






















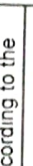



KENDRIYA VIDYALAYA BARWANI
(Allotment of Additional Responsibilities for the Session 2022-23)










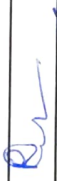






The following Committees are hereby constituted for the session 2022-23 for the smooth functioning of the Vidyalaya activities. Conveners/in-charges are requested to take over the charge of their respective committees and should a lot specific duties to other associate members of their committees. The must start planning for the session with immediate effect and be directed to the frame action plan of the year and submit on or before 31st August 2022 Handing/taking over of the charge must be completed at the earliest. After physical stock verification a report regarding handing/taking over of the charge must be submitted to the principal at. On 31.08.2022

















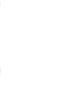
All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instruction of the principal /vice –principal so as to develop conducive environment for an effective teaching-leading process in the vidyalaya and develop the vidyala campus as expectations of the stakeholders. Conveners/in charges should make sub-committees, if required for co-ordination of related work in most befitting manner. For the formation of the such subcommittee the approval of the principal would be obtained.

Convener/in-charges should make the necessary plan as per the need of the occasion in consultation with the principal/ vice-principal the help of **other staff members can be taken for best outputs**. All the in-charges and members of committees are requested to ensure the academic curricular activities should not be affected on account of the additional responsibilities /duties assigned to them. The co-operation of all the staff members is solicited.

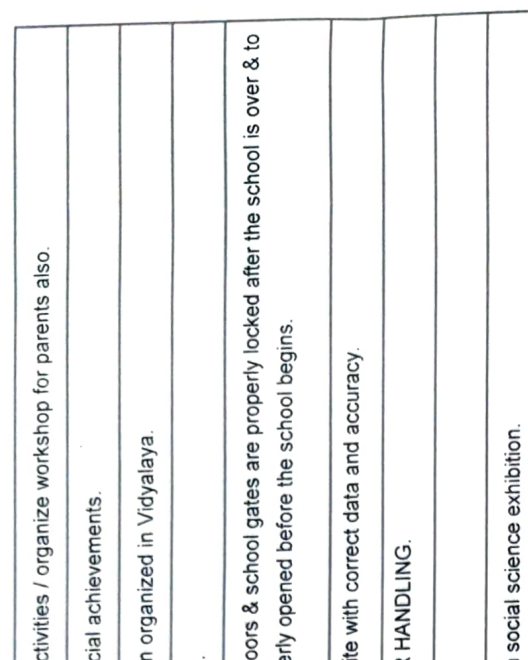
S. No.	Committees	Name of the Teachers	Sign.	Duties/responsibilities
1	General Supervision of the Vidyalaya	Principal		➤ General Supervision of daily activities of Vidyalaya.
2	Supervision of Back to Basics	Principal		➤ Supervision and proper implementation of Back to basics & NEP in classes I to VIII
3	Academic Coordinator & Implementation of NEP	Mrs. Abha Jain		➤ Keeping Records of supervision.
		Principal		➤ Sustain and nurture strongpoints
		Mr. Jitendra Singh		➤ Record the lapses and weak points of the Vidyalaya
4	CBS Exam	Mr. Jitendra Singh-I/C		➤ Suggestions for improvement and discussion in monthly staff meeting.
		Computer Instructor		➤ To coordinate and conduct internal and CBS exams on time.
5	Home Exam Sec	Mrs. Abha Jain -I/C		➤ To maintain secrecy in all respects. Do correspondence in relation to CBSE
		Mrs. Megha Barot		➤ Conduct Exams fairly and smoothly.
		Mr. Kailash Kag		➤ To Keep the records of exams & Results.
6	Home Exam Primary	Mr. Prabhakar B. Pawra I/C		➤ Timely conduction of Exams as per KVS instructions.
		Ms. Aarti Suman		➤ Distribution of correct result to the students.
		Mr. Santosh Naroliya I/C		➤ Calling of PTM just after the exam.
7	ALL External Exams / Vigyan Manthan / Inspire award	Mr. Sagar Sanodia		➤ Making proper seating arrangements during exam.
		Mr. Jitendra Singh I/C		➤ To prepare students for Olympiads.
		Mrs. Asha Bagul		➤ Plan and prepare students for participation in various external exams.
8	PISA / CCT	Mr. Hemant Verma		➤ To conduct PISA Practice tests as per instructions & schedule issued by the KVS according to the
		Mrs. Abha Jain I/C		➤ Timely updating PISA side.
		Mrs. Aakanksha Singh		➤ Closely monitors the PISA based activities.
9	Admission	Mr. Hemant Verma		➤ Time to time reporting about the progress & performance to
		Mrs. Rashmi Saxena		➤ Registration and preparing the list of selected candidates
		Mrs. Abha Jain I/C		➤ To answer the queries of parents.
		Mrs. Aakanksha Singh		➤ To maintain proper records of fresh admissions and admission on KVTC
		Mr. Hemant Verma		
		Mrs. Rashmi Saxena		















