

# केन्द्रीय विद्यालय मंदसौर/KENDRIYA VIDYALAYA MANDSAUR

## कार्य सूची सत्र 2021-22/ DUTY LIST-SESSION 2021-22

Please note for compliance duties assigned in different spheres of Vidyalaya activities for the academic session 2021-22. Discuss the same with your committee members and prepare annual plan for effective implementation and creditable performance of the same. All the members of the committees will actively contribute their best.

S.No	Name of committee	Functions & Responsibilities /Duties	Secondary Section	Primary Section
1	Academic Council/ Academic Planning/ Vidyalaya Plan/ Moderation Committee	To prepare academic plan of the Vidyalaya Proper implementation of Back to Basics All academic matters including Subject Committee meetings, Remedial Classes, Study Camp Any other related work	MRS.ANJU SALIM I/C MR.HEMILTON MASIH MR.MANISH JAISWAL MR.DINESH SANCHORA MR.N.K.TRIVEDI	MR. RITVIK AGRAWAL MR. ALOK PUNJABI MRS TAMANNA
2	Discipline Committee	To check uniforms / trimming of nails/ hair cut/ polish of shoes/ late comers during morning assembly. To check movement of the students during school hours and also at arrival and departure from the school. To supervise overall discipline of the students & suitable action on earring students Any other related work.	MR. SANJAY DIXIT I/C MR. DINESH SANCHORA MR SAURABH SONI MR. A A CHOUDHARY MRS VENU SHARMA MR. MEGHRAJ MEENA All Teachers	MR. AKSHAY LAL MR. KULDEEP GAHALOT MRS. NEETA JOSHI  All Teachers
3	Admission  Enrolment position	To check/scrutinize the admission forms and complete all admission related work. To maintain admission related records, TC uploading, Updating of Shala Darpan and UBI portal, To prepare monthly enrolment position, Any other related work	MRS ANJU SALIM I/C MR. MANISH JAISWAL MR. SANJAY DIXIT MR. BALRAM PATIDAR	MR. RITVIK AGRAWAL MRS. TAMANNA
4	Co-Curricular Activities  Functions & Celebrations Students Council Morning Assembly	To prepare calendar of events and conduct CCA competitions as per the plan. To celebrate all the national festivals /weeks and other important days. To maintain CCA result register with House wise positions. To arrange prizes & certificates for winners etc. To organize all cultural activities of the school on different occasions. To co-ordinate with other teachers for training, practice, rehearsals etc. To conduct morning assembly in a serious and befitting manner. Adequate training	MR. HEMILTON MASIH I/C MRS. ANJU SALIM MR.N.K.TRIVEDI MRS L.R.CHOUDHAN MR. MEGHRAJ MEENA MS SEEMA MEENA  Assembly days Mon, Tue, Wed , Thu & Fri	MRS. TAMANNA I/C MRS SANGEETA VERMA MS.LAXMI MRS NEETA JOSHI  Assembly day Sat

