

**KENDRIYA VIDYALAYA NO.1, AFS, TAMBARAM, CHENNAI-73**  
**2018 - 2019.**

To ensure Effective Teaching Learning process to take place in the Vidyalaya and to further enrich the image and status of the Vidyalaya, the following chart has been framed with a firm faith that the staff will give due significance to the duties assigned and rededicate themselves in being a proud member of this Vidyalaya for its rapid growth. This will start its operation w.e.f 01-04-18.

S.N	Committees	Duties to be performed by Staff	Name of the Teacher Incharge & Associates
1	<p>ACADEMIC---  CMP/EQIUP/MLL/LAT  Back to Basics/  Bridge Course/  Tarunotsav/Pustakophaar</p> <p>Academic loss  compensation Programme/  Programme Jigyasa/  Partnership with linked Schools  Annual Vidyalaya Plan</p>	<ul style="list-style-type: none"> <li>• To implement Changes from time to time in the Curriculum as per CBSE and KVS Guidelines.</li> <li>• To plan meticulously so as to ensure the academic work run smoothly with special focus on the Board Classes-- X&amp;XII.</li> <li>• Various activities suggested under the scheme are to be planned in detail to engage and nurture the talents of Class X students immediately after Board exams as per KVS Guide lines.</li> <li>• To chalk out plans to overcome situations such as non availability of teachers/ non- availability of time due to natural calamities etc.</li> <li>• Strategies on need basis (Low achievers, gifted children)</li> <li>• Plan a visit of teachers and students of vidyalaya to CSIR labs in the coming summer break and the experiences and impressions of these children and teachers are to be video-graphed to share with the Regional office.</li> <li>• Plan for enhanced role of vidyalaya as a support and resource to the linked school.</li> <li>• Setting goals and targets for the new session in line with the policies, initiatives and commitments of KVS.</li> <li>• To collect the various activities planned for the year by all the departments and maintain all the documents pertaining to the activities.</li> <li>• To coordinate with the Computer department to upload the various activities as and when they take place</li> <li>• To coordinate with all the department heads to see the planned activities are carried out on time as per the Institutional plan</li> </ul>	<p>AJK,NM,KVS,VK,PN,  DSL,ARK,SS,RG,SR,,HM,  AR,PTB,DJ,KRS,RBL</p> <p>RG,VJ</p> <p>NM,KR</p> <p>AJK,NM  AJK, ARK</p>

	Student's Fitness score card project	<ul style="list-style-type: none"> <li>• Ensure completion of the fitness score card profiles of all students of the school. Intimate the parents about the conditions as per the findings. Conduct meetings to create awareness among the students and Parents about the significance of healthy living and fitness of the body and mind.</li> </ul>	VK,TVV,VJ
	CAREER GUIDANCE AND COUNSELLING	<ul style="list-style-type: none"> <li>• To conduct appropriate career guidance sessions and inform students and parents of the various career options available after X and XII.</li> <li>• To monitor the carrier programs and opportunities available in the nearby locality and inform the students and their parents for proper use by attending or getting the gist of the session</li> </ul>	KVS,PN,DSL
2	ADMISSION Class I,& XI / KV TC/ LOCAL TRANSFER	<ul style="list-style-type: none"> <li>• To scrutinize all the applications and prepare selected list as per KVS Guidelines 2018-2019(Fresh admission/ KV TC/ Armed Force TC/ Special Dispensation, Local Transfer or any other).</li> <li>• To admit the selected candidates following the admission procedures in the online mode, to attend the meetings/video conference and understand the content and implement it</li> <li>• To select the names for drawing lots for I std admission according to the KVS admission procedure and inform the parents, and finalise the admission</li> </ul>	KVS,VK,KC,HM,KSU,VL
3 a.	ASSEMBLY ACTIVITIES	<ul style="list-style-type: none"> <li>• To make necessary arrangements for the Class Wise Assembly and House wise also as per KVS Norms.</li> </ul>	VK , SR , RG, PRK,
b.	ASSEMBLY MARKING & ACHIEVEMENT RECORD	<ul style="list-style-type: none"> <li>• To constitute a panel of judges to judge and grade the performance of the students. To maintain a register and record the highlights of the Assembly Performance on daily basis. . To award the Shield for the best performing Class/house after the cycle or every month . To ensure that the whole class participates in the morning assembly in a year to encourage more students to participate. Keep a record of achievements for future reference &amp; inspection</li> </ul>	A RAMESH, LRA, A RAM, ARK,TC, VJ

