

KENDRIYA VIDYALAYA AMBIKAPUR (C.G)

ALLOTMENT OF RESPONSIBILITIES FOR SESSION 2021-22 (w.e.f 17.11.2021)

NAME OF DEPARTMENT	RESPONSIBILITIES	NAME OF STAFF MEMBERS	DESIGNATION	
EXAMINATION	1.Planning and conduct of examination, tests and upkeeping of related records of home exam.	Mrs Sheela Toppo Mr T.P.Chaurasia Mr Vijay Kumar Rajwade Mr Baran Ram Rajwade	PGT Bio PGT Maths Lab Attd Lab Attd	
	2. Process of registration with CBSE , Uploading data on CBSE portal,Conduct of external exam. 3.Result analysis.	Mr Raju Prasad Gupta Sh Baran ram	PGT Physics Lab Attd	
ADMISSION	Execution of all process as per admission guidelines. Upkeeping of related records.	Mr P.K.Sameer(I/C)	PGT Hindi	
		Mrs Kiran Kujur HM		
		Sh W.B.Soreng	PRT	
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	PGT CS	
		Mrs Priyanka Vishwakarma	Lib	
		Mr Raj Kumar Gupta	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, Sh T P Chourasiya	PGT Physics PGT Mathematics	
		Mr Pankaj Tiwari Mrs Kiran Kujur(For guidance for time table framing)	PRT HM	
COMPUTER	Proper upkeeping and utilisation 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	Sh Raj Kumar Gupta	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.	Mrs Priyanka Vishwakarma Sh Raj Kumar Gupta	Lib Sub Staff	

	Maintenance of admission files and registers.	Sh Brahmedeo Ram	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.	Mrs Priyanka Vishwakarma Sh Raj Kumar Gupta Sh Bramdeo Ram (They will be assisted by SSA deputed by RO)	Lib Sub Staff Sub staff Lab	
TELLY Related work	Booking all receipts and payments and taking trail balance	Mrs Priyanka Vishwakarma Sh Raj Kumar Gupta Sh Bramdeo Ram (They will be assisted by SSA deputed by RO)	Lib Sub Staff Sub staff Lab	
GEM Procurement	To take care of all documentation and updation on GEM portal regarding procurements	Mrs Sheela Toppo Sh R P Gupta (For help)	PGT Bio PGT Physics	
OTHER OFFICE WORK	Upkeeping of all files. Maintenance of postage stamp, staff attendance register, letter & communication register, dispatch register, letter drafting etc.	Mrs Priyanka Vishwakarma Sh Raj Kumar Gupta Sh Brahmedeo Ram	Lib Sub Staff Sub Staff	
MAINTENANCE & REPAIR	All works related to maintenance & repairs.	Mrs Indira	TGT WE	
MEDICAL CHECK UP & FIRST AID	Conduct of medical check up, providing first aid & maintenance of medical room, checking hygiene and cleanliness among students. Conducting fit india/SBSB activities	Sh K Kujur (For VI-XII)	TGT P&HE	
		Mrs Ratna shrivastava (For Primary)	PRT	

TEACHING AID	To maintain stock of teaching aids, to maintain a record of use of such aids by teachers.	Mrs Kiran Vishwakarma	TGT Science	
CAMPUS HYGIENE	To observe standard of cleanliness & hygiene in the Vidyalaya premises & provide feedback to the Principal.	Sh K.Kujur Mrs Indira	TGT P&HE TGT WE	
		Mrs Priyanka Vishwakarma	Library	
		Mrs R.Shrivastava	PRT	
LIBRARY	To run a completely automated library, formation of Library Committee & convene its meeting & all other activities as per Library Policy.	Mrs P.Vishwakarma	Librarian	
SCOUT & GUIDE	To conduct all activities related to Scout & Guide , Cubs & Bulbuls in association with trained Scouters & Guiders.	Sh H.C. Harijan(for scouts)	TGT Sanskrit	
		Sh W.B.Soreng(For Cubs)	PRT	
		Sh Awdhesh Kumar	TGT AE	
		Sh P.K.Sameer	PGT Hindi	
		Mrs Pratima Singh	PRT	
STUDENTS DISCIPLINE COMMITTEE	1.To check indisciplinary act of students. 2.Keeping record of such students who have been found in the act of breaching students code of conduct . 3.Ensure regular counseling to such students with the help of Vidyalaya committee for Guidance & Counseling.	Mrs Sheela Toppo	PGT Bio	
		Mr K Kujur	TGT P&HE	
		Mrs Kiran Kujur Mrs D Minj (For primary)	HM PRT	
PURCHASE ADVISORY COMMITTEE	1.To see that purchase procedure is followed in all purchases procurements in the Vidyalaya. 2.To verify vouchers of purchasing.	Sh sumit Kumar Gupta	PGT CS	
		Sh T.P.Chaurasia	PGT Maths	
		Mrs Kiran Kujur	HM	
CCA	1.To plan & implement CCA Activities, observing special days & reporting there of. 2.Daily evaluation of morning assembly programme 3.Formation of four houses & their House Masters, Associates House Master, House Captains etc.	Sh F.Ekka	PGT English	
		Mrs Pratima singh Mr Sirjius Toppo	TGT Social science TGT English	
		Sh anand Xess Mrs D Minj	PRT Music PRT	
Scholarship	Register students for different scholarship with the help of class teachers	Mrs Sheela Toppo Sh H C Harijan Sh Janki Sharan	PGT BIO TGT SKT TGT Hindi	

