



F.No1-34/KVVNM/2023-24

Date: 31/03/2023

OFFICE ORDER

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION
2023-24

Following Committees are hereby constituted for the session 2023-24, for the smooth functioning of the Vidyalaya activities. Conveners are requested to take over the charge of their respective committee and should allot specific duties to other associate members of their committees. They must start planning for the session with immediate effect; however remaining work of the current session will be finished by the committee which is presently in existence. Handing/taking over of the charge must be completed at an earliest. After having done the stock verification physically and a report regarding handing/taking over of the charge must be submitted to the Principal. All the committees will look after the assignment as per provisions of KVS/CBSE circulars issued from time to time and instructions of Principal so as to develop a conducive environment for effective teaching-learning process in the Vidyalaya and develop the Vidyalaya campus as per expectations of the stakeholders. Conveners/In charges should make sub committees, if required, for execution and co- ordination of related work in a most befitting manner, for formation of such sub committees approval of the Principal should be obtained. Convener/In charges should make necessary plan as per the need of the occasion in consultation with the Principal. He/ She should also take the help of other staff members including office and sub staff for best results. All the Incharges and members of committees are requested to ensure that academic curricular activities should not be affected on account of the additional responsibilities/duties assigned to them. Co-operation of all the staff members is solicited. With all best wishes for a happy and successful session 2023-24

Overall In charge for supervision and monitoring - **1. Shri N Rakesh -Principal**

S.NO.	COMMITTEE	CONVENER	MEMBERS	SIGN.
1	Academic Coordinator & Implementation of NEP/FLN/ NIPUN	Mr. N Rakesh (Principal)	Mrs. Prabha Jayaprakash, PGT(Mat) Mr. Appollo Arulraj PGT (Eng) Mrs. Anisha T M, PGT(Chem) Mr. Jeetendra Kumar Verma PGT(Hindi) Mr. Shashikant Singh TGT(SST) Mrs. Jyotisana Parmar, HM(I/c)	

2	Examination Committee (School Level, CBSE & other Examination)	Mr. Appollo Arulraj PGT(Eng)	Mr. Shubham Jain TGT(Skt)-CBSE	
			Mrs. Sandhya K S PGT(Bio)-SECONDARY	
			Mrs. Treesa P, TGT(Lib)	
			Mr. Anand Kumar Singh, TGT(Hindi)	
			Mr. Rajneesh TGT(SST)	
			Mr. Prabhakar Gupta, PRT-PRIMARY	
			Mr. Komal Kumar, PRT	
3	Examination (NIOS & NODEL I/C)	Mr. Appollo Arulraj PGT(Eng)	Mr. Anand Kumar Singh, TGT(Hindi)	
			Mrs. Treesa P, TGT(Lib)	
			Mr. Komal Kumar, PRT	
4	Time Table	Mrs Prabha Jayaprakash PGT(Maths)	Mrs V Lalithambika PGT(Phy)	
			Mrs. Anupama Chandran, TGT(Mat)	
			Mrs. Jyoti Mann, PRT	
			Mr Ajeet Kumar PRT	
5	Daily Arrangement	Mrs V Lalithambika PGT (Phy)	Mr Shubham Jain TGT (SKT)	
			Mrs. Anupama Chandran, TGT(Mat)	
			Mr Ajeet Kumar PRT	
6	Condemnation Committee	Mrs Prabha Jayaprakash PGT(Maths)	Mr. Appollo Arulraj PGT(Eng)	
			Mrs Jyotisana Parmar PRT	
7	Innovations & Experimentation	Mrs. Anisha TM, PGT(Chem)	Ms. Shweta Arora, PGT(CS)	
			Mrs. Anupama Chandran, TGT(Mat)	
			Ms. Jyoti Mann, PRT	
			Mr. Prabhakar Gupta, PRT	
8	Admission & Withdrawal	Mrs. Anisha T M PGT(Chem)	Mrs. V Laithambika PGT(Phy)	
			Ms. Shweta Arora PGT(CS)	
			Mrs Aruna S S TGT(Eng)	
			Mr. Krishna kumar PRT	
			Mrs Jyotisana Parmar PRT	
			Mr. Komal Kumar PRT	
			All the Class Teachers	

