

KENDRIYA VIDYALAYA SIWAN
DELEGATION OF RESPONSIBILITIES / COMMITTEES
(2024-2025)

Sl. No.	Duty/Responsibilities	Target & Periods	In-charge & Members
1.	Admission	To be done as per KVS rule	i. Mr. A. K. Srivastava - I/C ii. Mr. N. K. Gothwal iii. Mrs Ira iv. Mr. Umesh Kumar v. Mr. Tarkeshwar Pandey vi. Mr. Ritesh Kumar
2.	CCA	Calendar of the activities to be prepared & implemented.	i. Mrs. Deepika Pathak, Co-ordinator ii. Mr. S. K. Tiwari, Asstt. Co-ordinator iii. Mr. Md. Aslam, TGT (Hindi) iv. Dr. Sonali Verma v. Mr. Ritesh Kumar
3.	Local Purchase Committee	To find out the requirement for the Vidyalaya & help in the purchase procedures.	i. Mrs. Deepika Pathak ii. Mr. T. N. Pathak, VMC Member iii. Mr. Ritesh Kumar
4.	Bharat Scout & Guide	1. All activities / camps/ tests to be organized as per KVS guide lines. 2. Chalk out other plans in consultation with Principal & implement.	i. Mr. T.N. Pathak - I/C (Scouts) ii. Mr. S. K. Tiwari iii. Mrs. Sonali Verma - I/C (Guides) iv. Mrs. Tanuja Vishwas v. Mr. Ritesh Kumar - I/C (Cubs) vi. Mr. Praveen Kumar singh vii. Ms. Zeba Hameed – I/C (Bulbul) viii. Mrs. Shakshi Shriya
5.	Shala Darpan & Online Fee Collection	As per need	i. Mr. Rajeev Ranjan - I/C ii. Mr. A. K. Srivastava
6.	Back to Basic	To be done as per KVS Guide line.	i. Mr. Ramesh Kr. Yadav - I/C 6 th to 8 th ii. Mr. Ritesh Kumar Class - I/C 3 rd to V th
7.	Time Table & Arrangement	Copy of class time table should be displayed in each class room.	i. Mr. Ramesh Kr. Yadav - I/C ii. Mr. N. K. Gothwal iii. Ms. Mamta Kumari iv. Mr. Tarkeshwar Pandey
8.	Examination Internal & External	(a) Test / Exams. To be conducted as per KVS Schedule. (b) Result Analysis of class X & XII th be put up to the Principal every month. (c) All CBSE related matters.	i. Mr Ramesh Kr. Yadav - I/C ii. Mr. N. K. Gothwal iii. Mr. A. K. Srivastava iv. Mrs. Ira v. Mr. Tarkeshwar Pandey
9.	Social Science Exhibition & EBSB	Mock Drills & awareness programmes to be organized twice a year i.e. April & Oct	i. Mr. Dharmu Lal - I/C ii. Mrs Deepika Pathak iii. Mrs. J. Roshani iv. Mr. Md. Aslam v. Dr. Sonali Verma vi. Mrs. Shakshi Shriya
10.	Discipline (BOYS)	(a) Indiscipline cases to be reported to the Principal & dealt with as per KVS rules. (b) Discipline in morning Assembly, during recess & CCA programme to be monitored Strictly.	i. Mr. N. K. Gothwal.- I/C (Boys) ii. Mr. Dharmu Lal iii. Mr. R.K. Yadav iv. Mr. T. N. Pathak v. Mrs. T. Vishwas vi. Mr. Ritesh Kumar vii. All Class Teachers
11.	Discipline (GIRLS)		i. Mrs. J. Roshani - I/C (Girls) ii. Mrs. Tanuja Viswas iii. Mrs. Ira All Class Teacher
12.	AEP, Guidance & Counselling	(a) Suggestion box to be opened on every Friday & points to be put to the principal	i. Mr. R. Ranjan - I/C (Boys). ii. Mr. T. N. Pathak iii. Mr. S. K. Tiwari