		should be given to the participating children well in advance. Any other related work.		
5	Time Table / Arrangement/ Co-ordination of contractual teachers/ ALCP	To frame & distribute the time-table. Ordered Bell timings from assembly to closing bell daily, To make substitute arrangements for teachers who are on leave/duty. To keep records of contractual teachers & to prepare & verify the claims of contractual teachers for payment, as per KVS norms, Any other related work	MR. MANISH JAISWAL I/C MR. SOMLA BHURIA MRS. DIMPLE TARAM MR SUNIL PARMAR (Bell Timings)	MS. LAXMI  MR AKSHAY LAL  MRS TAMANNA S
6	Examination (Internal)	To plan & conduct examinations and result declaration as per calendar of activities. To prepare result analysis, Any other related work.	MR.R.K. UPADHYAY I/C MR BHUPENDRA PUROHIT MR SAURABH SONI MRS. DIMPLE TARAM MR. SOMLA BHURIA MR D.K. LOHAR MRS VENU SHARMA MR. DINESH SANCHORA MR. RAJENDRA RATHORE	MR. KULDEEP GAHALOT MR ALOK PUNJABI  MR. KHEEMA SHANKAR
7	Examination (CBSE & External) (NIOS/IAPT/ Competitive Exams)	To plan & conduct examinations as per calendar of activities. To prepare result analysis, To prepare & submit teacher's data bank on OASIS & as per need, Any other related work.	MR. DINESH SANCHORA I/C MRS ARPITA SHARMA MR.R.S.MAKKAD MR.RAJENDRA RATHORE	
8	PTA & PTM	To coordinate with members of PTA, To conduct PTM as per KVS guidelines and to keep record of the meetings	MRS ANJU SALIM I/C MRS ARPITA SHARMA	MR RITVIK AGRAWAL
9	Computer Lab./Website Maintenance/ ICT/E- content/E-class Room/Shala Darpan/ Bio Metric Attendance/ UDISE/ UBI FEE Portal	To Maintain & Update school website Regularly, Shala Darpan Project/UBI Portal/Mapper/All Online Activities Maintenance of the computer labs, Purchase & maintenance of computer peripheries and other materials. To train the staff and students regularly. Maintenance of UBI Fee portal & timely verification of students, Any other related work.	MR. MANISH JAISWAL I/C MR. DINESH SANCHORA MR SOMLA BHURIYA MR. BALRAM PATIDAR COMP INSTRUCTOR MR. R.K. UPADHYAY (configuration of result)	MR ALOK PUNJABI MS LAXMI MRS TAMANNA S
10	Campus Beautification and Cleanliness/ Sanitation/BALA Concept/Swachhata Abhiyaan/ Maintenance of Notice Boards	Checking the cleanliness of the classrooms/bathrooms, toilets, surroundings etc. Procurement of cleaning materials. To implement BALA concept Decoration & Beautification of Notice Boards & Corridors. Any other related work.	MRS PRATIMA TAKIYAR I/C MRS.DIMPLE TARAM MRS ARPITA SHARMA MR BALRAM PATIDAR	MRS.SANGEETA VERMA MR. KULDEP GEHLOT MS. LAXMI All Teachers

11	Supervision of Watch and Ward and House Keeping	To supervise cleanliness of Vidyalaya on day to day basis To supervise services of security guards Screening of outsource work	MR. BALRAM PATIDAR MR. MEGHRAJ MEENA MR MAYUR VACHHANI MR RAJENDRA RATHORE	MR. ALOK PUNJABI MR KHEEMA SHANKAR
12	Publication (Vidyalaya Patrika, Students diary/ Calendar/Wall Magazine/ Newsletter/ Publication of Vidyalaya News/ Class magazine)	To collect and consolidate/edit articles from students and staff To go through the proof of all the materials & liaison with the press. To ensure publication on prescribed time  Any other related work.	MRS. ANJU SALIM I/C MR.HEMILTON MASIH MR.N.K.TRIVEDI MR.MEGHRAJ MEENA MRS.L.R.CHOUHAN MS SEEMA MEENA	MR. ALOK PUNJABI MS LAXMI
13	Career Guidance and Counselling	To arrange lectures/seminars for career talk /counselling To maintain one corner & keep record relating to career guidance.	MR. SOMLA BHURIA I/C MR.N.K. TRIVEDI MR SAURABH SONI	MRS NEETA JOSHI
14	Awakened Citizen Programme/ Value Education	To ensure that modules based on thoughts of Swami Vivekananda be delivered to students regularly, Inculcating value education through conduct of various activities, Any other related work	MRS. PRATIMA TAKIYAR I/C MRS. DIMPLE TARAM MR. SOMLA BHURIA MR.D.K.LOHAR	MRS NEETA JOSHI MRS TAMANNA S
15	Games and Sports/ Yoga Education/SBSB/ Sports & Yoga Club/ Fit India/Khelo India/Disaster Management/ Educational Tour /Excursion /Transportation/ Parking Facility/ Implementation & Monitoring of National Flag Code	To coordinate staff for preparing students I cards, To plan & make all arrangements for excursions & educational tours. To train the students for KVS and outside competitions. To conduct Inter house sports competitions/ Sports Day, To procure sports equipment as per the need. To conduct sports, yoga & SBSB related activities, to keep SBSB records, To conduct mock drills, To check procurement & maintenance of necessary equipments, To display emergency contact list at prominent places, To provide immediate support system in case of any disaster, To see the implementation of National Flag Code Any other related work.	MR. SANJAY DIXIT I/C MR.BALRAM PATIDAR MR.A.A. CHOUDHARY MR. MAYUR VACHHANI MR.D.K.LOHAR MR KHEEMA SHANKAR SPORTS COACH NURSE	MR KULDEEP GAHLOT MR AKSHAY LAL YOGA COACH
16	Students I Cards		MR.D.K. LOHAR	MR AKSHAY LAL
17	Scouts and Guides/ Cubs and Bulbuls	To prepare/train the children for various Scouts activities and other competitions. Effective & systematic functioning of activities as per the APRO of BS&G. To conduct regular Scouts classes/campfire. In charges and members are responsible to prepare the scout	MRS LEENA R CHOUHAN (Guide) MRS.PRATIMA TAKIYAR (Guide) MR.N.K.TRIVEDI (Scouts)	MRS SANGEETA VERMA(Bulbul) MS LAXMI (Bulbul) MR ALOK PUNJABI (Cub) MR KULDEEP GAHALOT (Cub)

