



## **KENDRIYA VIDYALAYA BUXAR**

### **REVISED COMMITTEES FOR THE SESSION 2022-23**

#### **DUTY CHART**

S.N	PARTICULARES	COMMITTEE MEMBERS	SIGNATURE	DUTIES ASSINGNED
01.	<b>Admission</b>	1.Mr.D.N.Vishwakarma,TGT(WE) - I/C		To strictly adhere to KVS Policies & Admission guidelines
		2.Deo Kumar Roy,TGT(Maths)		
		2.Mr.Satish Pathak, PRT		
		3.Mrs.Nancy Sharma, PRT		
02.	<b>Examination \</b> <b>CBSE Affairs</b>	1.Mr.Deo Kumar Roy,TGT(Maths)		To ensure that Internal Examination is conducted smoothly and confidentiality is maintained
		2.Mr.Dilip Kumar Rai,PRT-Astt. I/C		
		3.Mr.Bheem Shankar Singh		
		3.Mr.Madhurendra Kumar, Comp. Instructor		
		4.Mr.SheoShankar Singh,Sub-staff		
03	<b>Time table</b>	1.Mr.D.N.Vishwakarma,TGT(WE)- I/C		To prepare academic time-table as per KVS rules with full transparency, 2. To communicate the time – table to all teachers & students well in advance.3 To arrange the periods for the teachers on leave/OD well in advance with proper communication to arrangement teachers.4. To prepare the time – table for Remedial classes and Special classes for the students of class X.
		2.Mrs.Sunandini Yadav,TGT(AE)		
		3.Mr.Dilip Kumar Rai,PRT-Astt. I/C		
		4.Mr.Satish Pathak		
04	<b>C.C.A /Student Council-Secondary</b>	1.Mr.Krishna Kumar,TGT(Hindi)- I/C		1. To make annual plan for Inter house CCA competitions,. 2. To make necessary rules and regulations for the competitions. 3. To make all necessary arrangements for smooth organisation of the competitions.
		2.Mr.Sunandini Yadav,TGT(AE)-Astt.I/C		
		3.Mr.Virendra Singh Yadav,TGT(PHE)		
	<b>CCA/CMP/ Community Lunch</b>	1.Mr.Satish Pathak -I/C (Primary)		
		2.Mrs.Nancy Sharma		
		3. PRT-I-Mr.Anurag Kumar		
		4. PRT-II-Mrs.Aaysha Khatoon		
		5. Mr.Vinay Kumar Gupta,PRT(Music)		

05	<b>A.V.Aids</b>	Mr.D.N.Vishwakarma,TGT(WE)-I/C		<ol style="list-style-type: none"> <li>To ensure proper up-keep and maintenance of A.V.Aids/Teaching Aids</li> <li>To make all necessary arrangements for the purchase of teaching aids as per the new syllabus.</li> </ol>
	<b>Teaching Aids</b>	1.Mr.Shardendu Kumar,TGT(S.St.) -I/C		
		2.Mr.Satish Pathak,PRT		
		2.Mr.Anurag Kumar,PRT		
06	<b>Watch &amp;Ward,Conservancy / Cleanliness &amp; Sanitation</b>	1. Mrs.Sunandini Yadav,TGT(AE)-I/C		<ol style="list-style-type: none"> <li>To keep proper record of working of security and conservancy staff.</li> <li>To verify the services of security and conservancy staff.</li> </ol>
		2. Mr.Krishna Kumar,-Sr.Most TGT		
		3.Mr.Virendra Singh Yadav		
		4.Mr.Dilip Kumar Rai,PRT		
07	<b>Fee collection through UBI, Income Tax, Attendance register, maintenance of CS-54./ Income Tax</b>	1.Mr.D.N.Vishwakarma,TGT(WE)		<ol style="list-style-type: none"> <li>To make all the arrangements and ensure smooth collection of fee through UBI</li> <li>To determine Income Tax i.r.o staff and ensure timely deduction&amp; preparation of all relevant records</li> <li>To ensure checking of fee collected, reconciliation and maintenance of CS-54 etc.</li> </ol>
		2.Mr.Deo Kumar Rai,TGT(Maths)		
		3.Mr.Madhurendra Kumar, Comp.Instr.		
		4.Mr.Mahendra Prasad,SSA		
		5.Mr.Amitabh Kumar,JSA		
08	<b>Personal hygiene, Health check-up &amp; First Aids</b>	1.Mr.D.N.Vishwakarma I/C		<ol style="list-style-type: none"> <li>To organise Health check-up camps as per KVS norms and schedule.</li> <li>To ensure proper availability of First Aid medicines and materials.</li> </ol>
		2.Mrs.Nancy Sharma,PRT		
		3.Mr.Virendra Singh Yadav,TGT(PHE)		
		4.Mr.Vinay Kumar Gupta, PRT(Music)		
09	<b>Furniture</b>	1.Mrs.Sunandini Yadav,TGT(AE)- I/C		<ol style="list-style-type: none"> <li>To prepare the list of furniture required in the classrooms/ other deptts from time to time.</li> <li>To ensure that the seating arrangement is proper and convenient according to their heights and teaching learning process.</li> <li>To intimate the Principal about the requirements and contact the carpenter from time to time.</li> </ol>
		2.Mr.D.N.Vishwakarma,TGT(WE)-Asth. I/C		
		3.Mr.Virendra Singh Yadav, TGT(PHE)		
10	<b>Grievance Cell</b>	1.Mr.Deo Kumar Roy,TGT(Maths)- I/C		<ol style="list-style-type: none"> <li>To record and handle problems and grievances of staff</li> <li>To inform and suggest the Principal on relevant issues</li> </ol>
		2.Mrs.Sunandini Yadav,TGT(AE)		
		3.Mr.Rameshwar Thakur,TGT(Sans)		