4	BOARD CLASS ACADEMIC PERFORMANCE MONITORING	<ul style="list-style-type: none"> <li>• Keep close watch of the performances of low achievers. Arrange for remedial classes and at the end of the term Night Classes as per the need.</li> <li>• Take out the graphical and other micro analysis methods to find out the reason for poor performance.</li> <li>• Demonstration of different strategies and find out the corrective measures.</li> <li>• Arrange for the individual or family counseling on need basis. Adopt any positive method to ensure quality results</li> </ul>	NM,PNR,DSL,AJK,SS,TVV, TC
5	<p>a TIME TABLE / CAL / TAL / FILM SHOW / AUDIO, VIDEO &amp; E-Learning / REMEDIAL CLASSES / ACP/</p> <p>b SUBSTITUTION</p>	<ul style="list-style-type: none"> <li>• To prepare the Time Table as per the KVS Guidelines ensuring the distribution of periods are done impartially and judiciously</li> <li>• To prepare remedial time table whenever the situation warrants it and ensure that the teachers engage the classes as per the arrangements made</li> <li>• To maintain a register to ensure that the resource rooms (for CAL, TAL, VIDEO and E-Learning) are used by all the classes in an effective way to supplement the learning activity</li> <li>• To make arrangements in such a way that no class room is left without a teacher</li> </ul>	AJK,KC.DSL,NCD  DS GERMAN TR,KA
6	<p>a CBSE / EXAM DEPT. INTERNAL EXAM</p> <p>b EXTERNAL EXAM</p>	<ul style="list-style-type: none"> <li>• To plan &amp; conduct the Periodic Tests ,Half-yearly exam UT/CT/SEE for the classes as per the CBSE and KVS Circulars.</li> <li>• To ensure the distribution of Progress Cards as per the decisions taken</li> <li>• To abide by the procedures shown in the Accounts Code CH-17 while purchasing the materials for the Examination Department</li> <li>• To send correspondence, issue certificates and maintain the records of CBSE and other external/ special agency exams</li> <li>• To allot duties to the staff engaged for the smooth conduct of the external exams such as CBSE/AIEEE/UPSC or any exam as per KVS Orders.</li> </ul>	KR,NM,TC,GERMAN TR TGT SKT 2,KRS  VK,SS,TVV
7	BEAUTIFICATION, GARDENING, CLEANING AND AQUARIUM MAINTAINANCE, HARIT & SWACHH VIDYALAYA	<ul style="list-style-type: none"> <li>• To beautify the entrance to give a new look atleast once in two months . To decorate the school during the events, programmes, camps, celebrations etc</li> <li>• To give an aesthetic touch in the floral, decorative and illuminating works during the VIP visits</li> </ul>	NM I/C,TC,SR,LRA,VJ