		guide activity plan and its proper implementation and to maintain scout guide corner Any other related work.	MR BALRAM PATIDAR (Scouts) All Trained teachers	All Trained teachers
18	GeM Purchase/Local Purchase /Condemnation and Disposal committee	To assist in purchases for all the departments. Market survey for purchase of articles and items. To call quotations as per need of various departments. To verify proposals of condemnation of articles from different deptt. Any other related work.	MR.DINESH SANCHORA I/C MR.HEMILTON MASIH MR.SANJAY DIXIT MR. MANISH JAISWAL MR. BALRAM PATIDAR MR.M.S.SHARMA	MR RITVIK AGRAWAL MR.ALOK PUNJABI MR.KULDEEP GEHLOT MRS.SANGEETA VERMA
19	Library Committee/Reader's Club/Class Library /Pustakopahar Scheme	To procure various articles as per the need of the staff and students. To maintain proper decorum & records of the library. To conduct book exhibitions/book reviews etc. To maintain library blog, Any other related work.	MR. SOMLA BHURIA MR. MEGHRAJ MEEENA MS SEEMA MEENA MRS.DIMPLE TARAM MR.KHEEMA SHANKAR	MR KULDEEP GEHLOT ALL CLASS TEACHERS
20	Preparation and compilation of CS-54	Checking of fees on monthly basis and reconciling it with UBI Portal/Bank in coordination with class teachers and office To maintain fee deposit records each class and to present record at the end of month and to check records with fee deposited in bank account	MR.D.K.LOHAR MR.SOMLA BHURIA MR.M.S.SHARMA	MR ALOK PUNJABI
21	Maths Olympiads/Maths Week/Maths Lab./Maths Club	To conduct the programme as per KVS guidelines Any other related work.	MR.R.S.MAKKAD I/C MR.D.K.LOHAR MRS.DIMPLE TARAM	MR. ALOK PUNJABI
22	AEP/Disha Club	To conduct the programme as per KVS guidelines	MR.N.K.TRIVEDI I/C MRS ARPITA SHARMA MS DIMPLE TARAM MS.VENU SHARMA DOCTOR	MRS TAMANNA  MS LAXMI  NURSE
23	Water points/Water Coolers/Water Management/Fire Fighting Equipments/ PA System/Electrical & School Building M & R	Procurement and Proper Maintenance of water points/water coolers/Water tanks/firefighting equipment as per norms Procurement/Maintenance & arrangement of PA system for morning assembly and other activities well in advance. Regular M & R of electrical items, Any other related work.	MR BALRAM PATIDAR MR.D.K.LOHAR MR.A.A.CHOUDHARY MR.MEGHRAJ MEENA MR RAJENDRA RATHORE	MR. AKSHAY LAL CHOUHAN MR.KHEEMA SHANKAR
24	Furniture /Fixtures/Seating Arrangements	Procurement and Proper Maintenance of furniture items, Condemnation as per KVS rules, Seating arrangements as and when required, Any other related work.	MR.A.A.CHOUDHARY I/C MR MEGHRAJ MEENA MR MAYUR VACHHANI	MR.KULDEEP GEHLOT MR.KHEEMA SHANKAR

