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| **KENDRIYA VIDYLAYA BSF ARADHPUR** | | | |
| **TEACHERS DUTY CHART FOR THE ACADEMIC YEAR 2018-19** | | | |
| All the in-charges are requested to complete all formalities within 3 days & Do all work in time and proper way. If any discrepancy will come in-charges will be responsible. Please read carefully and perform your duties accordingly. | | | |
| **1** | **Examination (Secondary)** |  | **Sign.** |
|  | Mr. A.K.Jana TGT A.E.  Ms. Shipra Singh PRT  Ms. Anjali, PRT  Ms. Renu Masta, PRT | Conduction of periodic tests, unit test, H.Y., S.E.E. time wise without along with proper maintained records and all other work / activities pertaining to examination. Timely reply to CBSE office without fail. |  |
| 2 | **CBSE** |  | **Sign.** |
|  | Mr. Arpit Singh, TGT W.E.  Ms. Shipra Singh PRT  Mr. Mithun Paul Comp. Inst(cont) | To conduct CBSE Exam and to look of the all formalities related to CBSE, Registration, filling up form, LOC etc. Sending student detail timely. |  |
| **3** | **ADMISSION** | | **Sign.** |
|  | Mr. N.C. Saha, Librarian  Ms. Sunidhi Bharati, PRT Music  Mr. Arpit Singh, TGT WE | Duty assigned to complete the admission process as per KVS guidelines and update the website with the day to day admission updates. |  |
| 4 | **TIME TABLE I/C(SECONDARY)** | | **Sign.** |
|  | Mr. P.K. Yadav TGT S.S.T.  Ms. Shipra Singh PRT  Ms. Anjali, PRT  Ms. Renu Masta, PRT | To prepare the time table as per KVS norms and stream line vidyalaya academic task/targets. |  |
| **5** | **Furniture** | | **Sign.** |
|  | Mr. P.K. Yadav TGT  Mr. P.K. Mandal(cont) | To purches and maintain vidyalaya furniture |  |
| **6** | **Library** | | **Sign.** |
|  | Mr. N.C. Saha, Librarian | To plan and decide about the purchase of the  book and maintain the same systematically |  |
| **7** | **Cleanliness Committee** | | **Sign.** |
|  | Mr.N.C. Saha Lib  Ms.S.Bharti PRT  Ms. Shova Das TGT(cont)  Mrs. M. Samanta TGT(cont)  Ms. Jyoti Singh TGT(cont) | To monitor the cleanliness of the vidyalaya campus including toilets. To maintain the service rendered by the conservancy agency and to the maintain the record. Tiles, Cemented work, labor, Glass fitting, Wash Basin should be fixed in the toilets. |  |
| **8** | **Vidyalaya beautification/gardening** | |  |
|  | Mr.N.C. Saha Lib  Ms.S.Bharti PRT | Look after the beautification of the vidyalaya and the surrounding and “Go Green Programme” |  |
| **9** | **Games & Sports** | | **Sign.** |
|  | Mr.P.K. Mandal(cont)  Mr. Mithun Paul(cont) | To plan different activities related to games & sports throughout the year. Select the student for cluster, regional and national competition. Impart health education mass PT or physical fitness . |  |
| **10** | **Mathematics(KVS),CBSE Olympiad and Other Outside Competitions/Math Lab.** | | **Sign.** |
|  | Mr. Arpit Singh, TGT WE  Ms. Shova das(cont) | To plan and organize the test, encourage the students regarding the competition and test and maintain records. |  |
| **11** | **CCA Committee** | | **Sign.** |
|  | Ms. S.Bharati PRT  Ms. Shipra Singh PRT  Ms. Anjali, PRT  Ms. Renu Masta, PRT  Mr. Anuj Kumar PRT  All House Masters | To divide the students into 4 houses to plan different CCA Activities for the Year and conduct those during CCA period every week and maintain necessary record related to CCA activities. |  |
| **12** | **Scout & Guide** | | **Sign.** |
|  | **Mr.A.K. Jana TGT A.E.**  Ms. S.Bharati PRT  Mr. Anuj Kumar PRT  Ms. Anjali, PRT  Ms. Renu Masta, PRT | Troop Leader to plan different activities related to scout and guide . Preparing the students for different levels like dwitiya sopan, tritya sopan, Rajya Purskar, Rastrapati Award and testing camps. |  |
| **13** | **Morning Assembly** | | **Sign.** |
