

KENDRIYA VIDYALAYA, RAJNANDGAON
DUTY ALLOTMENT 2020-21

Date:01.04.2020

Updated on

Sl. No.	Committees	Name of the teacher In charge/ Member		Duties Assigned	Teacher's Signature
1.	Academic advisory committee	1. Mrs. Surita Saini(PGT Phy), 2. Mr. E. Rangaswamy(Principal) 3. Mr. Manish Kumar Gupta (PGT CS) 4. Mr. Deepak Kumar Chandrakar(PGT Maths) 5. Dr. Y.K.Pandey (PGT Hindi) 6. Ms. S.K.Gahir (TGT-Maths) 7. Mr. Surendra Hemraj Gill (TGT PH&E) 8. Mrs. P. L. Mukherjee(PRT) 9. Mrs. Jyoti Rangari(PRT) 10. Mrs.Megha Vaishnav(PRT)	I/C Member Member Member Member Member Member Member Member Member	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same. Agenda Points review meetings staff and student welfare, academic inspections ,Remedial Records, Reports etc.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
2	Admission Hr. Sec. & Sec. Primary	1. Mr.Manish Kumar Gupta (PGT C.S.) 2. Mr. Anil Singh Bisht (PGT Chemistry) 3. Mr.Anil Kumar Dongarwar(TGT Lib) 4. Mr. Y. K. Sahu(TGT Hindi) 5. Ms. S.K.Gahir (TGT-Maths) 6. Mr.Lokesh Kumar(PRT) 7. Mrs.Megha Vaishnav(PRT) 8. Mrs. Jyoti Rangari(PRT) 9. Olisha (PRT) 10. Sushma Devi, PRT	I/C Member Member Member Member Member Member Member Member	Issuing and registration of admission forms, preparation selection and waiting list for admission. Maintaining statistics related to admission and completing other admission related process.	1. 2. 3. 4. 5. 6. 7. 8. 9.
3	Time Table	1. Mr.D.K.Chandrakar (PGT Maths) 2. Mrs. Ranjeeta Maravi (TGT) 3. Mr.Anil Khobragade (TGT) 4. Mr.Lokesh Kumar(PRT) 5. Mrs.Megha Vaishnav(PRT) 6..Ms. Olisha Dhawan (PRT)	I/C SEC. Member Member I/C PRT. Member Member	Preparation of time table for the academic year 2020-21. Giving arrangement for the teachers during the day of leaves / while on duty.	1. 2. 3. 4. 5. 6.

4	CCA (Internal secondary & primary)	Secondary 1. Dr. Y.K.Pandey (PGT Hindi) 2. Mrs. P. K Patel (PGT English) 3. Mr. Yageshwar Sahu (TGT Hindi) 4. PGT Economics 5. PGT Commerce 6. Mrs.Sapna Jangid(TGT) 7. Mrs. Devisri Soni(TGT English) Primary 1. Mr Kailash Gwalwanshi(PRT) 2. Mrs.Megha Vaishnav(PRT) 3. Mr.Shubhmoy Mukherjee(PRT Music) 4. Ms. Sushma Devi(PRT)	I/C SEC. Associate I/c Member Member Member Member Member I/C PRIM. Member Member Member	Prepare a calendar of activities for CCA 2020-21. Conduct CCA activities as per schedule. Celebration of National festivals and other important days. Organize and conduct External CCA activities.	1. 2. 3. 4. 5. 6. 7. 1. 2. 3. 4.
6	Examination (External (CBSE))	1. Mr. Surita Saini (PGT Physics) 2. Mr.A. S.Bisht(PGT Chemistry) 3. Mr. Anil Dongarwar (TGT-Lib) 4. Mr. Anil Khobragade (TGT Art) 5. Class Teacher & Coclase Teacher IX, X 6. Class Teacher & Coclase Teacher XI, XII	I/C Member Member Member	Planning and execution of examination related activities as per KVS direction. Registration and Result related work	1. 2. 3. 4.
7	Examination (Internal))	1. Mrs. Surita Saini(PGT Phy) 2. Mr. Deepak Kumar Chandrakar (PGT Math) 3. Mr. A.S.Bisht(PGT Chemistry) 4. Mrs. Ranjeeta Maravi (TGT WE) 5. Ms. Sapana Jangid (TGT Sst) 6. Mrs. Jyoti Rangari(PRT) 7.Mr.Lokesh Kumar(PRT) 8.Mrs.Megha Vaishnav(PRT) 9.(PRT)	I/C SEC. Member Member Member Member I/C PRIM. Member Member Member	Planning and execution of examination related activities as per KVS direction.	1. 2. 3. 4. 5. 6. 7. 8. 9.
8	Scouts & Guides	1. Mr.Anil Khobragade (TGT AE) 2. Mr. A.S. Bisht(PGT Che) 3. Mr. Amit Meshram(TGT Sci) 4. Lokesh Kumar(PRT) 5. Mrs.P.K.Patel(PGT Eng.) 6. Mrs. Ranjeeta Maravi (TGT WE) 7. Ms. S. Kaur 8. Mrs. Sapna Jangid (TGT SST)	Scouts I/C Member Member Guide I/C Member Member Member	Organize Scouts and Guides activities as per KVS direction. Prepare an action plan for the year 2020-21.	1. 2. 3. 4. 5. 6. 7. 8.

