**KENDRIYA VIDYALAYA OKHA**

**Committee for the Academic session 2019-20**

**(**New effective from 20.08.2019)

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| **S.No** | | | **Committee** | **Committee Members** | **Duties** |
|  | | | Over All Administrative Committee | G J Chaudhari, Principal  Akash Sinha,TGT- P&HE | 1.To guide, suggest and chalk out all action plan for academic and co-curricular activities.  2. Will function as advisory board for Vidyalaya activities.  3. In-charge and members of its committee will help and advise the Principal to take decision during emergencies and in normal course of work.  4. The committee is empowered to take decision and action in time, to improve the Vidyalaya status in the field of academic and co-curricular activities with the approval of the principal.  5. Any other related work. |
|  | | | Fresh Admission Committee and KV TC  Admission Through TC | Amit Vyas,TGT- Sanskrit  Rakesh kumar-PRT  Tushar Mohan -PRT  Akash Sinha,TGT- P&HE | 1. To plan admission procedure as per KVS guidelines.  2. To keep ready admission forms prospectus & test plan well in advance.  To issue & collect the registration and admission forms.  3. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9th.  4. To complete, the formalities of admission for the session 2023-24 as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc.  5. To prepare Master List of admissions done for the year 2023-24.  6. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes.  7. To update student enrolment data in the principal’s chamber and on the display boards.  8**.** Any other related work. |
|  | | | Issue of TC & SR Register Maintain | Sanjay Sankhala-JSA  Akash Sinha,TGT-P&HE | 1. To plan admission procedure as per KVS guidelines.  2. To keep ready admission forms prospectus & test plan well in advance.  To issue & collect the registration and admission forms.  3. To Co-ordinate with exam department to conduct tests for admission required for fresh admission to class 9th.  4. To complete, the formalities of admission for the session 2023-24as per KVS schedule/ instructions, admission register, all correspondence pertaining to local transfers, other regular transfers, etc.  5. To prepare Master List of admissions done for the year 2023-24.  6. To ensure that details of TCs are being uploaded and to also update the data regarding strength of students in various classes.  7. To update student enrolment data in the principal’s chamber and on the display boards.  8**.** Any other related work. |
|  | | | Examination | Sanjay jangid,TGT- ART  Pooja Dahiya,PRT | 1. Tentative schedule of test/exams for the sessions will be circulated among the students & parents for their prior information. The schedule of Exams as per KVS Academic Calendar may be got printed in the School diary.  2. Exam time-table should also be informed to teachers, students & parents at least two weeks before the Commencement of test/exam.  3. To procure and maintain the required stationery of examination well in advance for monthly tests, practice tests, FAs, SAs, Half Yearly exams, Session ending exams, etc.  4. All the required documents/materials like answer scripts, mark-slips, mark register, progress card etc. should be issued to concerned teacher in time.  5. To ensure that answer scripts are corrected within stipulated time for the internal exams.  6. Students and parents must be informed about the results of all test & Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action.  7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any.  8. To complete all CBSE correspondence and uploading of all data in time and as per schedule.  9. To ensure all arrangements for internal and board exams are done as per schedule.  10. To maintain proper record of students indulging in malpractice during Exam and action taken.  11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time.  12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal. |
|  | | | Time Table & Arrangement | Amit vyas,TGT- Sanskrit  Tushar Mohan -PRT | 1. To frame the time table as per periods allotted and to bring in necessary changes as required due to KVS circulars or requirement of the Vidyalaya.  2. To make alternative arrangements when teachers are on leave.  3. To prepare and inform subject teachers about the special time-table during all holidays, breaks (Autumn & Winter) and vacation including morning assembly time and one hour after the regular period of Vidyalaya as per action plan for class I & XI.  4. To ensure ringing of the bell in time.  5. To prepare day wise Time Table of all the Teachers.  6. All other related work. |
