

KENDRIYA VIDYALAYA (AFS) AMLA

(Allotment of additional responsibilities for the session 2022-23)

Following Committees are hereby constituted for the session 2022-23, for the smooth functioning of the Vidyalaya activities. Conveners/ In-charges are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the coming session with immediate effect and directed to frame action plan of the year and submit on or before **30th March 2022** Handing/taking over of the charge must be completed at the earliest. After physical stock verification, a report regarding handing/taking over of the charge must be submitted to the Principal on or before **05.04.2022**.

All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal / Vice -Principal, so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stakeholders. Conveners/In charges should make sub committees, if required, for co-ordination of related work in a most befitting manner. For the formation of such subcommittee, the approval of the Principal would be obtained.

Convener/In-charges should make necessary plan as per the need of the occasion in consultation with the Principal /Vice –Principal. **Help of other staff members can be taken for best outputs.** All the In-charges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful upcoming session 2022-23.

| S.No. | Committees | Name of the Teachers | Sign. | Duties/ responsibilities |
|-------|--|-----------------------------------|-------|---|
| 1. | General Supervision of the Vidyalaya | Mr. M. L. Lohar, Principal | | ➤ General Supervision of daily activities of Vidyalaya. |
| 2. | Supervision of Back to Basics | Mr. M. L. Lohar, Principal | | ➤ Supervision and proper implementation of Back to basics & NEP in classes I to VIII |
| | | Mrs.Rekha Patharia, HM | | ➤ Keeping Records of supervision. |
| 3. | Academic Coordinator & Implementation of NEP | Mr. M. L. Lohar, Principal | | ➤ Sustain and nurture strong points |
| | | Mrs.Rekha Patharia, HM | | ➤ Record the lapses and weak points of the Vidyalaya |
| | | | | ➤ Suggestions for improvement and discuss in monthly staff meeting regarding academic improvement |
| 4. | CBSE Exam | Mr.Rahul Parasar (Comm.) - I/C | | ➤ To coordinate and conduct internal and CBSE exam on time. |
| | | Mr Abhilash Thakre PGT CS | | ➤ To maintain secrecy in all respects. Do correspondence in relation to CBSE |
| 5. | Home Exam Sec | Mrs.Jyoti Parmar ,PGT (Geo.)- I/C | | ➤ Conduct Exams fairly and smoothly. |
| | | Mr Rajendra Satpute TGT Maths | | ➤ To Keep the records of exams. & Results. |
| | | Mrs T Khan ,TGT (Eng) | | ➤ Timely conduction of Exams as per KVS instructions. |
| 6. | Home Exam Primary | Mrs.Neelima Dhote,PRT-I/C | | ➤ Distribution of correct result to the students. |
| | | Mr.Hemant Verma,PRT | | ➤ Calling of PTM just after the exam. |
| | | Ms Pooja | | ➤ Making proper seating arrangements during exam. |
| 7. | Olympiads& NTSE ,Other Exams | Mr Sunil Shrivastava TGT Sci | | ➤ To prepare students for Olympiads. |
| | | Mrs Krishna Khatarkar TGT Sci | | ➤ Plan and prepare students for participation in National Science Olympiad. |

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| 8. | PISA | Mr.Rahul Parsar PGT (Comm.) -I/C | | <ul style="list-style-type: none"> ➤ To conduct PISA Practice tests as per instructions & schedule issued by the KVS. according to the getting circulars. ➤ Timely updating PISA side. ➤ Closely monitors the PISA based activities. ➤ Time to time reporting about the progress & performance to Principal/ Vice – Principal. |
| | | Mr Abhilash Thakre PGT CS | | |
| | | Dr Shinjini Sikarwar TGT Maths | | |
| | | Mr.Rajendra Satpute ,TGT (Maths) | | |
| | | Mrs T Khan TGT Eng | | |
| 9. | Admission | Mr.Abhilash ,PGT(CS)- I/C | | <ul style="list-style-type: none"> ➤ Registration and preparing the list of selected candidates ➤ To answer the queries of parents. ➤ To maintain proper records of fresh admissions and admission on KV TC |