		9. Mrs. Jyoti Rangari (PRT) 10. Mr. Kailash Gwalvanshi(PRT) 11. Mrs. P.L Mukherjee (PRT) 12. Mrs Megha Vaishnav (PRT)	I/C Member Member		9. 10. 11. 12.
9	Discipline	1. Mrs.S.L.Shankhwar (PGT BIO) 2. Dr. Y.K. Pandey, PGT Hindi 3. Mr. S.H. Gill (TGT PH&E) 4. Mr. Manish Kumar Gupta(PGT CS) 5. 5.Mrs. S. Mukherjee(PRT Music) 6.. Mrs. P.L. Mukherjee,(PRT) 7. Mrs. Anil Khobragade(TGT AE) 8.. Mrs. Ranjeeta Maravi(TGT WE) 9. Ms.Olisha Dhawan 10. Ms. Sushma Devi	I/C Member Member Member Member Member Member Member Member Member	Prepare an action plan to maintain discipline in the school campus. Monitoring in-disciplinary cases. Checking of late comers and their close monitoring. Selection of students as DCM.	1. 2. 3. 4. 5. 6. 7. 8 9. 10..
10	Anti Bullying Committee	1. Mr. Surendra Hemraj Gill(TGT PH&E) 2. Mrs. Anil Kr. Dongarwar(TGT Lib) 3. Mr. Kailash Gwalwanshi(PRT) 4. Mrs. Anurag Kinjalk(PRT Music) 5.Mr.Lokesh Kumar(PRT)	I/C Member Member Member Member	1.Development and review of school bullying prevention plan. 2.Training programme for staff, students and parents. 3.Creating awareness through various programmes. 4.Being vigilant and responding to complaints form students.	1. 2. 3. 4. 5.
11	Standard Operating Procedure Committee	1. Mr. Surendra Hemraj Gill(TGT PH&E) 2. Mrs. Anil Khobragade(TGT AE) 3. Nurse 4. Mr. Manish Kumar Gupta (PGT CS) 5. Mr. Anil Kr. Dongarwar(TGT Lib) 6. All Class Teachers	I/C Member Member Member Member	1.Teachers Responsible for controlling the Children. 2.Teachers responsible for inform the Police. 3.Teachers Responsible for informing Hospital. 4.Teachers Responsible to inform the parents. 5.Ensuring school layout is Displayed. 6.Displaying important telephone numbers. 7.Conducting Mock Drill. And Conducting security checks	1. 2. 3. 4. 5.
12	Morning Assembly & Announcement	1. Mrs.P.K.Patel(PGT Eng) 2. Mr. Surendra Hemraj Gill (TGT PH&E) 3.Mrs. Anurag Kinjalk (PRT Music) 4. Mr. Yageshwar Sahu (TGT Hindi) 5. Mrs. Sapana Jangid, TGT So. Sc. 7. Mr.S.Mukherjee(PRT) 8. Mrs. Ranjeeta Maravi (TGT WE)	I/C Member Member Member Member Member Member	To organize and collect information for Morning Assembly daily basis.	1. 2. 3. 4. 5. 6. 7.