		<ul style="list-style-type: none"> <li>• To upkeep the aquarium in an impressive and innovative way</li> <li>• To ensure cleanliness of the Vidyalaya with an enriched amount of greenery by adding more flower pots, carpet grass, creepers, royal palms etc.,</li> <li>• To create awareness among students to maintain cleanliness, greenery and beauty of the Vidyalaya inside the class room and the school premises as well.</li> <li>• To create Awareness and need for segregation of waste.</li> <li>• To enforce the cleanliness as per the terms and conditions of the agreement made with the contractors.</li> <li>• To scrutinize the bill submitted by the agency and certify them as per the norms</li> <li>• To ensure that Vidyalaya is maintained free from pollution and plastic bags and plastic waste.</li> <li>• To enrich the greenery and promote the Tree plantation programme.</li> <li>• To collect volunteers to ensure greenery and maintain it a Swatch Vidyalaya</li> </ul>	
8	<p>CCA a. House Masters b. Internal &amp;  External</p>	<ul style="list-style-type: none"> <li>• To conduct the CCA events as per the schedule given in the School Diary / Web Site in a fair manner</li> <li>• To celebrate events like Children's Day, Hindi Week, KVS Foundation Day, Thinking Day etc., with proper coordination with the concerned department / teachers / House Masters</li> <li>• To ensure that the chance is given to all in one or the other competition</li> <li>• To publish the results of the events conducted during CCA and maintain a register with proper entry of the events conducted.</li> <li>• To coordinate with the Website Maintenance Committee to upload the high lights / photographs of events etc.,</li> <li>• House Masters should coordinate with the CCA Dept to plan and execute the events as perschedule.</li> </ul>	<p>1. PN, 2. LRA 3. SS 4.A RAM  DSL, ARK,VJ,KCK  Group1: AJK, RG, PC, AR, PGT (Eco)/ PRY-LB, DJ,RBL, VL  Group2: KVS, CN, TVV, KA, German Tr./ PRY- RU, NCD, BSY,  Group3: KR, KC, DS, TGT(SST)1, TGT(HIN)2/PRY- BR, KCK, KSU</p>

		<ul style="list-style-type: none"> <li>To select students for various competition announced by KVS/other Government Department and conduct preliminary rounds if needed to select the representation for outside participation (if number is more)</li> </ul>	<p>Group4: NM, VK,PRK, SR TGT(HIN)1, PGT(SKT)2/ PRY- PTB, KRS, SC CCA EXTERNAL: LRA, TVV, KCK</p>
9	<p>CLUB ACTIVITIES</p> <p>a. Bharat Scouts &amp; Guides /Cubs &amp; BulBuls /Adventure Activities</p> <p>b. NCC</p> <p>c. School Band</p>	<ul style="list-style-type: none"> <li>To plan various activities for their club</li> <li>To ensure that the students in a particular club maintain a notebook and maintain a write up about each activity conducted</li> <li>To ensure that a report of each activity conducted is read in the Morning Assembly / handed over to the Vidyalaya Editorial Board</li> <li>To conduct Field Visit, Educational Tour, Guest Lecture, Film Shows/Outdoor Activities.</li> <li>To promote the objectives of Scout / Guide, Cubs &amp; Bulbul Movements</li> <li>To train the students with the spirit of 'Service before self'</li> <li>To conduct parades and drills as per the instructions and strengthen the unit by enrolling adequate number of students</li> <li>To maintain and give appropriate practice sessions for the school band</li> </ul>	<p>ARJUN RAM I/C VK LANG PN HUMANITIES DSL COMMERCE, HERITAGE KVS SCIENCE PRK HEALTH &amp;WELLNESS ART&amp;CRAFT KA SS/RBL SS UPA .</p>
10	CS-54 & IT	<ul style="list-style-type: none"> <li>To check the records periodically and ensure that the records are maintained as per the guidelines laid down by KVS</li> <li>To check the Tax Calculation and ensure that the deductions are done flawlessly.</li> </ul>	AJK,PTB
11	DISASTER MANAGEMENT/ MOCK DRILL/ FIRE EXTINGUISHER	<ul style="list-style-type: none"> <li>To conduct mock drill and in case of any real requirement as per the situation emergency actions are to be taken in war footing.</li> <li>Fire extinguishers, first aid kits, are to be checked and kept in order.</li> <li>To keep at the various exit points the plan of the building indicating provisions to evacuate pupils during emergency.</li> <li>Proper display of SOP and related materials.</li> </ul>	PN,KR,SS,A.RAMESH, PRK,PGT ECO,PTB,DY