|  | | | Discipline Committee | Akash Sinha, P&HE I/C  GAJENDRA SINGH RATHOUR  ,TGT-maths  All Class Teachers | To ensure that students follow general instructions related to discipline.  Committee members will keep a keen watch on behavior of students in school campus.  This committee will take the responsibility to ensure healthy conducive atmosphere in Vidyalaya.  Checking if students are properly turned out.  Parents of latecomers to be informed.  If any member finds any misbehavior by the students(s) it should be brought to the notice of disciplinary action committee so as to take necessary action. Committee will decide the punishment to concerned student (s).  Surprise checks of bags of students.  Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty.  Any other related work. |
|  | | | Disciplinary Action Committee | GAJENDRA SINGH RATHOUR  ,TGT-maths  Akash Sinha, P & HE | 1. To decide on the necessary action based on reports given by the members of the discipline committee. 2. To maintain the records of Action taken. |
|  | | | CCA | Rakesh kumar-PRT  Rekha Yadav-PRT | **CCA Calendar of activities**  **1.** To prepare an action plan for internal and external CCA activities for the session and to complete them in time. Tentative plan for the present session to be ready by 5th April 2019.  2. They will also have to suggest practical plans for improvement of CCA activities.  3. To check the preparation for CCA.  4. To plan for awarding the prize winners on important days like 15th Aug, 26th Jan, etc.  5.Guest lectures should also be organized on special occasions & important days to celebrate the occasions with true spirit  6. To send the reports to R.O & to the media/ Agencies for publications.  7. Organise class photographs.  8. All work related to collection of matter and publication of Newsletters and school magazine and school diary. School Diary to be procured and issued to students by April 2019.  9. House masters and children to be made aware of the points gained by each house after each competition as well as the running total at the end of each month.  10. Topics for display board- once in two months.  11. Any other related work.  12.Formation of student council  13. Identity Card for students by end of April for all classes except class XI (by the end of July).  **MORNING ASSEMBLY**  1. To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the programme before presenting in morning assembly.  2. Children’s birthdays will be celebrated in morning assembly.  3. Celebration /observation of special days as part of assembly pgme. List of special days to be prepared and handed over to the house-masters before the first house meeting. |
|  | | | Morning Assembly | Rakesh kumar-PRT  Kapil Gandharva-PRT |
|  | | | UBI Fees Related matters | Tushar Mohan,PRT | 1. To check the defaulter list 2. Timely verify by class teachers 3. All related work |
|  | | | Income Tax Calculation and other tax related work | Maldan, UDC  Pradeep Kumar, PGT-Maths  Ashish, PRT  Ankush, PRT | 1. All income tax related issue |
|  | | | Cash Book, Ledger, Budget, Annual Account, Payment of firms  Checking of Accounts/ Arrear Calculation | Sanjay Sankhala,JSA  Akash Sinha , TGT P&HE | 1. Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal. 2. All other matters related with school fee deposition. 3. Calculation of income tax of all staff members and maintain the documents. 4. Cash Book maintain 5. TA/DA bill and all other payments. |
|  | | | Furniture | Vishwamitra choudhary-TGT-English | 1. To plan for repair & purchase of Vidyalaya furniture for student & staff in various classrooms & departments as per requirement & budget.  2. To clear/get shifted un utilized furniture.  3. To get classroom, black boards, name boards, etc. painted and maintained.  4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction.  5. All related work |
|  | | Scout and Guide | | Akash Sinha,TGT- P&HE | 1.Prepare S/G activity plan with tentative date & Months for activities to be organized  2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2019.  3. To make an arrangement for proper training of the students.  4. To prepare scout & guide to participate in various activities, both in internal & external competitions.  5. All other related work. |
|  | | Daily Cleanliness | | Vishwamitra Choudhary-TGT-English | To mark attendance of housekeeping staff & to ensure correct payment every month.  Proper distribution of duties to the different members of the conservancy/housekeeping staff.  To ensure that the house keeping staff perform the following duties-  Cleanliness of entire school and school campus.  Cleaning of all toilets 3 times a day.  Wet mop of all corridors, departments and staircase.  Corridors, staircases and classrooms to be cleaned after school hours.  Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff.  Purchase of required items and materials for cleaning purposes.  To ensure that sufficient no. of dustbins are located in corridors, grounds, classrooms, etc. all dustbins to be emptied daily and waste to be properly disposed.  To ensure that water points are regularly cleaned.  To also involve the members of the student council in monitoring cleanliness of the Vidyalaya.  Any other related work |