2	Examination Committee (School Level, CBSE & other Examination)	Mr. Appollo Arulraj PGT(Eng)	Mr. Shubham Jain TGT(Skt)-CBSE	
			Mrs. Sandhya K S PGT(Bio)-SECONDARY	
			Mrs. Treesa P,TGT(Lib)	
			Mr. Anand Kumar Singh, TGT(Hindi)	
			Mr. Rajneesh TGT(SST)	
			Mr. Prabhakar Gupta, PRT-PRIMARY	
			Mr. Komal Kumar,PRT	
9	Fee Concession, Scholarship,U-DISE/Reimbursement under RTE	Ms. Shweta Arora PGT(CS)	Mr Shubham Jain TGT (SKT)	
			Mr Ajeet Kumar PRT	
			Computer Instructor(s)	
10	Website Updation & ICT/ E-Learning/ Audio Visual Aids/	Ms. Shweta Arora PGT(CS)	Computer Instructor(s)	
11	PISA	Ms. Shweta Arora PGT(CS)	All members (Maths ,Science&Eng)	
12	PTA /PTM	Mrs Aruna S S TGT(Eng)	Mrs Jyotisana Parmar PRT	
13	Staff Meeting Arrangement & Minutes	Mr Jitendra Kumar Verma PGT (Hindi)	Mr Ashutosh Tiwari TGT(WE)	
			Ms Anjani Rajpoot TGT(Eng)	
			Mr Prabhakar Gupta PRT	
14	Teaching Aids	Mr. Dilip Peddiwar, PRT	Mrs. Jyoti Mann, PRT	
			Mr. Komal Kumar,PRT	
		Mrs Aruna S S TGT(Eng)	Mrs Anupama Chandran, TGT(Mat)	
			Mr. Rajneesh TGT(SST)	
15	Safety, Security & Discipline (During regular working Assembly, ,Dispersal of students & special activities days)	Mr. Jeetendra Kumar Verma, PGT(Hindi) (Fully responsible for overall discipline of school premises including, Playground and stage assembly side for whole day including before arrival of students & safely disposal of students after school timings.)	Mrs. Treesa P, TGT(Lib)	
			Mr. Dilip Peddiwar, PRT	
			Mr. Komal Kumar,PRT	
			All class teachers	

16	Safety, Security & Discipline (During Recess)	Mr Shashikanth singh TGT (SST)	Mr. Dheeraj Kumar TGT(M)	
			Mr Mool Chand Meena PRT	
17	Maintenance & Repairs of the Vidyalaya building and staff quarters (Electronics & electrical)	Mr Ashutosh Tiwari TGT(WE)	Mrs Aruna S S TGT(Eng)	
			Mr. Dilip Peddiwar, PRT	
			Mr. Komal Kumar,PRT	
			Mr Prabhakar Gupta PRT	

18	Safety and security of School Building and other physical assets. (Lock and Key)	Mr Appollo ArulRaj PGT(Eng)	Mrs. V Lalithambika, PGT(Phy)	
			Mr Ashutosh Tiwari TGT (WE)	
			Mr Prabhakar Gupta PRT	
			Mr. Ajeet Kumar, PRT	
			On duty Security Guard(s)	
19	Raj Bhasha Committee	Mr. Jeetendra Kumar Verma, PGT(Hindi)	Mr Anand K Singh TGT(HIN)	
			Ms Anjani Rajpoot TGT(Eng)	
			Mr Shubham JainTGT(SKT)	
			Mrs Jyotisana Parmar PRT	
			Mr Prabhakar Gupta PRT	
			All Staff Members	
20	Publication & Publicity	Mr. Appollo Arulraj PGT(Eng)	Ms. Shweta Arora PGT(CS)	
			Mrs. Treesa P, TGT(Lib)	
			Mrs Aruna S S TGT(Eng)	
			Ms Anjani Rajpoot TGT(Eng)	
			Mr Shubham JainTGT(SKT)	
			Mrs. Jyoti Mann, PRT	
21	Scout-Guide, Cub-Bulbul	Mr Shashikanth singh TGT (SST)	All members of scouts and guides	

22	Games Sports, Yoga, Allied Skills	Mr. Dilip Peddiwar, PRT	Sports coach	
			Yoga teacher	
			All house masters	
			All class teachers	