12	<p>DISCIPLINE</p> <p>A) SCHOOL/CLASS ROOMS</p> <p>B) LATE COMERS CHECKING / ABSENTEES /NON UNIFORM</p>	<ul style="list-style-type: none"> <li>To monitor the movement of students before going to assembly ground and return from there to their respective classes. To arrange senior students / Scout / Guide Volunteers to monitor the classes during Staff Meeting or any such occasions in which staff are supposed to be attending a meeting.</li> <li>To monitor late comers / absentees and non-uniformed students.Check regular late comers and inform to parents</li> </ul>	<p>PN -I/C, AJK, NM, SS, RG, A RAM, GERMAN TR, DJ, SBR</p> <p>PRK, MS. GEETHA, TGT HINDI 2, TGT SKT 2</p>
13	<p>DISPLAY BOARDS, ENTRANCE, PRINCIPAL ROOM DISPLAY (All floors other than House Boards)</p>	<ul style="list-style-type: none"> <li>To display important academic and informative articles, newsletters etc., regularly.</li> <li>To motivate students to engage themselves in sharing the important information using the display board.</li> <li>To update the entries on the white board and display the photographs of the recent events in a befitting manner</li> <li>To notify the important events/activities to be conducted in a particular month</li> </ul>	<p>CN, RG, VJ, KA, TGT SST1</p>
14	<p>DRAFTING FOR DEVELOPMENTAL FACILITIES AND WORK IN PROGRESS</p>	<ul style="list-style-type: none"> <li>Drafting letters/mails for getting the pending work done/requisition for estimates or Funds from KVS RO or HQ /or any other new facility or welfare activities for the vidyalaya, students or teachers.</li> </ul>	<p>CN, RG</p>
15	<p>EDUCATION BEYOND FOUR WALLS (Charity / Social Service / Smile / Cancer, Aids, Help age, Leprosaria Etc)/ Pustakophaar</p>	<ul style="list-style-type: none"> <li>To organize literacy programs, cleanliness campaign etc., To educate students to volunteer to do social works as per the guidelines of KVS. Encourage students to participate in the gifting of old text books to thier juniors in large number. To gift saplings during the birth days to school and educate to save the environment and greenary.</li> </ul>	<p>SS, RBL TVV, PTB</p>
16	<p>EXCURSION</p>	<ul style="list-style-type: none"> <li>To plan for field trips and excursions for various classes To motivate students to form Adventure Club and to keep ready a batch of students with their parents willingness to send them for Adventurous Activities as and when the opportunities arise as per KVS norms.</li> </ul>	<p>SS I/C, ARAM, A. RAMESH, BSY, PTB</p>

17	FLAG HOISTING	<ul style="list-style-type: none"> <li>To ensure that the National Flag is hoisted in the morning before the Morning Assembly and lowering it in the evening as per the Guidelines issued by Indian Constitution</li> <li>To ensure that the Flag pole and its pedestal are painted and maintained well.</li> <li>The area around the flag pole may be maintained in such a way that arouse the patriotic fervor of the students and staff</li> </ul>	PRK,A.RAMESH
18	FURNITURE	<ul style="list-style-type: none"> <li>To encode the furniture, with the help of student volunteers who have opted for drawing and painting club, as per KVS guidelines</li> <li>To ensure each class room to have a copy of the furniture inventory allotted to that class room.To get them repaired and painted as and when required.</li> </ul>	SS, AR,PTB,BSY
19	GRIEVANCE CELL / COMPLAINT REGISTER / SUGGESTION BOX	<ul style="list-style-type: none"> <li>To maintain a complaint register suggestion register and inform the authorities about the complaints / suggestions / grievances</li> <li>To give appropriate feedback with the permission of Principal</li> </ul>	ARK,SR
20	ICT MANAGEMENT - LIBRARY BLOG  SHAALADARPAN / EMIS  WEBSITE MANAGEMENT	<ul style="list-style-type: none"> <li>To form a library committee nominated from teachers and students</li> <li>To subscribe suitable journals as suggested by the committee</li> <li>To enrich the library by ordering more informative and practically useful books keeping in mind the requirements for the board going students</li> <li>To condemn the old and absolutely damaged books following the guidelines issued in this regard</li> <li>To maintain the issue register</li> <li>To ensure that students maintain a notebook making a review about the books read and used</li> <li>As per the KVS instructions continue up-dating information &amp; data and assist other staff also to do and complete the tasks</li> <li>To launch and update the website as and when needed following the instructions from KVS Head Quarters</li> </ul>	VK,CN,RG,KVS  VK , KC  VK , KC
21	LOST & FOUND	<ul style="list-style-type: none"> <li>To ensure that a register is maintained making appropriate entries about the lost and found things</li> <li>To ensure that the class rooms are locked properly everyday</li> </ul>	AR,SS