|  | | Security of School premises | | Atul Bhardwaj, TGT-WE  Hirak, Librarian | To ensure availability / presence of security staff as per contract and to liase with contractor to overcome any deficiency.  To Check the work of Security staff, their places of duty, work division & to check the attendance of Guards before payment every month.  Procurement, Installation, maintenance and monitoring of the functioning of the CCTV system.  To check in & out register on a regular basis (twice a week) and to sign with date after checking.  All related work pertaining to the safety of the children in School. |
|  | | Purchase Committee | | Atul Bhardwaj, TGT-WE  Akash Sinha, TGT-PH&E | 1. To estimate the requirements in the beginning of the academic year in consultation with various departments.  2. To ensure that all items are purchased following the correct purchase procedures.  3. To verify items purchased by various departments. |
|  | | First Aid & Medical Checkup | | Akash Sinha , TGT P&HE  Rajesh Bariya, Sub Staff | 1. To prepare a plan for student’s medical check - up twice in this session by authorized Medical Officer. 2. To purchase required items for first aid and other medicines on the advice of the doctor. 3. To plan for purchase of required items so as to keep the medical room well equipped. 4. To organize expert talks related to health & hygiene. 5. To place requirement for health card of students. 6. To ensure that class wise health data is maintained in the computer by the Nurse. 7. Any health abnormalities observed by the doctor or nurse should be immediately intimated to the parents after informing the Principal. 8. To monitor the work done by the Doctor and Nurse appointed on contractual basis.   Any other related work. |
|  | | Gardening Committee | | Akash Sinha, TGT-P&HE  Gajendra singh Rathore,TGT-Maths | To ensure the attendance of gardeners before payment every month.  To procure the required seeds and plants etc. as per the season & requirement.  To procure required implements for gardening.  Maintenance of grass cutting machines and to monitor cutting of grass and weeds in the school premises throughout the year.  Conduct activities to create awareness amongst children towards protection of Nature.  To organize Trips & All other related works. |
|  | | Career , Guidance and Counseling | | Gajendra singh Rathore,TGT-Maths  Mahendra pareek,TGT-SST | 1. Provide proper guidance to students for their career planning.  2. Employment News, magazines and newspapers’ information should also be placed on career guidance display board for students & staff.  3. Experts should also be invited time-to-time to provide proper guidance to the students.  4. Keeping close contact with guidance & counselling agencies for collecting proper guidance & information for various career options.. |
|  | | AEP | | Manoj Kumar Sharma, PGT Bio I/C  Rajesh Verma, PGT Chem  Mishrimal, TGT-Hindi  Payalba TGT-Eng  Vandana Singh, TGT-Maths | 1**.** Plan AEP programme as per KVS direction.  2. Report of conducted activities should be sent to KVS RO for information.  3. To give counseling and guidance to students.  4. To organize lectures or seminars related to the field.  5. Suggestion box to be maintained opened once a month (convenient date to be fixed) gives solutions/answers to children’s queries, problems and suggestions. |
|  | | Heritage & Integrity Club / सदभावना सीमिति | | Mahendra Pareek,TGT-SST | 1. Celebration of festivals  2. Organizing community lunch  3. Value Education by teachers and other guest speakers  4. Programmes in assembly to promote honesty, secularism, patriotism etc. |
|  | | Staff Club / Staff Meeting Arrangement | | Rakesh kumar,PRT | Arrangement for staff meeting as and when needed.  Looking after the proper seating arrangement and PA System for the meeting.  All related works. |
|  | | Staff Meeting / Vidyalaya events recording/ Photo Graphy | | TushaMohan,PRT,  Hirak sir | Recording the minutes of staff meeting and getting it signed by principal. Proper information to all staff members regarding minutes of staff meeting.  All related works. |