23	Cleanliness and Water Management	Mrs Lalithambika PGT (Phy)	1 . Mr. Dilip Peddiwar, PRT (Ensure supply of water & cleaning of RO & Tanks)	
			2. Mrs Sandhya K S PGT (Bio) -All Gardens	
			3. Mrs Treesa TGT (Lib)- Girls toilets (1 st floor)	
			4. Sh. Rajneesh TGT (SST) - Boys toilet(Sec. wing)-Ground floor	
			5. Mr.Ujjwal PRT -Playgrounds	
			6. Mr. Anand Kumar Singh - 1st floor-Boys Toilet	
			7. Mrs Anisha T M - Girls Toilet Ground floor	
			8. Mrs Jyoti Mann PRT- Girls toilets (prim. wing)	
			9. Mr.Ajeet Kumar- Boys Toilet (Prim. wing)	
			10. Mrs Treesa TGT (Lib)Sub staff Maintenance of register on day to day basis	
			11. All class teacher. Co-Class teacher and Deptt. Head will be responsible for their respective deptt. and class room	

24	P.A. System	Mr Ashutosh Tiwari TGT (WE)	Mr Sachin Pandre PRT(Music)	
25	Photography	Mr Ashish Kandola PRT	Mr shubham Jain (TGT SKT)	
			Mr Mool Chand Meena PRT	
			Mr Sachin Pandre PRT(Music)	
26	Gardening & Beautification	Mrs Sandhya K S PGT (Bio)	TGT Science	
			Ujjwal PRT	
27	Display Boards	Mrs Treesa TGT (Lib)	Mrs Anupama Chandran	
			Mrs Jyotisana Parmar PRT	
			Mr. Dilip Peddiwar, PRT	
28	Maintenance of Computers & all ICT Peripherals	Ms. Shweta Arora PGT(CS)	Computer Instructor	
29	VVN & Local Purchase Committee	Mr. Appollo Arulraj PGT(Eng)	Mr Ashutosh Tiwari TGT (WE)	
			Mrs Jyoti Mann PRT	

30	First Aid (Primary)	. Mr. Dilip PeddiwarPRT	Staff Nurse	
	First Aid (Secondary)	Mrs Aruna S S TGT (Eng)	Staff Nurse	

31	CS 54	Mrs. Prabha Jayaprakash, PGT(Mat)	Mrs Treesa TGT (Lib)- fee checking of classes XI & XII	
			Mrs Anupama Chandran - fee checking of classes IX & X	
			Mr.Shubham Jain -fee checking of classes VI-VIII	
			Mr.Ajeet Kumar –fee checking of classes III -V	
			Mr Ujjwal –fee checking of classes I and II	
32	Library Committee	Mrs Treesa P TGT(Lib)	R Appollo Arulraj PGT(Eng)	
			Mr Jitendra Kumar Verma PGT (Hindi)	
			Mr Shashikanth Singh TGT (SST)	
			Mr Krisha Kumar PRT	
			Mr Ujjwal PRT	
			Mr Ajeet Kumar PRT	
33	Club Activities			
(i)	Disha Club (NAEP/Life Skills Development)	Mrs Shubham Jain TGT(SKT)	Mrs Aruna S S TGT (Eng)	

(ii)	Integrity Club	Mr Shashikanth singh	Mr Rajneesh (TGT SST)	
(iii)	Eco Club/Gardening	Mrs K S Sandhya PGT(Bio)	All science committee members of Primary and Sec.	
(iv)	Maths Club	Mr Dheeraj Kumar TGT(Maths)	All Maths teachers of Primary and Sec.	
(v)	Readers Club	Mrs Treesa TGT (Lib)	Members of Library Committee All Subject Committee I/C	
(vi)	Guidance & Counselling	Mrs Treesa TGT (Lib)	Mrs Aruna S S TGT (Eng)	
			Mr Prabhakar Gupta PRT	
			All Class Teachers	
(vii)	Visual & Performing Arts	Mr. Sachin Pandre PRT(Music)	CCA I/Cs	
(vii)	Olympiads (Green)	Mrs. Anisha T M	Mrs Treesa P TGT (Lib)	
(ix)	Olympiads(IAPT) and Physics Lab.	Mrs. V Lalithambika	TGT Science	
(x)	Field Trips & Excursion	Mr Shashikanth singh	Mr Anand Kumar Singh TGT(Hindi)	
			Ms Anjani Rajpoot TGT (Eng)	

