



f.No1-34/KVVNM/2023-24

Date: 14/09/2023

OFFICE ORDER

ALLOTMENT OF ADDITIONAL RESPONSIBILITIES FOR THE SESSION 2023-24

Following Committees are hereby constituted for the session 2022-23, 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 been 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 stock holders. 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 2022-23

Overall In charge for supervision and monitoring

S.NO.	COMMITTEE	CONVENER	MEMBERS	SIGN.
1	Academic Coordinator & Implementation of NEP/FLN/NIPUN	Mrs. Prabha Jayaprakash, PGT(Mat) (Principal Incharge)	Mr. Appollo Arulraj PGT (Eng) 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. Geetha, PGT(Bio)-SECONDARY	
			TGT(Lib)	
			Mrs. Ponsuki , TGT(Hindi)	
			Mr. Rajneesh TGT(SST)	
			Ms. Aarthi , PRT-PRIMARY	
			Mr. Komal Kumar, PRT	
3	Examination (NIOS & NODEL I/C)	Mr. Appollo Arulraj PGT(Eng)	Mrs. Ponsuki, TGT(Hindi)	
			TGT(Lib)	
			Mr. Komal Kumar, PRT	
4	Innovations & Experimentation	Mr. Sangeetha, PGT(BIO)	Mrs. Valli , PGT(CS)	
			Mrs. Arunya, TGT(Mat)	
			Mrs. Lavanya, PRT	
			Ms. Aarthi, PRT	
5	Admission & Withdrawal	Mr. Appollo Arulraj PGT (Eng)	Mrs. Ponarasi, PGT(Phy)	
			Mrs. Valli, PGT(CS)	
			Mrs Cerabin Aquila, TGT(Eng)	
			Mr. Krishna kumar PRT	
			Mrs Jyotisana Parmar PRT	
			Mr. Komal Kumar PRT	
			All the Class Teachers	

6	Moderation Committee (Academic Year)	Mr. Appollo Arulraj PGT(Eng)	Mrs. Prabha Jayaprakash, PGT(Mat)	
			Ms. Vijaya Lakshmi, PGT(Chem)	
			Mrs. Geetha, PGT(Bio)	
			All class teachers	
7	Time Table, Substitution & Arrangement	Mrs. Prabha Jayaprakash, PGT(Mat)	Mrs. Ponarasi, PGT(Phy)	
			Mrs Arunya, TGT(Mat)	
			Ms. Lavanya, PRT	
			Mr. Dhivya Selvi, PRT	
8	CCA , Morning Assembly, Student Council & Prize distribution	Mr Jitendra Kumar Verma (PGT Hindi)	TGT(Lib)	
			Mrs. Lavanya, PRT	
			Mr. Komal Kumar,PRT	
			Mrs. Sobia PRT	
			All House Masters (Prim.)	
			All House Masters (Sec)	
			All Associate House Masters	
			All Class Teachers	
All Co-Class Teachers				
9	Achievements Record (Principal, Vice-Principal, Teachers & Students)	Mr Jitendra Kumar Verma (PGT Hindi)	TGT(Lib)	
			Ms. Cerabin Aquila,TGT(Eng)	
10	Furniture & Fixtures, Seating arrangement	Mr. Rajneesh TGT(SST)	Mrs. Suganya Devi, PRT	
			Mrs. Dhivya Selvi, PRT	

11	Website Updation & ICT/ E-Learning/ Audio Visual Aids/	Mr. Krishna Kumar, PRT	Computer Instructor(s) Mrs. Vincy Mary.	
		Mrs. Valli, PGT(CS)		
12	Shala Darpan & PISA	Mrs. Valli, PGT(CS)	All members (Maths ,Science&Eng)	
13	Teaching Aids	Mr. Dilip Peddiwar, PRT	Mrs. Lavanya, PRT	
			Mr. Komal Kumar,PRT	
		Mrs Jyotisana Parmar PRT	Mrs Arunya, TGT(Mat) Mr. Rajneesh TGT(SST)	
14	Safety, Security& Discipline (During regular working Assembly, ,Dispersal of students & special activities days	Mrs. Prabha Jayaprakash, PGT(Mat)	Mr. Jeetendra Kumar Verma, PGT(Hindi)	
		Co-convener (Fully responsible for overall discipline of school premises including, Playground and MP Hall side for whole day including before arrival of students & safely disposal of students after school timings.)	TGT(Lib)	
			Mr. Dilip Peddiwar, PRT	
			Mr. Komal Kumar,PRT	
			All class teachers	
15	Safety, Security & Discipline (During Recess)	Mr Shashikanth singh TGT (SST)	Mrs. Pooja Yadav,TGT(M)	
			Mrs. Suganya Devi, PRT	
16	Maintenance & Repairs of the Vidyalaya buildingand staff quarters (Electronics & electrical)	Mr Shashikanth singh TGT (SST)	Ms. Cerabin Aquila,TGT(Eng)	
			Mr. Dilip Peddiwar, PRT	
			Mr. Komal Kumar,PRT	
			Ms. Aarthi, PRT	

