B). GCap Scholar Planet/CYBER SPACE/COMPUTER LITERACY, FINANCIAL & OTHER EXAMS</p> <p>(a) Mr. Sandeep Bisht, I/C (b) Mrs. Reena Rani (c) Ms. Heena Saini (d) Mrs. Jyoti</p>	<ul style="list-style-type: none"> • To identify students and encourage them to participate in different examination pertaining to G.K/Computer and other such exams. • Maintenance of record of all activities conducted along with the list of participants and achievers.
<p>16. FIRST AID, MEDICAL CHECKUP AND VACCINATION</p> <p>(a) Mrs. Subhavana Bhama, I/C (b) Mrs. Jayanti Sayana, II/I/C (c) Ms. Anchal Parasher, I/C Primary (d) Ms. Maheshwari Negi (e) Doctor (f) Nurse</p>	<ul style="list-style-type: none"> • To procure medicine/ equipment for medical room. • To supervise work of Doctor/ Nurse and ensure time to time medical checkup of student in a year & keep its record in soft/hard copy.
<p>17. LANGUAGE LAB & CLUB (ENGLISH)</p> <p>(a) Mr. Rajveer Singh, I/C (b) Mrs. S Bhama (c) Mrs. Mamta Mishra (d) Mr. Sunil P Manori</p>	<ul style="list-style-type: none"> • Maintenance and upkeep of Language Lab. • Conducting and organizing all activities related to languages. Emphasis on spoken English. • To develop communicative skills of students and enrichment programme for improving English environment in Vidyalaya. • To subscribe English Newspaper for students.

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18. RAJBHASHA SAMITI

- a) Mr. Neeraj Kumar, I/C
- b) Mrs. Kalpana Agarwal II/I/C
- c) Mr. Arun Bisht
- d) Mrs. R Seth
- e) Mrs. S Bharti
- f) Mr. P.C. Pant
- g) Mr. Vikas Barthwal

- Meeting of NARAKAS should be attended and direction of these meetings should be implemented.
- Every month school level meeting may be conducted.
- Maintenance of record of all activities conducted alongwith the list of participants and achievers.

19. GUIDANCE AND COUNSELLING

- a) Mrs. Mamta Mishra I/C
- b) Mr. Ramesh Chand
- c) Mrs. Reeta Bali
- d) Counsellor
- e) Special Educator

- Arrange career counselling session for students.
 - To monitor the work of counsellor of the Vidyalaya.
 - To chalk out various activities pertaining to career counselling.
 - To arrange for clinical/ behavioural counselling of students.
 - To Chalk out active plan for counseling activities to be taken for counsellor.
- Counsellor – 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 counselling.
A written record to be maintained.

20. NAEP

- a) Mrs. Manju Chaudhary I/C
- b) Mr. Arvind Kumar
- c) Ms. Anupama Chandola
- d) Mrs. Ranjana Seth
- e) Mrs. Praveen Sharma

- To ensure awareness among students about adolescences education.
- To give wide publicity to NAEP programs through drawing and painting comp. debates, display boards and other such modes.
- To arrange for slogan writing, stage show etc. in the morning assembly once in a month.

21. ADVENTURE/EXCURSION

- a) Mr. Uday Chaudhary, I/C
- b) Mr. G P Tamta, II/I/C
- c) Mrs. Lata Barthwal
- d) Mrs. Rajni Dutt
- e) Mr. Rajesh Kaloni

- Organize & escort students for adventure activities.
- To plan Excursion trips for students.
- To arrange for visit of local museums, monumental places/ historical places for students of Primary and other classes.
- Maintenance of record of all activities conducted alongwith the list of participants and achievers.

