





























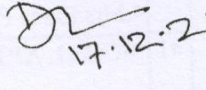
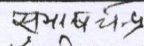
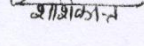



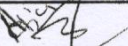


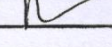
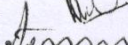
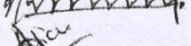






KENDRIYA VIDYALAYA SHAHDOL
TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2021-2022

All the incharges are requested to complete all formalities within 3 days & do all work in time .			
1	TIME TABLE (SECONDARY)	DUTY ASSIGNED	SIGN
	1.Mrs.Bharti Rai TGT Maths(I/C) 2.Dr.Akhilsh Dhar Dubey PGT Eco. 3. Ms. Pragya Singh TGT AE	To prepare the time table as per KVS norms and stream line vidyalaya academic task /target.	1.  2.  3. 
	2 TIME TABLE (PRIMARY)		
	1.Mrs.Anita Jain PRT (I/C) 2.Mr.Maninder Singh Padam PRT 3. Ms. Snehlata PRT	To prepare the time table as per KVS norm and stream line vidyalaya.	1.  2.  3. 
	3 ADMISSION		
	1.Dr. Arun Gupta PGT Comm. (I/C) 2.Mr. V.P. Mishra (WET)  3.Mrs. Anita Jain PRT 4.Mr. Praveen Kunday (Substaff)	Duty assigned to complete the admission process as per KVS guide lines and update the website with the day to day admission.	1.  2.  3.  4. 
	4 FURNITURE		
	1.Mr.Shashikant TGT SANSKRIT (I/C) 2.Mr. P.K. Pandey TGT SST. 3.Mr. S.K. Tiwari PRT	To purchase and maintain vidyalaya furniture.	1.  2.  3. 
	5 LIBRARY		
	1.Mrs. Ratna Pandey (I/C) 2.Mrs. Renu Trivedi (MUSIC) 3.Mr. Ganesh Verma (Substaff)	To plan and decide about the purchase of the book and maintain the same systematically.	1.  2.  3. 
	6 CLEANLINESS & BEAUTIFICATION COMMITTEE , FLEX, BANNER , HONOUR BOARD , UPDATE COMMITTEE.		
	1.Mr.P.K. Pandey TGT (SST) (I/C) 2.Mr. V.P. Mishra (W.E.T.)  3.Mrs.Anita Jain PRT 4.Ms. Pragya TGT (AE) 5.Mrs. Mamta PRT	To monitor the cleanliness of the vidyalaya campus including toilets . To maintain the service rendered by the conservency agency and to maintain the record.Tiles, cemented work, labour,glass fitting,wash basin should be fixed in the toilets.	1.  2.  3.  4.  5. 
	7 GARDENING		
	1.Mr.D.S.Diwan PGT BIO (I/C) 2.Mr. B.B.S.Meena TGT SCIENCE 3.Mr.K.S.Marko (Substaff)	Look after the beautification of the vidyalaya and the surrounding and go ahead with 'GO GREEN PROGRAMME'	1.  2.  3. 
	8 GAMES & SPORTS		
	1.Ratna Pandey TGT (PH& E) (I/C)	To plan different activities related to games & sports throughout the year.Select the student for cluster,regional and national competition.Impart health education.	1. 