11	<b>Guidance &amp; Counseling</b>	1.Mr.Virendra Singh Yadav,TGT(PHE)- I/C		<ol style="list-style-type: none"> <li>To guide and suggest students to select their stream according to their interest, potential and resources,</li> <li>To involve the parents to help their wards to select proper stream.</li> </ol>
		2.Mrs.Sunandini Yadav,TGT(AE)		
12	<b>Holiday Committee</b>	1.Mr.Krishna Kumar ,TGT(Hindi)		<ol style="list-style-type: none"> <li>To decide Holidays from the list of Restricted holidays.</li> <li>To inform students and staff about holidays.</li> <li>To suggest the Principal about observance of holidays on various occasions</li> </ol>
		2.Mrs.Sunandini Yadav,TGT(AE)		
		3.Mr.Dilip Kumar Rai,PRT		
		4.Mr.Amitabh Kumar, JSA		
		5.Mr.Sheoshankar Singh,Sub-staff		
13	<b>Library Advisory Committee</b>	1.Mr.Virendra Singh Yadav,TGT(PHE)- I/C		<ol style="list-style-type: none"> <li>To ensure complete utilisation of library funds and procure books as suggested by KVS/CBSE/NCERT etc</li> <li>To assist primary wing in Library activities in the light of CMP.</li> </ol>
		2.Mr.Krishna Kumar,TGT(Hindi)		
		3.Mr.Rameshwar Thakur,TGT(Sans)		
		4.Mr.Bheem Shankar Singh,PRT		
14	<b>Purchase Committee Quotation/ Local Purchase Committee / GeM Purchase)</b>	1.Krishna Kumar,TGT(Hindi)- Sr.Most TGT		<ol style="list-style-type: none"> <li>To contribute in purchase process as per tenders and quotations. 2. To follow the instructions of VMC/VEC.</li> </ol>
		2.Mr.D.N.Vishwakarma,TGT(WE)		
		3.Mr.Dilip Kumar Rai,PRT-Sr.Most PRT		
		4.Mrs.Sunandini Yadav,TGT(AE)		
		5.Concerned Department I/C		
15	<b>PA System / Maintenance &amp; Repair of School Building/Civil/ Electricity/ water Supply</b>	1.Mr.D.N.Vishwakarma,TGT(WE)		<ol style="list-style-type: none"> <li>To identify the areas to be repaired.2. To get the requisition from all the deptt. Holders and class teachers regarding repair. 3. To ensure that the students and all staff members utilize the available resources carefully.</li> </ol>
		2.Mr.Virendra Singh Yadav,TGT(PHE)		
		3.Mr.Vinay Kumar Gupta,PRT(Music)		