22	LUNCH PASS / OUT PASS/ BUS PASS & PHOTO ID	<ul style="list-style-type: none"> <li>To issue the lunch pass with the photographs of the students</li> <li>To issue Out Pass to the Class Leaders (separate for boys and girls) for the right and meaningful usage</li> <li>To ensure that the students in each floor or monitored and unnecessary loitering of students is curbed</li> </ul>	KA,TVV
23	STUDENT DIARY/ VIDYALAYA MAGAZINE / NEWS LETTER	<ul style="list-style-type: none"> <li>To collect all the eligible articles and get them edited by Vidyalaya Editorial Board</li> <li>To collect quotations for printing magazines / diaries and get them printed and ensure that the diaries are distributed / magazine is launched on time</li> <li>To ensure the quality of the materials is as per KVS Standard</li> </ul>	AJK,VK,RG,CN,HM,DSL
24	M & R OF THE BUILDING AND CAMPUS ( CIVIL & ELECTRICAL )	<ul style="list-style-type: none"> <li>To monitor the school building and the Campus for the upkeep and repairs and maintenance as and when required.</li> <li>To keep all the Drains clean before the Rains and take all pre cautions for proper drainage.</li> <li>To see that the trees have sufficient strength and it will not get uprooted during heavy winds, other wise arrange for the appropriate action to avoid any mishap.</li> <li>Pruning of trees as and when required as per MES Estate provision. Keep the campus clean so that any new item placed can be detected easily.</li> <li>Both civil and electrical types of faults are noticed and it is attended immediately.</li> </ul>	PN,AR
25	MENTORING & MONITORING I/C	<p>All new contractual appointments are attached to one of the Permanent Sr. Teacher of our Vidyalaya</p> <ul style="list-style-type: none"> <li>to improve their efficiency in teaching , record keeping ,internet and online activities.</li> </ul>	AJK,LRA
26	MEDICAL CHECK UP / FIRST AID	<ul style="list-style-type: none"> <li>To organize Health Camps and get the students examined by the authorized medical personnel at least twice in a year and maintain the Health</li> <li>Data in the Medical Cards distributed to each student.</li> <li>To procure necessary medicines and maintain a stock register for the same</li> <li>To ensure the easy accessibility of First Aid Kit during emergency situations</li> </ul>	NM,SR



27	NON ACADEMIC FUNCTIONS / CELEBRATIONS	<ul style="list-style-type: none"> <li>To plan the activities for CCA in an innovative and informative way</li> <li>To plan Sports and Games activities and implement them in a befitting manner to enrich the glory and image of the Institution</li> </ul>	AJK,SS,CN,ARK,KC,, NM,PRK,AR,VJ
28	OFFICE REMUNERATION TO STAFF / CONTRACT WORKERS	<ul style="list-style-type: none"> <li>To check the remuneration of regular &amp; Ad hoc employees for the accuracy and also to calculate pay as per norms.</li> <li>To check the increment and date</li> <li>To ensure that deductions are done as per the notifications of DDO</li> </ul>	AJK,DSL
29	OLYMPIADS/NTSE/KVPY/ WILD LIFE QUIZ  KVS SPONSORED COMPETITIONS /COACHING FOR INMO,JMO , IIT OLYMPIADS/ SCIENCE EXHIBITION SST EXHIBITION	<ul style="list-style-type: none"> <li>To intimate the students through circulars, display board notices and announcements in the morning assembly about the schedule of the exams sponsored by various organizations</li> <li>To maintain a register recording the events conducted and achievements made by the students To allot duties to the staff for an effective and smooth conduct of the exams</li> <li>To inform the students about the various competitive exams conducted by various external source such as INMO, KVPY, NISE, IIT</li> <li>To collect the stipulated fees for the exams and conduct the exams as per schedule given by the organizations.</li> <li>To upload the achievements of the students in the Vidyalaya website as and when they are intimated.</li> <li>To monitor and take the stock for further rectification measures to achieve the target.</li> </ul>	KVS,PN,TC,TVV  KVS,PN,TC,TVV, TGT SST1, PGT ECO
30	PHOTOGRAPHY & VIDEO	<ul style="list-style-type: none"> <li>To arrange / hire photographers to cover the various events that take place in the Vidyalaya to document its milestones</li> <li>To maintain an archive of photographs and video CDs and use the same for the magazines and other publicity purposes</li> <li>To coordinate with the Website maintenance committee to up load the photographs that could ventilate the functioning of the Vidyalaya in various fields</li> <li>To encourage students to establish a photography club in the Vidyalaya as photographs are effective tools in displaying emotional,social and aesthetic ideas</li> </ul>	VK,KC

