

**KENDRIYA VIDYALAYA, CISF RTC (A), THAKKOLAM**  
**DUTY ALLOTMENT 2018-19**

<b>Sl. No.</b>	<b>Committees</b>	<b>Name of the teacher In charge/ Member</b>	<b>Duties Assigned</b>
	Academic advisory committee	<ul style="list-style-type: none"> <li>➤ Mrs.C.A.Malarvizhi (Principal)</li> <li>➤ Mr.T.Rajasekara Pandian PGT(Maths)</li> </ul>	To prepare action plan for Academic activities of the Vidyalaya and monitoring the same. Agenda Points review meetings staff and student welfare, academic inspections , Reports etc.
1	Admission Hr. Sec. & Sec. Primary	<ul style="list-style-type: none"> <li>➤ Mr.Pandian PGT(Maths)</li> <li>➤ Mrs.Ajitha S.P (HM)</li> </ul>	Helpdesk, preparation selection and waiting list for admission. Maintaining statistics related to admission and completing other admission related process.
2	Local Transfer	<ul style="list-style-type: none"> <li>➤ Mr.Virendar Kumar Pal TGT(Art)</li> <li>➤ Ms.Neha PRT</li> </ul>	Monitoring of local transfers.
3	Time Table	<ul style="list-style-type: none"> <li>➤ Mrs.Padma PGT(English)</li> <li>➤ Mr.T.Rajasekara Pandian PGT (English)</li> <li>➤ Mrs.Tamizharasi PGT(Bio)</li> <li>➤ Mr.Virendar Kumar Pal TGT(Art)</li> <li>➤ Mrs.Pooja Singh PGT(Hindi)</li> <li>➤ Ms.Mamta PRT</li> <li>➤ Ms.Neha PRT</li> </ul>	Preparation of time table for the academic year 2018-19.  Giving arrangement for the teachers during the day of leaves / while on duty.
4	CCA (Internal secondary)	<ul style="list-style-type: none"> <li>➤ Mrs.Padma PGT(English)</li> <li>➤ Mrs.Pooja Singh PGT(Hindi)</li> <li>➤ Ms.Pinki PRT</li> </ul>	Prepare a calendar of activities for CCA2018-19.  Conduct CCA activities as per schedule. Celebration of National festivals and other important days.

5	CCA (External)	<ul style="list-style-type: none"> <li>➤ Mrs.Padma PGT (English)</li> <li>➤ Mrs.Bharati PRT</li> </ul>	Organize and conduct External CCA activities
6	Examination (Internal)	<ul style="list-style-type: none"> <li>➤ Mr.Rajasekara Pandian PGT (Maths)</li> <li>➤ Mrs.Kavitha TGT (Maths)</li> <li>➤ Mrs.Shilpy Bisht TGT (Science)</li> <li>➤ Ms.Neha PRT</li> <li>➤ Mr.Santosh Jaiswal PRT</li> </ul>	Planning and execution of examination related activities as per KVS direction.
7	Examination External (CBSE)	<ul style="list-style-type: none"> <li>➤ Mrs.Thamizharasi Govindan PGT (Bio)</li> <li>➤ Class Teachers of X and XII</li> </ul>	Co-ordinate and conduct CBSE Exams.
8	Scouts & Guides	<ul style="list-style-type: none"> <li>➤ Mr.Sandeep Ojha TGT(PH&amp;E)</li> <li>➤ Cubs:- Mr.Ram Krishan Chaurasiya PRT</li> <li>➤ Bull Bull:-Ms.Megha Goyal PRT</li> </ul>	Organize Scouts and Guides activities as per KVS direction. Prepare an action plan for the year 2013-14.
9	1.Discipline	<ul style="list-style-type: none"> <li>➤ Mr.Sandeep Ojha TGT(PH&amp;E)</li> <li>➤ Mr.Santosh Jaiswal PRT</li> </ul>	<p>Prepare an action plan to maintain discipline in the school campus.</p> <p>Monitoring indisciplinary cases.</p> <p>Checking of late comers and their close monitoring.</p> <p>Selection of students as DCM.</p>
	2.Anti Bullying Committee	<ul style="list-style-type: none"> <li>➤ Counsellor</li> <li>➤ Mr.Harish Kumar TGT (SST)</li> <li>➤ Ms.Megha Goyal PRT</li> </ul>	<p>1. Development and review of school bullying prevention plan.</p> <p>2. Training programme for staff, students and parents.</p> <p>3. Creating awareness through various programmes.</p> <p>4. Being vigilant and responding to complaints from students.</p>