| | | Mr,K.C.SahuTGT(Hindi) | | |
| | | Mr.Hemant Verma ,PRT | | |
| 10. | RTI Handling | Mr. Abhilash Thakre | | <ul style="list-style-type: none"> ➤ Reply to RTI queries well in time. |
| | | Mr. Rahul Parashar | | |
| 11. | Local Purchase & Condemnation Committee | Mr. Shailesh Patil | | <ul style="list-style-type: none"> ➤ Plan and purchase as per KVS guidelines. ➤ Ensure quality items. ➤ Ensure about the competitive rates of the articles. ➤ To call the quotations as per the requirement of items. ➤ Completion of quotations & making comparative statements and taking approval from Chairman. ➤ Supervising the whole procedure of condemnation till the auction. |
| | | Mr. Abhilash Thakre | | |
| | | Mr.Shrikant Mishra TGT(So.Sci.) | | |
| | | Mrs.Karuna,TGT(WE) | | |
| | | Mr Sanjay Soni TGT PHE | | |
| | | Mr Rupesh Choudhary | | |
| 12. | Time Table / Arrangement | Sec. | Dr Shinjini Sikarwar TGTMaths | <ul style="list-style-type: none"> ➤ To prepare Timetable and amend it whenever needed during the session. ➤ To ensure proper distribution & communication of time table to students, teachers and provide its copies to the Principal and Vice Principal. ➤ Daily arrangement of teachers on leave. ➤ Arrangement of Contractual teachers with the consent of Principal. |
| | | | Mrs Saroj TGT Hindi | |
| | | Pri. | Mr.Rupesh Choudhary,PRT | |
| | | | Mr Hemant Verma | |
| | | | Miss.Pooja,PRT | |
| 13. | Quarter Maintenance & Repair & Quarter Allotment | Mr.S.K.Mishra ,TGT(S.Sci.)-I/C | | <ul style="list-style-type: none"> ➤ Allotment of Quarter as per KVS guidelines ➤ Plan for a repairing & maintenance of staff quarter as fund receive from KVS |
| | | Mr.Rahul Parashar PGT Comm | | |
| | | Mrs.Rekha Patharia HM | | |
| | | Mr.Rupesh Choudhary PRT | | |
| 14. | M & R (Civil Electrical, M&R) (School Building) | Mr.Sanjay Soni,TGT(PHE)-I/C | | <ul style="list-style-type: none"> ➤ To plan & purchase material and supervise the works. ➤ To prepare the list of materials and submit to Principal for necessary action. ➤ To maintain all fans/ tube lights in working order |
| | | Mrs.Karuna,TGT(WE) | | |
| | | Mr.Shrikant Mishra TGT(So.Sci.) | | |
| 15. | Guidance & Counseling | Mr.Rahul Parasar,PGT (Comm.)-I/C | | <ul style="list-style-type: none"> ➤ Organize workshop for staff and parents. ➤ To handle typical problems of children. ➤ Monitoring of typical problematic kind of students. ➤ To keep in touch with such parents. |
| | | Mrs. PR Jyoti Parmar | | |
| | | Mrs. T.Khan,TGT (Eng.) | | |
| | | Mrs.Rekha Patharia,Head Mistress | | |

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| 16. | Innovations & Experimentation | Mr Abhilash Thakre,PGT (CS.)-I/C | | <ul style="list-style-type: none"> ➤ Motivate teachers for innovation and experimentation during teaching learning process ➤ Develop innovative project at Vidyalaya level. ➤ To provide space to take up Innovative Practices, Action Research & motivate to submit the paper to KVS/NCERT/SCERT. ➤ To collect feedback from students and parents and submit to the principal. ➤ To meet minimum once in a month. ➤ Submission of monthly progress report of overall development of the school. ➤ To keep the record in proper way. |
| | | Mr.Sunil Srivastava,TGT (Sci.) | | |
| | | Mrs.Rekha Patharia,Head Mistress | | |
| 17. | Aqua Guard & Water Cooler | Mr.Hemant Verma,PRT-I/C | | <ul style="list-style-type: none"> ➤ To supervise and maintain all water coolers, aqua guards. ➤ Proper installation & running of Aqua guards. |
| | | Mr.T.R.Malviya ,PRT | | |
| 18. | Fee Concession, Scholarship Updation & UDISE/Reimbursement under RTE | Mr.Shailesh Patil,PGT (Hist .)-I/C | | <ul style="list-style-type: none"> ➤ Recommend fee concession for emergency assistance to the students ➤ Fill data on U-DISE portal & Complete entry for scholarship timely. ➤ Properly check the filled forms and submit to office in proper time. |