13	National Flag	1. Mr.Anil Khobragade 2. Mr.S.H.Gill 3. Mr. Amit Meshram 4. Mr.Lokesh Kumar	I/C Member Member Member	Unfurling of National Flag daily as per protocol before starting morning assembly.	1. 2. 3. 4.
14	CS-54 & Pay Bill Check	1. Mr. Deepak Kumar Chandrakar (PGT Maths) 2. Dr. Y.K.Pandey(PGT Hindi) 3. Mr. Manish Kumar Gupta (PGT C.S) 4. Mr. Anil Kr. Dongarwar (TGT Lib) 5. Ms. S.K.Gahir (TGT Maths)	I/C Member Member Member Member	Checking of CS-54 and pay bill in co-ordination with office/online fees.	1. 2. 3. 4. 5
15	Magazine & Calendar	1. Mrs.P.K.Patel(PGT Eng) 2. Dr.Y.K.Pandey(PGT Hindi) 3.Mr. Yageshwar Sahoo(TGT Hindi) 4. Mrs. Anil Khobragade TGT (AE) 5. Mr. Anil Dongarwar TGT (Lib) 6. Mrs. Devisri Soni (TGT English) 7. TGT Sanskrit 8. Mrs.Jyoti Rangari(PRT) 9. Mr.Shubhmoy Mukherji(PRT) 10. Mrs.P.L.Mukharjee PRT	I/C Member Member Member Member Member Member CCA I/C PR Member Member	Collect necessary materials from students and teachers; invite quotation for printing and publishing magazine.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
16	NTSE	1. Mrs. P.K.Patel 2.Mr.A.S.Bisht 3. Mr. Amit Meshram 4. Mrs. Sapna Jangid	I/C Member Member Member	Co-ordinate NTSE exam.	1. 2. 3. 4.
17	English Olympiad	1. Mrs.P.K.Patel, PGT English 2. Mrs. Devisri Soni, TGT Eng	I/C Member	Co-ordinate English Olympiad exam.	1. 2.
18	Green Olympiad	1. Mrs. Sneh Lata Shankhwar (PGT Bio) 2. Amit Meshram (TGT Sc.)	I/C Member	Co-ordinate Green Olympiad exam.	1. 2.
19	Science Olympiad	1.Mrs.S.L.Shankhwar(PGT-Bio) 2. Mrs. Surita Saini (PGT Phy) 3.Mr.A.S.Bisht(PGT Che.) 4. Mr. Amit Meshram (TGT Sc.)	I/C Member Member Member	Co-ordinate Science Olympiad exam.	1. 2. 3. 4.
20	Cyber Olympiad	1. Mr. Manish Kumar Gupta (PGT CS)) 2. Ms. Olisha 3. Com. Inst.	I/C Member Member	Co-ordinate Cyber Olympiad exam.	1. 2. 3.