MATHEMATICS (KVS),CBSE OLYMPIAD AND OTHER OUTSIDE COMPETITION/MATHS LAB.		
1.Dr.S.S.Ahmad PGT Maths(I/C) 2.Mrs.Bharti Rai TGT Maths 3.Mr.S.K. Tiwari PRT 4.Mrs.Kirti Kaurav TGT	To plan and organize the test, encourage the students regarding the competition and test and maintain records.	1. <i>[Signature]</i> 2. <i>[Signature]</i> 3. <i>[Signature]</i> 4.
10 CCA COMMITTEE(SECONDARY SECTION) / MORNING ASSEMBLY		
1.Mr.Subhash chandra PGT HINDI (I/C) 2.Mrs.Ratna PandeyTGT (PH& E) 3.Mrs. Mehzabeen TGT ENGLISH 4.Mrs.Renu Trivedi Music 5.Mr. Shashikant TGT Sanskrit 6. Computer Instructor	To divide the students into 4 houses ,to plan different CCA activities for the year and conduct those during CCA period everyweek and maintain necessary record related to CCA activities.	1. <i>Subhash chandra</i> 2. <i>[Signature]</i> 3. <i>[Signature]</i> 4. <i>[Signature]</i> 5. 6.
11 CCA COMMITTEE(PRIMARY SECTION)		
1. Mr.S.K.Tiwari PRT (I/C) 2.Mr. Maninder Singh Padam PRT 3.Ms.Kajal PRT 4. Ms. Snehlata PRT 5.Mrs.Renu Trivedi (Music)	To divide the students into 4 houses ,to plan different CCA activities for the year and conduct those during CCA period everyweek and maintain necessary record related to CCA activities.	1. <i>[Signature]</i> 2. <i>[Signature]</i> 3. <i>Kajal</i> 4. <i>Snehlata</i> 5.
12 EXAMINATION (SECONDARY)		
1.Mrs. S. Jauhari PGT Chemistry (I/C) 2.Dr.S.S.Ahmad PGT Maths 3.Mr. ShivKamal PGT Comp.Sci. 4.Mr. S.N. Yadav (Substaff)	Conduction of formative & summative assessment ,unit test,H.Y. ,S.E.E. time wise without along with proper maintained records.	1. <i>Jauhari</i> 2. <i>[Signature]</i> 3. <i>K</i> 4.
13 EXAMINATION (PRIMARY)		
1.Mrs. Usha Singhal PRT (I/C) 2.Mrs. Anjta PRT 3.Mrs. Mamta PRT 4.Mr.K.S.Marko (Substaff)	To help to conduct different exam and test, like unit test , half yearly and session ending exams.To prepare results analysis and performance index.To maintain necessary records related to exams.	1. 2. <i>[Signature]</i> 3. <i>Mamta</i> 4.
14 CBSE		
1.Mr.Shivkamal PGT Comp.Sci. (I/C) 2.CLASS TEACHERS (OF IX ,X, XI,XII) 3.Mr.S.P. Yadav (Substaff)	To conduct CBSE exam and to look of all formalities related to CBSE ,registration, filling up form etc.sending student detail timely.	1. <i>[Signature]</i> 2. <i>[Signature]</i> 3. 4. 5. <i>[Signature]</i>
15 SCIENCE COMMITTEE		
1.Mr. D.S.Diwan PGT BIO(I/C) 2.Mrs. Srilekha Jauhari PGT Chem. 3.Mr.B.B.S.Meena TGT Bio 4.Mrs.Usha Singhal PRT 5.Ms. Snehlata PRT	To conduct Science olympiad and other competition related to science .To prepare and guide the students for making exhibits and models in science at vidyalaya level ,cluster level ,regional level and national level exhibitions.	1. <i>10/17/12/21</i> 2. <i>Jauhari</i> 3. <i>[Signature]</i> 4. 5. <i>Snehlata</i>