| | | Mrs Krishna Khatarkar TGT Sci | | |
| | | Mr. Hemant Verma,PRT | | |
| | | Mr.Rupesh choudhary,PRT | | |
| 19. | P.A. System | Mrs.Karuna,TGT(WE) I/C | | <ul style="list-style-type: none"> ➤ To maintain mic system. ➤ Arrange the mic system before start of any program. |
| | | Mrs.Tanushree Sarkar,Music Teacher | | |
| | | Mr.Rupesh Choudhary,PRT | | |
| 20. | Furniture | Mr.K.C.Sahu,TGT (Hindi.)-I/C | | <ul style="list-style-type: none"> ➤ To maintain the record of furniture and inventory of each class and department . ➤ To prepare a list of broken/unserviceable furniture & repair of broken furniture. |
| | | Mr.S.K.Mishra,TGT (S.Sci.) | | |
| | | Mr.Sunil Shrivastava,TGT(Sci.) | | |
| 21. | Excursion & Adventure | Mr.S.K.Mishra ,TGT(S.Sci.)-I/C | | <ul style="list-style-type: none"> ➤ To motivate the children for Excursion and Trekking. ➤ To arrange railway reservation well in advance. ➤ To motivate the children for adventure and trips and excursion. |
| | | Mrs. PR Jyoti Parmar PGT Geo | | |
| | | Mr.Karuna ,TGT(WET) | | |
| | | Mr.Sunil Srivastava,TGT (Sci.) | | |
| | | Mr.Hemant Verma,PRT | | |
| 22. | V.V.N. | Mr Rahul Parashar PGT Comm | | <ul style="list-style-type: none"> ➤ Checking of VVN registers in proper maintenance of ledger. |
| | | Mr.T R Malviya PRT | | |
| 23. | Discipline | Mr.Sanjay Soni TGT PHE-I/C | | <ul style="list-style-type: none"> ➤ To formulate rules regulations to maintain discipline of the vidyalaya . ➤ To keep the records properly. ➤ To keep track of in disciplined students monitor them with proper counselling. ➤ To check students who damaged school property and call the meeting of their parents. ➤ To oversee moment of students from class to ground, departments assembly / class / library. ➤ |
| | | Mr.Shailesh Patil,PGT (Hist .) | | |
| | | Mrs. P R Jyoti Parmar ,PGT (Geo) | | |
| | | Mrs.T.Khan,TGT(Eng.) | | |
| | | Mr.Abhilash Thakre PGT CS | | |
| | | Mr.K.C.Sahu ,TGT (Hindi) | | |
| | | Mrs.Karuna,TGT(WE) | | |
| | | Mr.Sunil Srivastava,TGT (Sci.) | | |
| | | Mrs.Rekha Patharia HM | | |
| | | Mr.Rupesh Choudhary,PRT | | |

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|--------------------------------|--------------------------------|------------------------------------|---|--------------------------------|---|--------------------------------|--------------------------|-------------------------|--|----------------------------|----------------------------|--|---|-----------------------|--|---------------------|--|---------------------|--|--|---|
| | | | Mrs.Meera Jha,PRT Concern Class Teacher | | <ul style="list-style-type: none"> ➤ To investigate the in-discipline cases, prepare report and suggest some ways to improve discipline. ➤ To plan duties and responsibilities of student council, house captains and class monitors. ➤ Regular supervision of duties performed by the students. ➤ Checking of uniform and late comers', class out passes etc. with the help of class teacher. ➤ Counselling of the indiscipline student time to time. ➤ To ensure overall discipline of Vidyalaya. | | | | | | | | | | | | | | | | |
| 24. | | Cleanliness | <table border="1"> <tr> <td rowspan="4">Sec</td> <td>Mr.Sunil Srivastava,TGT (Sci.)</td> <td></td> </tr> <tr> <td>Mr.Sanjay Soni ,TGT(PHE)</td> <td></td> </tr> <tr> <td>Mrs.Saroj,TGT(Hindi</td> <td></td> </tr> <tr> <td>Mrs.Chanchal ,TGT (Hindi)</td> <td></td> </tr> <tr> <td rowspan="3">Pri.</td> <td>Mrs.Rekha Patharia,HM</td> <td></td> </tr> <tr> <td>Mr.Hemant Verma,PRT</td> <td></td> </tr> <tr> <td>PRT Miss Pooja ,PRT</td> <td></td> </tr> </table> | Sec | Mr.Sunil Srivastava,TGT (Sci.) | | Mr.Sanjay Soni ,TGT(PHE) | | Mrs.Saroj,TGT(Hindi | | Mrs.Chanchal ,TGT (Hindi) | | Pri. | Mrs.Rekha Patharia,HM | | Mr.Hemant Verma,PRT | | PRT Miss Pooja ,PRT | | | <ul style="list-style-type: none"> ➤ To monitor the work of conservancy. ➤ Make floor-wise in charges so that toilets and classrooms, dept. are spick and span. ➤ Corridors are swiped and swabbed twice a day. ➤ Toilets are cleaned twice a day. ➤ Playgrounds, parks are cleaned. |