		(Primary)	Mrs Jyoti Mann PRT	
			All Class Teachers	

(xi)	Social Science Club	Mr Rajneesh TGT(SST)	Mr Shashikanth singh TGT(SST)	
(xii)	Music Club	Mr Sachin Pandre PRT(Music)	Mrs Aruna S S TGT(Eng)	
			Mrs Jyoti Mann PRT	
(xiii)	Alumni Association	Mrs Anisha T M PGT(Chem)	Mrs Treesa TGT(Lib)	
(xiv)	Cultural Committee	Mrs. Treesa P, TGT(Lib)	Ms Anupama Chandran TGT (Maths)	
			Mrs Jyotisana Parmar PRT	
			Mr Sachin Pandre	
(xv)	Communal Harmony	Mrs Anupama Chandran TGT(Maths)	Mr Ujjwal PRT	
			Mr Ajeet Kumar PRT	
(xvi)	Heritage Club	Mr Rajneesh TGT(SST)	Mr Dheeraj Kumar TGT(Maths)	
			Mr. Moolchand Meena PRT	
(xvii)	Community Service	Mrs Anisha T M(PGT)Chem	Mr Appollo Arulraj PGT(Eng)	
			Mrs Treesa TGT(Lib)	
			Mr Shashikanth singh TGT (SST)	
			Mr Prabhakar Gupta PRT	
			Mr Komal Kumar PRT	
			All scout and guide teachers	
(xviii)	ACP	Mrs Aruna S S TGT(Eng)	All Trained teachers	
(xix)	Health Checkup	Mrs Aruna S S TGT(Eng)	Mr Krishna Kumar PRT	
			Special Educator	
			Staff Nurse	
(xx)	NCSC	Mrs V Lalithambika PGT(Phy)	All Science committee members	
(xxi)	News paper in Education	Mrs Treesa P TGT(Lib)	Mr Rajneesh TGT (SST)	
(xxii)	Vidyalaya Patrika	Mrs Jyoti Mann PRT	Mrs Treesa P TGT (Lib)	
			Mr Komal Kumar PRT	
(xxiii)	Atal Tinkering Lab	Mrs. Anisha T M PGT(Chem)	Mr Ashutosh Tiwari TGT(WE)	
			Mrs Aruna S S TGT(Eng)	
(xxiv)	Sports committe	Mr Dilip Peddiwar PRT	Mr Mool Chand PRT	
			Sports Coach	
			Yoga Teacher	
34	Social Science Exhibition	Mr. Shashikanth Singh TGT (SST)	Mr Rajneesh TGT SST	
35	Science Exhibition & JNSME	Mrs Anisha T M PGT(chem)	All Science Teachers	
36	INSPIRE Manak Award	Mrs Anisha T M PGT(chem)	All Science Teachers	
37	TARUNOTSAV	Mrs Prabha Jayaprakash PGT	Mrs Aruna S S TGT(Eng)	

		(Maths)		
38	Enrollment	Ms Shweta Arora PGT (cs)	DEO	
39	Certificates(Mandatory maintenance)	Mr Appollo Arulraj PGT(Eng)	Mr Ashutosh Tiwari TGT(WE)	
40	Suggestion Box maintenance	Mr Komal Kumar	Mr Mool chand Meena	
41	Children Park	Mr Ashutosh Tiwari TGT(WE)	Mr Prabhakar Gupta PRT	
42	Mathematics and Science Olympiads	Mrs V Lalithambika PGT(Phy)	Mr Dheeraj Kumar TGT (Maths)	
43	Routes to roots	Mr Sachin Pandre PRT(Music)	Mrs Jyoti Mann PRT	
44	Vocational Courses	Mr.Ashutosh Tiwari TGT(WE)	Mrs V Lalithambika PGT(Phy)	
45	Grievances Redressal Committee	Mrs Treesa P (Lib)	Mrs Prabha Jayaprakash PGT(Maths)	
			Mrs Anisha T M ,PGT(chem)	
			Mrs Aruna S S TGT(Eng)	
46	Contractual teachers record and verification of work	Mr Appollo Arulraj PGT(Eng)	Mrs Anisha T M PGT(Chem)	
			Mr Jitendra Kumar Verma PGT(Hindi)	
47	Guard Supervision	Mr Komal Kumar PRT	Mr Prabhakar Gupta PRT	
48	Cycle stand Committee	Mrs Jyotisana Parmar PRT	Mr Krishna Kumar PRT	
49	School Response team			
(i)	Child right protection cell	Mrs Aruna TGT(Eng)	Mr Rajneesh TGT (SST)	
(ii)	Evacuation team	Mr Shashikanth Singh TGT(SST)	Sports coach	
			All Class teachers	
(iii)	Search and Rescue team	Mr Dheeraj Kumar TGT (Maths)	Mr Subham Jain TGT(SKT)	
			Mr Ujjwal PRT	
(iv)	Transport Safety team	Mr Ashutosh Tiwar TGT (WE)	Mrs Aruna TGT(Eng)	
(v)	Team for students with special needs	Mr Shubham Jain TGT(SKT)	Mrs Jyotisana PRT	
(vi)	Internal Complaint committee	As per Kvs Order		