	3.Standard Operating Procedure Committee	<ul style="list-style-type: none"> <li>➤ Mr.Virendar Kumar Pal TGT (Art)</li> <li>➤ Mr.Sandeep Ojha TGT (PH&amp;E)</li> </ul>	<ol style="list-style-type: none"> <li>1. Teachers Responsible for controlling the Children.</li> <li>2. Teachers responsible for inform the Police.</li> <li>3. Teachers Responsible for informing Hospital.</li> <li>4. Teachers Responsible to inform the parents.</li> <li>5. Ensuring school layout is Displayed.</li> <li>6. Displaying important telephone numbers.</li> <li>7. Conducting Mock Drill.</li> <li>8. Conducting security checks</li> </ol>
10	Morning Assembly & Announcement	<ul style="list-style-type: none"> <li>➤ Mrs.Padma PGT (English)</li> <li>➤ Mr.Sandeep Ojha TGT(PH&amp;E)</li> </ul>	Make necessary announcement in the morning assembly as per the direction of the undersigned.
12	CS-54 & Pay Bill Check	<ul style="list-style-type: none"> <li>➤ Mr.Rajasekara Pandian PGT(Maths)</li> </ul>	Checking of CS-54 and pay bill in co-ordination with office/online fees.
13	Magazine & Calendar	<ul style="list-style-type: none"> <li>➤ Mrs.PadmaPGT(English)</li> <li>➤ Mrs.Pooja SinghPGT(Hindi)</li> <li>➤ Mrs.Poornima Devi TGT(English)</li> <li>➤ Ms.Hines Neelam TGT(Hindi)</li> </ul>	Collect necessary materials from students and teachers; invite quotation for printing and publishing magazine.

14	NTSE	<ul style="list-style-type: none"> <li>➤ Mrs.Tamizharasi Govindan PGT(Bio)</li> <li>➤ Class Teachers of X</li> </ul>	Co-ordinate NTSE exam.
16	English Olympiad	Mrs.Padma PGT (English)	Co-ordinate English Olympiad exam.
17	Green Olympiad	<ul style="list-style-type: none"> <li>➤ Mrs.Tamizharasi PGT (Bio)</li> </ul>	Co-ordinate Green Olympiad exam.
18	Science Olympiad	<ul style="list-style-type: none"> <li>➤ Mrs. Tamizharasi Govindan PGT(Bio)</li> </ul>	Co-ordinate Science Olympiad exam.
19	Cyber Olympiad	<ul style="list-style-type: none"> <li>➤ Mrs.Enitha PGT(CS)</li> </ul>	Co-ordinate Cyber Olympiad exam.
20	Maths Olympiad	<ul style="list-style-type: none"> <li>➤ Mr.R.S.Pandian PGT(Maths)</li> </ul>	Co-ordinate Maths Olympiad exam.
21	Excursion / Educational Tour	<ul style="list-style-type: none"> <li>➤ Mr.Harish Kumar Goonawat TGT(SST)</li> <li>➤ Ms.Pinki PRT</li> </ul>	To arrange Educational trips to all the classes. Calling quotation for transport and finalizing the same with the approval of the undersigned.
22	PTA	<ul style="list-style-type: none"> <li>➤ Mrs.Padma PGT (English)</li> <li>➤ Mr.R.S.Pandian PGT(Maths)</li> <li>➤ Mrs.Lingam Anand Kumari TGT(Maths)</li> <li>➤ Mrs.Mamta PRT</li> </ul>	Organise PTA meeting as per KVS norms.
23	Monitoring of Cleanliness	<ul style="list-style-type: none"> <li>➤ Class teachers of X,IX,VI</li> <li>➤ Primary Class-Coach,Nurse</li> </ul>	Ensure and maintain proper cleanliness in the Vidyalaya, monitor housekeeping persons and checking the monthly stock of cleanliness materials provided by housekeeping contractor.
24	Income Tax	<ul style="list-style-type: none"> <li>➤ Mr.T.Rajasekara Pandian PGT(Maths)</li> </ul>	Prepare income tax details and from 16 to all the staff members for the year 2013.
25	Computer Dept.	<ul style="list-style-type: none"> <li>➤ Mr.T.Rajasekara Pandian PGT (Maths)</li> <li>➤ Mrs.Enitha PGT(CS)</li> <li>➤ Computer Instructor</li> </ul>	Maintain the stock of the computers. Purchase of computer and to ensure student computer ratio as per KVS norms.