22. MAINTENANCE OF OUTSTANDING ACHIEVEMENT RECORD

- Overall I/C- Mrs. Manju Chaudhary
- a) Mrs. Jyoti Sharma – CCA
 - b) Mr. Parul Chaudhary – NEET/IIT
 - c) Poonam Sharma – Academics (Board classes)
 - d) Mr. Ramesh Chand – NDA/Defence
 - e) Ms. Mamta Mishra – Literary Competition
 - f) Mr. Sandeep Bisht – Computer Related
 - g) Mr. Uday Singh Chaudhary – Sports
 - h) Mrs. Lata Barthwal – Scouts & Guides
 - i) Mrs. Rajni Dutt – Drawing & Painting
 - j) Mr. Rajesh Kaloni – Music

- To maintain the record of outstanding achievements of the students.
- To maintain the record of the students who get the admission in different professional colleges like IIT, Medical etc. and other professional colleges.

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<p>23. EDITORIAL BOARD – VIDYALAYA PATRIKA/STUDENT DIARY</p> <p>(a) Mrs. Jyoti Sharma I/C English Sec. <i>Jyoti</i> ✓ (b) Mr. Neeraj Kumar I/C Hindi Sec. (c) Ms. Mamta Mishra <i>Mamta</i> (d) Mrs. Jayanti Sayana <i>Jayanti</i> (e) Mrs. Amita Dobhal <i>Amita</i> (f) Ms. Heena Saini <i>Heena</i> ✓ (g) Ms. Priya Negi <i>Priya</i></p> <p>Two students from Senior Secondary Section</p>	<ul style="list-style-type: none"> Collection and editing of articles of students for Vidyalaya Patrika/ quarterly programme.
<p>24. LOST AND FOUND</p> <p>(a) Mr. Uday Chaudhary, I/C <i>Uday</i> (b) Mrs. Rajni Dutt <i>Rajni</i> (c) Mr. G P Tamta <i>G P Tamta</i> ✓ (d) Mr. Rajesh Kaloni <i>Rajesh Kaloni</i></p>	
<p>25. P. A SYSTEM</p> <p>(A) SENIOR SECTION</p> <p>(a) Mr. G P Tamta, I/C <i>G P Tamta</i> (b) Mr. Sunil Manori, II I/C <i>Sunil Manori</i> ✓ (c) Mr. Raghubeer Hindwal (Sub- Staff)</p> <p>(B) PRIMARY SECTION</p> <p>✓ (a) Mr. Rajesh Kaloni, I/C <i>Rajesh Kaloni</i> ✓ (b) Mr. Kailash Dhoundiyal (Sub-Staff) <i>Kailash Dhoundiyal</i></p>	<ul style="list-style-type: none"> Installation of P.A System in morning assembly, repair and maintenance. To plan & procure proper PA system for Vidyalaya. To arrange PA system for morning assembly and all programme of Vidyalaya. To ensure proper functioning of PA system in all programmes of vidyalaya.
<p>26. CANTEEN COMMITTEE: To collect regular feedback from students, cleanliness and hygienic food items with proper records of visits.</p>	
<p>✓ (a) Ms. Reena Rani, I/C <i>Reena Rani</i> ✓ (b) Mrs. Poonam Sharma <i>Poonam Sharma</i> (c) Mrs. Mamta Mishra <i>Mamta Mishra</i> (d) Mrs. Amita Dobhal <i>Amita Dobhal</i> ✓ (e) Mrs. Pushpa Aswal <i>Pushpa Aswal</i></p>	<ul style="list-style-type: none"> Supervising the food items being sold, their preparations, hygiene and cleanliness. Committee have to decide rates for item to be sold in canteen at the time of tender of canteen.
<p>27. TWO WHEELERS & CYCLE STAND (STUDENT)</p>	
<p>(a) Mr. Uday Chaudhary, I/C <i>Uday</i> ✓ (b) Mr. Manoj Sundariyal <i>Manoj Sundariyal</i> ✓ (c) Ms. Rajni Dhyani <i>Rajni Dhyani</i></p>	<ul style="list-style-type: none"> Checking the license of two wheelers, helmets etc. and to ensure that no under age child is riding/bringing two wheelers in Vidyalaya Campus. To intimate parents about students who are not in possession of helmets & license.
<p>MORNING ASSEMBLY AND CHOIR GROUP –</p>	
<p>(A) SENIOR SECTION</p> <p>(a) Mr. A.C. Malasi, I/C <i>A.C. Malasi</i> (b) Mrs. Jayanti Sayana <i>Jayanti Sayana</i> ✓ (c) Mr. Rajesh kaloni <i>Rajesh kaloni</i></p> <p>All House Masters and Class Teachers</p> <p>(B) PRIMARY SECTION</p> <p>✓ (a) Mr. Rajesh Kaloni, I/C <i>Rajesh Kaloni</i> ✓ (b) Ms. Priya Negi <i>Priya Negi</i></p> <p>All House Masters and Class Teachers</p>	<ul style="list-style-type: none"> Conduct of morning assembly in Primary section and secondary section as per KVS guidelines. To provide adequate guidance and training to students for smooth conduct.
<p>28. LIBRARY AND READING ROOM</p>	

