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| **KENDRIYA VIDYLAYA RANAGHAT** | | | |
| **TEACHERS DUTY CHART VARIOUS COMMITTEE FOR THE ACADEMIC YEAR 2019-20** | | | |
| 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.  **Date:01-04-2019** | | | |
| **1** | **Examination (Secondary)** |  | **Sign.** |
|  | Mr.Sunil Kumar, PGT Math(I/C)  Mr. S. Rajak (PGT BIO)  Ms.Debdutta Biswas,(TGTMath Cont.)  Mr.Ananda Paul (TGT Eng. Cont.)  Mr. R. D. Dubey (PGT- Chem) | Conduct 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. Any other work assigned by the authority, time to time. |  |
| **2** | **Examination (Primary)** | | **Sign.** |
|  | Mr.Sunil Kumar, PGT Math(I/C)  Ms.Bushra (PRT)  Mr.Rahul Tyagi, (PRT)  Ms.Sanchi Bhatia, (PRT) | 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. Any other work assigned by the authority, time to time. |  |
| 3. | **Other Examination (Outside)** | | **Sign.** |
|  | Mr. S. Rajak, PGT (BIO) I/c  Mr. P. Bhattacharya, PGT (CS)  Mr. Sunil Kumar, PGT (Matha) | To help to conduct different examination smoothly. To maintain necessary records related to exams. Any other work assigned by the authority, time to time. |  |
| 4 | **CBSE** |  | **Sign.** |
|  | Mr.Sunil Kumar, PGT Math(I/C)  Mr. S. Rajak Mr. P. Bhattacharya, PGT – CS  Mr. A. D. Dubey  Mr. Uttam Sarkar, Comp. Inst. | To conduct CBSE Exam and to look of the all formalities related to CBSE, Registration, filling up form, LOC etc. Sending student detail timely. Any other work assigned by the authority, time to time. |  |
| **5** | **ADMISSION** | | **Sign.** |
|  | Mr.P. Bhatacharya (I/C) , PGT – CS  Mr. A. Marandi, PGT (ENG)  Ms. Sanchi Bhatia, PRT  Ms. Bushra, PRT  Mr. Bharat Rawat, (PRT) | Duty assigned to complete the admission process as per KVS guidelines and updatethe website with the day to day admission updates. Any other work assigned by the authority, time to time. |  |
| 6 | **TIME TABLE I/C(SECONDARY)** | | **Sign.** |
|  | Mr.P. Bhatacharya (I/C) , PGT – CS Mr.Sunil Kumar, PGT Math  Mr. A. D. Dubey, PGT (Chem)  Mr.Uttam Sarkar, Comp. Inst | To prepare the time table as per KVS norms and stream line vidyalaya academictask/targets. Any other work assigned by the authority, time to time. |  |
| 7 | **TIME TABLE(PRIMARY)** | | **Sign.** |
|  | Mr.P. Bhatacharya (I/C) – PGT(CS)  Mr.Uttam Sarkar, Comp. Inst  Mr.Bushra, (PRT) | To prepare the time table as per KVS norm and stream line vidyalaya academic task/target. Any other work assigned by the authority, time to time. |  |
| **8** | **Furniture** | | **Sign.** |
|  | Mr. Rahul Tyagi – PRT (I/C)  Mr. D. K. Sashmal, TGT – AE  Mr. A. D. Dubey, PGT (Chem)  Mr. Bharat Rawat, (PRT) | To purchase and maintain vidyalaya furniture. Any other work assigned by the authority, time to time. |  |
| **9** | **Library** | | **Sign.** |
|  | Mr. Subhash Mallick (I/C), Libr.  Mr. A. Marandi, PGT (ENG)  Mr. D. K. Sashmal, TGT – AE  Mrs.Ellora Sinha, TGT Sc.  Mr. Bharat Rawat, (PRT) | To plan and decide about the purchase of  book and maintain the same systematically. Any other work assigned by the authority, time to time. |  |
| **10** | **Cleanliness Committee** | | **Sign.** |
|  | Mr. A.K.Ram, TGT P& HE- (I/C)  Mrs. Ellora Sinha (TGT BIO)  Ms.Madhavi Singh PRT MUST  Mr. Bharat Rawat, (PRT) | To monitor the cleanliness of the vidyalaya campus including toilets. To maintain theservice rendered by the conservancy agency and to the maintain the record. Tiles, Cemented work, labor, Glass fitting, Electrical fittings Wash Basin should be fixed in the toilets. Any other work assigned by the authority, time to time. |  |
| **11** | **Vidyalaya beautification/gardening** | |  |
|  | Mr. D. K. Sasmal TGT – AE - (I/C),  Mr. Subhash Mallick(Libr.)  Ms.Madhavi Singh PRT MUST | Look after the beautification of the vidyalayaand the surrounding and “Go Green Programme”. Any other work assigned by the authority, time to time. |  |
