

KENDRIYA VIDYALAYA No.3, COLABA, MUMBAI**Allocation of Duties (2023-24)**

Sr. No.	Departments/Duties	Key Works	MEMBERS
1	ADMISSION	Fresh & TC Admissions Notification Preparation of select list Monthly enrolment compilation on last working day Updation of TC information on website	Ms SWATI (PGT MATHS) I/C Mrs DEEPIKA SHINDE (PGT COMP) MR PANKAJ YADAV (TGT MATHS) MR. NANCY N (TGT ENGLISH) MS RITU (PRT) I/C MRS. MADHU (PRT)
2	TIME TABLE	Preparation and implementation of Time Table Substitution work on daily basis Preparing and Verification of salary bill of contractual teachers	MR. SHWETA AGARWAL (PGT COMM.) I/C MR. SANJAY KUMAR (TGT MATHS) MS NEHA DUBEY (TGT MATHS CNTR) MS. RITU (PRT) I/C MS POOJA SHARMA (PRT CNTR) MS SWATI NIGAM
3	EXAMINATION (Internal & CBSE)	Conducting exams as per the guidelines and planning Periodic analysis of results / plan for remediation, supervision and assessment of remediation. Conducting cyclic tests and other tests as per KVS guidelines.	INTERNAL EXAM : MR. M. MOHSIN (PGT ENG) I/C MR. PAWAN SAINI (TGT HINDI) MR. PANKAJ KUMAR YADAV (TGT SST) Mr SUDHAKAR G (LAB ATT.) MR. ISHWAR (PRT) MS. PREETI (PRT) CBSE EXAMINATION : Ms. DEEPA PARIHAR (PGT BIO) I/C Ms. VEENA MALIK (TGT S.ST) MR. TAIYYEB HUSAIN (TGT HINDI) MS AKANKSHA SINGH (TGT BIO)
		Conducting all the external examinations, Planning and arranging meetings etc Seating Arrangement, Allotment of duties.	EXAMINATION (EXTERNAL) Mr. M MOHSIN (PGT ENG) I/C Mr. RAJNISH (TGT WE) MR. PAWAN SAINI (TGT HINDI)

4	NTSE/KVPY/ Olympiads/JMO/ RMO & other external Competitions.	Conducting the Examinations/ Competitions as per guidelines	MS. MANJUSMITA (TGT SC) I/C Ms. SWATI (PGT MATHS) MR SANJAY KUMAR (TGT MATHS) MS. AKANKSHA SINGH (TGT Sc.)
5	COMPUTER & WEB SITE UPDATION/ MAINTENANCE	Maintenance of computers in all labs Making AMC with Service agencies Regular updation of the website of the Vidyalaya(Wesite should be updated periodically, Day-by-day important news,thoughts etc should be updated timely and on last day of the month enrollment position,vacancy position etc must be uploaded. Vidyalaya website is mirror of the vidyalaya and it should be informative and attractive also.) Competition related to IT/Techno Thelon Display board outside the Computer-Lab	MS DEEPIKA SHENDE (PGT COMP) I/C MR PAWAN SAINI (TGT HINDI) MR. ISHWAR (PRT) COMPUTER INSTRUCTORS IN-CHARGES (ADMISSION,EXAM,OFFICE AND CMP TO PROVIDE INFORMATION REQUIRED FOR UPDATION)
6	MAINTAINENCE & REPAIR (CIVIL & ELECTRICAL)	Regualr Monitoring of requirement of funiture in Classrooms / Departments.	MR. RAJNEESH FULBEL (TGT WE) I/C MRS VEENA MALIK (TGT S.SC) MR JAI PRAKASH CHAUDHARI (HM) MR. AMIT KUMAR JAISWAL, TGT-ART
7	FURNITURE	Procuring of suitable furniture as per requirement Condemnation of unusable/BER furniture's Maintenance of record of distribution of furniture its upkeep, Repair Maintaining a record of broken furniture and ensuring repair Disposal of Irreparable furniture.	MR. PAWAN SAINI (TGT HINDI) I/C MR. RAJNEESH FULBEL (TGT WE) MR. TAIYYAB HUSAIN (TGT HINDI) MR. ISHWAR (PRT)
8	PUBLICATION	Ø Publication of News Letters and Vidaylaya Patrika Ø Advertisements in News Papers Ø Preparing Reports of different activities in the Vidaylaya	MR. RAVINDER BISAI (PGT HINDI) I/C MR. MD. MOHSIN (PGT ENG) MR. TAIYYAB HUSAIN (TGT HINDI) MS. NANCY NANDWANI (TGT ENGLISH) MS PREETI (PRT)

