केन्द्रीयविद्यालय

गांधीग्राम, डिंडीगुल - ६२४३०२

फोः: ०४५१-२९०७७७२



## KENDRIYA VIDYALAYA

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Date:27/06/2023

	F.1-4/KVD/2023-24/	OFFICE ORDE	Duties procedure as per
	a witten	Committee Members	1 To plan admission process
.NO	Committee		KVS guidelines.
	Admission Committee	1. Mrs.P.NAGARATHINAM	KVS guidelines.  2. To keep ready admission  2. To keep ready test plan
	Admission Through	PGT( ENGLISH ) I/C	forms prospectus a
		Et .	well inadvance.
		2. Mrs.AMUTHA PRT	well inadvance. To issue & collect the registration and
		2. Mrs.AMOTTA	admission forms.
		3. A.SURENDHAR /	3 To Co-ordinate With Chairsion
		COMP.INST (C)	to conduct tests of mission to class 9.
		,COIVIE.IIVS	required for fresh authorisation of 4. To complete, the formalities of
	TC and issue of TC&		4. To complete, the 2023-2024 as
	SR Register Maintain	THE PROPERTY OF THE PROPERTY O	admission for the session 2023-2024 as admission for the session instructions,
	SK Kegister War	4. Mr.SHAKSHAM	chedule/ Ilistiactions
		TGT ( MATHS )	orrespondence
		( 50 6 00	pertaining to local transfers, other regular
			transfers, etc.
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1			5. To prepare Master 2023-2024. done for the year 2023-2024.
			6. To ensure that details of TCs are being
			uploaded and to also update the data
			regarding strength of students in various
			classes. 7. To update student enrolment data in the principals chamber and on the
			display boards.
			Any other related work.
			Tentative schedule of test/exams
	Examination	1.Mr.ABDUL JALEEL,	for the sessions will be circulated
		PGT( PHYSICS ) I/c	for the sessions will be should for
	(Primary	[ HOME EXAM + CBSE ]	among the students & parents for
	&		their prior information. The schedule
	Secondary CBSE )	2.Mrs.P.NAGARATHINAM	of Exams as per KVS Academic
		PGT( ENGLISH )	Calendar may be got printed in the
		PGI(ENGLISH)	School diary.
		A AAAUTUA DDT	2. Exam time-table should also be
		3. Mrs.AMUTHA,PRT	informed to teachers, students &
			parents at least two weeks before
		4.Mrs .Durga Devi ,	the Commencement of test/exam.
		PRT (C)	3. To procure and maintain the required
			stationery of examination well in advance
		5.Mr.SHAKSHAM	Stationery of examination wen inadvance
		TGT (MATHS)	for monthly tests, practice tests, PTs,
		(200	Half Yearly exams, Session ending
		6.Mrs.MALARVIZHI,	exams, etc.
		PRT(C)	4. All the required documents/materials
		Titl(C)	like answer scripts, mark-slips, mark
		Z A 4 - DIALKA D	register, progress card etc. should be
		7.Mr.DINKAR,	issued to concerned teacher intime.
		TGT (SST)	
		11 2 14	5. To ensure that answer scripts are
			corrected within stipulated time for the
			internal exams.
			6. Students and parents must be

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3.			Exams at least within 10 days of completion of test/examination. Updated record must be kept ready for further course of action. 7. To regularly check the CBSE and KVS site and to inform teachers about the latest circulars regarding exams, syllabi, and changes if any. 8. To complete all CBSE correspondence and uploading of all data intime and as per schedule. 9. To ensure all arrangements for internal and board exams are done as per schedule. 10. To maintain proper record of students indulging in malpractice during Exam and action taken. 11. To ensure Conduct of Exam related activities, Projects, Assignments, FA II activities by all Teachers in time. 12. To randomly check evaluated Answer script. Any discrepancy/ Anomaly in evaluation to be brought to the notice of the Principal / Vice-Principal.  1. To frame the time table as per periods
J.	Time Table & Arrangement	Mr.V.PANDIARAJAN	allotted and to bring in
	( Secondary)	PGT ( BIOLOGY )	necessary changes as required due to KVS circulars or requirement of thevidyalaya.
	Time Table & Arrangement ( Primary)	Mrs.AMUTHA PRT	2. To make alternative arrangements when teachers are on leave.  3. To prepare and inform subject teachers about the special time-table during all holidays, breaks (Autumn & Winter) and vacation including morning assembly time and one hour after the regular period of Vidyalaya as per action plan for class VI TO X  4. To ensure ringing of the bell in time  5. To prepare day wise Time Table of all the Teachers.  6. All other related work.
4.	Discipline Committee (Primary &	1.Mr.BALAMURUGAN TGT ( LIBRARIAN)	To ensure that students follow general instructions related to
	Secondary Section)	2.Mr.KARUPPAIAH	discipline. Committee members
		PET (C)	will keep a keen watch on behavior of students in school
		3.Mrs.AMARAJOTHI YOGA ( C )	campus. This committee will take the responsibility to ensure healthy conducive atmosphere in Vidyalaya. Checking if students are properly turned out.
			Parents of latecomers to be informed.  If any member finds any misbehavior by the students(s) it should be brought to the notice of disciplinary action committee so as to take necessary action. Committee will decide the punishment to concernedstudent (s).  Surprise checks of bags of students.

