

KENDRIYA VIDYALAYA AMBIKAPUR (C.G)

ALLOTMENT OF RESPONSIBILITIES FOR SESSION 2023-24 (w.e.f 10.10.2023)

NAME OF DEPARTMENT	RESPONSIBILITIES	NAME OF STAFF MEMBERS	DESIGNATION
EXAMINATION	1. Planning and conduct of examination, tests and up keeping of related records of home exam.	Mrs Pravēna Xess Mr T.P.Chaurasia Mr Akhileshwar sahu Mr Baran Ram Rajwade	PGT Bio PGT Maths Lab Attd Lab Attd
CBSE	2. Process of registration with CBSE, Uploading data on CBSE portal, Conduct of external exam. 3. Result analysis.	Mr Raju Prasad Gupta Mrs. <u>Pratima Singh</u> Sh Baran ram	PGT Physics TGT S.St. Lab Attd
ADMISSION	Execution of all process as per admission guidelines. Up keeping of related records.	Mr Sumit Kumar Gupta Mrs Kiran Kujur	PGT CS HM
WEBSITE UPDATION	1. Collecting relevant material and uploading the same on the website of Vidyalaya. 2.Changing log in password of website regularly	Mr Sumit Kr Gupta Mrs Priyanka Vishwakarma Mr Raj Kumar Gupta	PGT CS Lib Sub staff
TIME-TABLE	1. Framing of Vidyalaya Time-Table as per KVS guidelines. Assigning substitution duties for the staff on leave /absent. 2.Maintenance of attendance records for part time contractual teachers in consultation with UDC	Sh Raju Prasad Gupta, Mrs. Priyanka Vishwakarma	PGT Physics Lib
		Mr Pankaj Tiwari Mrs Kiran Kujur (For guidance for time table framing)	PRT HM
COMPUTER	Proper up keeping and utilization of computers on stock.	Sh. Sumit Kumar Gupta	PGT CS
DAILY MAIL CHECKING	1. To check e-mails on e-mail id of the Vidyalaya. 2. Timely submission of these mails to the Principal. 3.Timely disposal of such mails	Mr. Karmraj Kumar Sh. Raj Kumar Gupta	SSA Sub staff
MAINTENANCE OF T.C & ADMISSION REGISTER	Preparation of Transfer certificate on request and instant uploading the information related to T.C on website. Maintenance of admission files and registers.	Mrs. Priyanka Vishwakarma Sh. Raj Kumar Gupta Mr. Akhileshwar Sahu	Lib Sub Staff Sub staff Lab

ACCOUNTS WORK	Maintenance of all records related to accounts viz cashbook, fee receipt, lesser, cheque book, cheque issue register, petty cash book. Collection of fees from class teachers and deposit it to the bank, Timely remittance of TDS to the Bank and e filing, regulation of VAT, preparation of Monthly /Annual Accounts. Preparation of Budget estimate & revised estimate, preparation for internal & external audit, calculation and uploading salary on UBI Portal, timely sending of remittances, scrutiny of all bills submitted for payment, maintenance of office stocks etc.	Mr. Karmraj Kumar Sh. Raj Kumar Gupta Mr. Mahesh Ku. Pradhan (They will be assisted by SSA deputed by RO) Mr. Ujjawal Dongre	SSA Sub Staff Sub staff Lab PGT Comm.
TELLY Related work	Booking all receipts and payments and taking trail balance	Mrs Priyanka Vishwakarma Mr. Karmraj Kumar Mr Akhileshwar sahu (They will be assisted by SSA deputed by RO) Mr. Shubham Kumar Vishwakarma	Lib SSA Sub staff Lab Computer Ins. 1
GEM Procurement	To take care of all documentation and updation on GEM portal regarding procurements	Sh. Sumit Kumar Gupta Mr. Anil Kumar Xess Mr. Karmraj Kumar	PGT CS PGT Eng. SSA
OTHER OFFICE WORK	Up keeping of all files. Maintenance of postage stamp, staff attendance register, letter & communication register, dispatch register, letter drafting etc.	Mr. Baran Rajwade Sh. Raj Kumar Gupta Mr. Mahesh Kumar Pradhan	Sub Staff Sub Staff Sub Staff
MAINTENANCE & REPAIR	All works related to maintenance & repairs.	Mr. Janki Sharan Mr. H.C. Harijan Mr. K. Kujur Mr. Sirjus Toppo	TGT Hindi TGT Skt. TGT P&HE TGT English