		(b) Adolescence education to be imparted as per KVS norms.	iv. Mrs. Deepika Pathak - I/C (Girls) v. Dr. Sonali Verma vi. Mrs. Tanuja Viswas
13.	RTI	As per need	i. Mr. R. Ranjan - I/C ii. Mr. T. N. Pathak iii. Mr. Pramod Kumar SSA
14.	Vidyalaya Patrika & Student Diary	(i) Student's Diary to be published in April (ii) Magazine to be published in July. (iii) Quarterly CMP Newsletter to be published in April, July, Oct. and Jan.	i. Mrs. Deepika Pathak - I/C ii. Mrs. J. Roshani iii. Mr. Md. Aslam iv. Mr. Tarkeshwar Pandey v. Mrs. Shakshi Shriya
15.	Maths Lab, Olympiads & Club Activity	Maths quiz to be organized & upkeep of the lab to be maintained as per KVS /CBSE norms. To be organized as per KVS guide lines & quality of preparation & participation should be ensure including some prestigious positions.	i. Mr R.K. Yadav - I/C ii. Mr. S. K. Tiwari iii. Mr. Tarkeshwar Pandey
16.	Science Lab, Club Activity & Olympiads	Science quiz to be organized & upkeep of the lab to be maintained as per KVS /CBSE norms. To be organized as per KVS guide lines & quality of preparation.	i. Mr. Umesh Kumar - I/C ii. Mr. S. K. Tiwari
17.	Furniture	Repairs ,Maintenance work & Register Mentioned	i. Mr. N. K. Gothwal - I/C ii. Mr. T.N. Pathak iii. Mr. Ritesh Kumar.
18.	Repairing & Maintenance	Proper upkeep & maintenance of Vidyalaya to be monitored	i. Mr. T.N. Pathak - I/C ii. Mr. N. K. Gothwal iii. Mr. Ritesh Kumar.
19.	Generator use & Care	As per requirement, Preparation Logbook	i. Mr. T.N. Pathak - I/C ii. Mr. Ritesh Kumar
20.	Photography & Video	As As per need	i. Mr. Praveen Kumar singh - I/C ii. Mr. Ritesh Kumar. iii. Computer Instructor
21.	Library & Reader's club	1. Magazine /journals to be procured taking student's interest in view. 2. Students to write book review. 3. Library policy of KVS to be implemented	i. Mr. Rajeev Ranjan - I/C ii. Mrs. Deepika Pathak iii. Mrs. J. Roshani iv. Mr. Md. Aslam v. Mrs. Ira
22.	Gardening & Beautification	Beauty & cleanliness to be monitored	i. Mr. T.N. Pathak - I/C ii. Mr. Md. Aslam iii. Ms. Mamta Kumari iv. Ms. Zeba Hameed
23.	Computer Lab	Maintenance work & Register Mentioned	i. Mr. A K Srivastav - I/C ii. Mr. Dharmu Lal iii. Mr. Rajeev Ranjan iv. Mr. Praveen Kumar singh
24.	House Master	Morning assembly, CCA activities & display boards to be conducted /displayed properly. House masters should ensure the quality participation of students and to carry out flag hosting / lowering every day as per flag code.	i. Mr. Md Aslam (Shivaji House) ii. Mr. Dharmu Lal (Tagore House) iii. Mr. N.K. Gothwal (Ashoka House) iv. Mr. A.K. Srivastava (Rajendra House)
25.	School Website	To be updated regularly	i. Mr. A K Srivastav - I/C ii. Mr. Rajeev ranjan iii. Mr. Pramod Kumar SSA
26.	Subject Convener	As per KVS rules, keeping records and register	i. Mrs. J. Roshani - Eng. ii. Mr. Dharmu Lal – Comm., S. Sc. iii. Mrs. Deepika Pathak- Hindi & SKT iv. Mr. R. K. Yadav - Maths & Sc., I.P.