9	CO-CURRICULAR ACTIVITY (INTERNAL/ EXTERNAL)	Conduct of morning assembly Conduct and co-ordination of celebration of National Festivals/Jayantis/ Other important days. Preparation of children for social science exhibition (Cultural Activities) Conduct of regular School Level competition in CCA Assembling in time Conduct of all programme Discipline,PT,display Yoga etc Conduct of all programme Discipline,PT,display Yoga etc Announcemnets PA System Arrangement Birth day Celebration, Certificate distribution Planning of selected celebrations Arranging Guests, preparing and planning the venue. Co-ordinating the programme with CCA and other Incharges	MR. PAWAN SAINI (TGT HINDI) I/C MRS S L TRIPATHI (TGT HINDI) Ms. NANCY NANDWANI (TGT ENGLISH) MR DHIRAJ RAO (PRT MUSIC) MS. MADHU (PRT) I/C MS SHIVANI SHARMA (PRT CNTR) MS SHILPI SINGH (PRT CNTR)
10	RAJBHASHA COMMITTEE	Ø Up keep and maintenance of Sign Boards Ø Beautification of academic block with quotations Ø Up-Keep and maintenance of bulletin/Notice Board Ø To attend and conduct meetings, celebration of Hindi Pakhwara, Sending reports. Ø Implementation of official language rules in the Vidyalaya, quarterly returns, holding regular meetings. Ø Preparing students for competition (Cultural, Sports & Games) Ø Maintaining record of inmates of house ;their activities Ø Arranging Children for school activities regularly.	MR. RAVINDER BISAI (PGT HINDI) I/C MS DEEPIKA SHENDE (PGT CS) Ms. S.L.TRIPATHI (TGT HINDI) MR. PAWAN SAINI (TGT HINDI) Ms. TAIYYAB HUSAIN, TGT (HINDI) MR. RAJNISH KUMAR FULBEL (TGT WE)

11	HOUSE MASTER and ASSOCIATE TEACHERS	<ul style="list-style-type: none"> ∅ To maintain records of House. ∅ To prepare students for different House-wise competitions. ∅ To conduct House meetings. ∅ To update/upkeep House display boards. 	<p style="text-align: center;">SHIVAJI HOUSE</p> <p>MRS. DEEPA PARIHAR (PGT BIO) HOUSE MASTER MS MANJUSMITA (TGT BIO)</p> <p>MR. PANKAJ KUMAR YADAV (TGT SST)</p> <p>Ms. RITU (PRT) (HOUSE MASTER)</p> <hr style="border: 1px solid green;"/> <p style="text-align: center;">TAGORE HOUSE</p> <p>MS DEEPIKA SHENDE (PGT CS) HOUSE MASTER MRS. AKANKSHA SINGH (TGT BIO.) MS NEHA DUBEY (TGT MATHS CNTR)</p> <p>MS. MADHU (PRT) HOUSE MASTER</p> <hr style="border: 1px solid yellow;"/> <p style="text-align: center;">ASHOKA HOUSE</p> <p>MRS SHWETA (PGT COMM) (HOUSE MASTER) MS AKANKSHA (PGT CHEM CNTR) MR. TAIYYAB HUSAIN (TGT HINDI) MR. AMIT KUMAR JAISWAL, TGT-ART</p> <p>MS PREETI (PRT) MS SWATI NIGAM</p> <hr style="border: 1px solid blue;"/> <p style="text-align: center;">RAMAN HOUSE</p> <p>MR M MOHSIN (PGT ENG) HOUSE MASTER Ms. VEENA MALIK (TGT SST.)</p> <p>MR. SANJAY KUMAR (TGT MATHS)</p> <p>MR ISHWAR (PRT) HOUSE MASTER</p>
12	BEAUTIFICATION	<ul style="list-style-type: none"> ∅ Beautification of school entrance,Corridors. ∅ Updatation of main notice board(Entrance). ∅ Beautification work during any special programme. ∅ Supervision of gardening work 	<p>MR. RAVINDER BISAI (PGT HINDI) I/C MR. AMIT KUMAR (TGT AE) MR. ISHWAR (PRT) MS. MADHU (PRT)</p>