10	RTI Handling	Mrs. Abha Jain Mr. S. Naroliya Mrs. Abha Jain Mr. Jitendra Singh Mr. S. Naroliya Mr. Hemant Verma	<ul style="list-style-type: none"> ➤ Reply to RTI queries well in time. ➤ Plan and purchase as per KVS guidelines. ➤ Ensure quality items. ➤ Ensure about the competitive rates of the articles. ➤ To call the quotations as per the requirement of items. ➤ Completion of quotations & making comparative statements and taking approval from Chairman. ➤ Supervising the whole procedure of condemnation till the auction.
11	Local Purchase & Condemnation Committee	Mr. Jitendra Singh	<ul style="list-style-type: none"> ➤ To prepare Time table and amend it whenever needed during the session.
		Mr. Kamleendra	<ul style="list-style-type: none"> ➤ To ensure proper distribution & communication of time table to students, teachers and provide its
12	Secondary	Mrs. Rashmi Saxena	<ul style="list-style-type: none"> ➤ Daily arrangement of teachers on leave.
	Primary	Mr. Hiralal Mujaide	<ul style="list-style-type: none"> ➤ Arrangement of Contractual teachers with the consent of Principal.
13	M&R / Furniture / Student Security / Fire Safety	Mr. Hemant Verma I/C	<ul style="list-style-type: none"> ➤ To plan & purchase material and supervise the works.
		Mr. Hiralal Mujaide	<ul style="list-style-type: none"> ➤ To prepare the list of materials and submit to Principal for necessary action.
14	Guidance & Counseling	Mr. Kailash Kag	<ul style="list-style-type: none"> ➤ To maintain all fans/tube lights in working order
		Mr. Mukesh Khote	<ul style="list-style-type: none"> ➤ Organize work shop for staff and parents.
15	WE / Drinking Water / Gardening	Mr. Kundan Rathore I/C	<ul style="list-style-type: none"> ➤ To handle typical problems of children.
		Mr. Sagar Sanodia	<ul style="list-style-type: none"> ➤ Monitoring of typical problematic kind of students.
16	WE / Drinking Water / Gardening	Ms. Raksha Rathod	<ul style="list-style-type: none"> ➤ To keep intouchwith such parents.
		Mr. Prabhakar B. Pawra I/C	<ul style="list-style-type: none"> ➤ To supervise and maintain all water coolers, aqua guards, aqua guards, PA system, Garden
17	WE / Drinking Water / Gardening	Mr. Hiralal Mujaide	<ul style="list-style-type: none"> ➤ Proper installation & running of Aqua guards & Biometric
		Mr. Mukesh Khote	
		Computer Instructor	

16	Mapping / Scholarship Portal	Mr. Bhavya Dubey I/C Mr. Kamlendra ALL CLASS TEACHERS		<ul style="list-style-type: none"> ➤ Fill data on U-DISE portal & Complete entry for the scholarship timely. ➤ Properly check the filled forms and submit to office in proper time.
17	OFFICE	Mr. S. Naroliya I/C Data Entry Operator Mr. Sagar Sanodia		<ul style="list-style-type: none"> ➤ Overall Office Procedure ➤ Mails Reply ➤ T.C. & Bonified Certificate ➤ UBI PORTAL
18	Discipline / Parking / STUDENT COMPLAINT HANDLING & GRIEVANCES	Mr. Kamlendra I/C Mr. Hiralal Mujalde Mrs. Aakanksha Singh ALL Class Teachers	  	<ul style="list-style-type: none"> ➤ To formulate rules regulations to maintain discipline of the Vidyalaya. ➤ To keep the records properly. ➤ To keep track of indiscipline students, monitor the with proper counselling. ➤ To check students who damaged school property and call the meeting of the parents. ➤ To over see moment of students from class to ground, departments assembly/class/library.
19	Cleanliness	Mrs. Aakanksha Singh I/C Mrs. Deepika Joshi Mr. Kailash Kag Ms. Aarti Suman	   	<ul style="list-style-type: none"> ➤ To monitor the work of conservancy. ➤ Make floor-wise incharges so that toilets and classrooms, Dept. are spickand span. ➤ Corridors are swiped and swabbed twice a day. ➤ Toilets are cleaned twice a day. ➤ Playgrounds, parks are cleaned.
20	Publicity & Press	Mrs. Rashmi Saxena Computer Instructor	 	<ul style="list-style-type: none"> ➤ To publish / coverage of achievement of students in various competitions organized at different levels.
21	Photography	Mr. Mukesh Khote		<ul style="list-style-type: none"> ➤ To collect and maintain record of photographs of various events ➤ To conduct Scout activities weekly.
22	Scout & Guide / Cub-Bulbul	Mrs. Aakanksha Singh I/C Mr. S. Naroliya Mr. Hiralal Mujalde Mrs. Rashmi Saxena	   	<ul style="list-style-type: none"> ➤ To prepare calendar of activities for the session 2021-2022. ➤ To prepare the students for various testing Camps and select students to participate at district /