|  | | Games and Sports Committee | | Akash Sinha, TGT-P&HE  Atul Bhardwaj, TGT-WE | 1. To prepare a plan & compact programme for the entire session as per the KVS academic calendar.  2. Select the students for particular games in the beginning of the session to impart proper training to students.  3. Set a target & must proceed accordingly to achieve maximum success in the meets.  4. Utilize the games period primarily for the development of the earmarked games by the KVS.  5. Facilitate all the students with the available games equipments for the optimum use of the available sports equipments in school.  6. To organize inter house competition and mini and annual sports day.  7. To put forward requirement for purchase of all required sports items.  8. To form school teams in different games Volleyball, Basketball, Football and Cricket  9. Any other related work. |
|  | | Library Club | | Hirak, Librarian  Vishwamitra Choudhary ,TGT-English | 1. Make available curriculum books, Textbooks, Collection of CBSE & session ending examination old question papers to the students.  2. Newspapers, magazines etc should be readily available in library.  3. Prepare a list of books with the help  of subject teachers by Apr 2019.Purchase them latest by Dec 2019 as per Vidyalaya budget provision.  4. Two competitions should be organized in this session for the staff and students which could motivate them to make better use of the library.  5. To present reviews in the assembly of new arrivals. By Staff/Students.  6. To organize book fairs and exhibition.  7. Issue of books to the students & staff should be frequent & should be recorded in issue register for verification by the higher officers.  8. To purchase books for the Library as per the recommendations of Library Committee.  9. Automation of the library and Any other related work. |
|  | | Excursion Cum Educational Tour | |  | 1. To make plans for the different classes in the months of April & May for the academic session 2019-2020.  2. To decide the place, make arrangement for conveyance and to obtain permission from RO (if required) well in time.  3. Estimate the amount to be collected from students if necessary.  4. Keep the willingness forms ready.  5. Arrange for refreshments if required.  6. Any other related work. |
|  | | Beautification | | Rakesh kumar-PRT  Tushar Mohan,PRT  Pooja Dahiya-PRT | 1. To suggest and work out a plan for beautification of the school building and campus in the month of April. 2. To get framed paintings done by children for display at various location in the school. 3. To get the walls of the primary class rooms painted artistically by professional Painters/ Artist.   All other related work. |
|  | | Mathematics Activities/  Olympiads / National Math  Talent Search Exams | | Gajendra singh Rathore,TGT-Maths  Rakesh kumar-PRT | Instructions already given under the head Subject committee. |
|  | | Social Science Activities/ Exhibition/ Youth Parliament/ UNESCO Club | | Mahendra pareek,TGT-SST  Kapil Ghandhrav, PRT-Music |
| Instructions already given under the head Subject committee. |
|  | Science congress/Exhibitions /Activities/ NTSE and Other Exams etc. | | | Mahendra pareek,TGT-SST  Gajendra singh Rathore,TGT-Maths  Atul sir | Instructions already given under the head Subject committee. |
|  | Rajbhasha Hindi Samiti | | |  | 1. To follow Rajbhasha Kalyan Samiti guidelines.  2. To take necessary action for proper functioning of this Samiti.  3. To create a Hindi atmosphere & to promote usage of Hindi in daily use.  4. To keep a vigil on quarterly progress of Rajbhasha Samiti..  5 To Help Children in **participating in Sanskrit and Hindi competitions.**  6. Any other related work. |
| Rakesh kumar,PRT  Hirak, Librarian  Vyas sir |
|  | PTM | | | Tushar Mohan-PRT  Gajendra sir,TGT-Maths  Rekha Yadav- PRT  Kapil Gandharva- PRT  Sanjay sir | 1.To Co-ordinate PT meetings after all main exams and as and when required.  2. To make minutes of PT meeting.  3. To ensure that class teachers maintain records of the attendance of parents.  4. Any other related work. |
|  | Magazine, Brochure,  School Diary and CMP News Letter | | | HIrak,Librarian  Rakesh sir | 1. To collect the articles from class magazine, students and staff.  2. To edit the article.  3. To put forth suggestions in all matters related to magazine.  4. To prepare term wise newsletters and to send to RO and other Officials of KVS.  5. Any other related work. |