		Sh Shubham Vishwakaram	Comp Instr	
CS 54	Maintenance of fee collection details with help of class teachers	Sh T P Chourasiya	PGT Maths	
RTI MATTERS	Dealing with RTI applications, information in consultation with Principal & providing information under RTI to the applicant in time	Sh Pawan Kumar Sameer	PGT Hindi	
RAJ BHAHSA COMMITTEE	To convene meetings /seminars on implementation & usage of Rajbhasha. Preparation of quarterly report. Observing & reporting Hindi Day, Hindi Pakhwada, Hindi Month etc.	Sh P.K.Sameer	PGT Hindi	
		Sh Janki sharan	TGT Hindi	
OUT SOURCED SERVICES	1.Monitoring the quality of these services in the Vidyalaya. 2.Verfying the bills for outsourcing.	Mrs Indira	TGT WE	
		Sh K Kujur	TGT P&HE	
		Mrs Priyanka Vishwakarma	Librarian	
SCIENCE LAB(Junior)	To maintain & proper upkeeping of Science lab stock and take care of lab activities.	Mrs Kiran Vishwakarma	TGT Bio	
		Sh Brahmdeo Ram(For assisting in Lab acitivies)	Lab Att	
BEAUTIFICATION OF VIDYALAYA PREMISES	Plan & implement all works of beautification/ decoration of the Vidyalaya Premises.	Mrs Indira	TGT WE	
		Mr Awadhesh Kumar	TGT AE	
STUDENT COUNCIL	Formation & holding regular meetings of the council.	Sh F.Ekka	PGT English	
		Sh K Kujur	TGT P&HE	
AEP	Conducting regular activities of AEP & keeping record.	Mrs Sheela Toppo	PGT Bio	
		Mrs Sweta Bajpai	PGT Chem	
		Mrs Kiran Vishwakarma	TGT Science	
CMP	Planning & implementation of CMP activities , maintenance of resource room.	Mrs Kiran Kujur	HM	
		Mr Dharmendra Lahre(For assistance)	PRT	
FURNITURE	Maintenance & upkeeping of furniture stock.	Sh K Kujur Sh J.P.Rajwade(For assistance)	TGT P& HE Sub Staff	