21	Maths Olympiad	1. Mr. Deepak Kumar Chandrakar, (PGT Maths) 2. Ms.S.K.Gahir (TGT-Maths)	I/C Member	Co-ordinate Maths Olympiad exam.	1. 2.
22	Excursion / Educational Tour	1. Mr. S. H Gill (TGT PH&E) 2. Mr. Anil Kumar Dongarwar (TGT Lib) 3. Ms. Sushma (PRT) 4. Mr.Anil Khobragade (PRT) 5. Mrs. Jyoti Rangari (PRT) 6. Ms. Olisha Dhawan (PRT)	I/C Member Member Member Member Member	To arrange Educational trips to all the classes. Calling quotation for transport and finalizing the same with the approval of the undersigned.	1. 2. 3. 4. 5. 6.
23	PTA	1. Mr. E. Rangaswamy, Principal 2. Mr. ***** Parent 3. Mr. ***** Parent 4. Mr. Surendra Hemraj Gill. (TGT PH & E) 5. Mr. Anil Kumar Dongarwar, TGT(LIB) 6. Mr. ***** Parent 7. Mr. ***** Parent 8. Mr. ***** Parent	Chairman V. Chairman Secretary Jt. Secretary Tr Member Parent Mem. Parent Mem Parent Mem	Organize PTA meeting as per KVS norms.	1. 2. 3. 4. 5. 6. 7. 8.
24	Monitoring of Cleanliness	1. Mrs. P.K. Patel 2. Dr. Y. K. Pandey(PGT Hindi) 3. Mrs. Ranjeeta Maravi (TGT WE) 4. Mrs. Anil Khobragade (TGT A&C) 5. Mrs. Anurag Kinjalk (PRT Music) 6. Mr. S. Mukherjee 7. Mrs. Megha Vaishnav (PRT) 8. Mrs. Sushma Devi 9. Yoga Inst. 10. Nurse	I/C(Girls Wing) I/C(Boys Wing) Member Member Member Member Member	Ensure and maintain proper cleanliness in the Vidyalaya, monitor housekeeping persons and checking the monthly stock of cleanliness materials provided by housekeeping contractor.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
25	Income Tax	1. Mr. Deepak Chandrakar (PGT Maths) 2. Mr. Anil Kr. Dongarwar (TGT LIB) 3. Mr. Chandan Kannaujia (LDC) 4. Ms. S. Kaur (TGT Maths)	I/C Member Member Member	Prepare income tax details and from 16 to all the staff members for the year.	1. 2. 3. 4.
26	Computer Dept.	1. Mr. Manish Kumar Gupta (PGT Cs) 2.Mrs.Ranjeeta Maravi (TGT-WE) 3. Mr. Anil Kumar Dongarwar (TGT Lib) 4. Ms OLisha Dhawan 5. Comp. Inst.	I/C Member Member	Maintain the stock of the computers. Purchase of computer and to ensure student computer ratio as per KVS norms.	1. 2. 3. 4. 5.

27	Furniture	1. Mr. A.S.Bisht(PGT Chem) 2.Mrs. Ranjeeta Maravi (TGT WE) 3. Mrs. Sapana Jangid (TGT Sst) 4. Mrs. Anil Kumar Dongarwar(TGT Lib.) 5. Mr. Amit Meshram (TGT Sci) 6.Mr. Lokesh Kumar (PRT) 7. Ms. Sushma Devi (PRT)	I/C Member Member Member	Maintain the stock of the furniture. to ensure adequate furniture for all the students, purchase of furniture by calling the quotations.	1. 2. 3. 4. 5. 6. 7.
28	Maintenance of Staff quarters	1. Mrs.S.L.Shankhwar(PGT Bio) 2. Mrs. P.K. Patel, PGT English 3. Mr. Anil S. Bisht (PGT Che) 4. Mrs. Ranjeeta Maravi (TGT WE) 5.Mr. Megha Vaishnav(PRT) 6.Mr. Deepak Khobragade (Sub Staff) 7. Mr. Chandan Kannaujia (LDC)	I/C Member Member Member	Maintenance of Staff-Quarters.	1. 2. 3. 4. 5. 6. 7.
29	Maintenance & Repair of school building	1. Mrs. Ranjeeta Maravi (TGT WE) 2. Mr. Anil Kumar Dongarwar (TGT Lib) 3. Mr. Anil Khobragade (TGT A & C) 4. Mr. Surendra Hemraj Gill (TGT Ph& E) 5. Mrs. Anurag Kinjalk (PRT Music) 6. Mr. Chandan Kannaujia (LDC)	I/C Member Member Member Member	Maintenance of Vidyalaya premises. Monitoring Civil, Electrical and Plumbing works. Calling quotations and their finalisation	1. 2. 3. 4. 5. 6.
30	Guidance & Counseling	1.Mrs.S.L.Shankhwar(PGT Bio) 2 Mr. Amit Meshram (TGT Sci) 3. Mrs.P.K.Patel (PGT) 4 Mrs.P.L.Mukherji(PRT) 5.Counsellor	I/C Member Member Member Member	Arrange Guidance and Counseling programs.	1. 2. 3. 4. 5.
31	Purchase Committee	1. Mrs. Surita Saini (PGT Phy) 2. Mr. Deepak Chandrakar, PGT Maths 3. Mr. Surendra Hemraj Gill (TGT Ph&E) 4. Mrs Ranjeeta Maravi (TGT WE) 5. Mr. Anil Kumar Dongarwar (TGT Lib) 6. Mr.Y. K. Sahu (TGT Hindi) 7.Mrs. Jyoti Rangari (PRT) 8.Mr. Lokesh Kumar	I/C Member Member Member Member Member Member Member	Collecting requirement list from various departments. Calling quotations and their finalization Monitoring of all the purchases of the Vidyalaya.	1. 2. 3. 4. 5. 6. 7.
32	First Aid-Secondary Primary	1. Mr. Surendra Hemraj Gill (TGT Ph& E) 2. Mrs. Jyoti Rangari(PRT) 3. Mrs. Ranjeeta Maravi(TGT WE)	I/C Member Member	Purchas and provide necessary First-Aid materials to the students.	1. 2. 3.