23	Communication Skill / Spoken English & Language Lab	Mrs. Deepika Joshi I/C Mrs. Aasha Bagul Ms. Aarti Suman All the Concerned teachers	  	<ul style="list-style-type: none"> ➤ Proper use of reading cards. ➤ Planning & implementation of programmes for development of communication skill among staff & ➤ Proper use of language lab.
24	Rajbhasha & Hindi	Mr. Kundan Rathore Mr. Kailash Kag Mrs. Deepika Joshi All TGT's & PRT's Related Mr. Kundan Rathore All TGT's & PRT's Related	   	<ul style="list-style-type: none"> ➤ Timely preparation of report to send quarterly report to Rajbhasha to RO. ➤ Use of Hindi Bhasha for day to day correspondence. ➤ To celebrate Hindi Pakhwara and organize different events. ➤ Ensure percent official work in hindi ➤ To note the steps for enhancing teaching-learning process.
25	Subject Committee	English Hindi / Sanskrit Science & Maths So Sci	    	<ul style="list-style-type: none"> ➤ To give emphasis on ICT. ➤ To note down the steps taken for improvement of the performance of the weak students with name. ➤ Steps taken by teachers to motivate students for better performance. ➤ To conduct subject committee meetings monthly & keep the records of the meetings ➤ To ensure proper activities to be performed which are related to Art & SUPW ➤ To prepare calendar of activities for the session 2021-22.
26	Library Committee	IP / ART / SPORTS Mr. Kamendra I/C Mr. S. Naroliya Mrs. Aasha Bagul Mr. Hemant Verma Mrs. Rashmi Saxena	    	<ul style="list-style-type: none"> ➤ To prepare list of required books / newspapers / magazines periodically and journals. ➤ To keep proper record of books and magazines and monitor them properly. ➤ To maintain proper issuing and returning of books. ➤ To promote and motivate students and teachers to borrow more and more books from the library. ➤ To purchase books and display new arrivals books in a corner. ➤ Regular meeting of library committee.

Library Committee	Student Members	
27	PTA / PTM 1. School Head Boy 2. School head Girl Mrs. Abha Jain Mr. Jitendra Singh Mr. Prabhakar B. Pawra Mrs. Aakanksha Singh I/C Ms. Raskha Rathod Nurse	<ul style="list-style-type: none"> ➤ To make available latest editions of the books for the children. ➤ To purchase & make available latest books as per their interest of students. ➤ To ensure the ratio and variety of books in Primary Class Libraries. ➤ To keep academic discipline. ➤ Keep liats on with parents in the interest of academics ➤ Seating arrangements for Parent teacher meeting and keep the records & circulate the minutes ➤ Planning for beautification of campus. ➤ Preparation of month wise reports. ➤ Implementation of BALA concepts properly.
28	Campus Beautification & BALA	
29	CMP/ MUSIC /TLM/ACTIVITY/ FUN DAY Mr. Hiralal Mijaide I/C MRS. RASHMI SAXENA Ms. Raksha Rathod Mrs. Aabha Jain I/C Mr. Bhavya Dubey Computer Instructor	<ul style="list-style-type: none"> ➤ To check out the plan so that teachers can use sources properly. ➤ Daily use of projector and teaching material. Publish News Letter ➤ To maintain all computers in working order ➤ Ensure properutilization of all computers. ➤ Ensure cleaning & dusting of the lab & system.
30	Computer Lab & Atal Tinkering Lab	
31	ECO/GREEN CLUB Health (First Aid & Medical Check-Up) AEP/ ACP Mrs. MEGHA BAROT I/C MR. PRABHAKAR B PAWARA Mr. Kamlendra NURSE Computer Instructor MRS DEEPIKA JOSHI MRS. ASHA BAGUL	<ul style="list-style-type: none"> ➤ Do plantation in the Vidyalaya campus and also along the boundary wall. ➤ To supervise the maintenance of existing garden. ➤ Get/ arrange decorative plants and pots. ➤ Ensure twice medical checkup of students & keep record. ➤ To attend to injured students and ensure firstaid on time with Nurse ➤ Sensitize student about adolescent stage & organize work shop for parents. ➤ Arrange lecture on NAEP and complete the modules as per schedule.