| **12** | **Games & Sports** | | **Sign.** |
|  | Mr. A. K. Ram, TGT – P & HE - (I/C)  Mr. Rahul Tyagi(PRT)  Ms. Sanchi Bhatia(PRT)  Mr. Bharat Rawat | To plan different activities related to games &sports throughout the year. Select thestudent for cluster,regional and nationalcompetition. Impart health education mass PTor physical fitness .  Any other work assigned by the authority, time to time. |  |
| **13** | **Mathematics(KVS),CBSE Olympiad and Other Outside Competitions/Math Lab.** | | **Sign.** |
|  | Mr.Sunil Kumar, PGT – MATH  Mrs. Ellora Sinha, TGT (SC) Ms. Debdutta Biswas, TGT-MATH (Cont.) | To plan and organize the test,encourage the students regarding the competition and testand maintain records. Any other work assigned by the authority, time to time. |  |
| **14** | **CCA Committee(Primary Section)** | | **Sign.** |
|  | Mr. Ankur Mishra ,PGT Hindi - (I/C)  Mr. . A. Marandi, PGT (ENG) (Associate)  Ms. Sanchi Bhatia PRT(Associate)  Ms.Madhavi Singh PRT MUST  Ms.Varsha Yadav PRT | To divide the students into 4 houses to plandifferent CCA Activities for the Year and conduct those during CCA period every week and maintain necessary record related to CCA activities. Any other work assigned by the authority, time to time. |  |
| **15** | **CCA Committee(Secondary Section)** | | **Sign.** |
|  | Mr. Ankur Mishra ,PGT Hindi - (I/C)  Mr. . A. Marandi, PGT (ENG) (Associate)  Ms.Madhavi Singh PRT MUST  Ms. Ellora Sinha TGT Bio  Mr. Subhash Mallick, Librarian | To plan & organized morning assembly in proper way & up to the mark, house activities should be cleared. House duty should be given to the students on Friday for next week. To plan and decide the date for CCA activities as per decided date of competition and prize purchasing. To prepare the students for the outside literary and cultural activities. Any other work assigned by the authority, time to time. |  |
| **16** | **Scout & Guide** | | **Sign.** |
|  | Mr. A. K. Ram (I/C), TGT – P &HE  Mr. Ankur MishraPGT Hindi (Associate)  Mrs. Ellora Sinha TGT SC.  Mr. Subhash Mallick , Libr.  Mr. Bharat Rawat 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. Any other work assigned by the authority, time to time. |  |
| **17** | **Science Committee& Math Committee** | | **Sign.** |
|  | **Science Committee**  Mr. S. Rajak, PGT (BIO) I/c  Mr. P.Bhattacharya, PGT – Comp.  Mr. A. D. Dubey, PGT (Chem)  Mrs. Ellora Sinha TGT Sc.  **Math Committee**  Mr. Sunil Kumar PGT Math  Ms. Debdutta BIswas, TGT Math  Mr.Rahul Tyagi PRT | To conduct Sc. Olympiad and other competitions 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. All other work pertaining to science faculty. Any other work assigned by the authority, time to time. |  |
| **18** | **Social Science Committee** | | **Sign.** |
|  | Mrs. Ellora Sinha (I/C) TGT Sc.  Ms. Bushra, PRT  Ms. Madhavi Singh PRT Must.  Ms. Payel sarkar, TGT (SST) (Cont.)  Mr. Ananda Paul, TGT-ENG (Cont.) | To conduct social science competitions and other competitions related to social science. To prepare and guide the students for making models exhibits for social science exhibitions at vidyalaya cluster,regional and national level exhibitions. Any other work assigned by the authority, time to time. |  |
| **19** | **Morning Assembly** | | **Sign.** |
|  | Mr. . A. Marandi, PGT (ENG) I/c  Mr. Ankur Mishra, PGT (Hindi) (Associate)  Ms. Ellora Sinha TGT (SC)  Ms. Bushra PRT  Ms. Madhavi Singh PRT Must.  \*\* 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 inspirational talk to teacher every week. Any other work assigned by the authority, time to time |  |
| **20** | **Integrity Club** | | **Sign.** |
|  | Mr, A. D. Dubey, PGT (Chem) I/c  Mr. D.K.Sasmal TGT ART  Ms. Varsha Yadav, PRT | Target:- To prepare the students for the different cultural and various activities & competition.Any other work assigned by the authority, time to time |  |