			MR RAJENDRA RATHORE	
25	Grievance Redressal Cell / Protection of Child Rights/ Internal Complaints	To sort out grievances of staff and students/parents if arises.  To ensure that no corporal punishment is given to any of the child.	MR SANJAY DIXIT MR.DINESH SANCHORA MRS ANJU SALIM MRS VENU SHARMA MRS LEENA CHOUHAN	MR RITVIK AGRAWAL MS LAXMI
26	Audio Visual Aids/TLM	Purchase and maintenance of audio visual aids To hold the stock of teaching aids and issue to teachers who need for their teaching. Procurement of monthly TLM by rotation among PRTs, Any other related work	MR. SAURABH SONI I/C MR.A.A.CHOUDHARY MR MAYUR VACHHANI	MR. ALOK PUNJABI MS.TAMMANA
27	Photography/ Videography/ Vidyalaya News	To keep records of photos event wise in separate folders. To take print outs of selected photos for display boards. To hand over selected photos to Comp I/C for website To maintain soft copy of vidyalaya photo album	MR. SOMLA BHURIA MR D K LOHAR COMP. INSTT.	MR. ALOK PUNJABI MR KULDEEP GAHALOT MR AKSHAY LAL
28	Rajbhasha Committee/ Hindi Pakhwara/ Sanskrit week & Other related Celebration	To conduct/attend Rajbhasha committee meetings and to send the reports to KVS Regional Office To prepare the students for KVS/outside competitions. Sanskrit week/ Hindi fortnight celebrations. Any other related work.	MR. HEMILTON MASIH  MR. MEGHRAJ MEENA MS SEEMA MEENA	MRS TAMANNA S MS LAXMI  MRS NEETA JOSHI
29	EQUIP/  CMP	To ensure that EQUIP/CMP is implemented in all earnestness for the benefit of students. To prepare reports of strengthening of upper primary/ primary education and send them to RO. Any other related work.	MR.R.S. MAKKAD MR.N.K.TRIVEDI All TGTs	MR RITVIK AGRAWAL MR. ALOK PUNJABI MRS.TAMANNA All PRTs
30	Implementation of BACK TO BASICS	To observe the implementation of back to basics programme	MRS.ANJU SALIM MR. DINESH SANCHORA	MR RITVIK AGRAWAL MR ALOK PUNJABI
31	Language Lab/Resource Room/ Development of Communication skills	To maintain language lab./resource , To plan & execute for development of communication skills, any other related work	MRS LEENA I/C Lang Lab. MRS. ANJU SALIM MR N K TRIVEDI	MR. ALOK PUNJABI MRS.TAMANNA All PRTs
32	PISA-CCT	To conduct PISA-CCT & keep records, any other related work	MR D K LOHAR I/C MRS LEENA CHOUHAN MRS VENU SHARMA	
33	Subject Committees (Incharges)	To conduct subject committee meeting on the last working day of every month and submit the report for discussion. To discuss coverage of syllabus, projects, home assignments To plan demonstration lessons,	<b>English-</b> MRS.ANJU SALIM <b>Hindi/Sans-</b> MR.HEMILTON MASIH	<b>S.ST.-</b> MR SAURABH SONI <b>Commerce-</b> MR BHUPENDRA PUROHIT