SOCIAL SCIENCE COMMITTEE		
1.Mr.P.K. Pandey TGT (SST) (I/C) 2.Mrs.Renu Trivedi Music 3..Ms. Pragya TGT (AE)	To conduct Social Science competitions and other competition related to social science .To prepare and guide the students for making models exhibits for social science exhibitions at vidyalaya level ,cluster level ,regional level and national level exhibitions.	1. 2. 3. <i>(Signature)</i>
17 INTEGRITY CLUB		
1.Dr.Akhilesh Dhar Dubey PGT Eco. (I/C) 2.Mr.Maninder Singh Padam PRT	To prepare the students for the different cultural and various activities & competition .To look after and prepare the	1. <i>(Signature)</i> 2. <i>(Signature)</i>
18 MAGAZINE SAMITI		
1.Mr.Subhash chandra PGT Hindi (I/C) 2.Mrs. Mehzabeen TGT English 3.Mr. Shashikant TGT Sanskrit 4.Ms. Pragya TGT (AE) 5.Ms. Snehlata PRT	To design the vidyalaya patrika to motivate the students to write articles , poem and to compile to make it ready for printing publication and distribution.	1. <i>(Signature)</i> 2. <i>(Signature)</i> 3. <i>(Signature)</i> 4. <i>(Signature)</i> 5. <i>(Signature)</i>
19 DISCIPLINE COMMITTEE		
1.Mrs.Ratna PandeyTGT (PH& E) 2.Mr. D.S.Diwan PGT Bio 3.Mr.S.K. Tiwari PRT	To look after the discipline and work including human work.	1. <i>(Signature)</i> 2. <i>(Signature)</i> 3. <i>(Signature)</i> 17.12.21
20 NATURE CLUB /SC. CLUB /ECO.CLUB		
1.Mr. D.S.Diwan PGT Bio(I/C) 2.Mrs. Srilekha Jauhari PGT Chem. 3.Mr.B.B.S.Meena TGT Bio 4.Mrs.Usha Singhal PRT 5.Ms. Snehlata PRT 6.Mrs. Mamta PRT	To plan different activities related to environment /integrity awareness and execute program for environmental protection and to maintain separate records for different class.	1. <i>(Signature)</i> 17.12.21 2. <i>(Signature)</i> 3. <i>(Signature)</i> 4. <i>(Signature)</i> 5. <i>(Signature)</i> 6. <i>(Signature)</i>
21 PURCHASE COMMITTEE & LPC		
1.Mr.Arun Gupta PGT Comm. (I/C) 2.Mr.V.P. Mishra (W.E.T.) 3.Mr. P.K.Pandey TGT SST 4.Mrs. Anita Jain PRT	To plan and take up purchase procedure for procurement of material for the vidyalaya as per KVS norms .	1. <i>(Signature)</i> 2. 3. 4. <i>(Signature)</i>
22 MAINTENANCE AND REPAIR (DRINKING WATER AND OTHERS)		
1.Mr. V.P.Mishra (W.E.T.) (I/C) 2.Mr. P.K. Pandey TGT SST. 3.Mr. S.K. Tiwari PRT 4. Mr. Praveen Kundey Sub Staff	To look after repairs and maintain work in the vidyalaya as per annual plan /white wash of the buildings.	1. 2. <i>(Signature)</i> 3. 4.

23 TEACHING AIDS SECONDARY		
1.Mr.P.k.Pandey TGT SST. (I/C) 2.Ms. Pragya TGT (AE)	To prepare and maintain teaching aids required for each and every subject and make available the same to the teacher for the classroom teaching.	1. 2. (V2)
24 TEACHING AIDS PRIMARY		
1Mrs. Anita Jain PRT (I/C) 2.Mr. Maninder Singh Padam PRT 3.Mrs.Renu Trivedi Music	To prepare and maintain teaching aids required for each and every subject and make available the same to the teacher for the classroom teaching.	1. 2. 3.
25 FIRST AID & HEALTH		
1.Mrs. Ratna Pandey TGT (PH& E) (I/C) 2.Mr. Praveen Kunday Sub Staff 3.Mr.S.P. Yadav		1. P 2. 3.
26 RAJ BHASHA SAMITTEE		
1.Mr.Subhash Chandra PGT Hindi (I/C) 2.Mr.Shashikant TGT SANSKRIT 3. Mrs. Anita Jain PRT	As per KVS norms implement the task ,target of Raj Bhasha Hindi and work for national language.	1. <i>समिति</i> 2. <i>शशिकान्त</i> 3. <i>अनिता</i>
27 VVN COMMITTEE		
1. Dr.Akhilesh Dhar Dubey PGT ECO.(I/C)	As per KVS norms expenditure.	1. <i>Akhilesh</i>
28 U- DICE (MP STATE GOVT, SAMAGRA ,SCHOLARSHIP SC/ST)		
1.Dr. Arun Gupta PGT Comm (I/C) (2.-25.) All Class teachers 26. Mr. S.P. Yadav (Substaff)		1. <i>AKG</i> 14 2. <i>Bachchan</i> 15 3. <i>Yadav</i> 16 4. 17 5. 18. 6. 19 7. (V2) 20 8. 21 9. 22 10. 23 11. 24 12. 25 13. 26
29 VIDYALAYA WEBSITE COMMITTEE /ONLINE TRANSACTION COMMITTEE		
1.Mr.Shivkamal PGT Comp.Sci. (I/C) 2. Mr.Sudhir Dwivedi UDC 3.Mr. Dr.Akhilesh Dhar Dubey PGT 4.Ms.Snehlata PRT 5.Computer Instructor	Maintain upto date should be ensured.	1. <i>Shivkamal</i> 2. <i>Sudhir</i> 3. <i>Akhilesh</i> 4. <i>Snehlata</i> 5.

