

Department	Members	Duties
NCS	1. Dr. Raj Kumar, PGT (Phy.) 2. Dr. Priti Shahi, TGT (Sc.)	To select and guide students to prepare insights as per the themes given. To provide all sort of assistance to the students in this regard. To conduct all activities related to Yoga Day celebration as per KVS HQ instruction.
Yoga Day Celebration	1. Mr. Dil Deo Prasad, TGT (Eng.) 2. Sh. Rajesh Kumar Jha, Librarian 3. All Games Coaches	To conduct all activities related to Yoga Day celebration as per KVS HQ instruction.
Sanskrit Week Celebration	1. Mr. Arun Shukla, TGT (Sk.) - Contractual 2. Ms. Jyoti Bani, TGT (HIn.) 1. Dr. Animesh Kumar, TGT (Maths) 2. Mr. S. S. Prasad Gupta, TGT (Maths)	To conduct all activities related to Sanskrit Week celebration as per KVS HQ instruction. To conduct lab activities for the secondary classes.
Junior Maths Lab	1. Mr. Sanjay Kumar, TGT (Sc.) 2. Dr. Priti Shahi, TGT (Sc.)	To conduct lab activities for the secondary classes.
RTI & Rajbhasa	1. Mr. Umesh Chandra, TGT (HIn.) 2. Mr. Anarendra Kumar, SSA 3. Mr. Abhishek Anand, JSA 1. Dr. Raj Kumar, PGT (Phy.)	To send the RTI reply within the stipulated time in consultation with the Principal.
Condemnation of Articles	1. Dr. Raj Kumar, PGT (Phy.) 2. Mr. Amit Kumar, PGT (CS) 3. Mr. Rajesh Kumar Jha, Librarian 4. Mr. Dil Deo Prasad, TGT (Eng.)	To verify the list of articles recommended for condemnation by the stock in-charge and to submit the consolidated report in the proper format for approval by the VMC in consultation with the stock in-charge and Principal.
Website Updating, TC Uploading & Email Checking	1. Mr. Amit Kumar, PGT (CS) 2. Mr. Anarendra Kumar, SSA 3. Mr. Abhishek Anand, JSA 4. Mr. Sujit Kumar, Comp. Inst.	To update the Vidyalaya website on regular basis and to upload all the recent activities conducted in the Vidyalaya. To check the Vidyalaya e-mail thrice a day and submit to the Principal for necessary action without fail.
Audio-Visual Aid / Resources Room	1. Mr. Amit Kumar, PGT (CS) 2. Mr. Sujit Kumar, Comp. Inst. 3. Mr. Sanjay Kumar, TGT (Sc.) Jr. Sc. Lab.	To assist teachers to use ICT in the classroom and lab. To maintain proper record of the use of computer lab by the teachers.
PTA Meeting	1. Dr. Manoj Kumar Singh, PGT (Maths) 2. Dr. Raj Kumar, PGT (Phy.) 3. Mr. Dinesh Sharma, TGT (Eng.) 4. Mr. Rajesh Kumar Ranjan, HM	To plan and prepare for VMC and PTA as per the schedule of KVS. To maintain the record and minutes properly.
Tarunostava	1. Dr. Manoj Kumar Singh, PGT (Maths) 2. Mr. Dinesh Sharma, TGT (Eng.) 3. Sh. D. D. Prasad, TGT (Eng.)	To conduct the programme and activity related to Tarunostava as per KVS HQ letter.
Introduction of Spoken English Through Cards	1. Mr. Dil Deo Prasad, TGT (Eng.) 2. Mr. Dinesh Sharma, TGT (Eng.)	To encourage and motivate the students and teachers to communicate in English with the help of cards provided by KVS. To maintain proper record of the activity conduct.