| Sec | Mr.Sunil Srivastava,TGT (Sci.) | | | | | | | | | | | | | | | | | | | | |
| | Mr.Sanjay Soni ,TGT(PHE) | | | | | | | | | | | | | | | | | | | | |
| | Mrs.Saroj,TGT(Hindi | | | | | | | | | | | | | | | | | | | | |
| | Mrs.Chanchal ,TGT (Hindi) | | | | | | | | | | | | | | | | | | | | |
| Pri. | Mrs.Rekha Patharia,HM | | | | | | | | | | | | | | | | | | | | |
| | Mr.Hemant Verma,PRT | | | | | | | | | | | | | | | | | | | | |
| | PRT Miss Pooja ,PRT | | | | | | | | | | | | | | | | | | | | |
| 25. | | Publicity & Press | <table border="1"> <tr> <td>Mr.K.C.Sahu ,TGT (Hindi)-I/C</td> <td></td> </tr> <tr> <td>Mr.Rupesh Choudhary,PRT</td> <td></td> </tr> </table> | Mr.K.C.Sahu ,TGT (Hindi)-I/C | | Mr.Rupesh Choudhary,PRT | | | <ul style="list-style-type: none"> ➤ To publish / coverage of achievement of students in various competitions organized at different levels. | | | | | | | | | | | | |
| Mr.K.C.Sahu ,TGT (Hindi)-I/C | | | | | | | | | | | | | | | | | | | | | |
| Mr.Rupesh Choudhary,PRT | | | | | | | | | | | | | | | | | | | | | |
| 26. | | Photography | Mr.Rupesh Choudhary PRT-I/C | | <ul style="list-style-type: none"> ➤ To collect and maintain record of photographs of various events | | | | | | | | | | | | | | | | |
| 27. | | Scout & Guide /Cub-Bulbul | <table border="1"> <tr> <td>Mr.S.K.Mishra ,TGT(S.Sci.)-I/C</td> <td></td> </tr> <tr> <td>Mrs Krishna Khatarkar TGT Sci</td> <td></td> </tr> <tr> <td>Mr Rupesh Choudhary PRT</td> <td></td> </tr> <tr> <td>Ms Pooja PRT</td> <td></td> </tr> </table> | Mr.S.K.Mishra ,TGT(S.Sci.)-I/C | | Mrs Krishna Khatarkar TGT Sci | | Mr Rupesh Choudhary PRT | | Ms Pooja PRT | | | <ul style="list-style-type: none"> ➤ To conduct Scout activities weekly . ➤ To prepare calendar of activities for the session 2021-2022. ➤ To prepare the students for various testing Camps and select students to participate at district/ state/ national level. | | | | | | | | |
| Mr.S.K.Mishra ,TGT(S.Sci.)-I/C | | | | | | | | | | | | | | | | | | | | | |
| Mrs Krishna Khatarkar TGT Sci | | | | | | | | | | | | | | | | | | | | | |
| Mr Rupesh Choudhary PRT | | | | | | | | | | | | | | | | | | | | | |
| Ms Pooja PRT | | | | | | | | | | | | | | | | | | | | | |
| 28. | | NCC | <table border="1"> <tr> <td>Mr.Hemant Verma,PRT-I/C</td> <td></td> </tr> <tr> <td>Mr.Kishor Chand Sahu TGT Hindi</td> <td></td> </tr> </table> | Mr.Hemant Verma,PRT-I/C | | Mr.Kishor Chand Sahu TGT Hindi | | | <ul style="list-style-type: none"> ➤ Registration of the students ➤ Command and training, timely completion of syllabus. ➤ To prepare calendar of activities for the session 2021-2022. | | | | | | | | | | | | |
| Mr.Hemant Verma,PRT-I/C | | | | | | | | | | | | | | | | | | | | | |
| Mr.Kishor Chand Sahu TGT Hindi | | | | | | | | | | | | | | | | | | | | | |
| 29. | | Communication Skill & Language Lab | <table border="1"> <tr> <td>Mrs. T.Khan,TGT (Eng.)</td> <td></td> </tr> <tr> <td>Mr.Rupesh Choudhary,PRT</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>All the Concerned teachers</td> <td></td> </tr> </table> | Mrs. T.Khan,TGT (Eng.) | | Mr.Rupesh Choudhary,PRT | | | | All the Concerned teachers | | | <ul style="list-style-type: none"> ➤ Proper use of reading cards. ➤ Planning & implementation of programmes for development of communication skill among staff & students. ➤ Proper use of language lab. | | | | | | | | |
| Mrs. T.Khan,TGT (Eng.) | | | | | | | | | | | | | | | | | | | | | |
| Mr.Rupesh Choudhary,PRT | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| All the Concerned teachers | | | | | | | | | | | | | | | | | | | | | |