50	Office duties	Mr Appollo Arulraj PGT(Eng)	<ol style="list-style-type: none"> 1. Over all I/C of all office related work 2. Supervision monitoring of all office work and files 3. Safe custody of personal files of all employees 4. Checking of E-mails and timely response 5. Handling RTI and its timely response 6. Other works. 	
		Mr Ashutosh Tiwari TGT(WE)	<ol style="list-style-type: none"> 1. School Fund (All) 2. Service records of employees 3. Handling RTI and its timely response. 	
		Data Entry Operator	<ol style="list-style-type: none"> 1. VVN (All) 2. E-Mail Checking & response 	
		Mr Jitendra Kumar Verma PGT(Hindi)	<ol style="list-style-type: none"> 1. All correspondence (Hindi & English) 2. Monthly Reports 3. E-mail checking & response 	
		Data Entry Operator	<ol style="list-style-type: none"> 1. TC 2. Inward & Dispatch 3. Office stock 4. Filing 5. Handling S.R. Register 6. other work as on when arrived. 	
51	Medical & CEA of Employees	Mr Appollo Arulraj PGT(Eng)	SSA	
52	Transfer form Checking & Verification	Ms Shweta Arora PGT(CS)	Mr Prabhakar Gupta PRT	
53	Staff Quarters allotment	Mr Appollo Arulraj PGT(Eng)	Mrs Anisha T M PGT(Chem)	
			Mr Ashutosh Tiwari TGT(WE)	
			Mrs Jyoti Mann PRT	
54	Media Publication (Online)	Ms Shweta Arora PGT(CS)	R Appollo Arulraj PGT(Eng)	
			Mr Komal Kumar PRT	
55	Maintenance & Up Keep Staff Room (Sec. Wing)	Mr Shashikanth Singh TGT(SST)	Mrs. Aruna S S TGT (Eng)	
56	Maintenance & Up Keep Staff Room (Prim. Wing)	Mrs Jyotisana Parmar PRT	Mr Krishna Kumar PRT	

57	Senior Group House System 2023-24			
	Coordinator	Mr Jitendra Kumar Verma PGT (Hin)	Mrs Jyoti Maan PRT	
	Asstt. Coordinator	Mr. Shubham Jain, TGT(SKT)	Mr Komal Kumar PRT	
	Houses	House Master	Associate House Masters	
01	Agni House	Mrs Aruna S S TGT (Eng)	Mr Anand Kumar singh TGT(HIndi)	
			Mr Prabhakar Gupta PRT	
			Mr Mool chand PRT	
02	Gagan House	Mr Dheeraj Kumar TGT (Maths)	Mr Shashikanth singh TGT(SST)	
			Mr Ujjwal PRT	
			Mr Krishna Kumar PRT	
03	Prithvi House	Ms Anjani Rajpoot TGT(Eng)	Mr Rajneesh TGT (SST)	
			Mrs Jyotisana Parmar PRT	
			Mr Ashish Kandola PRT	
04	Varun House	Mrs Anupama Chandran TGT(Maths)	Mr Shubham Jain TGT (SKT)	
			Mr Dilip Peddiwar PRT	
			Mr Ajeet Kumar PRT	

1.The above mentioned responsibilities/duties may be changed at any time as per the requirement.

2. In addition to above mentioned responsibilities/duties other duties may also be assigned as and when required.

3.All the In charges of different committees will keep the concerned records in their custody and will maintain it up to date.

- Copy to:** 1. Chairman VMC for information.
2. Deputy Commissioner KVS RO, Chennai for information.

**N RAKHESH
PRINCIPAL**