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<p style="text-align: center;">19</p> <p>a) Mr. Ramesh Chand, I/C b) Mrs. Praveen Sharma c) Mr. H P Mishra d) Mrs. Krishna Yadav e) Mrs. Swadesh Bharti f) Two students from class XII & XI</p>	<ul style="list-style-type: none"> • Procurement of books/magazine/newspapers for library through library committee. • To motivate reading habits in students & staff. • To keep library updated and keep proper record of all books/ issue of books/weeding and condemnation of old books.
<p>29. CULTURAL ACTIVITY COMMITTEE</p> <p>(a) Mrs. Jyoti Sharma , I/C (b) Mrs. Mamta Mishra, II I/C (c) Mr. A.C. Malasi (d) Mr. Neeraj Kumar (e) Mrs. R. Seth (f) Mrs. Jayanti Sayana (g) Mrs. Praveen Sharma (h) Ms. Priya Negi (i) Mrs. Anchal Parasher</p>	<ul style="list-style-type: none"> • To select students for Annual Day and various cultural activities of Vidyalaya and arrange for their rehearsal & costume.
<p>30. CMP COMMITTEE/NEWS LETTER</p> <p>(a) HM , I/C (b) Ms. Heena Saini , 2nd I/C (c) Ms. Priya Negi</p>	<ul style="list-style-type: none"> • Publication of newsletters as per schedule & reporting of CMP activities. • Conduct of various activities of Primary section as per list of activities regulated under CMP & to keep its record.
<p>31. PREPARATION AND COMPILATION OF CS-54 REGISTER</p>	
<p>(a) Mr. Naveen Tripathi I/C (b) Mrs. Reena Rani</p>	<p>Compilation of CS-54 registers for smooth running of Vidyalaya.</p>
<p>32. FORMATION OF STUDENT COUNCIL.</p> <p>(a) Mrs. Jyoti Sharma, I/C (b) Mrs. Mamta Mishra (c) Mrs. Parul Chaudhary (d) Mr. A C Malasi (e) Mr. Uday Chaudhary</p> <p>PRIMARY</p> <p>(a) HM , I/C (b) Ms. Priya Negi (c) Mrs. Heena Saini</p>	<ul style="list-style-type: none"> • Selection of deserving students for student council. Brief them about their duties & responsibilities for different occasion. • To monitor their work & keep the record of their work. • To collaborate with CCA Department. • To arrange I-Card for students, all badges, sashes, passes etc. for the council.
<p>33. PRESS AND PUBLICITY</p> <p>(a) Mrs. Praveen Sharma I/C (b) Mrs. Ranjana Seth (c) HM (d) DEO (e) Computer Instructor – Both</p>	<ul style="list-style-type: none"> • To prepare news in Hindi/English for all important events/happening of Vidyalaya & to give to print media with photographs.
<p>34. SCHOOL ALUMNI ASSOCIATION</p> <p>(a) Ms. Jyoti Sharma , I/C (b) Mrs. Mamta Mishra (c) Mr. Alok Chandra Malasi (d) A Chandola</p>	<ul style="list-style-type: none"> • To maintain records of all Alumni related activities. • To maintain liaison with registered Society of students Alumni.