|  | Computer Labs, Websites & its updatation,  e-diary and all related activities | | | Vishwamitra Choudhary ,TGT-English  Parveen sir  Atul Bhardwaj, TGT-WE  Hirak, Librarain | 1. To check the computer class teaching progress of lower classes & To manage the requirements for the computer classes  2. To check mails frequently and inform the Chair. Also help in responding to the mails.  3 To participate in ICT competitions of KVS and to help KV in downloading/uploading academic, administrative circulars from internet.  4. To train staff members in the use of interactive board and help in making PPT presentations. Training schedule to be prepared by April 20th.  5. To facilitate the web access to all in the learning process  6. To arrange for the procurement of modern technologies like LCD, CD players-boards for developing e-classroom.  7 To procure required audio and video CDs or cassettes  8. To maintain K V website and to update fortnightly/ monthly. |
|  | Maintenance (School Building) | | | Atul Bhardwaj, TGT-WE I/C  Akash Sinha, TGT P&HE | 1. To plan for repair & maintenance urgently required in the Vidyalaya building and Departments. 2. Plan for painting, colour/whitewash to be made in the month of april so that these works can be carried out in the Summer Vacation. 3. To plan & purchase the material required for the purpose & complete all the assignments in time. 4. Arrange to keep the Vidyalaya Campus neat & clean. 5. To take an action in time for the decent look of the Vidyalaya. 6. To ensure the tube lights & fans are in proper working condition. 7. If there is any repair related to this, the committee will take action for the same well in advance. 8. Any other related work. |
|  | Maintenance (Staff Qtrs) | | | Atul Bhardwaj, TGT-WE I/C |
|  | Academic Committee | | | Amit Vyas,TGT Sunskrit | 1. To analyse the performance of students after every main exam and to suggest ways to improve the overall performance and result of the school. 2. Plan for remedial classes and setting of targets for Board examination and for Internal examination session 2019-2020. 3. Continuous monitoring on the weak areas of the students. 4. Analysis of the Pre Board results and future course of action in case of class XII. 5. To suggest the list of activities and Teaching Aids including Technological Aids to improve the Teaching learning process. 6. To ensure that all academic work is carried out as per the KVS academic calendar. 7. All other related works. |
|  | Result Analysis | | | **INTERNAL (Sec)**  Sanjay Jangid,TGT-ART  **CBSE**  Gajendra singh Rathore,TGT-Maths  **INTERNAL (Primary)**  Mrs.Pooja,PRT | 1. To analyze the Board result / Home examination result and send to the Regional office when required. 2. All other related works. |
|  | CMP Committee | | | Rakesh Kumar,PRT | 1. To receive the requirement from all teachers for CMP activities every month on the last working day of the month. 2. Purchase and distribution of all materials by the Third day of the month. 3. Make list of all activities to be performed by the teachers. 4. Proper maintenance of the stock register. 5. All other related activities. |
|  | Staff & Students Grievance Committee / Suggestion & Complaint Box | | | Akash Sinha, TGT-P&HE | 1. To study the suggestions and complaints received from staff &students. 2. Will form a committee if required for enquiry into the matter. 3. To periodically open suggestion box, at least once in a month (third week of the month). 4. To take required action on the suggestions/ feedback received. 5. To maintain proper records of the suggestion and action taken. 6. All other related works |
|  | RTI Committee | | | Principal sir  Amit sir  Rakesh sir | 1. Making proper record of RTI Cases with Id no. and date of reply. 2. Ensuring the reply under RTI is given in the stipulated time period. 3. All related works |
|  | RTE Committee | | | Amit Vyas,TGT Sunskrit | 1. Making proper records of the cases under RTE and timely verification of the bills claimed. 2. All other related works |
|  | Court Case & Land Lease Committee | | | Principal  Office Staff (UDC, LDC) | 1. Making proper record of Court Cases with no. and date after consultant with the Advocate. 2. Making sure the reply must be given in Court in the given time period. 3. Payment to advocate. 4. All related works. |
|  | Quarter Allotment Committee | | | Atul Bhardwaj, TGT-WE | 1. To make a panel of staff for allotment of staff qtrs.  2. Teachers to be informed of quarters likely to fall vacant.  3. Allotment of staff quarters as per rules.  4. Handing and taking over of quarter at the time of vacant / fresh occupancy.  5. Proper inventory must be record.  6. Any other related work. |
|  | Condemnation Board | | | Atul Bhardwaj, TGT-WE  Hirak sir-TGT-Library  Parveen sir | 1. To obtain the information and list of items to be condemned from various stock holders. 2. To physically verify the items being condemned. 3. To complete the procedure for condemnation and auction. 4. Any other related work. 5. Maintain assets register after condemnation. |