MEDICAL CHECK UP & FIRST AID	Conduct of medical checkup, providing first aid & maintenance of medical room, checking hygiene and cleanliness among students. Conducting fit India/SBSB activities	Sh K Kujur	TGT P&HE
		Mrs. Kiran Vishwakarma	TGT Bio
TEACHING AID	To maintain stock of teaching aids, to maintain a record of use of such aids by teachers.	Mrs Kiran Vishwakarma	TGT Science
		Mrs. Pratima Singh	TGT Sst.
CAMPUS HYGIENE	To observe standard of cleanliness & hygiene in the Vidyalaya premises & provide feedback to the Principal.	Mrs. Prasanna Tirkey	TGT S.St.
		Mrs. Kiran Vishwakarma	TGT Bio
		Mr. Dharmendra Lahre	PRT
LIBRARY	To run a completely automated library, formation of Library Committee & convene its meeting & all other activities as per Library Policy.	Mrs R.Shrivastava	PRT
		Mrs P.Vishwakarma	Librarian
SCOUT & GUIDE	To conduct all activities related to Scout & Guide, Cubs & Bulbuls in association with trained Scouters & Guiders.	Member of Lib committee	
		Sh H.C. Harijan (for scouts)	TGT Sanskrit
STUDENTS DISCIPLINE COMMITTEE	1. To check in disciplinary act of students. 2. Keeping record of such students who have been found in the act of breaching student's code of conduct. 3. Ensure regular counseling to such students with the help of Vidyalaya committee for Guidance & Counseling.	Sh. Sirajus Toppo (SM)	TGT. ENGI
		Sh W.B.Soreng (For Cubs)	PRT
		Mrs. P. Vishwakarma (G.C.)	TGT LIB
		Mrs. Prasanna Tirkey (for Guiders)	TGT SST
		Mrs Pratima Singh (for G.C.)	TGT SST
		Mrs. Dileshwari Sahu (for Guiders)	TGT Maths
PURCHASE ADVISORY COMMITTEE	1. To see that purchase procedure is followed in all purchases procurements in the Vidyalaya. 2. To verify vouchers of purchasing.	Mr. Dharmendra Lahre (CUB M.)	PRT
		Mr. Vijay Kumar sahu	PGT Chem.
		Mr K Kujur	TGT P&HE
		Mr. Anil Kumar Xess	PGT English
PURCHASE ADVISORY COMMITTEE	1. To see that purchase procedure is followed in all purchases procurements in the Vidyalaya. 2. To verify vouchers of purchasing.	Mr. Pankaj Kumar Tiwari (For primary)	PRT
		Sh Sumit Kumar Gupta	PGT CS
		Sh T.P.Chaurasia	PGT Maths
		Mr. Anil Kumar Xess	PGT English
		Mrs Kiran Kujur	HM

CCA	1. To plan & implement CCA Activities, observing special days & reporting thereof. 2. Daily evaluation of morning assembly programmer 3. Formation of four houses & their House Masters, Associates House Master, House Captains etc.	Sh Anil Kumar Xess Mr. Janki Sharan Mr Sirjius Toppo	PGT English TGT Hindi TGT English
		Sh anand Xess Mrs. Ratna Shrivastava	PRT Music PRT
Scholarship	Register students for different scholarship with the help of class teachers	Mrs Pravena Xess Mrs. Pratima Singh Mrs. Dileshwari Sahu	PGT BIO TGT Sst. TGT Maths
CS 54	Maintenance of fee collection details with help of class teachers	Sh T P Chourasiya Mr. Shubham Kumar Vishwakarma & Mr. Ajay Sahu	PGT Maths Com. Inst. 1 & 2
RTI MATTERS	Dealing with RTI applications, information in consultation with Principal & providing information under RTI to the applicant in time	Mr. R.P. Gupta Mrs. Kiran Kujur	PGT Physics HM
RAJ BHAHSA COMMITTEE	To convene meetings /seminars on implementation & usage of Rajbhasha. Preparation of quarterly report. Observing & reporting Hindi Day, Hindi Pakhwada, and Hindi Month etc.	Sh Janki sharan Mrs. Nisha Gupta Radhika Chauhan Mr. Sumit Kumar Gupta Mrs. Priyanka Vishwakarma PRTs who teach Hindi Mr. Karamraj Kumar	TGT Hindi PGT Hindi TGT Hindi PGT CS Librarian PRTs SSA
OUT SOURCED SERVICES	1. Monitoring the quality of these services in the Vidyalaya. 2. Verifying the bills for outsourcing.	Sh. H.C. Harijan Sh K Kujur Mr. Dharmendra Lahre Mrs Priyanka Vishwakarma	TGT Sanskrit TGT P&HE PRT Librarian
SCIENCE LAB(Junior)	To maintain & proper up keeping of Science lab stock and take care of lab activities.	Mrs Kiran Vishwakarma Sh Mahesh kumar Pradhan(For assisting in Lab acitivities)	TGT Bio Lab Att
BEAUTIFICATI ON OF VIDYALAYA PREMISES	Plan & implement all works of beautification/ decoration of the Vidyalaya Premises.	Mrs. Prasanna Tirkey	TGT Sst
		Mr. Sirjius Toppo	TGT English
		Mrs. Nisha Gupta	PGT Hindi