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	<ul style="list-style-type: none"> To chalk out program to be held in Vidyalaya through Alumni. To take help from Alumni for counseling our students or appropriate item for Vidyalaya/ students from illustrious Alumni.
35. VIDYALAYA WEBSITE MAINTENANCE/UPDATING	
(a) Mrs Sulekha Nautiyal., I/C (b) Mr. Sandeep Bisht (c) Computer Instructors - Both	<ul style="list-style-type: none"> Maintaining and updating the Vidyalaya website bilingually.
36. VIDALAYA SECURITY COMMITTEE	
(a) Mr. R S Chauhan, I/C (b) Mr. Uday Chauadhary (c) Mr. Neeraj Kumar (d) Mr. Kailash Dhaundiya	<ul style="list-style-type: none"> To supervise watch & ward people in discharge of their duties & to report Principal for any lapses.
37. PHOTOGRAPHY	
(a) Mr. Sandeep Bisht, I/C (b) Ms. Sulekha Nautiyal (c) Mrs. Rajni Dutt (d) Computer Instructors – Both	<ul style="list-style-type: none"> Arrange photographer and take photograph of various activities/ function of Vidyalaya & keep its record and arrange for its display through flex boards etc. Keeping record of all important school activities.
38. MAINTENANCE AND REPAIR	
(A) CIVIL (a) Mr. G P Tamta I/C (b) Mr. Deepak Joshi (c) Mr. Rajesh Kaloni (d) Mr. K.C. Dhoundiyal (B) PLUMBING/ WATER POINT (a) Mr. Neeraj Kumar, I/C (b) Mr. Deepak Joshi, II I/C (c) Mr. Rajesh Kaloni (d) Mr. Rishi Pal (C) ELECTRICITY AND RELATED ITEMS (a) Mr. G P Tamta, I/C (b) Mr. Rajveer Singh, II I/C (c) Mr. Keshav Gaur	<ul style="list-style-type: none"> Supervision of secondary & Primary campus, water points, maintenance of tabs & R.O Machines etc. and prepare list of work which required repair and maintenance at the level of ONGC. Maintain electricity and electrical gadgets, handle generators as and when required. To ensure that class rooms, Varandas, Galleries and Washrooms are well lighted and fans are working.
39. MAINTENANCE & UPKEEP OF GENERATOR & FIRE EQUIPMENT	
(a) Mr. G P Tamta, I/C (b) Mr. Rajveer Singh. II I/C (c) Mr. Sunil P Manori (d) Mr. Kailash Dhoundiyal	<ul style="list-style-type: none"> To keep Generator/All Fire Extinguisher in working order. To train people to use these machines/equipments.
40. FURNITURE COMMITTEE	
(a) Mr. Bishwajeet Prabhakar, I/C (b) Mr. B S Pandey, II I/C (c) Mr. A C Malasi (d) Mr. H P Mishra (e) Mr. Rajesh Kaloni, I/C Primary	<ul style="list-style-type: none"> To arrange for procurement of furniture as per need of Vidyalaya or students. To prepare the drawing & put up with complete detail. To maintain record of distribution of furniture.

(f) Mr. Rishipal

- To arrange for condemnation of unserviceable/broken furniture.

41. BOARDING/ LODGING / TRANSPORT

- a) Mr. S S Jayara, I/C
- b) Mr. Neeraj Kumar, II I/C
- c) Mrs. Rajni Dutt
- d) Mr. N C Tripathi
- e) Mr. Shailendra Negi
- f) Mrs. Bindiya Mittal
- g) Mrs. Swadesh Bharti

- Arrange lodging & transport facility when required.

42. HOSPITALITY OF VIP'S

- (c) Mrs. Bindiya Mittal, I/C
- (b) Mrs. Poonam Sharma, II I/C
- (c) Mrs. Amita Dobhal
- (e) Ms. Suman Rani
- (f) Ms. Heena Saini
- (g) Rishi pal

- Arrange refreshment; lunch etc. for the guest on different occasions.
- To arrange proper cutlery/plates/utensils etc.