|  | Ms. S.Bharati PRT  Mr.P.K. Mandal(cont)  \*\* All Class Teachers | To maintain day to day assembly programme, to help the students to prepare relevant thoughts and special items(speeches, recitation and quiz and present these in a befitting manners. Assign one talk to teacher every day / alternative day. |  |
| **14** | **Discipline Committee** | | **Sign.** |
|  | Mr. N.C. Saha, Lib  Mr. Arpit Singh PGT W.E  Ms. S.Bharati PRT Music  Mr. Anuj Kumar PRT  Mr. P.K.Mandal YOGA(cont)  Mrs. A.Sujata Rao TGT(cont)  Ms. Jyoti Singh TGT(cont)  Mr.S.Malik TGT(cont) | To look after the discipline and work including  human values. |  |
| **15** | **Purchase Committee** | | **Sign.** |
|  | Mr. N.C. Saha, Lib  Mr. Arpit Singh PGT W.E  Ms. S.Bharati PRT Music  Ms. Renu Masta PRT  Mr.Nitya Bala JSA | To plan and take up purchase procedure for procurement of material for the vidyalaya as per KVS Norms. Follow the purchase procedure in letter & spirit. Adhere to the procedure of purchase. Go through the account code thoroughly. |  |
| **16** | **Maintaince And Repair Work** | | **Sign.** |
|  | Mr. N.C. Saha, Lib  Mr. Arpit Singh PGT W.E | To look after repairs and maintenance work in the vidyalaya as per annual plan/ white wash of the buildings. |  |
| **17** | **First Aids And Health Checkup** | | **Sign.** |
|  | Mr. N.C. Saha, Lib  Ms. Shova das(cont) | To provide first aid facilities to the students, and provide help to conduct to health check up in the Vidyalaya. |  |
| **18** | **Raj Basha Samittee** | | **Sign.** |
|  | Mrs.Madhumita Samanta TGT Hindi(cont)  Ms. Sunidhi Bharati PRT | As per KVS norms implement the task, targetof Raj Bhasha HINDI and work for national language. Replay to all letter in hindi. Maximum letter to be replied in hindi. Follow the steps given by Ambaji, KVS (RO) Kolkata. |  |
| **19** | **Vidyalaya Website Committee** | | **Sign.** |
|  | Mr. Arpit Singh PGT W.E  Mr.Nitya Bala JSA  Mr.Mithun Paul Comp. Inst(cont) | Maintain up to date should be ensured time to time each monthly report should be submit to the regional office on last day of the month or 1st day of the month without any further instructions. |  |
| **20** | **UBI Portal** | | **Sign.** |
|  | Ms. Shipra singh PRT  Mr. Mithun Paul Comp. Inst(cont)  All Class Teachers   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | I | II | III | IV | V | VI | VII | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | VIII | IX | X | XI | XII | |  |  |  |  |  | | To carry out the work as per the instruction of the KVS (HQ) & RO KVS, Kolkata |  |
| **21** | **Adolescence Committee** | | **Sign.** |
|  | Ms. Sunidhi Bharati PRT  Ms.Anjali PRT | To encourage the maximum participation. Guest lecture should be invited time to time . To plan different activities relate AEP. |  |
| **22** | **Primary News Letters Editorial Board** | | **Sign.** |
|  | Ms. Shipra Singh PRT  Ms. Anjali, PRT  Ms. Renu Masta, PRT | News letters should be published in time . To plan & design the news letter head quarterly to motivate the studies to write articles. |  |
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| **23** | **Excursion / Tour** | | **Sign.** |
|  | Mr. N.C. Saha, Lib  Ms. Renu Masta, PRT  Mr.P.K.Mandal (cont) | To plan different activities for excursion/ tour & date should be fixed for excursion. |  |
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| **24** | **CMP** | | **Sign.** |
|  | Ms. Shipra Singh PRT  Ms. Anjali, PRT  Ms. Renu Masta, PRT  Mr. Anuj Kumar PRT | To plan programme for qualitative improvement to primary education. |  |
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| **25** | **Grievances Redressal Committee** | | **Sign.** |
|  | Mr. N.C.Saha Lib  Mr. A.K.Jana TGT A.E.  Ms. Renu Masta PRT | To settle the grievances of the staff student with utmost priority. |  |