		Any other related academic work	<b>Maths-</b> MRS.DIMPLE TARAM <b>Science-</b> MR.DINESH SANCHORA	<b>Computer-</b> MR MANISH JAISWAL <b>Primary-</b> MR.RITVIK AGRAWAL
34	Medical Check Up / First Aid	To procure/arrange/ maintain the stock of First Aid materials and keep ready to use in emergency. To conduct medical check-up twice in a year, Any other related work.	MS. DIMPLE TARAM I/c MR.SANJAY DIXIT MRS.PRATIMA TAKIYAR DOCTOR	MRS NEETA JOSHI MR. KULDEEP GEHLOT  NURSE
35	Alumni Association	To form Alumni Association of vidyalaya and to conduct meetings	MR.N.K.TRIVEDI I/C MR SANJAY DIXIT	MR. ALOK PUNJBI
36	Achievement Records (Vidyalaya, Staff & Students)	To maintain achievement records	MR.MANISH JAISWAL	MR. RITVIK AGRAWAL
37	Office Stores & Records	To procure and distribute articles as required by office and teachers To maintain office related records	MR.M.S.SHARMA MR. ALOK SINGH	MR.SUNIL PARMAR
38	Hospitality Management	Arrangements of refreshment/Bouquet/Stage arrangement on all occasion/PA system/assembly program	MRS ANJU SALIM I/C MRS PRATIMA TAKIYAR MR. SANJAY DIXIT MR.R.S.MAKKAD MR SUNIL PARMAR	MRS TAMANNA MS LAXMI MRS NEETA JOSHI NURSE
39	Wing Management  Discipline/ Cleanliness/ Beautification of corridor	Nr. Sports Room - Class XII SC/XII Com/XI COM	MR. SANJAY DIXIT	MR BHUPENDRA PUROHIT
		Nr. Chemistry Lab - Class XI SC/X A/X B	MRS.ARPITA SHARMA	MR.A.A.CHOUDHARY
		Nr. Jr. Sc. Lab - Class VIII A/VIII A/IX A/IX B	MRS VENU SHARMA	MR D K LOHAR
		Nr. Art Room & Office	MRS PRATIMA TAKIYAR	MRS SANGEETA VERMA
		Nr. CMP Room	MR.ALOK PUNJABI	MR KULDEEP GAHALOT
		Nr. Physics Lab - Class I A/I B	MRS TAMANNA	MS LAXMI
		Nr Class II A/II B	MRS NEETA JOSHI	MR AKSHAY LAL
		Nr. Library	MR.SOMLA BHURIA	MR.MEGHRAJ MEENA
	Nr. Language Lab. & Comp Lab	MRS LEENA CHOUHAN	MR. MANISH JAISWAL	
40	Staff Room Maintenance & Beautification/Staff Meetings/Training Programmes/Seminars	To maintain staff room for better comfort of Teachers and to provide facilities required in staff room, To make arrangement of all types of meetings and to record minutes of the meeting, To make arrangements for training programmes & to conduct trainings as per need, Any other related work	MR BHUPENDRA PUROHIT I/C MR.HEMILTON MASIH MRS. ANJU SALIM (Minutes) SPORTS COACH MR RAJENDRA RATHORE	MR.ALOK PUNJABI MRS TAMANNA S YOGA COACH MR KHEEMA SHANKAR