		Mr. Alok Kumar Mrs. Megha Kashyap	TGT English PRT
STUDENT COUNCIL	Formation & holding regular meetings of the council.	Sh. Anil kumar Xess Mr. T. P. Chaurasia Mr. Ujjwal Dongre Sh K Kujur	PGT English PGT Maths PGT Comm. TGT P&HE
AEP	Conducting regular activities of AEP & keeping record.	Mrs Praveena Xess Mr. Vijay Kumar Sahu Mrs Kiran Vishwakarma	PGT Bio PGT Chem TGT Science
CMP	Planning & implementation of CMP activities, maintenance of resource room.	Mrs. Kiran Kujur Mr. Dharmendra Lahre Mr. Pankaj Kumar Tiwari	HM PRT PRT
FURNITURE	Maintenance & up keeping of furniture stock.	Sh. K Kujur Mrs. Prasanna Tirkey Mr. Anand Xess Mr. W.B. Soreng Sh J.P.Rajwade(For assistance)	TGT P& HE TGT S.St. PRT(Music) PRT Sub Staff
MATHEMATIC S LAB/Park	Development, Maintenance & proper up keeping of Mathematics Park	Sh T.P.Chaurasia Mrs, Dileshwari Sahu	PGT Maths TGT Maths
Science Park	Development, Maintenance & proper up keeping of <del>Mathematics Park</del> <i>Science</i>	Sh R P Gupta Mr. Vijay Kumar Sahu Mrs. Kiran Vishwakarma Sh Mahesh kumar Pradhan (For Assistance)	PGT Physics PGT Chem TGT Bio Lab Att.
OFFICE STOCK	Maintenance & up keeping of the stock.	Mr. Karmraj Kumar	SSA
STOCK OF WE	Maintenance & up keeping of the stock.	Sh. H.C. Harijan	TGT Sanskrit
STOCK OF MUSIC	Maintenance & up keeping of the stock.	Sh Anand Xess	PRT Music
STOCK OF CMP	Maintenance & up keeping of the stock.	Mrs Kiran Kujur	HM
STOCK OF LIBRARY	Maintenance & up keeping of the stock	Mrs P.Vishwakarma	Librarian
STOCK OF SPORTS	Maintenance & up keeping of the stock.	Sh K.Kujur	TGT P&HE-
Fire safety	Maintain & Up keeping of stock of firefighting equipment	Mr. R.P. Gupta	PGT Physics

STOCK OF COMPUTERS	Maintenance & up keeping of the stock.	Sh Sumit Kumar Gupta	PGT CS
INTEGRITY CLUB	To foster integrity by organizing various activities of the Club.	Mrs Pratima Singh Mrs Prasanna Tirkey Mrs. Nita Shrivastava	TGT S.St. TGT S.St. PGT Eco.
ECO CLUB	Raising concern on environmental issues by organizing various activities of the Club.	Mrs. Praveena Xess Mrs Kiran Vishwakarma Mrs. Dileshwari Sahu	PGT Bio TGT Bio TGT Maths
NATURE CLUB	Activities to come closer to the Nature by organizing various activities of the Club.	Sh Janki Sharan Sh Sirjius Toppo	TGT Hindi TGT Eng
SADBHAVANA CLUB	To foster communal harmony.	Sh H.C. Harijan Mrs. Pratima Singh	TGT Sanskrit TGT Social Science
ADVENTURE CLUB	To encourage adventurous activities among students.	Sh K Kujur	TGT P&HE
Guidance & Counseling	Providing Guidance & Counseling services and maintaining record thereof	Mrs Priyanka Vishwakarma Miss Ranjana Miss Diksha Singh	Librarian Spl. Edu. <del>Counsellor</del> Spl. Edu. <del>Counsellor</del>
Updating UBI fee portal, Gsuit admin work	Verification of students with help of class teachers. Creation of G suite ids and deleting obsolete ids. Attending issues related to UBI and G suite brought by teachers.	Sh Sumit Kumar Gupta Ms Dileshwari Sahu Sh Pankaj Tiwari	PGT CS TGT Maths PRT
Science Subject Committee	Plan and implement activities/projects related to the subject.	Smt Praveena Xess (Convenor) (All other teachers PGTs and TGTs who are teaching the subject shall be the members)	PGT Bio
Maths subject Committee	Plan and implement activities/projects related to the subject.	Sh T.P.Chaurasia (Convenor) (All other teachers TGTs and PRTs who are teaching the subject shall be the members)	PGT Maths
Social Science subject committee	Plan and implement activities/projects related to the subject.	Mrs Pratima Singh (Convenor) (All other TGTs who are teaching SST and PRTs who are teaching EVS shall be the member)	TGT So sci