31	PURCHASE COMMITTEE	<ul style="list-style-type: none"> <li>To find out the demand from various departments</li> <li>To call for quotations as per KVS norms</li> <li>To obtain prior permission from the competent authorities before purchase</li> <li>To check all the purchases made and recorded in the register</li> <li>To see that purchase Code CH-17 is not violated under any circumstances</li> </ul>	AJK,SS,DSL,KR
32	RAJ BHASHA SAMITHI	<ul style="list-style-type: none"> <li>To do necessary works as per KVS and Nagar Raj Basha Samiti</li> </ul>	ARAM,RG
33	RO - WATER COOLER / WATER MANAGEMENT	<ul style="list-style-type: none"> <li>To ensure the storage of water in all the tanks</li> <li>To approach the Metro Water Department water proper supply of Drinking Water</li> <li>To get the water tanks cleaned periodically</li> <li>To get the Water Coolers serviced for the distribution of Safe &amp; Pure Drinking Water</li> </ul>	AR,TC,TGT HINDI2,
34	RTI	<ul style="list-style-type: none"> <li>To give appropriate reply / conduct enquiry / submit report for the correspondence</li> <li>To keep a record to ensure transparency in matters related to RTI</li> </ul>	AJK,NM
35	SECURITY & MONITORING	<ul style="list-style-type: none"> <li>To ensure water supply and cleaning activities are done systematically</li> <li>To ensure that security staff are positioned in the appropriate places during their duty times</li> <li>To ensure the timings of visitors as per given format( including vehicle number)</li> </ul>	AJK,SS
36	SPORTS & GAMES a Vidyalaya Inter house / Cluster / Regional Meet  b International Yoga Day and Yoga for a healthy living	<ul style="list-style-type: none"> <li>To take the responsibility to keep the individual teams for various sports and track events ready to take -part in the Sports Meet/Cluster Meet/National Meet</li> <li>To ensure that adequate practice is given for the teams and individuals before the team / individual could take part in the stipulated event</li> <li>To maintain a record with proper entries about the laurels and achievements brought by the individual / team to glorify the Vidyalaya</li> <li>To coordinate with the website committee to ensure that the achievements brought are uploaded in the Website</li> <li>Create an awarness towards Yoga and encourage students to do yoga for concentration, stress management, flexibilty and overall fitness of the body and mind</li> </ul>	AJK,VK,LRA,SS,PTB,KCR  PRK,AR,SS  Yoga Teacher
37	STAFF MEETING / MINUTES RECORD	<ul style="list-style-type: none"> <li>To maintain a register noting down the minutes of the meetings conducted</li> </ul>	CN,RG,VJ