|  | Staff Room | | | Manohar sir,PRT | 1. To take care of the belongings of the staff room.  2. It is the duty of the members to check whether fans , lights, water dispenser, water motor ,.water purifier and computer systems are switch off or not.  3. Take care about the furniture’s / fixtures of the staff rooms.  4. All other related works. |
|  | Safety & Disaster Management | | | Atul Bhardwaj, TGT-WE | To identify potential fire safety hazards. To continuously monitor the potential danger to the life of children and staff due to structural and design deficiency of school building.  To ensure that fire safety equipment is available at all required points and in functional condition and to complete process for procuring necessary fire extinguishers.  To organize Mock Drills after prior information to Principal / Vice- Principal.  To contact with the local agencies like fire department, Traffic Police to spread awareness among students and staff regarding various safety issues.  To ensure safe entry and exit of children into and out of the school campus |
|  | Stationary Management and Distribution | | | Sanjay Jangid,TGT-ART | 1. Distribution of teacher’s diary, daily diary, monitor diary, attendance registers etc. 2. Maintain and purchase of stationary for office / Exam / other departments. 3. Maintain proper record/ utilize register of the stationary |

**PRINCIPAL**

**KENDRIYA VIDYALAYA OKHA**

**Subject Committees for the Academic session 2019-20**

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| **Sl. No** | **Subject Committees** | **Committee Members** | **Duties** |
| 01. | English | Vishwamitra Choudhary ,TGT-English | 1. To analyze the performance of students & prepare further course of action plan for betterment of students academic performance.  2. To check class wise monthly academic performance analysis & discuss for further course of action.  3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.  4. Prepare the report on last working day of every month & submit it to principal.  5. To keep a vigil on class wise progress of subject.  6. To plan activities like , seminars, field trips, film shows ,talks, etc. related to their subject and **to list out activities as per requirement of CCE**  7. To prepare a plan to create literary atmosphere / Scientific temperament in Vidyalaya.  8. To prepare the students for participating in external & internal competitions related to the subject.  9. To organize minimum two competitions/seminars/ programmes etc. based on their respective subject.  10. To chalk out plans for improving standard of spoken English  11. To guide the students to prepare articles to publish in magazines and news papers as well as Vidyalaya Patrika.  12. To motivate students to make class magazines.  13. Any other related work. |
| 02. | Maths | Gajendra singh Rathore,TGT-Maths  All teachers of maths in primary Section | 1. To analyze the performance of students & prepare further course of action plan for betterment of students academic performance.  2. To check class wise monthly academic performance analysis & discuss for further course of action.  3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.  4. Prepare the report on last working day of every month & submit it to principal.  5. To keep a vigil on class wise progress of subject.  6. To plan activities like seminars, field trips, flim shows, talks, etc. related to their subject.  7. To prepare a plan to create literary atmosphere in Vidyalaya.  8. To prepare the students for participating in external & internal competitions.  9. To organize minimum two competitions/seminars/programmes etc.based on subject.  10. To guide the students to prepare articles to publish in magazines and newspapers as well as Vidyalaya Patrika.  11.To list out activities as per requirement of CCE  12. Any other related work. |
| 03. | Social Science | **Mahrndra Pareek,TGT-SST**  **All primary teachers who is taking EVS subject** | 1. To analyze the performance of students & prepare further course of action plan for betterment of students academic performance.  2. To check class wise monthly academic performance analysis & discuss for further course of action.  3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.  4. Prepare the report on last working day of every month & submit it to principal.  5. To keep a vigil on class wise progress of subject.  6. To plan activities like social science exhibitions, seminars, field trips, film shows, talks, etc. related to their subject.  7. To inform the students about various Social science competitions  8. To prepare plan to create atmosphere in Vidyalaya related to Social Science activities  9. To prepare the students for participating in external and internal competitions  10. To organize at least two competitions/seminars/Programmes etc. based on subject  12. To organize Social Science Exhibition at Vidyalaya and help children prepare for Cluster, Regional & National Levels, field trips to Historical places  13. To display & maintain the display board on Heritage Club- Have a new topic once in two months.  14 To prepare the students for the competitions.  To list out activities as per requirement of CCE  15. Any other related work. |