| 30. | | Raj Bhasha & Hindi | <table border="1"> <tr> <td>Mr.K.C.Sahu ,TGT (Hindi)-I/C</td> <td></td> </tr> <tr> <td>Mrs Saroj TGT Hindi</td> <td></td> </tr> <tr> <td>Mrs. T.Khan,TGT (Eng.)</td> <td></td> </tr> <tr> <td>Mrs.Chanchal ,TGT (Hindi)</td> <td></td> </tr> </table> | Mr.K.C.Sahu ,TGT (Hindi)-I/C | | Mrs Saroj TGT Hindi | | Mrs. T.Khan,TGT (Eng.) | | Mrs.Chanchal ,TGT (Hindi) | | | <ul style="list-style-type: none"> ➤ Timely preparation of report to send quarterly report to Rajbhasha to RO. ➤ Use of Hindi Bhasha for day to day correspondence. ➤ To celebrate Hindi Pakhwara and organize different events. ➤ Ensure cent percent official work in hindi | | | | | | | | |
| Mr.K.C.Sahu ,TGT (Hindi)-I/C | | | | | | | | | | | | | | | | | | | | | |
| Mrs Saroj TGT Hindi | | | | | | | | | | | | | | | | | | | | | |
| Mrs. T.Khan,TGT (Eng.) | | | | | | | | | | | | | | | | | | | | | |
| Mrs.Chanchal ,TGT (Hindi) | | | | | | | | | | | | | | | | | | | | | |
| 31. | Subject Committee | English | <table border="1"> <tr> <td>Mrs.T Khan TGT (Eng.)-I/C</td> <td></td> </tr> <tr> <td>All TGT's & PRT's Related</td> <td></td> </tr> </table> | Mrs.T Khan TGT (Eng.)-I/C | | All TGT's & PRT's Related | | | <ul style="list-style-type: none"> ➤ To note the steps for enhancing teacher and learning process. | | | | | | | | | | | | |
| Mrs.T Khan TGT (Eng.)-I/C | | | | | | | | | | | | | | | | | | | | | |
| All TGT's & PRT's Related | | | | | | | | | | | | | | | | | | | | | |

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| | Subject Committee | Hindi | Mr.K.C.Sahu ,TGT (Hindi)-I/C All TGT's & PRT's Related | | <ul style="list-style-type: none"> ➤ To give emphasis on ICT. ➤ To note down the steps taken for improvement of the performance of the weak students with name . ➤ Steps taken by teachers to motivate students for better performance. ➤ To conduct subject committee meeting monthly & keeps the records of the meeting . | | |
| | | Science | Mr.Abhilash Thakre ,PGT(CS)- I/C All PGT's ,TGT's & PRT's Related | | | | |
| | | So Sci | Mr.Shailesh Patil,PGT (Hist .) -I/C All PGT's & TGT's Related | | | | |
| | | Mathematics | Mr.Rajendra Satpute TGT (Maths)-I/C All PGT's TGT's & PRT's Related | | | | |
| | | WE & Art | Mrs.Karuna ,TGT(WE) | | | <ul style="list-style-type: none"> ➤ To ensure proper activities to be performed Which are related to Art & SUPW ➤ To prepare calendar of activities for the session 2021-22. | |
| | | | Mr K C Sahu THT Hindi | | | | |
| | | | Miss .Pooja PRT | | | | |
| | | 32. | Library Committee | Mr.M L Lohar (Chairperson) | | | <ul style="list-style-type: none"> ➤ To prepare list of required books / newspapers / magazines periodically and journals. ➤ To keep proper record of books and magazines and monitor them properly. ➤ To maintain proper issuing and returning of books. ➤ To promote and motivate students and teachers to borrow more and more books from the library. ➤ To purchase books and display new arrivals books in a corner. ➤ Regular meeting of library committee. ➤ To make available latest editions of the books for the children. ➤ To purchase & make available latest books as per their interest of students. ➤ To ensure the ratio and variety of books in Primary Class Libraries. |
| | | | | Mr. Jai Kumar Sahu Lib. -Secretary | | | |
| | | | | Mrs P R jyoti Parmar PGT(Geo) | | | |
| Mrs.Saroj TGT(Hindi) | | | | | | | |
| Mrs.T khan TGT Eng | | | | | | | |
| Dr Shinjini Sikarwar TGT Maths | | | | | | | |
| Mrs Krishna Khatarkar TGT Sci | | | | | | | |
| Mrs.Rekha Patharia Head Mistress | | | | | | | |
| Mr Rupesh Choudhary PRT | | | | | | | |
| Student Members | | | | | | | |
| 1.School Head Boy | | | | | | | |
| 2. School head Girl | | | | | | | |
| 33. | PTA/PTM | Mrs PR Jyoti Parmar PGT Geo I/C | | <ul style="list-style-type: none"> ➤ To keep academic discipline. ➤ Keep liaison with parents in the interest of academics. ➤ Seating arrangements for Parent teacher meeting and keep the records & circulate the minutes among the teachers for academic improvement. | | | |