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17	Safety and security of School Building and other physical assets. (Lock and Key)	Mr Shashikanth singh TGT (SST)	Mrs. Valli, PGT(CS)	
			Mrs. Ponarasi, PGT(Phy)	
			Ms. Aarthi, PRT	
			Mrs. Dhivya Selvi, PRT	
			On duty Security Guard(s)	
			Mrs. Ponsuki,TGT(HIN)	
			Ms. Steeba, TGT(Eng)	

18	Raj Bhasha Committee	Mr. Jeetendra Kumar Verma, PGT(Hindi)	Mr Shubham Jain TGT(SKT)	
			Mrs Jyotisana Parmar PRT	
			Ms. Aarthi, PRT	
			All Staff Members	
19	Publication & Publicity	Mr. Appollo Arulraj PGT(Eng)	Mrs. Valli, PGT(CS)	
			TGT(Lib)	
			Ms. Cerabin Aquila, TGT(Eng)	
			Ms. Steeba, TGT(Eng)	
			Mr Shubham Jain TGT(SKT)	
			Mrs. lavanya, PRT	
20	Scout- Guide, Cub-Bulbul, NCC	Mr Shashikanth singh TGT (SST)	Mrs. Dhivya selvi PRT	
			All members of scouts and guides	

			Selected Students	
21	Games Sports, Yoga, Allied Skills	Mr. Dilip Peddiwar, PRT	Sports coach	
			Yoga teacher	
			All house masters	
			All class teachers	
22	Cleanliness and Water Management	Mrs Ponarasi PGT (Phy)	1 . Mr. Dilip Peddiwar, PRT (Ensure supply of water & cleaning of RO & Tanks)	
			2. Mrs Geetha PGT (Bio) -All Gardens	
			3. TGT (Lib)- Girls toilets (Sec.Wing)	
			4. Sh. Rajneesh TGT (SST) - Boys toilet(Sec.wing)	
			5. Mr.Ujjwal PRT -Playgrounds	
			6. Mrs.Ponsuki - 1st floor(Sec. Wing)	
			7. Mrs.Geetha - Groundfloor(Sec. Wing)	
			8. Mrs Lavanya PRT- Girls toilets (prim. wing)	
			9. Mrs. Dhivya selvi- 1st floor(Prim. wing)	
			10. 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	

23	P.A. System	Mr Shashikanth singh TGT (SST)	PRT(Music)	
24	Photography	. Mr.Ujjwal PRT	Mrs.Suganya Devi PRT	
			PRT(Music)	
25	Gardening & Beautification	Mrs Geetha PGT (Bio)	TGT (Lib)	
			Mrs.Sobia PRT	
26	Display Boards	Mr. Jeetendra Kumar Verma, PGT(Hindi)	Mrs Jyotisana Parmar PRT	
			Mr. Dilip Peddiwar, PRT	
27	Maintenance of Computers & Peripherals	Mr. Krishna Kumar, PRT	Computer Instructor	
28	VVN & Local Purchase Committee	Mr. Appollo Arulraj PGT(Eng)	TGT (WE)	
			Mrs Lavanya PRT	
29	First Aid (Primary)	. Mr. Dilip PeddiwarPRT	Staff Nurse	
	First Aid (Secondary)	Mr. Sangeetha, PGT(BIO)	Sports coach	
30	CS 54	Mrs. Prabha Jayaprakash, PGT(Mat)	TGT (Lib)- fee checking of classes XI & XII	
			Mrs Arunya - fee checking of classes IX & X	
			Mr.Shubham Jain -fee checking of classes VI-VIII	
			Mrs. Dhivya Selvi –III -V	
			Mr Ujjwal –I and II	
31	Club Activities			
(i)	Disha Club (NAEP/Life Skills Development)	Mrs Shubham JainTGT(SKT)	Ms. Cerabin Aquila TGT (Eng)	