EBSE & ANAM	All TGT (SST, English, Hindi, Art, PRT, Music)	
CCT	All TGT (Maths & Science)	
School Nursery Eco Club	1. Sh. Sanjay Kumar, TGT (AE) 2. Sh. G. K. Jha, TGT (S.S.) 3. Sh. A. K. Malakar, Sub-Staff	
M & R	1. Sh. Rajesh Kumar, TGT (S.S.) 2. Sh. A. K. Malakar, Sub-Staff	

Department	Members	Duties
Maths Olympiad	1. Sh. M. K. Singh, PGT (Maths), I/C 2. Dr. Amaresh Kumar, TGT (Maths) 3. Sh. S. S. Prasad Gupta, TGT (Maths) 4. Sh. Umesh Pandey, TGT (Maths)	Preparation and Manage
Science Olympiad	1. Dr. Raj Kumar, PGT (Phy.) - I/C 2. Dr. Priti Shahi, TGT (Sc.) 3. Sh. Sanjay Kumar, TGT (Sc.)	Preparation and Manage
Green Olympiad	1. Smt. Deepmala Sinha, PGT (Hist.) - I/C 2. Sh. Gaurav Kumar Jha, TGT (S.S.)	Preparation and Manage
Library Committee	1. Sh. Rajesh Kumar Jha, Librarian (I/C) 2. Sh. R. N. Yadav, PGT (Geo.) 3. Sh. Umesh Chandra, PGT (HIn.) 4. Dr. Priti Shahi, TGT (Sc.) 5. Dr. Amaresh Kumar, TGT (Maths) 6. Dr. Sunita Kumari, PRT 7. Smt. Anita Kumari, PRT	Library committee meetings, purchase & maintenance of books in library, issue of books & periodical to students. Condemnation of old & worn out books.
Games / Sports for Secondary	1. Mr. Gaurav Kumar Jha, TGT (SST), I/C 2. All Coaches	To conduct inter-house sports competition as per the schedule & infrastructure available in the Vidyalaya.
Games / Sports for Primary	1. Dr. Vinayak, PRT, I/C 2. Ms. Kirti, PRT	To conduct inter-house sports competition as per the schedule & infrastructure available in the Vidyalaya.
First Aid / Medical Check up	1. Mrs. Anita Kumar, PRT 2. Dr. Priti Shahi, TGT (Sc.) 3. Sh. Sanjay Kumar, TGT (AE) 4. Nurse 5. Counselor	Medical Care of students
Grievances for Students	1. Dr. Raj Kumar, PGT (Phy.) 2. Mr. Sanjay Kumar, TGT (Sc.) 3. Mr. Sanjay Kumar, TGT (AE)	To report the grievances of the student to the Principal.
Grievances for Staff	1. Dr. Manoj Kumar Singh, PGT (Maths) 2. Mrs. Deepmala Sinha, PGT (HIn.)	To report the grievances of the staff to the Principal.
UBI	1. All Class Teachers 2. Mr. Amit Kumar, PGT (CS), I/C 3. Mr. Sujit Kumar, Comp. Inst.	To complete all the works related to data verification, admission and submission of fees through UBI Portal To update all the records on Shiksha Darpan Portal according to Vishakhaha Guidelines.
Sexual Harassment	1. Mrs. Deepmala Sinha, PGT (HIn.), I/C 2. Ms. Jyoti Bani, TGT (Hindi) 3. Mrs. Anita Kumar, PRT	To prepare a disaster management plan for the Vidyalaya.
Disaster Management, School & Students Safety	1. Mr. Rajesh Kumar Jha, Librarian 2. Mr. Rajesh Kumar, TGT (S.S.) 3. Mr. Dinesh Sharma, TGT (Eng.) 4. Mr. Dil Deo Prasad, TGT (Eng.) 5. Mr. R. S. Singh, PRT 6. Dr. Vinayak, PRT	To conduct mock drill for the students and prepare evacuation plan. To conduct safety audit of the Vidyalaya.
Inspire	1. Dr. Raj Kumar, PGT (Phy.) 2. Dr. Priti Shahi, TGT (Sc.)	To register the Vidyalaya and the students in the Portal. To motivate the students for maximum participation.
NTSE	1. Dr. M. K. Singh, PGT (Maths) 2. Dr. Raj Kumar, PGT (Phy.) 3. Mr. S. S. Prasad Gupta, TGT (Maths)	To register the Vidyalaya and the students in the Portal. To motivate the student for maximum participation.