| | | Mrs T Khan TGT (Eng) | | | | | |
| | | Mrs.Chanchal TGT (Hindi) | | | | | |
| | | Mrs.Rekha Patharia, HM | | | | | |
| | | Mrs.Neelima Dhote, PRT | | | | | |
| 34. | Campus Beautification & BALA | Mr.K C Sahu | | <ul style="list-style-type: none"> ➤ Planning for beautification of campus. ➤ Preparation of month wise reports. ➤ Implementation of BALA concepts properly. | | | |
| | | Mrs.Karuna TGT (WE) | | | | | |
| | | Mrs.Krishna Khatarkar, TGT (Sci.) | | | | | |
| | | Mrs.Meera Jha, PRT | | | | | |
| | | Miss Pooja, PRT | | | | | |
| 35. | A/C, CS-54, Fee, Cash Book & Pay bill Checking | Dr Shinjini Sikarwar TGT Maths I/C | | <ul style="list-style-type: none"> ➤ To ensure reconciliation of fees. ➤ Proper accounting and checking of fee details of all class teachers. ➤ To check & ensure correctness of the pay bill, verification of office expenses | | | |
| | | Mr Rajendra Satpute TGT Maths | | | | | |
| | | Mr Abhilash Thakre PGT CS | | | | | |
| 36. | Audio Visual Room | Mrs.Chanchal (Hindi)-I/C | | <ul style="list-style-type: none"> ➤ To check out the plan so that teachers can use resources properly. ➤ Proper use of gadgets, teaching Aids and teaching material. | | | |
| | Resource Room | Mr.Rupesh Choudhary ,PRT-I/C | | | | | |

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| 37. | Computer Labs | | Mr.Abhilash Thakre,PGT(CS)-I/C Mr.Rupesh Choudary ,,PRT | | <ul style="list-style-type: none"> ➤ To maintain all computers in working order ➤ Ensure proper utilization of all computers. ➤ Ensure cleaning & dusting of the lab & system. |
| 38. | Departments | Teaching Aids | Mr Shailesh Patil ,PGT History -I/C | | <ul style="list-style-type: none"> ➤ To maintain proper record of teaching aids& display in the room. ➤ To make plan to improve the teaching aids and prepare a list of required materials and submit to the Principal. |
| | | | Mr.PR Jyoti Parmar ,PGT(Geo.) | | |
| | | | Mrs.Vinita Rajpal ,PRT | | |
| | | Chem.Lab | Mr.Sunil Shrivastava -I/C | | <ul style="list-style-type: none"> ➤ To ensure about all equipment/ material available in the lab as per KVS benchmark. ➤ To ensure proper activities to be performed by the science teachers. ➤ Cleanliness of the lab assigned by sub staff. ➤ To ensure neatness of apparatus and lab. ➤ Prepare plan of lab activities month wise & display in the lab. ➤ To ensure that all the required equipment / material available in the lab. ➤ To ensure proper activity to be performed by math teachers. |
| | | Phy.Lab | Mrs Karuna WET - I/C | | |
| | | Atal Tinkering Lab | Mrs Karuna WET - I/C | | |
| | | | Mrs.Krishna, TGT (Sci.) | | |
| | | | Mr.Sunil Srivastava ,TGT (Sci.) | | |
| Bio. | Mrs.Krishna Khatarkar (TGT sci)-I/C | | | | |
| Geo.Lab | Mrs.JyotiParmar.PGT(Geo.)-I/C | | | | |
| Maths Lab | Mr.Rajendra Satpute TGT (Maths)-I/C | | | | |
| 39. | Clubs | Integrity | Mr.Shailesh Patil,PGT (Hist .) -I/C | | <ul style="list-style-type: none"> ➤ Form Integrity Club in the school as per KVS guidelines ➤ To Prepare & perform required activities on the stage for improving overall development of the students ➤ To instill & inculcate values of patriotism Secularism Socialism among students through various club activities. ➤ Do plantation in the Vidyalaya campus and also along the boundary wall. ➤ To supervise the maintenance of existing garden. ➤ Get/ arrange decorative plants and pots. ➤ Ensure twice medical checkup of students & keep record. ➤ To attend to injured students and ensure first aid on time with Nurse ➤ Sensitize student about adolescent stage & organize workshop for parents. ➤ Arrange lecture on NAEP and complete the modules as per schedule. |
| | | | Mr.S K Mishra,TGT (S.Sci.) | | |
| | | Eco, Nature)/Green Club | Mr.Sunil Srivastava,TGT (Sci.)-I/C | | |
| | | | Mrs.Krishna Khatarkar,TGT (Sci.) | | |