(i)	Disha Club (NAEP/Life Skills Development)	Mrs Shubham JainTGT(SKT)	Ms. Cerabin Aquila TGT (Eng)	
(ii)	Integrity Club	Mr Shashikanth singh	Mr Rajneesh (TGT SST)	
(iii)	Eco Club/Gardening	Mr. Sangeetha, PGT(Bio)	All science committee members	
(vi)	Maths Club	Mrs Arunya	All Maths teachers of Sec.	
(vii)	Readers Club	TGT (Lib)	Members of Library Committee All Subject Committee I/C	
(xi)	Guidance & Counselling	Spl. Educator	Ms. Cerabin Aquila TGT (Eng) Ms Aarthi PRT All Class Teachers	
(xii)	Visual & Performing Arts	PRT(Music)	CCA I/Cs	
(xiii)	Olympiads (Green)	Ms. Vijaya lakshmi	TGT (Lib)	
(xiv)	Olympiads(IAPT) and Physics Lab.	Mrs Ponarasi PGT (Phy)	TGT Science	
(xv)	Field Trips & Excursion	Mr.Shashikanth singh	Mrs.Ponsuki TGT Hindi Ms. Steeba TGT Eng	

		(Primary)	Mrs. Lavanya PRT All Class Teachers	
(xviii)	Social Science Club	Mr. Rajneesh TGT SST	Mr. Shashikanth singh TGT SST	
(xix)	Music Club	Mrs. Jyotisana Parmar PRT	Ms. Cerabin Aquila TGT (Eng) Mrs. Lavanya PRT	
(xx)	Alumni Association	Ms. Vijaya Lakshmi PGT (CHE)	TGT (Lib)	
(xxi)	Cultural Committee	TGT (lib)	Mrs. Arunya TGT (Maths) Mrs. Jyotisana Parmar PRT PRT (Music)	
(xxii)	Communal Harmony	Mrs. Arunya TGT (Maths)	Mr Ujjwal PRT Mrs Dhivya Selvi PRT	
(xxiii)	Heritage Club	Mr. Rajneesh TGT (sst)	Mrs. Pooja Yadav TGT (Maths) Mrs. Suganya Devi PRT	
(xxiv)	Community Service	Ms. Vijaya Lakshmi PGT (Chm)	Mr. Appollo Arul Raj PGT (Eng) TGT (Lib) Mr. Shashikanth Singh TGT (sst) Ms. Aarthi PRT Mr. Komal Kumar PRT All scout and guide teachers	
(xxv)	ACP	Mr. Shubham Jain, TGT(SKT)	Mr. Shubham Jain, TGT(SKT) Mr. Shashikanth Singh TGT (SST) Mr. Ragineesh TGT(SST)	
32	Health Checkup	Mr. Dilip Peddiwar, PRT	Mr. Krishna kumar Ms. Monika Special Educator Staff Nurse	
33	NCSC	Mr. Ponarasi	All Science Committie members	
34	News paper in Education	Mr. Jeetendra Kumar Verma, PGT(Hindi)	Mr. Ragineesh TGT(SST)	
35	Vidyalaya Patrika	Mr. Appollo Arulraj PGT(Eng)	TGT(Lib) Mr. Komal Kumar PRT	
36	Atal Tinkering Lab	Mr Ujjwal PRT	TGT(WE) Ms. Cerabin Aquila TGT(Eng)	
37	Sports Committe	Mr Dilip Peddiwar PRT	Mrs. Suganya devi Sports coach Yoga Teacher	
38	Social Science Exhibition	Mr. Shashikant Singh TGT(SST)	Mr. Rajneesh TGT(SST)	

	Science Exhibiyion & JNNSUME	Mr. Sangeetha, PGT(BIO)	Ms. Vijaya Lakshmi PGT(CHE)	
39	INSPIRE Manak Award	Mr. Sangeetha, PGT(BIO)	All science teacher	
40	TARUNOTSAV	Mrs. Prabha Jayaprakash PGT(Maths)	Ms. Cerabin Aquila TGT(ENG)	
41	Enrollment	Mrs. Vincy Mary (CI)	DEO	
42	Certificates (Mandat ory mainteance)	Mr. Appolo Arul Raj PGT(ENG)	TGT(WET)	
43	Suggestion Box maintance	Mr.Komal Kumar,PRT	Mrs. Suganya Devi	
44	Children Park	Mr. Krishna Kumar PRT	Mrs. Ponarasi	
45	Mathematics and Science Olympaid	Mrs. Ponarasi, PGT(PHY)	Mrs. Pooja yadav	
46	Routes to roots	Mrs. Jyotisana Parmar PRT	Mrs. Lavanya, PRT	