KENDRIYA VIDYALAYA MUZAFFARPUR (SECOND SHIFT)
DUTY ALLOTMENT (DEPARTMENT-WISE) W.E.F. : 01.04.2023

Session: 2023-24

N	Department	Members	Duties
1	Examination	1. Dr. Raj Kumar, PGT (Phy.) /I/C Secondary 2. Smt. Deepmala Sinha, PGT (Hist.) 3. Sh. Sanjay Kumar, TGT (AE) 4. Sh. G. K. Jha, TGT (S.Sc.) 5. Dr. Vinayak, PRT (I/C Primary) 6. Dr. Sunita Kumari, PRT 7. Sh. Subodh Kumar Singh, Sub-Staff	To conduct various examinations of the Vidyalaya with proper Planning. Preparation of Time-Table for examinations & invigilation duty, preparation of result, result analysis, maintenance of records for future references.
2	Admission	1. Sh. Sanjay Kumar, TGT (Sc.) 2. Sh. R. S. Singh, PRT (I/C Primary)	Registration, Verification of applications, taking list as per KVS rules, preparations of list of candidates for admission, Admission and Maintenance of records for future references.
3	Time-Table/Arrangement	1. Sh. R. N. Yadav, PGT (Geo.) /I/C Secondary 2. Sh. Amit Kumar, PGT (CS) 3. Sh. Amanesh Kumar, TGT (Maths) 4. Sh. R. S. Singh, PRT (I/C Primary) 5. Mr. Amarendra, PRT	Preparation of time-table for the session, arrangement for absenting/teachers on duty, special time-table on special occasion.
4	Discipline	1. Sh. M. K. Singh, PGT (Maths), /I/C 2. Smt. Deepmala Sinha, PGT (Hist.) 3. Sh. Gaurav Kr. Jha, TGT (S.St.) 4. Dr. Amresh Kumar, TGT (Maths) 5. Sh. Sanjay Kumar, TGT (AE) All class teachers & coaches	To maintain discipline of students in the Vidyalaya during assembly, lunch break and dispersal time. Reporting of indiscipline to the principal as and when noticed/received. To take action against indiscipline student as per the KVS rule.
5	Maintenance & Repair	1. Sh. Rakesh Kumar, TGT (SST), /I/C 2. Sh. Sanjay Kumar, TGT (AE) 3. Sh. Dil Deo Prasad, TGT (Eng.) 4. Sh. Rajesh Kumar Jha, Librarian 5. Smt. Bhawna Kumari, PGT (Eco.), /I/C 6. Smt. Deepmala Sinha, PGT (His.), /I/C 7. Sh. Rakesh Kumar, TGT (S.St.) 8. Dr. Sunita Kumari, PRT (I/C Primary) 9. Smt. Anita Kumari, PRT	Maintenance and repair of electric gadgets, plumber work, painting & beautification of Vidyalaya. Ensure the availability of water inside the Vidyalaya.
6	Teaching Aid / TLM	1. Smt. Bhawna Kumari, PGT (Eco.), /I/C 2. Smt. Deepmala Sinha, PGT (His.), /I/C 3. Sh. Rakesh Kumar, TGT (S.St.) 4. Dr. Sunita Kumari, PRT (I/C Primary) 5. Smt. Anita Kumari, PRT	Purchase maintenance and issue teaching aids/TLM to teachers for classroom activities.
7	Scouts & Guides	1. Sh. R. S. Singh, PRT, /I/C Scout 2. Mrs. Anita Kumari, PRT, /I/C Guide 3. Sh. R. S. Singh, PRT (I/C Cub) 4. Dr. Priti Shahi, TGT (Sc.) (I/C Bulbul)	Enrolment of students for scouts & guides and cubs & bulbuls. To train the children for various levels competitions. To conduct camp in and out of the Vidyalaya as per KVS rules.
8	Academic Committee	1. Sh. R. N. Yadav, PGT (Geo.), /I/C Soc. Sc. 2. Dr. Raj Kumar, PGT (Phy.), /I/C Science 3. Sh. M. K. Singh, PGT (Maths), /I/C Maths 4. Sh. Umesh Chandra, TGT (Hin.), /I/C Hindi 5. Sh. Dil Deo Prasad, TGT (Eng.), /I/C Eng. 6. Dr. Sunita Kumari, PRT 7. Dr. Vinayak, PRT	Conduct of subject committee meeting, implementation of academic activities as per KVS rule, monitoring of academic activities and timely completion of syllabus. Organize programs to improve the quality and quantity of result in the Vidyalaya.