		Mrs. Nita Shrivastava and Mr. Ujjawal Dongre will also be a member of this committee	
Language Subject Committee	Plan and implement activities/projects related to the Languages.	Sh Anil Kumar Xess(Convenor) (All PGTs,TGTs and PRTs teaching any language shall be the member)	PGT English
Internal complaint committee	To receive & Process complaints of sexual harassment against women at working place(This committee will be Presided over by Member as nominated by KVS RO Raipur and including NGO member Mrs Indu Sahu, President Chetna Child & Welfare society, B-105 Krishna Aptment, LIC Colony Mowa Raipur)	Mrs Praveena Xess  Mr. Anil Kumar Xess  Mrs Ratna shrivastava	PGT BIO  PGT English  PRT
SOP	Complying with all provisions of National disaster management guidelines	Sh K Kujur  Sh H C Harijan	TGT P&HE  TGT Sanskrit
Swachh Bharat & Green school contest	To collect relevant data related to such contests to partake in contests within KVS and also beyond it.	Mr. Vijay Kumar Sahu  Mr. Sirius Poppo  Mrs. Kiran Vishwakarma  Mrs. Dileshwari Sahu  Mr. W.B. Soreng	PGT Chem  TGT Eng  TGT Bio  TGT Maths  PRT
Rainwater harvesting	Development and its maintenance	Mr T P Chourasiya  Sh Rajkumar Gupta	PGT Maths  Sub Staff
Worm composting	Development and its maintenance	Mrs Dileshwari sahu  Sh Geda Ram  Mr. J.P. Rajwade	TGT Maths  Sub Staff  Sub Staff
Operation of water pump	Start and stop of pump for water supply to the entire campus	Sh Baran Ram Rajwade  Sh Geda Ram	Lab Att  Sub Staff
Checking Up keeping of staff quarters allotted to employees	Checking of proper up keeping, cleanliness of staff quarters and submit monthly report thereof.	Sh Sumit Kr Gupta  Mrs Prasanna Tirkey  Mr. Karmraj Kumar  Mr. W.B. Soreng  Sh Madan Ram	PGT CS  PGT S.St.  SSA  PRT  Sub Staff
DISCIPLINE DURING LUNCH BREAK	As per Duty chart TGT P&HE ,Yoga Coach, Counselor All Lab Attendants, Conservancy staff & Nurse will maintain discipline in corridors, water point, W.C.		

SAFE EXIT OF STUDENTS	The Teacher present in the last period shall be responsible for safe exit of students out of Vidyalaya Premises. (AFTER LAST PERIOD)	
Lab Attd. Chemistry	Sh. Mahesh Kumar Pradhan (Also to assist nearby Junior Science Lab, as and when required )	
Lab Attd Physics	Sh Baran Ram (Also to assist Computer Labs under guidance of PGT CS, where he will devote 1 hour)	
Lab Attd. Biology	Sh Akhileshwar Sahu (Also to assist Junior Computer Lab as and when required)	
Office work, circulation , Bank, Post office etc.	Sh. Mahesh kumar pradhan Sh. J.P. Rajwade Sh. Rajkumar Gupta	
Ensuring turning off Light, fans, window pans during closing of School building	Sh Geda Ram(1 <sup>st</sup> floor Primary) <i>(Signature)</i> Sh Mahesh Kumar pradhan (1 <sup>st</sup> floor Secondary) Sh J P Rajwade (Ground floor Primary) Sh Madan Ram(Ground floor Secondary)	
National Flag (arranging for hoisting and lowering)	Sh K. Kujur Sh H.C. Harijan (In absence of Sh K. Kujur) Sh Baran Ram (For assistance) Sh Geda Ram (For assistance)	TGT P& HE TGT Sanskrit Sub Staff Sub Staff ↓
Maths olympiod	Sh T.P. Chaurasiya Mrs Dileshwari sahu	PGT Maths TGT Maths
NCSC	Mr. Vijay Kumar Sahu Mrs Kiran Vishwakarma	PGT Chem TGT Science
JLN Science Exhibition	Sh R.P.Gupta Mrs Praveena Xess	PGT Phy PGT Bio
Cyber Olympiod	Sh Sumit Kumar Gupta Sh Shubham Vishwakarma	PGT CS Comp Inst 1
NTSE	Sh R.P.Gupta	PGT Physics
KVPY	Mr.Vijay Kumar Sahu	PGT Chemistr
allocation for Library	Sh Geda Ram (He will work minimum 1 hour daily under guidance of Librarian)	
allocation for Staff room	Sh Jivan Prasad Rajwade (He will take care of its up keeping ,cleaning with help of Conservancy.staff)	
allocation for Primary Deptt	Sh Madan Ram (He will devote daily 1 hour under guidance of HM)	

Note: Addition/deletion, if any shall be brought as and when it is required

PRINCIPAL