41	Staff Quarters  Allotment/Elect./Water/ Building Maintenance & Repair Beautification & cleanliness of the campus	Staff Quarter Allotment as per rules, To conduct staff quarter committee meetings, To look after cleanliness of staff quarter area, Maintenance & repair related work, electricity, drinking water and street light maintenance, to look after safety & security related issues, Any other related work	MR. BHUPENDRA PUROHIT I/C MR. SANJAY DIXIT MR. DINESH SANCHORA MR. RAJESH UPADHYAY MR. MANISH JAISWAL	MRS.DIMPLE TARAM MRS PRATIMA TAKIYAR MR SUNIL KUMAR PARMAR MR KHEEMA SHANKAR
42	Children Park	To look after the maintenance of children park, Any other related work	MR. BALRAM PATIDAR MR SOMLA BHURIYA SPORTS COACH	MR AKSHAY LAL I/C MR. KULDEEP GAHALOT MRS.SANGEETA VERMA
43	VMC Committee	To arrange VMC meeting as per KVS Guidelines and prepare the proposal of VMC and to maintain meeting minutes and its records, Any other related work	MR R S MAKKAD MR MANISH JAISWAL MR SOMLA BHURIYA MR.M.S.SHARMA	MR RITVIK AGRAWAL
44	Scholarship (SC/ST/OBC/Minority etc.) BPL/SGC/RTE/FEE EXEMPTION / SAMAGRA PORTAL	To verify records of BPL/SGC/RTE & other fee exemption Cases and to keep records of these cases, to present list of student exempted under BPL/SGC/SC/ST Case/RTE case at the end month, Verify BPL cases online on SAMAGRA portal	MR.R.S. MAKKAD I/C MR. SOMLA BHURIA MR N K TRIVEDI MR. MEGHRAJ MEENA MR.D.K.LOHAR (RTE) MR.B. PATIDAR (BPL & SGC)	MR. KULDEEP GEHLOT (BPL)
45	Adoption of Neighbouring School Programme	To coordinate with adopted neighbouring school & to conduct activities, Any other related work	MR.MEGHRAJ MEENA I/C MS SEEMA MEENA	MS LAXMI
46	Art Club	To plan and organize activities like debate, seminars, lectures, extempore, declamations, etc. Any other related work	MRS.PRATIMA TAKIYAR I/C MS SEEMA MEENA	MS LAXMI
47	Adventure Club		MR.D.K.LOHAR I/C MR. MAYUR VACHHANI	MR.KULDEEP GEHLOT
48	Integrity Club		MR.N.K.TRIVEDI I/C	MRS TAMANNA S
49	Music Club/ Routes to Routes programme	To plan and organize activities, Any other related work	MRS SANGEETA VERMA I/C MRS VENU SHARMA MS SEEMA MEENA	

\*\* कुछ समितियों जैसे स्काउट-गाइड, जागृत नागरिक कार्यक्रम, किशोर शिक्षा कार्यक्रम, PISA इत्यादि में सभी प्रशिक्षण प्राप्त शिक्षक समिति के सदस्य होंगे.

**PRINCIPAL**

## KENDRIYA VIDYALAYA MANDSAUR

### DEPARTMENT OF SCIENCE

S.No	Duty	Incharge	
1	NCSC	MR RAJESH UPADHYAY	
2	GSP	MR RAJESH UPADHYAY	
3	Eco Club	MR RAJESH UPADHYAY	
4	Herbal Garden	MR RAJESH UPADHYAY	
5	Atal Tinkering Lab	MR DINESH SANCHORA	
6	Science Exhibition	MR DINESH SANCHORA	
7	Inspire Award	MR DINESH SANCHORA	
8	VVM / KAMP	MRS ARPITA SHARMA	
9	CBSE Science Challenge	MRS ARPITA SHARMA	
10	National Science Day & Other Important Science Related Days	MRS ARPITA SHARMA	
11	Green Olympiad & Science Olympiads	MRS VENU SHARMA	
12	School Nursery Scheme	MRS VENU SHARMA	

\* विज्ञान विषय के सभी शिक्षक उक्त समितियों के स्वतः ही सदस्य होंगे एवं विभिन्न गतिविधियों के संचालन में प्रभारी को सहयोग करेंगे.

## KENDRIYA VIDYALAYA MANDSAUR

### DEPARTMENT OF SOCIAL SCIENCE

S.No	Duty	Incharge	
1	EBSB	MR SAURABH SONI	
2	Youth Parliament	MR SAURABH SONI	
3	Social Science Exhibition	MR A A CHOUDHARY	
4	Sadbhavna Club	MR A A CHOUDHARY	
5	Heritage Club	MR MAYUR VACHHANI	
6	Philately Club	MR MAYUR VACHHANI	

\* सामाजिक विज्ञान विषय के सभी शिक्षक उक्त समितियों के स्वतः ही सदस्य होंगे एवं विभिन्न गतिविधियों के संचालन में प्रभारी को सहयोग करेंगे.