		4.Mr.S.Mukharji(PRT Music) 5. Nurse	Member Member		4. 5.
33	Website Committee	1. Mr. Manish Kumar Gupta (PGT Cs) 2. Mr. Kailash Gwalwanshi (PRT) 3.Mr.Anil Khobragade(TGT) 4.Mr.Lokesh Kumar(PRT) 5. (Comp Inst)	I/C Member Member Member Member	Maintain the school website up to date. Uploading of relevant information, photos and achievement of the Vidyalaya on every week.	1. 2. 3. 4. 5.
34	Medical Check-Up	1. Mr. Surendra Hemraj Gill (TGT Ph& E) 2.Mrs. Ranjeeta Maravi(TGT WE) 3. Mr. Yageshwar Sahoo (TGT Hindi) 4. Mr. Olisha Dhawan (PRT) 5.Mrs.Anurag Kinjalk(PRT) 6. (Yoga Inst) 7. Nurse	I/C Member Member Member Member	Complete the Medical checkup for the student for the year 2020-21	1. 2. 3. 4. 5. 6. 7.
35	Adventure Activities	1. Mr. Surendra Hemraj Gill (TGT Ph& E) 2. Mrs. Ranjeeta Maravi, TGT WET 3. Mrs. P.L.Mukherjee (PRT) 4.Ms. Sushma Devi (PRT)	I/C Member Member Member	Arrange Adventure Activities to the students for the year 2020-21	1. 2. 3. 4.
36	Gardening	1. Mrs.S.L.Shankhwar(PGT-Bio) 2. Mr.Amit Meshram 3. Mrs. Megha Vaishnav (PRT)	I/C Member Member	Maintain school garden, planting of saplings and naming them.	1. 2. 3.
37	Beautification of the Vidyalaya & Bala concept	1. Mrs. Anil Khobragade (TGT A&C) 2. Mrs. Jyoti Rangari (PRT) 3. Ms.Sapna Jangid, TGT So.Sc. 4.Mrs.Megha Vaishnav, PRT	I/C Member Member Member	Beautification of Vidyalaya campus,implement Bala concept & Swachha Vidyalaya Puraskar	1. 2. 3. 4.
38	Teaching Aids	1. Miss Sapna Jangid (TGT Sst) 2. Mrs. Jyoti Rangari (PRT) 3. Ms. S.K. Gahir, TGT Maths	I/C Member	Purchase of Teaching-Aids. Provide adequate teaching aid materials to teachers.	1. 2. 3.
39	Library committee	1. Mr. Anil Kumar Dongarwar (TGT Lib) 2.Mrs. S.Saini(PGT Phy) 3. Dr. Y.K.Pandey(PGT Hindi) 4.Mrs. P.K.Patel(PGT English) 5. Mrs Sapna Jangid(TGT Sst) 6..Mrs.P.L.Mukherji (PRT) 7. Ms. Olisha Dhawan (PRT)	I/C Member Member Member Member Member Member	Conduct Library Committee meetings in very month and get suggestion from members. Purchase of library books.	1. 2. 3. 4. 5. 6. 7.