47	Vocational Courses	TGT(WE)	Mrs. Ponarasi, PGT(PHY)	
48	Grievancesa Redressal Committee	Mr. Appolo Arul Raj, PGT(ENG)	Mrs. Prabha Jayaprakash, PGT(Maths)	
			Ms. Vijaya Lakshmi, PGT(CHE)	
			Ms. Cerabin Aquila, TGT(Eng)	
49	Contractual teachers record and Verification of work	Mr. Appolo Arul Raj, PGT(ENG)	Mr. Jitendra kumar verma PGT(HINDI)	
			Mr.Shubham Jain, TGT(SKT)	
50	Guard Supervision	Mr. Komal Kumar , PRT	Mr Dilip Peddiwar PRT	
51	Cycle Stand Committee	Mrs. Jyotisana Parmar PRT	Mr. Krishna Kumar PRT	

(i)	Child right protection cell	Ms. CerabinAquila, TGT(ENG)	Mr. Rajneesh TGT (SST)	
(ii)	Evacuation team	Mr. Shashikant Singh, TGT(SST)		
(iii)	Search and Rescue team	Mrs. Pooja Yadav, TGT(MAT)	Mr. Shubham Jain TGT(SKT) Mr. Ujjwal, PRT	
(iv)	Transport Safety team	TGT(WE)	Ms. Cerabin Aquila	
(v)	Team for students with Special needs	Mr. Shubham Jain TGT(SKT)	Mrs. Jyotisana PRT	
(vi)	Internal Complaint Committee	As per KVS order		
52	Office duties	Mr. Appollo Arul Raj, PGT(ENG)	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. Other works.	
		TGT(WE)	1. School Fund (All). 2. Service Records of employees . 3. Handling RTI and its timely Response.	
		Data entry operator	1. VVN (All) 2. Email. Checking & response.	
		Mr. Jitendra Kumar Verma PGT(HINDI)	1. All Correspondence (Hindi & English.) 2. Monthly reports. 3. Email Checking & response.	
		Data entry operator	1. TC 2. Inward and dispatch. 3. Office stock. 4. Filing. 5. Handling S. R Register. 6. Other work as on when arrived.	
53	Medical and CEA of employees	Mr. Appollo Arul Raj PGT(ENG)	SSA	
54	Transfer from Checking & verification	Mr. Appollo Arul Raj PGT(ENG)	Mrs. Vincy Mary (CI)	

55	Staff Quarters Allotment	Mr. Appolo Arul Raj PGT(ENG)	Mr. Krishna Kumar PRT	
			Mr Dilip Peddiwar PRT	
			Mr. Ujjwal PRT	
56	Media Publication(Online)	Mr. Appolo Arul Raj PGT(EN)		
			Mr. Komal Kumar PRT	
57	Maintenance & Up keep Staff room (Sec. wing)	Mr. Shashikanth Singh TGT (SST)	Ms. Cerabin Aquila TGT (ENG)	
58	Maintenance & Up keep Staff room (Prim.wing)	Mrs. Jyotisana Parmar PRT	Mr. Krishna kumar PRT	
59	Senior group house system 2023-24			
	Coordinator	Mr. Jitendra Kumar Verma PGT(HINDI)	Mrs. Lavanya PRT	
	Asst. Coordinator	Mr. Shubham Jain TGT (SKT)	Mr. Komal Kumar PRT	
	Houses	House Master	Associate . House masters	
01	Agni House	Ms. Cerabin Aquila TGT (ENG)	Mrs. Ponsuki TGT(HINDI)	
			Ms. Aarthi PRT	
			Mrs . Suganya Devi PRT	
02	Gagan House	Mrs. Pooja Yadav	Mr. Shashikanth Singh TGT (SST)	
			Mr. Ujjwal PRT	
			Mr. Krishna kumar PRT	
03	Prithvi House	Ms. Steeba TGT (ENG)	Mr. Rajneesh TGT (SST)	
			Mrs. Jyotisana Parmar PRT	
			Mrs. Sobia	

04	Varun House	Mrs. Arunya	Mr. Shubham Jain TGT (SKT)	
			Mr. Dilip Peddiwar PRT	
			Mrs. Dhivya Selvi 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 date.

Copy to: 1. Chairman VMC for information.
2. Deputy Commissioner KVS RO, Jaipur for information .

Principal

Principal