9	CCA	1. Sh. Umesh Chandra, TGT (Hin.), /I/C 2. Ms. Jyoti Rani, TGT (Hin.) 3. Dr. Priti Shahi, TGT (Sc.), /I/C 4. Sh. S. P. Gupta, TGT (Maths) 5. Ms. Kirti, PRT	Conduct of CCA activities as per KVS schedule, observance of national & international important days. Conduct competition as per KVS direction. Selection & preparation of students for CCA activities on special occasion.

N	Department	Members	Duties
10	Adventure & Education / Excursion / Picnic / Tracking Programme	1. Dr. Raj Kumar, PGT (Phy.) /I/C 2. Dr. Anuradha Kumar, TGT (Maths) 3. Sh. Rakesh Kumar, TGT (S.St.) 4. Sh. Dinesh Sharma, TGT (Eng.) 5. Dr. Vinayak, PRT	Planning and arrangement of Adventure/Excursion/ Education Training Programme for students.
11	Potable Water Cleanliness Sanitation	1. Sh. Sanjay Kumar, TGT (AI), /I/C 2. Sh. Rajesh Kumar Jha, Librarian 3. Sh. D. D. Prasad, TGT (Eng.) 4. Ms. Kirti PRT (I/C Primary Block) 5. Dr. Vinayak, PRT 6. Mr. Prathiba Sharma, PRT 7. Nurse 8. Counsellor	Main Block ground floor (A & B) Main Block first floor (A & B) Main Block Second floor (A & B) Primary Block ground floor (C) Primary Block first floor (C) Primary Block second floor (C) Maintenance of cleanliness in classrooms, corridors, quadrangles, and toilets Purchase and proper use of cleanliness items Monitoring of staff engaged in cleanliness Preparation and publication of Magazine and newsletters
12	Magazine Publication / Vidyalaya Patrika, Student Dairy	1. Sh. Umesh Chandra, TGT (Hin.) 2. Sh. Dil Deo Prasad, TGT (Eng.) 3. Sh. Arun Shukla, TGT (SMT), Contractual 4. Dr. Sunita Kumari, PRT	
13	E-Class Room	1. Sh. Amit Kumar, PGT (CS), /I/C 2. Sh. Raj Kumar, PGT (Phy.) 3. Sh. Rajesh Kr. Ranjan, HM 4. Ms. Kirti, PRT	Maintenance and functioning of computer, ICT projector, visualiser and other electronic gadgets and their condemnations. Preparation, & use of use of e-content for classroom purpose Arrangement of CMP classes Implement of CMP
14	CMP/TLM	1. Sh. R. K. Ranjan, HM (I/C Primary) 2. Ms. Prathiba Sharma, PRT	Arrange AEP class. Trained the children. To give the knowledge of AEP
15	AEP / Life Skill	1. Dr. Priti Shahi, TGT (Sc.) 2. Mrs. Deepmala Sinha, PGT (His.) 3. Mr. Sanjay Kumar, TGT (Sc.) 4. Ms. Jyoti Rani, TGT (Hindi)	Decorate Classroom, Corridor & Plantation
16	Awakened Citizen Programme	1. Sh. Sanjay Kumar, TGT (Sc.) 2. Sh. Dil Deo Prasad, TGT (Skt.) 3. Sh. Dinesh Sharma, TGT (Eng.) 4. Sh. Gaurav Kumar Jha, TGT (S.St.)	Planning/Preparation - regarding Exhibition
17	Exhibition Science	1. Dr. Raj Kumar, PGT (Phy.) 2. Dr. Priti Shahi, TGT (Sc.) 3. Sh. Sanjay Kumar, TGT (Science) 4. Sh. R. N. Yadav, PGT (Geo.) 5. Smt. Deepmala Sinha, PGT (His.) 6. Sh. Gaurav Kumar Jha, TGT (S.St.) 7. Sh. Rakesh Kumar, TGT (S.St.)	Arrangement.
18	Social Science	1. Sh. Amit Kumar, PGT (CS) - /I/C 2. Sh. A. K. Shukla, PGT (Hindi) - Contractual	Arrangement of PA System during morning assembly and other occasions.
19	Photography	1. Sh. Rakesh Kumar, TGT (SST), /I/C 2. Ms. Prathiba Sharma, PRT 3. Sh. A. K. Malakar, Sub-Staff 4. Sh. S. K. Singh, Sub-Staff 5. Sh. Lalaji Pr. Singh, Sub-Staff	
20	PA System		