43. CHECKING OF CASH BOOK/LEDGER

- (a) Mrs. Reena Rani, I/C
- (b) Mrs. B Mittal

Checking of cash book and ledger

MAINTENANCE & UPKEEP OF ALL I.T. EQUIPMENT (C.C.T.V COMPUTERS PUBLIC ANNOUNCEMENT SYSTEM, INTERACTIVE BOARD E-CLASS ROOM MACHINE ETC.)

SENIOR/SECONDARY

- (a) Mr. Sandeep Bisht, I/C
- (b) Mr. Sulekha Nautiyal
- (c) Mr. G P Tamta
- (d) Mr. Sunil Manori

- Upkeep of all I.T equipment's, maintain and repair time to time.
- To keep all IT equipment functioning through proper maintenance & repair.
- To arrange for AMC of their equipment as & when required

44. UP KEEP OF STAFF ROOM

Gents:

- (a) Mr. Deepak Joshi, I/C
- (b) Mr. G P Tamta

Ladies:

- (a) Mrs. Ranjana Seth, I/C
- (b) Mrs. Jayanti Sayana
- (c) Mrs. Sunita Dikshit

Primary Staff Room:

- (a) Mrs. Krishna Yadav, I/C
- (b) Mrs. Pushpa Aswal

- Cleanliness and maintenance of staff room: Gents and ladies and Primary section.
- To keep Almirah/Racks neat/clean.
- To keep computers in working state.
- To keep Notice Boards updated with Time Table/News/Notices etc.

45. FLAG HOISTING AND LOWERING

- (a) Uday Singh Chaudhary, I/C
- (b) Mr. N C Tripathi 2 nd I/C
- (c) Coaches and Guards on Duty

- Ensuring that flag hoisting and lowering will do properly and in time.

45. ALLOTMENT OF DUTIES OF SUB-STAFF FOR VARIOUS WORK NOT COVERED UNDER ABOVE COMMITTEES

- (a) Mr. Arun Bisht
- (b) Mr P C Pant

- Allotment of duties to sub staff (regular and on contract) as per KVS Guidelines.

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46. GRIEVANCE REDRESSAL CELL /INTERNAL COMPLAINTS COMMITTEE	
(a) Vice Principal, I/C (b) Mrs. Kalpana Agarwal, II I/C (c) Mr. A C Malasi (d) Mrs. Mr. S S Jayara (e) HM/ Anchal Parashar (f) Mrs. Krishna Yadav	All such cases to be dealt by holding proper enquiry and keeping records as per norms.
47. COMPLAINTS RELATED TO SEXUAL HARASSEMENT	
(a) Mrs. Kalpana Agarwal, I/C (b) Mr. Alok Malasi (c) Mrs. Manju Chaudhary (d) Mrs. Jayanti Sayana (e) Mrs. Krishna Yadav	All such cases to be dealt by holding proper enquiry and keeping records as per norms.
48. MINUTES OF STAFF MEETING	
(a) Mrs. Mamta Mishra , I/C (b) Mr. Neeraj Kumar (c) Mrs. Swadesh Bharti (d) Mr. Rajveer Singh	Proper Minutes to be recorded for circulation.
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.	
(a) Mr. Uday Singh Chaudhary , I/C (b) Mr. Neeraj Kumar (c) Mrs. Rajni Dutt (d) All Coaches (e) Yoga Tr	
50. Disaster Management Committee-Conduct of Mock Drill and Implementation of SOP & Fire Safety Committee.	
SECONDARY (a) Mr Uday Chaudhary , I/C (b) Mr. Ramesh Chand (c) Mr. Arvind Kumar (d) Mrs. Bindiya Mittal (e) Mrs. Rajni Dutt (f) Mr. G P Tamta (g) HOUSE PREFECTS (2 FROM EACH HOUSE)	PRIMARY (a) HM , I/C (b) Mrs. Jyoti (c) Ms. Heena Saini (d) Mr. Rajesh Kaloni
51. PTM & PTA	
SECONDARY (a) Mrs. Parul Chaudhary , I/C (b) Mrs. Reena Rani PRIMARY (a) HM , I/C (b) Ms. Yukti Arora ,I/C (c) Mrs. Heena Saini	<ul style="list-style-type: none"> To arrange PTM / PTA as and when necessary in consultation with examination and other departments. Proper maintenance of record / minutes of such meetings. To intimate students & parents about the schedule of such meetings.
52. SWASTH BACCHE SWASTH BHARAT (SBSB)/FIT INDIA PROGRAMME	
(a) Mr. Uday Singh Chaudhary, I/C (b) Mr. N C Tripathi, II I/C (c) Mrs. Bindiya Mittal (d) Mrs. Sunil Manori (e) Ms. Yukti	<ul style="list-style-type: none"> Implementation of SBSB Programme in vidyalaya, To Carry out all activities in given time frame.