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5. C	CA	1.Mrs.R.K.DEVASENA TGT (ENGLISH) I/c  2.Mr.ILAYARAJA TGT (C)  3.Mrs.RENITHA PGT (C)  4Mrs.ARUNA TGT (C)	Any incident of indiscipline to be mentioned in the daily diary with discipline in charge by the teachers on duty.  Any other related work.  To decide on the necessary action based on reports given by the members of the discipline committee.  To maintain the records of Action taken.  CCA Calendar of activities  To prepare an action plan for internal and external CCA activities for the session and to complete them in time. Tentative plan for the Session 2023-24 to be ready by 25th March 2023.  They will also have to suggest practical plans for improvement of CCA activities.  To check the preparation for CCA.  To plan for awarding the prize winners on important days like 15th Aug, 26th Jan, etc.  Guest lectures should also be organized on special occasions & important days to celebrate the occasions with true spirit  To send the reports to R.O & to the media/ Agencies for publications.  Organize class photographs.  All work related to collection of matter and publication of Newsletters and school magazine and school diary. School Diary to be procured and issued to students by April 2023.  House masters and children to be made aware of the points gained by each house after each competition as well as the running total at the end of each month.  To promation of student council in two months.  Any other related work.  Any other related work.  Any other related work.
6 N	MorningAssembly	1. Mrs.R.K.DEVASENA TGT ( ENGLISH ) I/c 2.Mr.ILAYARAJA TGT ( C )	13. Identity Card for students by end of April for all classes.  MORNING ASSEMBLY  1.To plan the morning assembly programme and allot the duty to concerned House Master. In addition, to check the preparation of the

		4.Mrs.ARUNA TGT ( C )	2. Children's birthdays will be celebrated in morning assembly. 3. Celebration /observation of special days as part of assembly program. List of special days to be prepared and handed over to the house-masters before the first house meeting.
	Checking of accounts/ Arrearand fee related matters	Mrs. MAMINA MISHRA SSA	Check salary / Arrear prepared every month and to get it signed by principal / Vice Principal.      All other matters related with school fee deposition.
8	Furniture	Mr.BALAMURUGAN TGT ( LIBRARIAN) I/c	1. To plan for repair & purchase of Vidyalaya furniture for student & staff in various classrooms & departments as per requirement & budget.  2. To clear/get shifted un utilized furniture.  3. To get classroom, black boards, name boards, etc. painted and maintained.  4. To identify all furniture that can no longer be repaired and to complete the process of condemnation and auction.  5.All related work
9	Scout and Guide	1.Mr.BALAMURUGAN TGT ( LIBRARIAN) I/c  2.Mrs.R.K.DEVASENA TGT ( ENGLISH  3.Mrs.AMUTHA PRT	1. Prepare S/G activity plan with tentative date & Months for activities to be organized 2. To select student for cubs, bulbul, scout & guide enrolment in the month of April 2023. 3. To make an arrangement for proper training of the students. 4. To prepare scout & guide to participate in various activities, both in internal & external competitions. 5. All other related work.
10	Daily Cleanliness/	1.Mr.BALAMURUGAN TGT ( LIBRARIAN) I/c  2.Mrs.P.SUNDARA MURTHY TGT ( COMMERCE )  3. Mr. KARUPPAIAH PET ( C )	1. To mark attendance of housekeeping staff & to ensure correct payment every month.  2. Proper distribution of duties to the different members of the conservancy/housekeeping staff.  3. To ensure that the house keeping staff perform the following duties-  Cleanliness of entire school and school campus. Cleaning of all toilets 3 times a day.  Wet mop of all corridors, departments and staircase. Corridors, staircases and classrooms to be cleaned after school

			hours.  4. Wing wise duties to be assigned to the committee members to monitor the work of conservancy staff.  5. Purchase of required items and materials for cleaning purposes.  6. To ensure that sufficient no. of dustbins are located in corridors, grounds, classrooms, etc. all dustbins to be emptied daily and waste to be properly disposed.  7. To ensure that water points are regularly cleaned.  8. To also involve the members of the student council in monitoring cleanliness of the Vidyalaya.  9. Any other related work
11	Security of School premises	Mr Dinkar ,TGT I/c	1.To ensure availability / presence of security staff as per contract and to  liaise with contractor to overcome any deficiency.  2.To Check the work of Security staff, their places of duty, work division & to check the attendance of Guards before payment every month.  3.To check in & out register on a regular basis (twice a week) and to sign  with date after checking.
12	Beautification Committee	1. Mrs.AMUTHA PRT I/c 2. Mr Senthil Kumar,SS	4.All related work pertaining to the safety of the children in School  To lookafter the Beautification of the entire vidyalaya

1. MALLEESWARAN.K. 276/23

PRINCIPAL
प्राचार्य / PRINCIPAL
केन्द्रीय विद्यालय / KENDKIYA VIDYALAYA
गांधीग्राम / Gandhigram
डिण्डीगुल / Dindigul - 624 302.

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