40	Club activity 1.Readers Club	1. Mr. Anil Kumar Dongarwar (TGT Lib) 2. Dr.Y.K.Pandey PGT-Hindi 3. Mrs. P.K.Patel(PGT Eng) 4. Mr. Yageshwar Sahoo (TGT Hindi) 5. Mrs. Devisri Soni (TGT Eng) 6. TGT (Sanskrit) 7. Mrs. Jyoti Rangari (PRT) 8. Mrs. Megha Vaishnav, PRT	I/C Member Member Member Member Member Member	Monitoring of Readers Club. Updating of Readers Club notice board. Subject wise general knowledge question to the members of (students)	1. 2. 3. 4. 5. 6. 7. 8.
	2.Integrity Club	1. Mrs.S.L.Shankhwar(PGT-Bio) 2. Mrs. Devisri Soni (TGT Eng) 3. Miss Sapana Jangid (TGT Sst) 4. Mr. Yageshwar Sahoo(TGT-Hindi) 5.Mr.Shubhmoy Mukherji(PRT Music)	I/C Member Member Member Member	To prepare a action plan and monitoring of Integrity Club activities.	1. 2. 3. 4. 5.
	3.Maths Club	1. Mr. Deepak Kumar Chandrakar (PGT Maths) 2. Ms.S.K.Gahir, TGT Maths 3. Mr. Lokesh (PRT)	I/C Member Member	Monitoring of Maths Club activities.	1. 2. 3.
	4.Nature Club	1 Mrs.S.L.Shankhwar(PGT-Bio) 2. Mr. Amit Meshram (TGT Science)	I/C Member	Prepare action plan for Nature Club activities and monitoring the same.	1. 2.
	5.Science Club	1. Mrs. Surita Saini, PGT Physics 2. Mrs.S.L.Shankhwar(PGT-Bio) 3. Mr. Anil Singh Bisht (PGT Che) 4.. Mr. Amit Meshram (TGT Science)	I/C Member Member Member	Prepare action plan for Science Club activities and monitoring the same.	1. 2. 3. 4.
41	EQUIP and BACK TO BASICS implementation committee	1. Ms.S.K.Gahir(TGT Maths) 2. Mr. Yageshwar Sahoo (TGT Hindi) 3. Miss Sapna Jangid (TGT Sst) 4. Mr. Amit Meshram (TGT Scie) 5. Mrs. Devisri Soni(TGT Eng) 6. Mrs. P.L. Mukherjee, PRT 7. Mrs. Megha Vaishnav, PRT 8. Mrs. Charu, PRT	I/C Member Member Member Member Member Member	Prepare action plan EQUIP implementation for monitoring the same.	1. 2. 3. 4. 5. 6. 7. 8.