| 04. | Hindi & Sanskrit | **Amit Vyas, TGT-Sanskrit**  **G.J.Chaudhary(PGT)**  **All primary teachers who is taking hindi subject.** | 1. To analyze the performance of students & prepare further course of action plan for betterment of students academic performance.  2. To check class wise monthly academic performance analysis & discuss for further course of action.  3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.  4. Prepare the report on last working day of every month & submit it to principal.  5. To keep a vigil on class wise progress of subject.  6. To plan activities like seminars, field trips, flim shows, talks, etc. related to their subject.  7. To prepare a plan to create literary atmosphere in Vidyalaya.  8. To prepare the students for participating in external & internal competitions.  9. To organize minimum two competitions/seminars/programmes etc.based on subject.  10. To guide the students to prepare articles to publish in magazines and news papers as well as Vidyalaya Patrika.  11. To list out activities as per requirement of CCE.  12. To motivate students to make class magazines.  13. Any other related work. |
| 05. | Science | **Arjun Singh(PGT-Chemisry)**  **All Primary Teachers who is taking Sci classes.** | 1. To analyze the performance of students & prepare further course of action plan for betterment of students’ academic performance.  2. To check class wise monthly academic performance analysis & discuss for further course of action.  3. To conduct the monthly meeting in order to check the progress of syllabus. If coverage of syllabus is not in time, a plan must be chalked out to complete the syllabus without any further delay.  4. Prepare the report on last working day of every month & submit it to principal.  5. To keep a vigil on class wise progress of subject.  6. To plan activities like science exhibitions, seminars, field trips, flim shows, talks, etc. related to their subject.  7. To form a science club & select a few students to carry out and maintain the records of activities in a constructive & fruitful purpose.  8. To prepare the students for participating in external & internal competitions, seminars etc related to the subject.  9. To promote scientific atmosphere in the Vidyalaya.  10. To organize at least two competitions/seminars/programmes etc based on subject.  11. To organize Science Exhibition at Vidyalaya level and help prepare children for Cluster, regional & national level and try to achieve remarkable achievements in these exhibitions.  12. To guide the students to prepare articles to publish in magazine and display board.  13. To organize excursions.  14. To monitor timely completion of practical/projects etc as per syllabus and regular correction of practical records.  15. To support and co-ordinate with Jr.Sc . Lab I/c.  16 To list out activities as per requirement of CCE.  17. To inform the student about various science competitions.  18. All other related work |
| 06 | Computer Department | 1. **Atul Bhardwaj, TGT-WE** 2. **Parveen sir** | 1. To analyze the performance of students & prepare further course of action plan for betterment of students’ academic performance.  2. To check class wise monthly academic performance analysis & discuss for further course of action.  3. Prepare the report on last working day of every month & submit it to principal.  4. To keep a vigil on class wise progress of subject.  5. To plan activities like exhibitions, seminars, field trips, film shows, talks, etc. related to subject.  6. To prepare the students for participating in external & internal competitions, seminars etc related to the subject.  7. To promote scientific/ Digital atmosphere in the Vidyalaya.  8. To organize at least two competitions/seminars/programmes etc based on subject.  9. To guide the students to prepare articles to publish in magazine and display board.  10. To organize excursions.  11. To monitor timely completion of practical/projects etc as per syllabus and regular correction of practical records.  12. To support and co-ordinate other teacher and students to learn computer.  13 To list out activities as per requirement of CCE.  14. To inform the student about various competitions.  15. To monitor proper use of I-Pad/E-Class and other related ICT items and maintain proper record.  16. All other related work |

**PRINCIPAL**