30 ADOLESCENCE COMMITTEE		
1. Mrs. Bharti Rai TGT Maths (I/C) 2. Mr. P.K. Pandey TGT SST.	To encourage the maximum participation. Guest lecture should be invited time to time. To plan different activities relate AEP.	1.  2.
31 CAREER COUNSELLING AND GUIDANCE		
1. Mr. D.S. Diwan PGT Bio(I/C)	To plan & make a time table for XI class carrier counselling & guidance & invite to the students for future carrier.	1.  17.12.21
32 PRESS AND PUBLICATION		
1. Mr. Subhash Chandra PGT Hindi(I/C) 2. Mr. Shashikant TGT Sanskrit 3. Computer Instructor	To publish the important matters of the vidyalaya well within the stipulated time. News should be forwarded after the function for.	1.  2.  3.
33 EXCURSION/TOUR/ADVENTURE		
1. Mrs. Ratna Pandey TGT (PH& E) (I/C) 2. Mr. S.S. Ahmad PGT Maths PH&E 3. Mr. S.K. Tiwari PRT 4. Mrs. Usha singhal PRT	To plan different activities for excursion /tour & date should be fixed for excursion.	1.  2.  3.  4.
34 CMP		
1. Mrs. Anita Jain PRT (I/C) 2. Mr. S.K. Tiwari PRT 3. Ms. Kajal PRT	To plan programme for qualitative improvement to primary education.	1.  2.  3. Kajal
35 INCOME TAX		
1. Mr. S.S. Ahmad PGT Maths 2. Mr. Sudhir Dwivedi UDC		1.  2. 
36 ACADEMICS		
1. Mr. S.S. Ahmad PGT Maths (I/C) 2. Mr. B.B. S. Meena TGT Science 3. Mrs. Anita Jain PRT	To uplift the academic standards using adequate necessary measures.	1.  2.  3. 
37 NEWS LETTER		
1. Mrs. Anita Jain PRT 2. Ms. Snehlata PRT 3. Mrs. Renu Trivedi (Music)	To prepare and maintain teaching aids require.	1.  2. Snehlata 3. 
38 READINESS		
1. Mr. Bharti Rai TGT Maths (I/C) 2. Mr. P.K. Pandey TGT SST. 3. Mrs. Anita Jain PRT(I/C Primary)		1.  2.  3. 