16	<b>Maths Lab, Maths Olympiad External Exam</b>	1.Mr.Deo Kumar Rai, TGT(Maths)-I/C 2.Mr.Bheem Shankar Singh, PRT		1.To develop appropriate aids for all the classes. 2.To organise exhibitions time to time. 3. To inspire and motivate students for greater participation in Olympiads.
17	<b>Parent-Teacher Meeting (Primary/ Secondary)</b>	1.Mrs.Sunandini Yadav, TGT(AE)- I/C		1. To make annual plans for PTA meetings during the session.2. To inform students and parents about the schedule of meeting.3.To make all necessary arrangements for PTA meetings and maintenance of records.
		2.Mr.Krishna Kumar ,TGT(Hindi)		
		3.Mrs.Nancy Sharma, PRT- I/C (Primary)		
18	<b>Beautification / Gardening / Display Board, Banners and decoration</b>	1.Mr.Sunandini Yadav, TGT(AE)		1. To make arrangements for proper photography of all students for issue of Identity Cards, Shala Darpan, website, etc.
		2.Mr.Dilip Kumar Rai		
		3.Mrs.Aayesha Khatun-PRT II		
		4.Mrs.Nancy Sharma, PRT		
19	<b>Vidyalaya Patrika, News Letter</b>	1.Mr.Krishna Kumar, TGT(Hindi) -I/C		1. To motivate students for creative and quality writing. 2. To make all necessary arrangements for timely publication Vidyalaya Patrika, News Letter etc
		2.Mr.Rameshwar Thakur, TGT(Sans)		
		3.Mr.Rajan Tiwari, TGT(Eng)		
		4.Mr.Satish Pathak, PRT		
		5.Mrs.Nancy Sharma, PRT		
20	<b>Raj Bhasha</b>	1.Mr.Krishna Kumar, TGT(Hindi)- I/C		1. To organize the monthly meeting in order to promote Raj Bhasha in the school.2. To encourage the student for Expressing their views in Hindi too.
		2.Mr.Rameshwar Thakur, TGT(Sans)		
		3.Mr.Virendra Singh Yadav, TGT(PHE)		
		4.Mr.Mahendra Prasad, SSA		
		5.Mr.Amitabh Kumar, JSA		
21	<b>Scout &amp; Guide, Cub &amp; Bulbul</b>	1.Mr.Krishna Kumar, TGT(Hindi)-SCOUT MASTER (ADVANCE)		1. To Enrol. capable and interested students. 2. To plan and organize the Scout & Guide programmes as per KVS planner.
		2.Mrs.Sunandini Yadav-GUIDE CAPTAIN		
		3.Mr.Dilip Kumar Rai, PRT-CUB MASTER		
		4.Mr.Bheem Shankar Singh, PRT-CUB MASTER		
		5.Mr.Nancy Sharma, PRT- FLOCK LEADER		
22	<b>Adolescence Education Programme</b>	1.Mrs.Sunandini Yadav, TGT(AE)- I/C		1. To organize seminars, workshops, lectures.2. To organize competition and awareness programs.3. To submit reports to RO&Hqr
		2.Mr.Shardendu Kumar, TGT(S.St.)		
		3.Mr.Vinay Kumar Gupta, PRT(Music)		

