

KENDRIYA VIDYALAYA AURANGABAD, BIHAR

List Of The Departments / Committees For The Session 2023-2024

(W.E.F.:-01/04/2023)

DEPARTMENT	INCHARGE & MEMBER	DUTIES AND RESPONSIBILITIES
Academic Advisory Council	1. PRINCIPAL (CHAIRPERSON) 2. Mr. Rakesh Kumar Dwij, TGT-SST 3. Mr. Manish Sharma, TGT-Sanskrit 4. Mr. Manish Kumar, PRT 5. Ms. Swati Kumari, PRT	-To create academic climate and enabling Environment through various focused activities. -To implement the changes in the curriculum, evaluation and assessment in the light of latest CBSE/KVS circulars. -To promote experimentation and innovation practices in the teaching and learning process. -To facilitate the teachers to evolve solutions through Experimentation and Innovation / Action Research.
Admission	1. Mr. Gulab Ram, TGT-WE [I/C] 2. Mr. Manish Kumar, PRT 3. Mr. Sanjay Kumar, Librarian	-To scrutinize the registration forms for admission and carry out the process as per the Admission guidelines 2019 in consultation with the Principal. -To ensure fair admission as per the given schedule of the KVS. -To collect class wise enrolment position on last working day. -Regular correspondence pertaining to admission. -To complete the admission and T.C. in the website.
Time-Table & Arrangement	1. Mr. Gulab Ram, TGT-WE [I/C] 2. Mr. Manish Sharma, TGT-Sanskrit 3. Ms. Swati Kumari, PRT 4. Mr. Manoj Kumar, PRT	-To prepare & execute time table as per norms. -To make necessary adjustment in the time table due to administrative exigencies. -To devise workable & suitable assignment/ remedial time-table. -To make arrangement for class suitably as per requirement.

		-To prepare home assignment schedule, inspection schedule etc.
Examination - External & CBSE	<ol style="list-style-type: none"> 1. Mr. Rakesh Kumar Dwij, TGT-SST [I/C] 2. Mr. Manish Sharma, TGT-Sanskrit 3. Mr. Sanjay Kumar, Librarian 	<p>-To conduct external examination as per prescribed norms and to maintain record of all such examination.</p> <p>-To conduct board exam as per CBSE guidelines and also to give suitable instructions for carrying out internal assessment and maintain records.</p> <p>-Make online registration of the students of class IX.</p> <p>-Online submission of marks of students regarding their achievement in the examination.</p>
Examination - Internal (MIDDLE/SEC./SR. SEC.)	<ol style="list-style-type: none"> 1. Mr. Rakesh Kumar Dwij, TGT-SST [I/C] 2. Mr. Birendra Kumar Sharma, TGT-AE 3. Mr. Sanjay Kumar, Librarian 4. Mr. A. K. Pandey, TGT-PHE 	<p>- To plan the schedule of PT, CT, Pre Board and SEE as per the calendar of activities.</p> <p>-To ensure evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS.</p> <p>-To give suitable instructions to the class teachers for maintaining all the relevant records.</p> <p>-Timely distribution of progress cards.</p>
Examination - Primary	<ol style="list-style-type: none"> 1. Ms. Swati Kumari, PRT [I/C] 2. Mr. Pankaj Rathore, PRT 3. Mr. Manoj Kumar, PRT 	<p>- To plan the schedule of PT, tests and SEE as per the calendar of activities.</p> <p>-To ensure evaluation of internal assessment and grading of co-scholastic subjects as per the instructions given of CBSE/KVS.</p> <p>-To give suitable instructions to the class teachers for maintaining all the relevant records.</p> <p>-Timely distribution of progress cards.</p>
Student Council	<ol style="list-style-type: none"> 1. Mr. Gulab Ram, TGT-WE [I/C] 2. Mr. Manish Sharma, TGT-Sanskrit 3. Mr. Birendra Kumar Sharma, TGT-AE 	<p>-Formation of Houses for Vidyalaya activities.</p> <p>-To help the committee for student council in selecting House Captains and other members of the council for carrying out their usual work.</p>