32	VIDYALAYA PATRIKA	MR. KUNDAN RATHORE MRS DEEPIKA JOSHI MRS.R.SAXENA MR.MUKESH KHOTE OFFICE BOY ALL SecurityGuard MRS ABHA JAIN MR.SAGAR SANODI COMPUTER INSTRUCTOR MRS.AKANKSHA SINGH MR. MUKESH KHOTE MR. KAILASH KAG MR PRABHAKAR B PAWRA MR.S.NAROLIYA MR.SAGAR SANODA MR.HEMANT VERMA MR.KUNDAN RATHORE MRS.RASHMI SAXENA ALL HOUSE MASTERS		<ul style="list-style-type: none"> ➤ To record whole year (session) activities / organize workshop for parents also. ➤ To collect photographs of all special achievements. ➤ To write note for different function organized in Vidyalaya. ➤ To collect articles for magazines. ➤ To ensure that all classrooms, doors & school gates are properly locked after the school is over & to ensure doors, school gates are properly opened before the school begins. ➤ Timely updating Vidyalaya website with correct data and accuracy. ➤ FACEBOOK PAGE / TWEETER HANDLING. ➤ To ensure mass participation in social science exhibition. ➤ To prepare students for Youth Parliament. ➤ To conduct all the activities under EBSB, AKAM, Constitutionday etc & send photos / videos to KVS as per schedule on time. ➤ Arrange alumnimeeting. ➤ Keep records of alumnimeet. ➤ Registration of alumni. ➤ To ensure proper conducting of morning assembly. ➤ Proper celebration of different days and various functions. ➤ To plan,prepare items for different programmes & celebration of imp. days. ➤ Prepare CCA calendar for whole year. ➤ To print student's diary, News letter etc
33	Lock & Key			
34	Website Updating / Social media			
35	Social Science Exhibition EBSB, Youth Parliament, Azadi ka Amrit Mahotsava,Constitutionday			
36	Alumni Association / VIDYALAYA ACHIEVEMENTS			
37	CCA			

	MRS. ABHA JAIN		<ul style="list-style-type: none"> ➤ To make seating arrangement for staff meeting in a systematic way
Meeting Arrangement & Minutes Writing	MR. HEMANT VERMA		<ul style="list-style-type: none"> ➤ To arrange everything in Well manner.
			<ul style="list-style-type: none"> ➤ To note down the minutes of each meeting.
Maintenance of staffroom.	MR. KAILASH KAG		<ul style="list-style-type: none"> ➤ To take care of staffroom and ensure its dusting & cleaning regarding.
	MR. KAMLENDRA I/C		<ul style="list-style-type: none"> ➤ To take care Computer. ➤ To ensure about all sports related materials available. ➤ To ensure proper activities to be performed which are related to games/Sports.
Games & Sports Fit India Movement	MR. S. NAROLIYA		<ul style="list-style-type: none"> ➤ To prepare students for assembly commands
	MRS. ASHA BAGUL		<ul style="list-style-type: none"> ➤ To prepare calendar of activities for the session
	MR. HIRALAL MUJALDE		<ul style="list-style-type: none"> ➤ To prepare the students for various games and sports and select students to participate at cluster /
	SCHOOL SPORTS CAPTAIN		<ul style="list-style-type: none"> ➤ To encourage all the students to participate mandatorily in the games & sports activities.
	ALL CLASS TEACHERS		<ul style="list-style-type: none"> ➤ To conduct coaching camps for students.
ICC	Mrs. Abha Jain		
	Mrs. R. Saxena		
	Mr. Prabhakar B. Pawra		
	Mr. Hemant Verma		


29.08.2024

PRINCIPAL INCHARGE
KV BARWANI