23	<b>Discipline committee</b>	1.Mr.Virendra Singh Yadav,TGT(PHE)- I/C		1. To identify the problematic student and enlist them for further reference in the discipline committee meetings.2. To avoid any type of corporal punishment, scolding, and rough treatment instead of counseling along with parents of the students and committee members.
		2.Mr.D.N.Vishwakarma,TGT(WE)		
		3.Mrs.Sunandini Yadav,TGT(AE)		
		4.Mr.Vinay Kumar Gupta, PRT(Music)		
		5.Mrs.Nancy Sharma,PRT		
		All Class Teachers.		
24	<b>Website update/ Photography</b>	1.Mr.Satish Pathak-I/C		1. To update the website every day. 2. To ensure complete maintenance of records in website.
		2.Mr.Madhurendra Kumar, Comp.Instructor		
		3Mr.Amitabh Kumar,JSA		
25	<b>Comp. Lab</b>	1.Mr.Shardendu Kumar ,TGT(S.St.)		1. To ensure proper working of the lab with good infra-structure. 2. To make lab a hub of creative activities.
		2.Mr.Satish Pathak,PRT		
		3.Mr.Madhurendra Kumar ,Comp.Instructor		
26	<b>Alumni Association</b>	1.Mr.D.N.Vishwakarma,TGT(WE)		1. To keep a record of ex-students in terms of their current career and position and also upload the necessary information in in the Vidyalaya Website in the achievement portal.
		2.Mrs.Sunandini Yadav,TGT(AE)		
		3.Mr.Shardendu Kumar,TGT(S.St.)		
27	<b>EBSB/AKAM</b>	1.Mr.Shardendu Kumar,TGT(S.St.)- Overall I/C		1. To conduct the Programme as per instruction of KVS.
		2.Mrs.Sunandini Yadav,TGT(AE)-I/C		
		3.Mr.Krishna Kumar,TGT(Hindi)		
		4.Mr.Ranjan Tiwari,TGT(Eng)		
		5. Mr. Vinay Kumar Gupta,PRT(Mus.)-Asst. I/C		
28	<b>Disaster Management</b>	1.Mr.D.N.Vishwakarma, 2.Mr.Virendra Singh Yadav		1.To identify the sensitive points of mishaps in the Vidyalaya and to report immediately to the Principal for necessary action. Eg. Electrical points, snake prone area, damaged area of school building, weak trees etc. 2. To organize mock drill, seminars and workshops for students and teachers.

29	<b>RTI/PRO</b>	1.Mr.Krishna Kumar 2.Mr.Deo Kumar Roy		1.To submit reply of applications received within time. 2. To provide reports for publication in Newspapers.
30	<b>Awakening India programme/ ACP</b>	VII-Mr.Shardendu Kumar,TGT(S.St.)		To ensure complete compliance of instructions received from KVS on the subject.
		VIII-Mr.Rameshwar Thakur,TGT(Sans)		
		IX-Mr.Krishna Kumar,TGT(Hindi)		
31	<b>Games &amp; sports, Yoga &amp; Daily Flag Hoisting</b>	1.Mr.Virendra Singh Yadav,TGT(PHE)- I/C		To organize the programme related to physical development and fitness of students according to the curriculum.
		2.Mr.D.N.Vishwakarma,TGT(WE)		
		3.Mr.Bheem Shankar Singh,PRT		
		4.Mr.Dilip Kumar Rai, PRT		
		5.Mr.Satish Pathak,PRT		
32	<b>Roots 2 Roorts</b>	Mr.Vinay Kumar Gupta, PRT(Music)		Conduct all programme as per KVS/Root 2 Root org.
33	<b>Subject Committee:</b>	1.Hindi/ Sans-Mr.Krishna Kumar, TGT(Sans)		To organise subject committee as per the time schedule.
		2.Maths/Science-Mr.Deo Kumar Rai,		
		3.S.,St./ English-Mr.Shardendu Kumar		
		4.Misc.-Mr.D.N. Vishwakarma,TGT(WE)		
34	<b>Prevention of Sexual harassment of women at work place</b>	1.Mrs.Soma Ghosh, AC,KVS,RO,PATNA		
		2.Mrs.Krishna Devi, Sadguru Foundation,Ballia,UP		
		3.Mrs.Nancy Sharma, PRT,KV,Buxar		
		4.Mrs.Sunandini Yadav,TGT(AE)		
		5.Mrs.Anupama Pandey, VMC member,KV Buxar		
35	<b>PISA Committee</b>	1.Mr.Deo Kumar Roy,TGT(Maths)		To ensure complete compliance of instructions received from KVS on the subject.
		2.Mr.D.N.Vishwakarma,TGT(WE)		
		3.Mr.Bheem Shankar Singh,PRT		
36	<b>Eco Club/ Nature Club</b>	1.Mrs.Kumari Pallavi		
		2.Mrs.Sunandini Yadav		
		3.Mr.Bheem Shankar Singh		
		4.Mr.Anurag Kumar		

All teaching and Non-teaching staff is hereby instructed to discharge the assigned duties with utmost sincerity and devotion with an attitude of **TEAM WORK** and share your experience for the betterment of the Vidyalaya and for its overall development.

Every teacher is also requested to come forward with a Positive attitude to enhance the capabilities of the students so as to make them a resourceful citizen of the country as per the need of Society.

**Principal**