| | | Health (First Aid & Medical Check -Up) | Mrs.Karuna,TGT(WE) | | |
| | | | Mr Sanjay Soni PET | | |
| | | | Mrs.Tanushree Sarkar,PRT Music | | |
| | | AEP | Mr.K.C.Sahu ,TGT (Hindi) I/C | | |
| Mrs. T.Khan,TGT (Eng.) | | | | | |
| 40. | News Letter/Magazine | | Mrs. T.Khan,TGT (Eng.)-I/C | | <ul style="list-style-type: none"> ➤ To record whole year (session) activities/organize workshop for parents also. ➤ To collect photographs of all special achievements. ➤ To write note for different function organized in Vidyalaya. ➤ To collect articles for magazines. |
| | | | Mr.K.C.Sahu ,TGT (Hindi) | | |
| | | | Mrs.Rekha Patharia,Head Mistress | | |
| | | | Mr Hemant Kumar Verma | | |
| 41. | SECURITY, SAFETY OF STUDENTS & FIRE SAFETY, conservancy Services (Outsourcing Services Committee)) | | Mr.Sanjay Soni,TGT(P& HE) | | <ul style="list-style-type: none"> ➤ To supervise that the security personals are working properly ➤ Ensure safe entry and exit of students from building. ➤ Ensure that unwanted elements are not entering in the campus. ➤ Keep a check that no item is being taken from Vidyalaya without permission. ➤ Ensure teachers and student will use gate pass to go to outside in school hours. ➤ Ensure installation, refilling & monitoring of Firefighting. |
| | | | Mr.K.C.Sahu ,TGT (Hindi) | | |
| | | | Mrs.Rekha Patharia,HM | | |
| | | | Mr. Jai Kumar Sahu,Lib. | | |
| | | | Mr.Hemant Kumar Verma,PRT | | |
| | | | Mr.Rupesh Choudhary,PRT | | |

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| 42. | Lock & Key | | Mr.Dashrath Kapse ,Sub-Staff Security Guard | | <ul style="list-style-type: none"> ➤ To ensure that all classrooms' doors & school gate are properly locked after the school is over & to ensure doors, school gates are properly opened before the school begins. |
| 43. | Website Updating | | Mr.Abhilash Thakre, PGT(CS)- I/C Mrs.Karuna ,TGT (WE) | | <ul style="list-style-type: none"> ➤ Timely updating Vidyalaya website with correct data and accuracy. |
| 44. | Science Exhibition | | Mr.Sunil Srivastava,TGT (Sci.) Mrs.Krishna Khatarkar,TGT (Sci.) | | <ul style="list-style-type: none"> ➤ To ensure mass participation in Science Exhibition & create awareness about the latest development in science and technology. |
| 45. | Social Science Exhibition EBSB, Youth Parliament, Azadi ka Amrat Mahotsava, Constitution day | | Mr.Shailesh Patil,PGT (Hist .) -I/C Mr S K Mishra TGT So.Sci Mrs Karuna TGT WET Mrs Saroj TGT Hindi Mrs Tanushree Sarkar PRT Music | | <ul style="list-style-type: none"> ➤ To ensure mass participation in social science exhibition. ➤ To prepare students for Youth Parliament. ➤ To conduct all the activities under EBSB, AKAM, Constitution day etc & send photo /video to KVS as per schedule on time. |
| 46. | COMPLAINT HANDLING & GRIEVANCES | | Mr Rahul Parashar - I/C Mrs.Jyoti Permar,PGT(Geo.) Mrs. T.Khan,TGT (Eng.) Mr.Sunil Srivastava,TGT (Sci.) Mrs.Rekha Patharia,HM | | <ul style="list-style-type: none"> ➤ Acknowledgement of verbal and non-verbal complaints. ➤ Redress disposal of complaints. ➤ Records to be maintained. |
| 47. | Prevention of Sexual Harassment Committee | | Mrs. PR Jyoti Parmar ,PGT (Geo.)I/C Mr Rahul Parashar PGT Comm Dr Shinjini Sikarwar TGT Maths Mrs Saroj TGT Hindi Mrs.Rekha Patharia,HM Mr.Sunil Srivastava,TGT (Sci.) Mrs. Meera Jha,PRT | | <ul style="list-style-type: none"> ➤ Acknowledgement of verbal and non-verbal complaints regarding sexual harassment on the work place and deter the commission of acts of sexual harassment. ➤ To provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required. ➤ Prepare a report and submit to higher authority if requires |
| 48. | Awaken Citizen Programme | VII VIII IX | Mr.Sanjay Soni TGT (Ph.E.) Mrs.Chanchal ,TGT(Hindi) Mr.Jai kumar Sahu Lib. Mrs.Karuna TGT (WE) Mr.K.C.Sahu ,TGT (Hindi)-I/C | | <ul style="list-style-type: none"> ➤ Proper implementation of ACP programme. ➤ To Conduct various training sessions on suggested activities. ➤ To Complete the ACP module as per guidelines. |