26	Furniture	<ul style="list-style-type: none"> <li>➤ Mr.Harish Kumar TGT(SST)</li> <li>➤ Mr.Gaurav Srivastava TGT(Lib)</li> <li>➤ Mr.Santosh JaiswalPRT</li> </ul>	Maintain the stock of the furnitures. to ensure adequate furniture for all the students, purchase of furnitures by calling the quotations.
27	Maintenance of Staff quarters	<ul style="list-style-type: none"> <li>➤ Mr.Sandeep Ojha TGT(PH&amp;E) I/C</li> <li>➤ Mr.Ramkrishan PRT</li> <li>➤ Ms.Mamta PRT</li> </ul>	Maintenance of Staff-Quarters.
28	Maintenance & Repair	<ul style="list-style-type: none"> <li>➤ Mr.Sandeep Ojha TGT(PH&amp;E) I/C</li> <li>➤ Mrs.Bharati PRT</li> </ul>	Maintenance of Vidyalaya premises. Monitoring Civil, Electrical and Plumbing works. Calling quotations and their finalisation
29	Guidance & Counseling	<ul style="list-style-type: none"> <li>➤ Mrs.Padma PGT(English)</li> </ul>	Arrange Guidance and Counseling programs.
30	Purchase Committee	<ul style="list-style-type: none"> <li>➤ Mr.Pandian PGT(Maths)</li> <li>➤ Mrs.Tamizharasi PGT(Bio)</li> <li>➤ Mr.Gaurav Srivastava TGT(Lib)</li> </ul>	Collecting requirement list from various departments. Calling quotations and their finalisation Monitoring of all the purchases of the Vidyalaya.
31	First Aid-Secondary Primary	<ul style="list-style-type: none"> <li>➤ Nurse</li> <li>➤ Mrs.Tamizharasi PGT(Bio)</li> </ul>	Purchas and provide necessary First-Aid materials to the students.
32	Website Committee	<ul style="list-style-type: none"> <li>➤ Mrs.Enitha PGT(CS)</li> <li>➤ Computer Instructor</li> </ul>	Maintain the school website up to date. Uploading of relevant information, photos and achievement of the Vidyalaya on every week.
33	Medical Check Up	<ul style="list-style-type: none"> <li>➤ Mrs.Tamizharasi PGT(Bio)</li> <li>➤ Nurse</li> </ul>	Complete the Medical checkup for the student for the year 2018-19
35	Road Safety Patrol	<ul style="list-style-type: none"> <li>➤ Mr.Sandeep Ojha TGT(PH&amp;E)</li> <li>➤ Mr.Gaurav Srivastava TGT(Lib)</li> <li>➤ Mr.Ramkrishan PRT</li> </ul>	Monitor Road Safety Patrol. Arrange regular classes for RSP students. Give duty to RSP students in the school entrance (3 gates) and their monitoring
36	Gardening	<ul style="list-style-type: none"> <li>➤ Mr.Santosh Jaiswal PRT</li> <li>➤ Mr.Virendar Kumar TGT(Art)</li> </ul>	Maintain school garden, planting of saplings and naming them.
37	Beautification	<ul style="list-style-type: none"> <li>➤ Mrs.Padma PGT(English)</li> </ul>	Beautification of Vidyalaya campus

	of the Vidyalaya	➤ Mr.Virendar Kumar TGT(Art)	
38	Teaching Aids	➤ Ms.Pinki PRT	Purchase of Teaching-Aids. Provide adequate teaching aid materials to teachers.
39	Library committee	➤ Mr.Gaurav Srivastava TGT(Lib)	Conduct Library Committee meetings in very month and get suggestion from members. Purchase of library books.
40	Readers Club	➤ Mrs.Padma PGT(English) ➤ Mrs.Pooja Singh PGT(Hindi)	Monitoring of Readers Club. Updating of Readers Club notice board. Subject wise general knowledge question to the members of (students)
41	Integrity Club	➤ Mr.Harish TGT(SST)	To prepare a action plan and monitoring of Integrity Club activities.
42	Maths Club	➤ Mr.Pandian PGT(Maths)	Monitoring of Maths Club activities.
43	Nature Club	➤ Mrs.Tamizhrasi PGT(Bio)	Prepare action plan for Nature Club activities and monitoring the same.

**SUBJECT COMMITTEE:**

<b>Sl.No</b>	<b>Subjects</b>	<b>Name of the teacher In charge/ Member</b>	<b>Duties Assigned</b>	<b>Teacher's Signature</b>
1.	English	Mrs.Padma PGT(English)	Fixing Agenda for Subject Committee meetings well in advances.	
2.	Hindi	Mrs.Pooja Singh PGT(Hindi)		
3.	Maths	Mr.T.R.Pandian PGT(Maths)	Conduct Subject Committee meetings and maintain a record.	
4.	Science	Mrs.Thamizhrasi Govindan PGT(Bio)		
5.	Social Science	Mr.Harish Kumar TGT(SST)		

**PRINCIPAL**