42	Science Exhibition & Children's Science Congress	1. Mrs. Surita Saini (PGT Phy) 2. Mr. Manish Kumar Gupta (PGT CS) 3. Mrs. S.L. Shankwar, PGT Biology 4. Mr. Deepak Chandrakar (PGT Maths) 5. Mr. A. S. Bisht (PGT Chem) 6. Mr. Amit Meshram (TGT Sci) 7. Mr. J. Rangari, PRT 8. Mr. Lokesh Kumar, PRT	I/C Member Member Member Member Member Member	Prepare and motivate children's for participating and plan also for that	1. 2. 3. 4. 5. 6. 7. 8.
43	Social Science Exhibition	1. Mrs.Sapana Jangid (TGT Sst) 2. Mrs. Ranjeeta Maravi (TGT WE) 3.Mr. Shubhmoy Mukharji(PRT Music) 4. Mrs. Anurag Kinjalk (PRT Music) 5. Mr. Jyoti Rangari (PRT) 6. Mrs. P.K.Patel (PGT Eng) 7.Dr. Y.K.Pandey 8.Mr.A.Khobragade, TGT AE	I/C Member Member Member Member Member Member Member	Prepare students for social science exhibition as per the provided theme .	1. 2. 3. 4. 5. 6. 7. 8.
44	Rajbhasha Implementation Committee	1. Mr. Yogendra Kumar Pandey (PGT Hindi) 2. Mrs. P.K.Patel (PGT) 3. Mr. Yageshwar Sahoo (TGT Hindi) 4. Mrs. Jyoti Rangari (PRT) 5.Ms.Sapna Jangid 6. Mr. Chandan Kanujia (LDC) 8..Mr.Deepak Khobragade	I/C Member Member Member Member Member Member	As per the norms of Rajbhasha preparation of quarterly report.	1. 2. 3. 4. 5. 6. 7. 8.
45	Celebration Committee(important Days)	1. Mrs.P.K.Patel (PGT Eng) 2. Mr. Surendra Hemraj Gill (TGT Ph &E) 3. Mrs. Anurag Kinjalk (TGT Music) 4. Mrs. Ranjeeta Maravi (TGT WE) 5.Mr.Anil Khobragade 6. Mrs Devisri Soni (TGT Eng) 7. Mrs.P.L.Mukherjee. (PRT)	I/C Member Member Member Member Member Member Member	Committee should prepare plan for proper celebration of all the important days as per the KV Sangathan.	1. 2. 3. 4. 5. 6. 7.
46	Grievance cells	1. Mrs. Surita Saini (PGT Phy) 2. Mrs. Ranjeeta Maravi (TGT WE)	I/C Member	The cell should be prepare for any known or unknown complaint from the girls.	1. 2.

	1.Grievance cell (Girls)	3. Mrs.P.L.Mukherji(PRT) 4. Mrs. Jyoti Rangari (PRT) 5. Ms.Sapna(TGT)	Member Member Member		3. 4. 5.
	2.Grievance cell (SC,ST)	1. Mr. Anil Kumar Dongarwar (TGT Lib) 2. Mr. Amit Meshram (TGT Sci) 3. Mr. Ranjeeta Maravi (TGT WE) 4. Mrs. P.L. Mukherjee (PRT)	I/C Member Member Member	The committee should be ready for the any complaint from the students and they have to solve the problem easefully.	1. 2. 3. 4.
	3. Grievance	1.Mrs.Surita Saini 2 Mr.S.H.Gill 3.Mrs.P.K.Patel 4Mr. Anil Kumar Dongarwar (TGT Lib) 5.Mr.Kailash Gwalwanshi.	I/C Member Member Member Member	To prepare and give reply of Grievances received from various sources	1. 2. 3. 4. 5.
47	RTI	1. Mrs. Surita Saini, PGT Physics 2. Mr. Y. K Sahu (TGT Hindi) 3. Mr. Lokesh Kumar PRT 4. Ms. Olisha Dhawan PRT	APIO Member Member	Received RTI letters from Regional Office and give proper reply for the same.	1. 2. 3. 4.
48	PA System	1. Mrs. Ranjeeta Maravi (TGT WE) 2. Mrs. Anurag Kinjalk (TGT Music) 3.Mr.Deepak Khobragade, SS	I/C Member Member	Always prepare with PA system while any important activity is going on.	1. 2. 3.
49	Drinking Water Monitoring Committee	1. Mrs. Anurag Kinjalk (PRT Music) 2. Mr. Surendra Hemraj Gill (TGT Ph&E) 3. Mrs. Ranjeeta Maravi (TGT WE) 4. Mrs. Anil Khobragade (TGT A & C) 5 Mrs. Megha Vaishnav PRT 7. Mrs Charu PRT 7. Mr. Deepak Khobragade (Sub Staff)	I/C Member Member Member Member Member Member	Monitor and manage the water problems if any occur .	1. 2. 3. 4. 5. 6. 7.
50	Suggestion Box	1. MR.D.K. Chandrakar 2. Mr.S.H. GILL 3. Mrs. Ranjita Maravi 4. Mrs. Sapna Jangid 5. Mrs.P.L.Mukherjee	I/C Member Member Member Member	Open the suggestion box fortnightly and discuss with Principal for solution	1. 2. 3. 4. 5.