| 49. | C.M.P. | | Mrs.Rekha Patharia,HM-I/C Mrs. Meera Jha,PRT Mr.Hemant Verma,PRT | | <ul style="list-style-type: none"> ➤ Keep records of CMP. ➤ Conducting various activities under CMP |
| 50. | TLM | | Mr.Rupesh Choudhary,PRT -I/C Mrs.Vinita Rajpal,PRT Miss Pooja,PRT | | <ul style="list-style-type: none"> ➤ Proper purchase procedure to be followed. ➤ Teacher learning material should be used for TLM |
| 51. | Alumni Association | | Mr.K.C.Sahu ,TGT (Hindi)-I/C Mr.S.K.Mishra ,TGT(S.Sci.) Mr Sanjay Soni TGT PHE | | <ul style="list-style-type: none"> ➤ Arrange alumni meeting. ➤ Keep records of alumni meet. ➤ Registration of alumni. |

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| 52. | CCA | Primary Sec. | Miss Pooja,PRT-Coordinator | | <ul style="list-style-type: none"> ➤ To ensure proper conducting of morning assembly. ➤ Proper celebration of different days and various functions. ➤ To plan, prepare items for different programmes & celebration of imp days. ➤ Prepare CCA calendar for whole year. ➤ To print student's diary, Newsletter etc |
| | | | Miss Tanushree Sakar,PRT- Mr Hemant kumar verma PRT | | |
| | | Sec Sec. | Mrs.T Khan .TGT (Eng.)-I/C, | | |
| | | | Mr.K.C.Sahu ,TGT (Hindi) | | |
| 53. | Meeting Arrangement & Minutes Writing | | Mrs Chanchal TGT(Hindi)I/C(Writing) | | <ul style="list-style-type: none"> ➤ To make seating arrangement for staff meeting in a systematic way ➤ To arrange everything in Well manner. ➤ To note down the minutes of each meeting. |
| | | | Mrs.T.Khan TGT (Eng.) | | |
| | | | Mr K C Sahu TGT(Hindi)I/C(seating) | | |
| | | | Mrs.Saroj TGT (Hindi)(seating Arr) | | |
| 54. | Maintenance of staff room. | | Mrs.Krishna Khatarkar,TGT (Sci.)-I/C | | <ul style="list-style-type: none"> ➤ To take care of staff room and ensure its dusting & cleaning regarding. ➤ To take care Computer. |
| 55. | Refreshment/Bouquet Committee | | Mrs.Jyoti Permar,PGT(Geo.)-I/C | | <ul style="list-style-type: none"> ➤ To arrange refreshment during official programme in the Vidyalaya. ➤ Prepare bouquet whenever it is needed. |
| | | | Mrs Neelima Dhote PRT | | |
| 56. | Joyful Learning | Science | Mrs Abhilash Thakre PGT CS | | <ul style="list-style-type: none"> ➤ To make the joyful environment for Learning in the entire School campus. ➤ To suggest all the points to improve the level of learning. |
| | | | Mr.Sunil Srivastava,TGT (Sci. | | |
| | | Maths | Mr.Rajendra Satpute ,TGT(Maths)-I/C | | |
| | | | Mrs.Meena Gupta TGT Maths | | |
| | | English | Mrs.T Khan ,TGT (Eng.)-I/C | | |
| | | | Mr.Abhinav Bose ,TGT (Eng.) | | |
| 57. | Display Board Decoration | | Mrs.T Khan ,TGT(Eng)-I/C | | <ul style="list-style-type: none"> ➤ To update All the boards time to time with the help of house masters. |
| | | | Mrs Saroj TGT Hindi | | |
| 58. | Games & Sports Fit India Movement | | Mr.Sanjay Soni,TGT(P& HE) I/C | | <ul style="list-style-type: none"> ➤ To ensure about all sports related materials available. ➤ To ensure proper activities to be performed Which are related to games/Sports. ➤ To prepare students for assembly commands. ➤ To prepare calendar of activities for the session ➤ To prepare the students for various games and sports and select students to participate at cluster/regional/ national level. ➤ To encourage all the students to participate mandatorily in the games & sports activities. ➤ To conduct coaching camps for students. |
| | | | Mr.Abhilash Thakre ,PGT(CS) | | |
| | | | Mrs.T Khan,TGT(Eng.) | | |
| | | | Dr Shinjini Sikarwar TGT Maths | | |
| | | | Mr.Shrikant Mishra ,TGT(So.Sci.) | | |
| | | | Mrs.Karuna ,TGT(WE) | | |
| | | | Mrs Krishna Khatarkar TGT (Sci.) | | |
| | | | Mr.Hemant kumar Verma PRT | | |
| | | | Mr.T R Malviya ,PRT | | |
| | | | Miss Pooja ,PRT | | |

Principal
KV AFS Amla