39	SOP/FIRE SAFETY	1.Mrs.Ratna Pandey TGT (PH& E) (I/C) 2.Mr.S.K. Tiwari PRT 3.Mr. V.P.Mishra (W.E.R.) 4.Mr. S.N. Yadav (Substaff)	To ensure the safety and security of students during the vidyalaya hours and to maintain the record of the same.	1. 2. 3. 4.
40	CORPORAL PUNISHMENT & CHILD RIGHT PROTECTION	1.Mr. D.S.Diwan PGT Bio(I/C) 2.Mr.B.B.S.Meena TGT Science 3.Mrs.Anita Jain 4.Mrs.Ratna Pandey TGT (PH& E)	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 2. 3. 4.
41	MORAL APTITUDE & GRIEVANCE REDRESSAL	1.Mr. V.P.Mishra (W.E.T.) (I/C) 2.Mrs.Kirti kaurav TGT Maths 3.Mrs. Aditi Chakravarti PRT	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 2. 3.
42	INTERNAL HARASSMENT	1.Mrs.Srilekha Jauhari PGT Chem.(I/C) 2.Mr.B.B.S. Meena TGT Science 3.Mrs. Aditi Chakravarti PRT 4.N.G.O Member (Mrs.Manisha Matankar)	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 2. 3. 4.
43	STAFF QUARTERS ALLOTMENT	1.Mr. S.S.Ahmad PGT Maths (I/C) 2.Mr.V.P.Mishra (W.E.T) 3.Mr. P.K. Pandey TGT SST. 4.Mrs. Anita Jain PRT 5.Mr.Sudhir Dwivedi (UDC) 6.Mr. S.N. Yadav (Substaff)	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 2. 3. 4. 5. 6.
44	STAFF QUARTERS MAINTENANCE	1.Mr.V.P.Mishra (W.E.T) (I/C) 2.Mr. P.K. Pandey TGT SST. 3.Mrs. Anita Jain PRT 4.Mr.K.S.Marko (Substaff)	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 2. 3. 4.
45	PART TIME TEACHER INTERVIEW	1.Mrs.Srilekha Jauhari PGT Chem.(I/C) 2.Mrs. Anita Jain PRT 3.Mrs. Bharti Rai TGT Maths 4. Mr.Sudhir Dwivedi (UDC)	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 2. 3. 4.

PHOTOGRAPHY COMMITTEE		
1. Ms. Pragya TGT (AE) 2. Computer Instructor	To complete all the task assigned and maintain the record of same.	1. 2.
47 PTA COUNCIL		
1. Mr. D.S. Diwan PGT Bio I/C 2. Mrs. Anita Jain PRT	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 17.12.21 2. <i>Anita</i>
48 SCOUT & GUIDE		
1. Mr. Subhash chandra PGT Hindi I/C 2. Mr. P. k. Pandey TGT SST. 3. Ms. Pragya TGT (AE) 4. Mrs. Usha Singhal PRT 5. Mr. Maninder Singh Padam PRT 6. Mrs. Mamta PRT 7. Mrs. Anita		1. <i>Subhash</i> 2. 3. 4. 5. 6. <i>Mamta</i> 7.
49 KHELO INDIA / FIT-INDIA		
1. Mr. Shivkamal PGT Comp. Sci. (I/C) 2. Mrs. Ratna Pandey TGT (PH& E) 3. Mrs. Mamta PRT	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. <i>Shiv</i> 2. <i>Ratna</i> 3. <i>Mamta</i>
50 BACK TO BASIC		
1. Mrs. Bharti Rai TGT Maths (I/C) 2. Mrs. Anita Jain PRT	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. <i>Bharti</i> 2. <i>Anita</i>
51 VIRSA		
1. Mrs. Renu Trivedi (Music) (I/C) 2. Mr. Shivkamal Singh PGT Comp. Science 3. Ms. Snehlata PRT	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. <i>Renu</i> 2. <i>Shiv</i> 3. <i>Snehlata</i>
52 NCSC		
1. Mr. D.S. Diwan PGT Bio 2. Mrs. Srilekha Jauhari PGT Chem. 3. Mr. B.B.S. Meena TGT Science 4. Mrs. Usha singhal PRT 5. Ms. Snehlata PRT	To implement the KVS rules and regulations strictly and to maintain the record of same.	1. 17.12.21 2. <i>Srilekha</i> 3. <i>Meena</i> 4. 5. <i>Snehlata</i>

(B.R. DEY)

Principal
KVS Shahdol