| **21** | **Magazine Samiti** | | **Sign.** |
|  | Mr. . A. Marandi, PGT (ENG) (I/c)  Mr. Ankur Mishra, PGT – HINDI (Associate)  Mr. D. K. Sashmal, TGT – AE  Mr. Ananda Paul, TGT-ENG (Cont.)  Mr. Uttam Sarkar Comp. Inst. | 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. Publication of magazine in time. Any other work assigned by the authority, time to time. |  |
| **22** | **Discipline Committee** | | **Sign.** |
|  | Mr. A. K. Ram (I/C), TGT – P & HE  Mr. Ankur Mishra, PGT – HINDI  Mr. P.Bhattacharya PGT – Comp.  Mr. Bharat Rawat PRT | To look after the discipline and work including human values. Any other work assigned by the authority, time to time. |  |
| **23** | **Nature Club/Sc.Club/Eco Club/Integrity Club** | | **Sign.** |
|  | Mrs. Ellora Sinha (I/C) TGT BIO  Mr. S. Rajak, PGT (BIO) Mr, A. D. Dubey, PGT (Chem) | To plan different activities related to environment/integrity awareness and execute program for environmental protection and to maintain separate records for different class. Any other work assigned by the authority, time to time. |  |
| **24** | **Purchase Committee** | | **Sign.** |
|  | Mr. P. Bhattacharya , PGT-CS (I/C)  Mr. . A. Marandi, PGT (ENG) Mr. Sunil Kumar, PGT-(Math)  Mr. D. K. Sashmal, TGT- AE Mr. A. K. Ram, TGT – P & HE  Mr. Bharat Rawat, PRT | 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. Any other work assigned by the authority, time to time. |  |
| **25** | **Maintaince And Repair Work** | | **Sign.** |
|  | Mr. Bharat Rawat, PRT (I/c)  Mr. Rahul Tyagi, PRT  Mr. A. K. Ram, TGT – P & HE | To look after repairs and maintenance work in the vidyalaya as per annual plan/ white wash of the buildings. Any other work assigned by the authority, time to time. |  |
| **26** | **Teaching Aids** | | **Sign.** |
|  | Mrs. Ellora Singh, TGT-SCI - (I/C)  Ms. Bushra, PRT | To prepare and maintain teaching aids requirefor each and every subjects and make available the same to the teacher for the classroom teaching. Any other work assigned by the authority, time to time. |  |
| **27** | **First Aids And Health Checkup** | | **Sign.** |
|  | Ms. Sanchi Bhatia, PRT (I/c)  Mr. A. K. Ram, TGT – P & HE  Mrs. Ellora Sinha, TGT (SC)  Mr. Uttam Sarkar, Comp Inst | To provide first aid facilities to the students, and provide help to conduct to health check up in the Vidyalaya. Any other work assigned by the authority, time to time. |  |
| **28** | **Raj Basha Samittee** | | **Sign.** |
|  | Mr. Ankur Mishra, PGT-HINDI - (I/C)  Mr. . A. Marandi, PGT (ENG)  Mr. Bharat Rawat, PRT  Ms. Sanchi Bhatia, PRT  Mr. Sanjib Biswas, JSA | 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 Mr. Ambaji, KVS (RO) Kolkata. Any other work assigned by the authority, time to time. |  |
| **29** | **Vidyalaya Website Committee** | | **Sign.** |
|  | P. Bhattacharya (I/C), PGT-CS Uttam Sarkar, Comp. Inst.  Mr. Sanjib Biswas, JSA | 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. Any other work assigned by the authority, time to time. |  |
| **30** | **UBI Portal** | | **Sign.** |
|  | Mr.P. Bhattacharya (I/C), PGT-CS Mr. Uttam Sarkar, Comp. Inst.  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. Any other work assigned by the authority, time to time. |  |
| **31** | **Adolescence Committee AEP** | | **Sign.** |
|  | Mrs. Ellora Sinha, TGT-SCI (I/c)  Mr. Ankur Mishra,PGT Hindi  Ms. Sanchi Bhatia, PRT | To encourage the maximum participation. Guest lecture should be invited time to time . To plan different activities relate AEP. Any other work assigned by the authority, time to time. |  |
| **32** | **Primary News Letters Editorial Board** | | **Sign.** |
|  | Ms. Bushra, PRT - (I/C)  Mr. Bharat Rawat, PRT  Ms. Sanchi Bhatia, PRT | News letters should be published in time . To plan & design the news letter head quarterly to motivate the studies to write articles. Any other work assigned by the authority, time to time. |  |