27.	First AID & Medical Check-up	Twice a year i.e. Aug & Jan	i. Mrs.Tanuja Viswas - I/C ii. Mr. Umesh Kumar iii. Dr. Sonali Verma iv. Mr. Ritesh Kumar v. Mrs. Shakshi Shriya
28.	Educational Tour, Adventure , Excursions	Excursion to be plan in Dec & As per KVS instruction	i. Mr. Dharmu Lal - I/C ii. Mrs. Tanuja Viswas iii. Mr. Ritesh Kumar
29.	PTA Meeting	PTA Meeting in August / Dec & Jan	i. Mr. R.K.Yadav - I/C ii. Mr. A. K. Srivastava iii. All Concerned Class Teacher iv. All Concerned Subject Teacher
30.	CMP & Primary Resource Room	To be implemented as per KVS rules	i. Mr. Ritesh Kumar - I/C ii. Mr. Tarkeshwar Pandey iii. Ms. Zeba Hameed
31.	EQUIP (Education Quality Upgradation and Inclusion Programme	To be implemented as per KVS rules	i. Mr. S. K. Tiwari - I/C ii. Mrs. Ira - Eng. iii. Mr. Dharmu Lal - S.Sc. iv. Mrs Deepika Pathak - Hindi & SKT v. Mr.Ramesh Kr.Yadav - Maths vi. Mr. Umesh Kumar - Science
32.	Press Liaison	As and when required in consultation with the Principal	i. Mr.S. K. Tiwari - I/C ii. Mrs. Deepika Pathak iii. Mr. Tarkeshwar Pandey
33.	Grievance (Students, Parents & Teachers)	As per KVS rules	i. Mr. R,K,Yadav - I/C ii. Mrs. J. Roshani iii. Mrs.Tanuja Viswas iv. Mr. Tarkeshwar Pandey
34.	Checking of CS-54 fee collection Register	To be checked every quarter And to be checked every month	i. Mr. R.Ranjan - I/C ii. Mr. N. K. Gothwal. iii. Mr. Pramod Kumar SSA
	Pay bill checking	to be checked every month	i. Mr.R.K.Yadav - I/C ii. Mr.A. K. Srivastava iii. Mr. Pramod Kumar SSA
35.	Vocational Education	The work of all contractual coaches to be monitored & reported to the Principal	i. Mr. T N Pathak - I/C ii. Mr. Rajeev Ranjan iii. Mrs.Tanuja Viswas iv. Dr. Sonali Verma
36.	Game & Sports (Checking of uniform defaulters, Checking of late comers at main gate)	To be checked daily, by all class teachers in morning assembly. To be done daily	i. Mrs.Tanuja Viswas - I/C ii. Mr.T.N. Pathak iii. Mr. Rajeev Ranjan iv. Mr. Praveen Kumar Singh All Concerned Class Teacher
37.	Staff Club & Staff Room	Welcome/ farewell party to the new/ outgoing staff and welfare activities to be organized.	i. Mr. Md Aslam - I/C ii. Mr. Umesh Kumar iii. Mr. R.Ranjan iv. Ms. Zeba Hameed
38.	Students' Council	Appointment register to be maintained and co-ordinate.	i. Mrs. Deepika Pathak - I/C ii. Mrs. J. Roshani iii. Mr. S. K. Tiwari All House Masters
39.	Lunch time duty. Safe Arrival & Safe Departure .	Maintained Discipline in Lunch time duty. Home Masters to assign duties to the teacher for particular periods.	House on Duty (weekly-Monday to Saturday) 1. Shivaji House (1 st Week) 2. Tagore House (2 nd Week) 3. Ashoka House (3 rd Week) 4. Rajendra House (4 th Week)
40.	Birthday Celebration	As per principal Instruction	i. Mrs. Deepika Pathak - I/C ii. Mrs.Tanuja Viswas All House Masters

41.	Achievement Register	Register of Achievement students & Teacher	<ul style="list-style-type: none"> i. Mrs. Deepika Pathak I/C ii. Mrs. Tanuja Viswas iii. Dr. Sonali Verma iv. Mrs. Shakshi Shriya
42.	Raj Bhasha Committee	Register to be maintained As per KVS rule	<ul style="list-style-type: none"> i. Mrs. Deepika Pathak I/C ii. Mr. Md. Aslam iii. Mr Ujjwal Kumar
43.	Club Activity	As per KVS rule	<p>Health Club-</p> <ul style="list-style-type: none"> i. Mrs. Tanuja Viswas - I/C ii. Mr. Ritesh Kumar <p>Nature Club –</p> <ul style="list-style-type: none"> i. Mr. T.N. Pathak - I/C ii. Mr. R Ranjan <p>Language Club –</p> <ul style="list-style-type: none"> i. Mrs. J. Roshani - I/C ii. Mr. Md. Aslam iii. Mr. Ritesh Kumar <p>Integrity Club –</p> <ul style="list-style-type: none"> i. Mr. Dharmu Lal - I/C ii. Ms. Mamta Kumari iii. Mr. Md. Aslam iv. Mr. Praveen Kumar Singh <p>Music Club –</p> <ul style="list-style-type: none"> i. Dr. Sonali Verma - I/C ii. Mrs. Shakshi Shriya iii. Ms. Zeba Hameed iv. All House Master <p>Maths Club –</p> <ul style="list-style-type: none"> i. Mr. R K Yadav - I/C ii. Mr. S. K. Tiwari iii. Mr. Ritesh Kumar <p>Science Club –</p> <ul style="list-style-type: none"> i. Mr. Umesh Kumar - I/C ii. Mr. S. K. Tiwari <p>Readers Club –</p> <ul style="list-style-type: none"> i. Mr. R. Ranjan - I/C ii. Mrs. Ira iii. Mr. Md. Aslam <p>ACP Club –</p> <ul style="list-style-type: none"> i. Mr. S. K. Tiwari - I/C ii. Mrs. Mr. Md. Aslam iii. Mr. R. Ranjan
44.	Disaster Management	As per instruction of NDRF	<ul style="list-style-type: none"> i. Mr. Dharmu Lal - I/C ii. Mr. T.N. Pathak iii. Mr. Md. Aslam iv. Mr. Tarkeshwar Pandey
45.	Prevention of sexual Harassment	As per need	<ul style="list-style-type: none"> i. Mrs. J. Roshani – I/C ii. Mrs. Tapti Verma (NGO) iii. Mrs. Tanuja Viswas iv. Dr. Sonali Verma v. Mr. T.N. Pathak

Principal