13	CLEANLINESS & SANITATION (Swachh Bharat Mission)	<ul style="list-style-type: none"> Ø Supervision of cleaning activities including toilets in the building. Ø Procuring materials and labour for the required approved work Ø Verify and certify Conservancy Bill. 	MR. AMIT KUMAR JAISWAL, (TGT-AE) I/C MRS MANJUSMITA NAYAK (TGT SC) MR. PANKAJ KUMAR YADAV (TGT SST) MRS RITU (PRT)
14	RESOURCE ROOM ACTIVITY ROOM	<ul style="list-style-type: none"> Ø Maintenance of record of equipments & its updation. Ø Maintenance of register having information of usage of room Ø Adding equipments. Ø Keeping the room attractive 	MS PREETI (PRT) I/C MR ISHWAR (PRT) MS RITU (PRT)
15	DISCIPLINE COMMITTEE	<ul style="list-style-type: none"> Ø Monitoring of punctuality, use of proper uniform by the students & maintenance of record. Ø Maintenance of discipline and decorum during functions /school activities. * Routine Checking of students uniform/nails/hair during assembly . Ø Coordination with students & Administration. 	MR RAM SINGH YADAV (PET) I/C MRS SHWETA AGARWAL (PGT COMMERCE) MS NANCY N (TGT ENGLISH) MR. PAWAN SAINI (TGT HINDI) MR PANKAJ YADAV (TGT SST) MS PREETI (PRT) MR ISHWAR (PRT) ALL CLASS TEACHERS FOR THEIR RESPECTIVE CLASSES. ALL CLASS TEACHERS FOR THEIR RESPECTIVE CLASSES.
16	MAINTAINENCE OF FEE COLLECTION REG CS 54	Ø Regular collection of fee receipts from class teachers & maintain in CS 54. Compare it with CS 11.	Ms. RITU (PRT) PRIMARY MR. PANKAJ KUMAR YADAV (TGT SST) SEC.
17	INCOME TAX CALCULATION	Computation of tax of employees of the vidyalaya and issue of Form-16	MR. RAJNISH KUMAR FULBEL (TGT WE)
18	AEP, GUIDANCE & COUNSELLING/ CAREER GUIDANCE	Provide relevant & adequate information about various carrers through CG cell; Coordinating with external professionals. Arranging psychological counseling lectures& maintenance of record	MR RAVINDER BISAI (PGT HINDI) MRS DEEPA PARIHAR PGT (BIO) MRS SWATI (PGT MATHS) MR RAJNISH COUNSELLOR
19	VIDYALAYA PATRIKA, STUDENTS DIARY	Ø Collection, editing articles of students & staff ; Messages from connected officials, arranging printing.	MR PAWAN SAINI (TGT HINDI) MR. MD. MOHSIN (PGT ENG) MRS SL TRIPATHI (TGT HINDI) MR. AMIT KUMAR JAISWAL, TGT-AE MS. MADHU, PRT
20	ACADEMIC COUNCIL	<ul style="list-style-type: none"> Ø Planning for academic programme setting activities Ø Arranging projects& guiding for Innovation and experimentation Ø Course Completion Ø Eligibility tests 	MRS. DEEPA PARIHAR (PGT BIO) MR. JP CHAUDHARI (HM) MRS. SWATI (PGT MATHS) MR. M. MOHSIN (PGT ENG) MRS VEENA MALIK (TGT S.SC)

| | Registration |

21	SCOUT AND GUIDES	<ul style="list-style-type: none"> ∅ Organize and Plan training programme for Scouts and Guides ∅ Arranging camps/special programmes ,celebration of thinking day ∅ Arranging participation of Training Camps of KVS ∅ Eligibility tests 	MRS DEEPA PARIHAR PGT (BIO) MR. AMIT KUMAR JAISWAL, TGT-ART All Tranied teachers (SCOUT & GUIDE)
22	CUBS & BULBUL	As Above	MR ISHWAR (PRT) MR DHEERAJ RAO (PRT MUSIC) Ms MADHU (PRT) All Tranied teachers (BULBUL/FLOCK LEADER & CUBS))
23	LIBRARY COMMITTEE COMMITTEE	Procuring books Planning & execution of improvement of library,	MR TAIYYAB HUSAIN (TGT HINDI) I/C LIB MR RAVINDER BISAI (PGT HINDI) MR. M. MOHSIN (PGT ENG) MRS AKANKSHA (TGT SC) MS MADHU (PRT) *STUDENT REPRESENTATIVES.
24	Clubs : 1. NATURE & ECO	<ul style="list-style-type: none"> ∅ Organize programme and co-ordinate activities of the club ∅ Plan. Monitor &co-ordinate activities of the club. ∅ Running of active club, Plan activities to keep programme for making campus green and eco friendly. 	CLUBS : MRS. DEEPA PARIHAR (PGT BIO) I/C MS. AKANKSHA SINGH (TGT BIO) MS MANJUSMITA (TGT BIO) Ms. MADHU (PRT)