		-To promote scholastic and co-scholastic activities in campus and classrooms.
C.C.A. Secondary	<ol style="list-style-type: none"> 1. Mr. Manish Sharma, TGT-Sanskrit [I/C] 2. Mrs. Kumari Vandana, PRT-Music 3. Mr. Birendra Kumar Sharma, TGT-AE 4. Mr. Gulab Ram, TGT-WE 	<p>-To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner.</p> <p>-To activate the conduct of morning assembly.</p> <p>-To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time.</p> <p>-To prepare CCA calendar.</p> <p>-Celebration of various special day/weeks etc. as per direction of Principal's office/ Regional Office/KVS HQ.</p>
C.C.A. Primary	<ol style="list-style-type: none"> 1. Mrs. Kumari Vandana, PRT-Music [I/C] 2. Mr. Manish Kumar, PRT 3. Ms. Swati Kumari, PRT 4. Mr. Pankaj Rathore, PRT 5. Mr. Manoj Kumar, PRT 	<p>-To organize inter house competitions effectively and to celebrate all the days of national importance/occasions with the assistance of house master and others experts in a planned manner.</p> <p>-To activate the conduct of morning assembly.</p> <p>-To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time.</p> <p>-To prepare CCA calendar.</p> <p>-Celebration of various special day/weeks etc. as per direction of Principal's office/ Regional Office/KVS HQ.</p>
Disciplinary Committee	<ol style="list-style-type: none"> 1. Mr. A.K. Pandey, TGT-PHE [I/C] 2. Mr. Rakesh Kumar Dwij, TGT-SST 3. Mr. Manish Sharma, TGT-Sanskrit 4. Mr. Manish Kumar, PRT 	<p>-To ensure the congenial atmosphere by maintaining gentle movement of the students and dealing the cases of discipline of students.</p> <p>-To ensure line wise movement for/from morning assembly, attending departments for classes.</p> <p>-Smooth class wise dispersal of students after</p>

		<p>long bell. Uniform checking duty.</p> <p>-Discipline during recess and important functions. Morning Assembly, In and Outside classrooms, playground, organization of counselling classes. Duty allotment to council members.</p> <p>-Systematic and orderly movement of students for assembly.</p> <p>-To implement out pass system in the classes.</p> <p>-Constitution of class committee for discipline and selection of the student council members.</p>
Purchase & Pupils Society	<ol style="list-style-type: none"> 1. Mr. Gulab Ram, TGT-WE [I/C]/ Senior Teacher 2. Mr. Rakesh Kumar Dwij, TGT-SST 3. Mr. Manish Kumar, PRT 4. Mr. Manoj Kumar, PRT 	<p>-To prepare and implement budget as per the KVS norms. To ensure that the purchase under VVN are done as per the purchase guidelines of KVS as per the requirements.</p> <p>-To verify and certify the purchase under VVN and Pass the bills for the stock entries and payments.</p> <p>-To analyse the need of the Vidyalaya under various head and arrange for the same, ensuring transparent purchase.</p> <p>-To keep track of timely and transparent purchase by various departments.</p> <p>-To ensure purchase procedure as per norms.</p>
Library Purchase/ Readers Club	<ol style="list-style-type: none"> 1. Mr. Sanjay Kumar, Library [I/C] 2. Mr. A.K. Pandey, TGT-PHE 3. Mr. Manish Sharma, TGT-Sanskrit 	<p>-To procure texts books and reference books recommended by CBSE as per the recommendation of faculty members.</p>
Rajbhasha - Hindi	<ol style="list-style-type: none"> 1. Mr. Manish Sharma, TGT-Sanskrit [I/C] 2. TGT-Hindi 3. TGT-Eng. 	<p>-To conduct quarterly meeting of Rajbhasha and to submit quarterly report to the regional office.</p> <p>-To ensure maximum use of Rajbhasha.</p>
Income Tax Calculation and Deduction	<ol style="list-style-type: none"> 1. Mr. Sanjay Kumar, SSA [I/C] 2. Mr. Rakesh Kumar Dwij, TGT-SST 	<p>-To calculate the income tax of all the employees.</p>