| **33** | **Staff Quarters Maintenance** | | **Sign.** |
|  | Sunil Kumar, PGT (MATH) I/c  All Staff Members in the Staff Quarter | To look after repairs & maintenance work for staff quarter as per sanctioned amount by KVS. Any other work assigned by the authority, time to time. |  |
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| **34** | **Excursion / Tour** | | **Sign.** |
|  | Mr. A. K. Ram, TGT-P & HE - (I/C)  Mr. . A. Marandi, PGT (ENG)  Mrs. Ellora Sinha, TGT (SC)  Ms. Bushra, PRT  Mr. Rahul Tyagi, PRT | To plan different activities for excursion/ tour & date should be fixed for excursion. Any other work assigned by the authority, time to time. |  |
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| **35** | **CMP** | | **Sign.** |
|  | Ms. Bushra , PRT – I/C  Ms. Varsha Yadav, PRT  Ms. Sanchi Bhatai, PRT  Mr. Ragul Tyagi, PRT  Mr. Bharat Rawat, PRT  Ms. Madhavi Sinha, PRT(MUSIC) | To plan programme for qualitative improvement to primary education. Any other work assigned by the authority, time to time. |  |
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| **36** | **Adventure Club** | | **Sign.** |
|  | Mr. A. K. Ram, TGT-P & HE - (I/C)  Mrs. Ellora Sinha, TGT (SC) (Associate)  Mr. Bharat Rawat PRT  Mr. D. K. Sashmal, TGT (AE) | To plan different activities related to environment. Any other work assigned by the authority, time to time. |  |
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| **37** | **Corporal Punishment Committee** | | **Sign.** |
|  | Mr. A. K. Ram , TGT-P & HE - (I/C) Mrs. Ellora Singh, TGT-SCI | Ensure no corporal punishment is given to any child inside school. Any other work assigned by the authority, time to time. |  |
| **38** | **Grievances Redressal Committee** | | **Sign.** |
|  | Mr. S. Rajak, PGT (BIO) (I/C)  Mr.P.Bhattacharya, PGT – Comp. Sc (Associate)  Mrs. Ellora Singh, TGT-SCI | To settle the grievances of the staff student with utmost priority. Any other work assigned by the authority, time to time. |  |
| **39** | **SHAALA DARPAN** | | **Sign.** |
|  | Mr. P. Bhattacharya, PGT-CS – (I/C)  Mr.Sunil Kumar, PGT Math Mr. Uttam Sarkar, Comp. Inst.  All the Class Teachers | To maintain and update the records, regularly, including attendance, exam & health records. Any other work assigned by the authority, time to time. |  |
| **40** | **ACP** |  | **Sign.** |
|  | Mrs.Ellora Sinha, TGT(SC) – (I/C)  Mr. D. K. Sashmal, TGT (AE)  Mr. Ankur Mishra PGT Hindi | To take ACP classes effectively and send reports on time to the concerned authority. Any other work assigned by the authority, time to time. |  |
| **41** | **SBSB** | | **Sign.** |
|  | Mr. A. K. Ram, TGT (P & HE) (I/C)  Ms. Sanchi Bhatia, PRT (Associate)  Mr. Rahul Tyagi, PRT  Mr. Uttam Sarkar, Comp. Inst  All the Class Teachers |  |  |
| **42** | **AEP** | | **Sign.** |
|  | Mr. Ankur Mishra, PGT (Hindi) (I/C)  Mrs. Ellora Sinha, TGT (SC)  Mr. A. D. Dubey, PGT (Chem) |  |  |
| **43** | **Science and Environment** | | **Sign.** |
|  | Mrs. Ellora Sinha, TGT (SC) – (I/C)  Mr. A. D. Dubey, PGT (Chem)  Mr. Rahul Tyagi, PRT |  |  |
| **44** | **HOUSEMASTERS** |  | **Sign.** |
|  | **Tagore House**-  Mr. Sunil Kumar PGT Math (House master)  Mrs. Ellora Sinha TGT Sc  Mr. Bharat Rawat PRT  **Raman House-**  Mr. Subhash Mallick Libr. (House master)  Ms. Debdutta Biswas TGT Math Cont.  Mr. Rahul Tyagi PRT  **Ashoka House-**  Mr. D.K.Sashmal TGT AE (House master)  Ms. Mr. A. D. Dubey, PGT (Chem)  Ms. Sanchi Bhatia PRT  **Shivaji House-**  Mr. Ankur Mishra PGT Hindi (House master)  Mr. Bipin Kumar, PGT (ENG)  Ms. Varsha yadav, PRT | To work out and perform the year long activities in the mentioned houses. . Any other work assigned by the authority, time to time. |  |

**(S. RAJAK)**

**PGT (BIO)**

**PRINCIPAL (I/C)**

**KV RANAGHAT**