	2. LITERARY	<ul style="list-style-type: none"> Ø To give suggestions for improvement of library & reading habits Ø Conducting various lectures , programmes & Selecting the members for club etc. 	MR RAVINDER BISAI (PGT HINDI) MR. PAWAN SAINI (TGT HINDI) MR TAIYYAB HUSAIN (TGT HINDI) Ms. PREETI (PRT) STUDENT REPRESENTATIVES.
	3. Integrity Club + Virasat (Heritage)	<ul style="list-style-type: none"> Ø To teach the students regarding the values by conducting lectures. Ø Organising AEP activities periodically & sending the desired report timely to the concerned official and keep the records in presentable format. 	Ms. VEENA MALIK (TGT SST) MR. PANKAJ KUMAR YADAV (TGT SST) Ms. DHEERAJ RAO (PRT MUSIC)
	4. SCIENCE Club	<ul style="list-style-type: none"> Ø Inculcating scientific temperament by practicing science activities Ø Preparation of Junior science Exhibition/NSC/Green Olympiad/SOF/Celebration of Science Day. 	Ms. DEEPA PARIHAR (PGT BIO) MS. AKANKSHA SINGH (TGT BIO) MR. MANJUSMITA (TGT BIO) MS. PREETI (PRT)
25	EXCURSION/ ADVENTURE ACTIVITY	<ul style="list-style-type: none"> Ø Plan destinations, Mode of transport , arranging transport, arranging other facilities for school picnic, adventure programme and Excursion. Ø Keeping Record/photo graph 	MR RAM SINGH YADAV (PET) I/C Ms VEENA MALIK(TGT SST) MR SANJAY KUMAR MR. ISHWAR (PRT)
26	FIRST AID AND MEDICAL CHECK UP	<ul style="list-style-type: none"> Ø Provide medical attention in exigencies. Ø Provide medical first aid boxes in different places. Ø Procuring first aid kit and make available in different centers like Primary Staff Room, Sports room , Secondary Staff Room. Ø Conduct of medical checkup of students 	MS DEEPA PARIHAR (PGT BIO) MR RAM SINGH YADAV (PET) MR RITU (PRT) DOCTOR NURSE
27	GRIEVANCES & RTI	<ul style="list-style-type: none"> Ø Receive complaints/grievances Ø All-out effort to settle issue. Ø Suggest/advise, Process &Forward to the concerned head of office. Ø Processing the application/quiry Ø Gather reply from the concerned dept Ø Provide information to the applicant with in the stipulated time. 	MR RAJNISH KUMAR FULBEL (WET) MR. M. MOHSIN (PGT ENG) Ms. S.L.TRIPATHI (TGT HINDI)
28	Photography	<ul style="list-style-type: none"> Ø Coverage of school Activities by Coordinating with all program I/Cs 	MR ISHWAR (PRT) MRS. DIKSHA (COMP INST)
29	Hospitality	<ul style="list-style-type: none"> Explore the Local Market to see availability of the required materials to procure. Extending Hospitality to the guest on special occasions 	Ms. VEENA MALIK PUNIA (TGT SST) MRS. AKANKSHA SINGH (TGT BIO) MR. RAJNISH FULBEL (TGT WE) ALL DEPT I/CS

30	Alumni Association & VIDYALAYA	Identifying Alumini and arranging meeting at least once a year	MRS DEEPIKA SHENDE PGT (COMP) I/C MS DEEPA PARIHAR (PGT BIO) MR MD MOHSIN(PGT ENG)
31	Staff Room	1.Upkeep of staff room 2. Disposal of Old books/Newspaper 3. Display Board beautification 4. Locker distribution upkeep	MRS S.L TRIPATHI (TGT HINDI) MRS VEENA MALIK (TGT S.SC.) MR SANJAY KUMAR(TGT MATHS)
32	Primary Children Park PARK	Up keep of children park	Ms. MADHU (PRT) I/C MR. ISHWAR (PRT)
33	TARUNOTSAVA	Preparing time table and activities for class X students	MR. SHWETA AGARWAL (PGT COMM.) I/C Ms DEEPA PARIHAR (PGT BIO) MR PAWAN SAINI MS AKANKSHA SINGH (TGT BIO) MR. AMIT KUMAR JAISWAL, TGT-ART
34	PARTNERSHIP WITH NEIGHBOURING SCHOOL	To plan activities to share best practices and coordinating the same with the identified schools	Ms. SHWETA AGARWAL PGT (COMM) I/C MS. NANCY NANDWANI (TGT ENGLISH) MS MADHU (PRT) MS PREETI (PRT)
35	Fee Verification Committee	To check the fee details and ensure data verification.	MS DEEPIKA SHINDE PGT (COMP) I/C MS NANCY N (I/C CS -54 SEC) MS RITU PRT (I/C CS-54 PRI) ALL CLASS TEACHERS/CO-CLASS TEACHERS FOR THEIR RESPECTIVE CLASSES.
36	AWAKENED CITIZEN PROGRAM	To ensure ACP classes and completion of modules.	MR TAIYYAB HUSAIN (TGT HINDI) I/C Ms. S.L TRIPATHI (TGT HINDI) MR. PAWAN SAINI (TGT HINDI) MS. NANCY NANDWANI (TGT ENGLISH)

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