38	STAFF ROOM	<ul style="list-style-type: none"> <li>To ensure that the room is furnished with suitable furniture, drinking water dispenser, fans, light etc.,</li> </ul>	A RAM,TVV,SR
39	UBI (Fees payment through bank on line & off line)& CHECHING CLASS ATTENDANCE FOR FEES PAYMENT	<ul style="list-style-type: none"> <li>To keep up the data bank and monitor the same on quarterly basis to ensure that there are no defaulters</li> <li>To make necessary changes as and when New Admissions are made / TCs are issued</li> </ul>	KVS,VK
40	VMC / VEC / PTA	<ul style="list-style-type: none"> <li>To conduct the meetings as per the directions of the Principal</li> <li>To maintain the minutes record of all the meetings held</li> </ul>	NM,DSL,KC,CN,RG
41	WASTE MANAGEMENT 101 GARBOLOGY- EXTN.	<ul style="list-style-type: none"> <li>Ensure that the campus is maintained eco-friendly.</li> <li>All garbage are removed properly</li> <li>See that the usage of paper is reduced.</li> <li>Create an awareness to segregate the wastes for proper disposal</li> <li>In due course the campus will become the clean and green one -A Healthy and Oxygen-rich Campus</li> </ul>	LRA,TC,SR
42	AEP & SUGGESTION BOX	<ul style="list-style-type: none"> <li>To conduct appropriate meetings for the parents and students to create awareness</li> <li>To conduct various programmes and competitions for students of Classes IX to XII as per KVS Guidelines</li> </ul>	NM, COUNSELLOR,TC
43	Innovations and Experimentation in School Projects	<ul style="list-style-type: none"> <li>To inform the students and teachers about the innovations brought by CBSE, NCERT etc</li> <li>To facilitate the students and teachers to adopt such innovations in the everyday class room activities.</li> <li>To maintain the documents and update the same in the school website in consultation with the undersigned</li> </ul>	KVS,CN
44	Notebook-Monitoring the classes /Campus	<ul style="list-style-type: none"> <li>To ensure that the correction works are carried out systematically and meaningfully and maintain documents regarding the schedule of Note Book Corrections.</li> <li>To ensure that writing works are assigned to students adequately.</li> <li>To monitor the campus to ensure that the classes are engaged by teachers and teaching learning process goes on as per schedule</li> </ul>	AJK,NM

45	Improvement of Communication skills, Welfare and Development activities for Students and Staff	<ul style="list-style-type: none"> <li>To arrange the classes to staff as well as children in order to promote effective communication skills so as to suit the need of the hour.</li> <li>To maintain the documents regarding the actions taken on this project and update the same to the undersigned.</li> </ul>	VK,ARK,A RAM,RG,SS,VJ
46	Monitoring of Monthly statements to KVS RO/ Head-Quarters/ MES/ Air Force Station	<ul style="list-style-type: none"> <li>Monthly statements are monitored and informed to KVS RO, Headquarters, MES and Airforce Station.</li> </ul>	ASO, NM, VJ,ARK,CN,PRK
47	SMS to Parents & Monitoring Class Attendance	<ul style="list-style-type: none"> <li>Important Informations are sent to parents through SMS.</li> <li>Monitoring the Class Attendance to find irregularities and take necessary actions to reduce it.</li> <li>Ensure that the Class Attendance in not below 70 percent.</li> </ul>	All Class Teachers under the supervision of VK, KC
48	Alumni Association	<ul style="list-style-type: none"> <li>To convene meetings of the alumni-</li> <li>To liaison and get their expertise and assistance in various activities of the vidyalaya</li> </ul>	AJK,NM,KVS, SS,CN, RG,TVV,PRK
49	ALL DEPT. PHYSICS LAB CHEMISTRY LAB BIOLOGY LAB MATHEMATICS LAB ENGLISH LANGUAGE LAB COMPUTER LAB SR. & JR. TEACHING AIDS LAB JUNIOR SCIENCE LAB LIBRARY CAL/TAL PRC	<ul style="list-style-type: none"> <li>Department Incharge is the Stock &amp; Store incharge.</li> <li>Make timely purchase &amp; replenishments required for day to day activities. as per KVS norms</li> <li>List of items to be weeded out or condemned is to be submitted to office after the annual stock verification, anytime as and when it is required.</li> <li>Issue the articles as per need to other departments or teachers.</li> <li>Maintain an issue register and keep a track of items issued.</li> </ul>	All Dept. Incharges KVS KR NM AJK VK KC TVV TC DS VK, KCR HM

Note: In places where there is a change of Department/ In charge persons, the new person has to take over the stock from the Previous I/c, and start functioning from 01-04-18. VP & HM are the coordinators for all the committees irrespective of the mention of their names. The functional competency of each department is to be assisted, monitored at regular interval preferably on monthly basis. Every month staff meeting will have a slot for discussion of any specific department on rotational basis to a maximum extent of 5 to 10 mins. The I/c and associate members are to give their role played and suggestions if any for further improvement.

Principal