51	UDISE & CG Govt. related work	1.Mr.Anil Khobragade 2.Mr.Amit Meshram 3.Mrs.Sapna Jangid 4.Ms.S.K.Gahir 5.Mr.Lokesh Kumar 6.Mr.Yageshwar Sahu 7 Mr. Chandan Kannaujia LDC	I/C Member Member Member Member Member	To update the information of Student in UDISE Portal. All other work related to CG State Government	1. 2. 3. 4. 5. 6. 7.
52	Student Council	1.Dr. Y. K . Pandey 2.Mrs.P.K.Patel 3.Mr.S.H.Gill 4.Mrs.R.Maravi 5.Mr. Y. K. Sahu 6. Mrs D. Soni 7..Mrs. P.L.Mukherjee	I/C Member Member Member Member Member	To select the student for Student council. Oath ceremony, assignment of work. Meeting Fortnightly with Student council (preferably on Saturday)	1. 2. 3. 4. 5. 6. 7.
53	K.V.Special Programmes (1).S.B.S.B.	1.Mr.S.H.GILL 2.Mrs. Ranjeeta Maravi 3. Ms Sushma Devi	I/C Member Member	To complete the activity and data updation and proper reply to Regional Office emails related to this work.	1. 2. 3.
	(2) A.C.P.	1.Dr.Y.K.Pandey 2Mrs.P.K.Patel 3.Ms.S.K.Gahir 4.Mrs.Sapna Jangid 5. Mr. Yageshwar Sahu	I/C Member Member Member Member	To complete the activity and data updation and proper reply to Regional Office emails related to this work.	1. 2. 3. 4. 5.
	(3).A.E.P.	1. Mrs. S.L. Shankhwar 2. Mr. Amit Meshram 3. Mrs. Jyoti Rangari 4.-----	I/C Member Member Member	To complete the activity and data updation and proper reply to Regional Office emails related to this work.	1. 2. 3. 4.
	(4) Tarunotsav	1. Mrs. S. L. Shankhwar (PGT) 2.Mrs.P.K.Patel(PGT) 3..Mr.A.S.Bisht(PGT) 4..Dr.Y.K.Pandey(PGT) 5..Mr.D.K.Chandrakar(PGT) 6.Mr.Anil Khobragade(TGT) 7.Mrs.Sapna Jangid(TGT) 8..Mr.Amit Meshram(TGT) 9. Mr. Yageshwar Sahu	I/C Member Member Member Member Member Member Member Member	To complete the activity and data updation and proper reply to Regional Office emails related to this work.	1. 2. 3. 4. 5. 6. 7. 8. 9.

54	Photography	1.Mr. Anil Khobragade 2.Mrs.Megha Vaishnav, PRT 3.Mr. Lokesh Kumar, PRT	I/C Member Member	To take photographs for Morning Assembly and other programs and activity. Manage School Photogallery,	1. 2. 3.
55.	UBI FEE Portal	1. Mr.Manish Kumar Gupta 2. Mr. Anil Kumar Dongarwar 3. Mr. Lokesh Kumar 4. All the class teachers	I/C Member Member	To monitor the verification of students month before the payment of fee.	1. 2. 3. 4.
56.	NIOS	Mr. Anil Singh Bisht Mr. Anil Dongarwar Mrs. P.K. Patel Mr. Yageshwar Sahu Mr. Amit Meshram Mrs. Megha Vaishnav			

56. SUBJECT COMMITTEE:

Sl.No	Subjects	Name of the teacher In charge/ Member	Duties Assigned	Teacher's Signature
1.	English	Mrs.P.K.Patel(PGT ENG)	Fixing Agenda for Subject Committee meetings well in advances. Conduct Subject Committee meetings and maintain a record.	
2.	Hindi / Sanskrit	Dr. Yogendra Kumar Pandey(PGT Hindi)		
3.	Maths	Mr. Deepak Chandrakar (PGT Maths)		
4.	Science	Mrs Surita Saini (PGT PHY)		
5.	Humanities	Mrs. Sapna Jangid (TGT SST))		
6.	CMP	Mrs.P.L.Mukherjee		

Note : The Duties and Responsibilities of the Teacher may be changed as and when required on need based for the interest of Vidyalaya and welfare of students.

PRINCIPAL