MATHEMATICS LAB/Park	Development,Maintenance & proper upkeeping of Mathematics Park	Sh T.P.Chaurasia Sh Vijay Kumar Rajwade(For Assistance) Sh Onkar singh	PGT Maths Lab Att. TGT Maths	
Science Park	Development,Maintenance & proper upkeeping of Mathematics Park	Sh R P Gupta Sh Baran Ram(For assistance)	PGT Physics Lab Att.	
OFFICE STOCK	Maintenance & upkeeping of the stock.	Mrs Priyanka Vishwakarma Sh Raj Kumar Gupta	Lib JSA Sub staff	
STOCK OF WE	Maintenance & upkeeping of the stock.	Mrs Indira	TGT WE	
STOCK OF MUSIC	Maintenance & upkeeping of the stock.	Sh anand Xess	PRT Music	
STOCK OF CMP	Maintenance & upkeeping of the stock.	Mrs Kiran Kujur	HM	
STOCK OF LIBRARY	Maintenance & upkeeping of the stock	Mrs P.Vishwakarma	Librarian	
STOCK OF SPORTS	Maintenance & upkeeping of the stock.	Sh K.Kujur	TGT P&HE	
Fire safety	Maintain & Upkeeping of stock of fire fighting equipments	Sh Awdhesh Kumar	TGT AE	
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	TGT Social Science	
		Mr s Alka Sinha	TGT Social Scince	
ECO CLUB	Raising concern on environmental issues by organizing various activities of the Club.	Mrs Kiran Vishwakarma	TGT Bio	
		Sh Onkar Singh	TGT Maths	
NATURE CLUB	Activities to come closer to the Nature by organizing various activities of the Club.	Sh Janki Sharan	TGT Hindi	
		Sh Sirjius Toppo	TGT Eng	
SADBHAWANA CLUB	To foster communal harmony.	Sh H.C. Harijan	TGT Sanskrit	
ADVENTURE CLUB	To encourage adventurous activities among students.	Sh K Kujur	TGT P&HE	
Maths subject Committee	Plan and implement activities/projects related to the subject.	Sh T.P.Chaurasia(Conve nor) (All other teachers TGTs and PRTs who are teaching the subject shall be the members)	PGT Maths	
Guidance & Counseling	Providing Guidance & Counseling services and maintaining record thereof	Mrs Priyanka Vishwakarma Nurse	Librarian	

		Counselor		
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 Sh Pawan Kumar Sameer Ms Dileshwari Sahu Sh Pankaj Tiwari	PGT CS PGT Hindi TGT Maths PRT	
Science Subject Committee	Plan and implement activities/projects related to the subject.	Smt Sheela Toppo(Convenor) (All other teachers PGTs and TGTs who are teaching the subject shall be the members)	PGT Bio	
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) PGT Eco and Commerce will also be a member of this committee	TGT So sci	
Language Subject Committee	Plan and implement activities/projects related to the Languages.	Sh F Ekka(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 Sheela Toppo Mrs Sweta Bajpai Mrs Ratna shrivastava	PGT BIO PGT Chem 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.	Sh P.K.Sameer Mrs Sweta Bajpai Sh Awdhesh Kumar	PGT Hindi PGT Chem TGT AE	
Rainwater harvesting	Development and its maintenance	Mr T P Chourasiya Sh Rajkumar Gupta	PGT Maths Sub Staff	
Wormi composting	Development and its maintenance	Mrs Indira Ms Dileshwari sahu Sh Geda Ram(For	TGT WE TGT Maths Sub Staff	

		assistance)		
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 Upkeeping of staff quarters allotted to employees	Checking of proper up keeping ,cleanliness of staff quarters and submit monthly report thereof.	Mrs S Toppo Sh Sumit Kr Gupta Mrs Ratna Shrivastava Sh Madan Ram	PGT BIO PGT CS PRT Sub Staff	
DISCIPLINE DURING LUNCH BREAK	All Class Teachers & Co Class Teachers shall be responsible for discipline in their respective classes.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 AFTER LAST PERIOD	The Teacher present in the last period shall be responsible for safe exit of students out of Vidyalaya Premises.			
Lab Attd Chemistry	Sh Brahmdeo Ram(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 Vijay Kumar Rajwade(Also to assist Junior Computer Lab as and when required)			
Office work,circulation ,Bank,Post office etc	Sh B.D.Ram Sh J.P.Rajwade Sh Rajkumar Gupta			
Ensuring turning off Light,fans, window pans during closing of School building	Sh Geda Ram(1 st floor Primary) Sh B D Ram(1 st 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	
Maths olympiod	Sh T.P. Chaurasiya		PGT Maths	
NCSC	Mrs Sweta Bajpai Mrs Kiran Vishwakarma		PGT Chem TGT Science	
JLN Science Exhibition	Sh R.P.Gupta Mrs S Toppo		PGT Phy PGT Bio	
Cyber Olympiod	Sh sumit Gupta Sh Shubham Vishwakarma		PGT CS Comp Inst	

NTSE	Sh R.P.Gupta	PGT Physics
KVPY	Mrs Sweta Bajpai	PGT Chemistry
Sub staff allocation for Library	Sh Geda Ram (He will work minimum 1 hour daily under guidance of Librarian)	
Sub staff allocation for Staff room	Sh Jivan Prasad Rajwade (He will take care of its up keeping ,cleaning with help of Conservancy staff)	
Sub 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

(N.K. Sinha)

Principal