[Handwritten Signature]

(f) Mrs. Krishna Yadav	<ul style="list-style-type: none"> To ensure uploading of related data on portal and downloading of Report cards.
53. STUDENT ENROLLMENT (a) Mr. Vikas Barthwal, I/C (b) All Class Trs.	<ul style="list-style-type: none"> To collect data related to monthly enrollment in the school. To verify the said data before forwarding the same to RO. To keep proper record (soft as well as hard copy) of each month.
54. PARTICIPATION IN SWACCH VIDYALAYA ACTIVITIES (a) Mrs. Y P Taneja, I/C (b) Mrs. Reeta Bali (c) Mrs. Rajni Dutt (d) Mr. Ramesh Chand (e) Mrs. Anchal Parasher (f) Ms. Monica Barehla (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"> To ensure registration and participation in Cleanliness related activities. To conduct activities in school premises and in nearby neighborhood to promote awareness. To keep record of all such activities along with photographs..
55. Subject Committees Conveners –	
(a) Mrs. Jyoti Sharma – English (b) Mrs. Kalpana Agrawal – Hindi (c) Mr. B P Singh – Maths (d) Mr. Alok Chandra Malasi – Physics, Chem, Bio, and Science. (e) Mr. Arvind Kumar – History, Geography, Pol. Sci, Economics and Social Sci. (f) Mr. Sandeep Bisht – CS/IP, Accountancy & B.St. (g) H M – Primary	<ul style="list-style-type: none"> To discuss Academic Agenda, CoScholastic Activities, Back to Basics Programme, Correction Work, Evaluation work, Split up syllabus, QPaper setting etc. To maintain the record of follow up alongwith the agenda points on monthly basis. In the absence of conveners the same duty will percolate to next Sr. Most member.
56. Result Preparation Committee (Software based)	
(a) Mr. Sandeep Bisht, I/C (b) Mr. Parul Chaudhary (c) Mrs. Yukti Arora (d) Computer Instructors – Both	<ul style="list-style-type: none"> To comply with all the instructions related to SHALA Darpan and updation of all information promptly.
57. UBI Fee Portal	
(a) Mr. Sandeep Bisht, I/C (b) Mrs. Sulekha Nautiyal (c) Mr. B S Pandey (d) Mrs. Maheshwari Negi (e) Mr. P C Pant	<ul style="list-style-type: none"> To maintain Fee Portal as per norms of KVS. To intimate the class teachers about necessary updation at regular intervals.
58. Poster/Banner/Flex Board/Students Badges/I-Cards	
(a) Mrs. Rajni Dutt, I/C (b) Mrs. Jyoti Sharma (c) Mrs. Ranjana Seth (d) HM (e) Ms. Priya Negi (f) Concerned Teacher of Department	<ul style="list-style-type: none"> To prepare and display banners as per requirement of programmes of KVS. To prepare students badges/I-Card. To keep used banner safely for reuse.
59. AWAKENED CITIZEN PROGRAMME	