UBI Fee Collection Portal	1. All the Class Teachers	-To facilitate online fee submission to students and parents.
Verification of Pay Bill and Contractual Salary	1. Mr. Gulab Ram, TGT-WE [I/C] 2. Mr. Manish Kumar, PRT	-To verify the pay bill of the staff and contractual teacher's salary and attendance.
Photography	1. Mr. Birendra Kumar Sharma, TGT-AE [I/C] 2. Computer Instructor 3. Mr. Manoj Kumar, PRT	-To maintain Album covering all activities. -To display all the coverage of all occasions. -Staff and students photographs for website and magazine.
Website Management Committee	1. Mr. Rakesh Kumar Dwij, TGT-SST [I/C] 2. Computer Instructor	-To regularly updated the website with latest happening.
First Aid	1. Ms. Swati Kumari, PRT [I/C] 2. Mr. Pankaj Rathore, PRT	-To get the medical checkups of students done as per the instruction of KVS. -To maintain First Aid in the Vidyalaya for any emergency.
Committee for Girls Grievances/Sexual Harassment of Ladies Staff at Work Place	1. Mrs. Kumari Vandana, PRT-Music [I/C] 2. Ms. Swati Kumari, PRT	-To handle the girls related problems of the Vidyalaya.
Guidance and Counselling	1. Mr. Sanjay Kumar, Librarian [I/C] 2. Mr. Birendra Kumar Sharma, TGT-AE	-To conduct programmers as per the guidelines given in the training. -To maintain, update & decorate display board and the corner to keep these activities ongoing for various programs. -To co-ordinates Counselling and guidance programs.
House Board	ALL THE HOUSE MASTERS	-To maintain, update house record and decorate.
Staff Meeting Record	1. Mr. Rakesh Kumar Dwij, TGT-SST [I/C] 2. Mr. Manish Sharma, TGT-Sanskrit	-To note down all minutes of staff meeting and prepare a report for record. -Keep safely all record for inspection by Principal/ Inspection Team.
Furniture	1. Mr. A.K. Pandey, TGT-PHE [I/C] 2. Mr. Birendra Kumar Sharma, TGT-AE	-To maintain the record of all the furniture of Vidyalaya.

		-Keep safely all record for inspection by Principal/ Inspection Team.
Morning Assembly	<ol style="list-style-type: none"> 1. Mrs. Kumari Vandana, PRT-Music [I/C] 2. Mr. Gulab Ram, TGT-WE 3. Mr. A. K. Pandey, TGT-PHE 4. All the HMs 	<p>-To activate the conduct of morning assembly.</p> <p>-To monitor day to day morning assembly program effectively and ensure befitting presentation on all fronts on time.</p> <p>-Celebration of various special day/weeks etc. as per direction of Principal's office/ Regional Office/KVS HQ.</p>
Common Minimum Programme(CMP)	<ol style="list-style-type: none"> 1. Mr. Manish Kumar, PRT [I/C] 2. Ms. Swati Kumari, PRT 3. Mr. Pankaj Rathore, PRT 4. Mr. Manoj Kumar, PRT 	<p>- To organize activity based learning.</p> <p>- To prepare different types of teaching aid.</p> <p>- To collect educational CDs.</p> <p>- To show different types of films as per schedule in the time table.</p>
Cleanliness And Sanitation	<ol style="list-style-type: none"> 1. Mr. A. K. Pandey, TGT-PHE [I/C] 2. Mr. Manoj Kumar, PRT 	-To ensure cleanliness of vidyalaya as well as students.
Gardening & Beautification of Vidyalaya	<ol style="list-style-type: none"> 1. Mr. Gulab Ram, TGT-WE [I/C] 2. Mr. Birendra Kumar Sharma, TGT-AE 	<p>-To ensure the proper maintenance of vidyalaya garden.</p> <p>-To ensure all around beautification of the vidyalaya.</p>
Audio-Video Aid	<ol style="list-style-type: none"> 1. Mr. Gulab Ram, TGT-WE [I/C] 2. Computer Instructor 	-To ensure proper functioning of PA system & all electronics items in vidyalaya.