

**P M SHRI KENDRIYA VIDYALAYA DINJAN, DIBRUGARH  
TINSUKIA REGION, ASSAM 786189**

**VIDYALAYA COMMITTEES, SESSION 2024 – 25**

The following committees are constituted for smooth functioning of the vidyalaya activities during the session 2024-25. All committee I/Cs are instructed to take charge from the I/Cs of the Session 2023-24 on or before 31<sup>st</sup> March 2024 and the new committees will come into effect from 1<sup>st</sup> April 2024. The I/Cs and members are further requested to discharge their duties with devotion and to sit together and formulate strategies for the benefit of the students and for the successful running of the school administration as per KVS norms and guidelines for the Session 2024-25. The second member of the committee will act as in I/C in case of leave, absence or transfer of the in charge.

**1. ACADEMIC ADVISORY COMMITTEE, PTM AND PTA COMMITTEE**

Name of Staff	Designation	Position	Sign.
MRS MANISHA BISHT	PGT (CHEMISTRY)	I/C	
MR RANJAN NATH	PGT (MATHS)	Members	
MR SURAJ KUMAR SINGH	PGT (BIOLOGY)		
MR PRASENJIT MALLIK	PGT (PHYSICS)		
MR ANAND GAURAV	TGT (ENGLISH)		
MR SANTOSH YADAV	PRT		

**Duties**

1. To ensure that the Back to Basic programme is implemented.
2. To see to it that in all the classes adequate attention is given to the late bloomers.
3. To make practical and implementable strategies for the improvement of the late bloomers.
4. To give suggestion to the Principal about various aspects of the academic atmosphere of the school.
5. To bring to the notice of the Principal any lacuna or improvement in the academic atmosphere of the Vidyalaya.
6. To monitor the academic performance of the students.
7. To keep a record of the strategies used by the teachers to improve the performance of the students.
8. To monitor the Academic Loss Programme and keep a record of the same.
9. To work in consultation with the Examination Department and ensure the quality of the question papers set by the teachers.
10. To help the Examination Department in conducting examinations.
11. To complete any other assigned work as per the direction and instruction given by the Principal.
12. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHRD or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.
13. To keep a record of (a) Late Bloomers (b) Average Learners and (c) Bright Learners of all the classes both in hard copy and soft copy

## 2. SUBJECT COMMITTEE CONVENORS

Subject Committee Convenor				
Subject	Name of Staff	Designation	Position	Sign.
English	MRS VAISHNAVI UPARKAR	PGT (Eng.)	I/C	
Science	MRS MANISHA BISHT	PGT(Chem.)	I/C	
Hindi/ Sanskrit	MS NEHA	PGT (Hindi)	I/C	
Maths	MR RANJAN NATH	PGT (Maths)	I/C	
Social Science	MD SHABAB HUSSAIN	PGT (History)	I/C	
Primary	MR SUDESH	PRT	I/C	

### Duties

1. To conduct subject committee meetings.
2. To meticulously maintain the records of the minutes of subject committee meetings in hard copy and in soft copy form.
3. To get the minutes of the subject committee meetings signed by the Principal at least once in a month.
4. To formulate strategies to improve the teaching-learning environment.
5. To discuss the successful implementation of any circular or guideline or direction relevant for the teaching of the concerned subject.
6. To work in consultation with the other subject committee convenors to ensure an inter-disciplinary approach.
7. To supervise the day-to-day class room teaching learning.
8. To ensure that the day-to-day class room teaching learning is as per the instructions of the Principal, requirements of the subject, student centric, for the benefit and the improvement of all categories and types of learners.
9. To monitor the checking of the class work and home work copies.
10. To monitor the meticulous checking of the assignments, projects, practical work, holiday homework, examination scripts.
11. To work for the improvement of the teaching learning of the concerned subject.
12. To bring to the notice of the Principal good work done by the teachers about improving the teaching of the concerned subject.
13. To take the members of the subject committee into confidence and inform the Principal about any improvement required about the teaching strategies implemented in the teaching of the concerned subject.
14. To work in consultation with the Examination Department and ensure the quality of the question papers set by the teachers of the concerned subject
15. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya with regard to the teaching of the concerned subject.
16. To keep a record of (a) Late Bloomers (b) Average Learners and (c) Bright Learners of all the classes of the concerned subject (both in hard copy and soft copy)

### 3. EXAMINATION (INTERNAL AND EXTERNAL), CBSE COMMITTEE

Name of Staff	Designation	Position	Sign.
MR SURAJ KUMAR SINGH	PGT (BIO)	I/C (HS & Secondary)	
MS NEHA	PGT (HINDI)	Members (HS & Secondary)	
MR PANKAJ TIWARI	TGT (HINDI)		
SST TGT	TGT (SST)		
ENG TGT 2	TGT (ENG)		
MR VIPIN KUMAR	PGT (CS)	I/C (CBSE & External )	
MR PRASENJIT MALLIK	PGT (PHYSICS)	Member	
MRS MEGHA RANI	TGT (SCIENCE)		
MR RAMAN GANGWAR	PRT		
MR SANTOSH YADAV	PRT	I/C (Primary)	
MS PRATIBHA	PRT	Member	

#### Duties

1. To conduct examinations as per guidelines.
2. To ensure that the question papers are set as per syllabus and curriculum (this should be done in consultation with the subject committee convenors).
3. To see to it that the examination scripts are checked, and the award list submitted in triplicate on time.
4. To circulate among all the concerned teachers any circular or instruction related to the syllabus, curriculum, examination time table, marking scheme and blue print.
5. To circulate through the class teachers and the subject teachers the syllabus, curriculum, examination time table, marking scheme and blue print among the students.
6. To maintain a record of the absentees in various examinations.
7. To conduct re-test of the absentees as per time table approved by the authority
8. To supervise the registration of Board Students.
9. To meticulously complete all activities related to the conduct of AISSE and AISSCE Examination.
10. To collect from the class teachers all relevant data and timely submit the fees with regard to the conduct of AISSE and AISSCE.
11. To collect from the class teachers all relevant data and timely submit the fees with regard to the registration of Class IX and Class XI students.
12. To maintain a record of the result analysis as per requirement.
13. To see to it that all the concerned subject teachers submit the checked scripts along with the award list and the result analysis of their concerned subject on time
14. To distribute scripts to the subject teachers for checking after the examination.
15. To ensure that invigilation duty is done as per requirement and instructions of the Principal.
16. To complete any other assigned work as per the direction and instruction given by the Principal.

17. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

18. To keep a record (as received from the subject teachers) of (a) Late Bloomers (b) Average Learners and (c) Bright Learners of all the classes (both in hard copy and soft copy)

#### 4. ADMISSION COMMITTEE & UBI QUARTER VERIFICATION OF STUDENTS

Name of Staff	Designation	Position	Sign.
MR RANJAN NATH	PGT (MATHS)	I/C	
MS ANISHA CHHIKARA	PGT (ECO)	Members	
TGT MATHS 2	TGT (MATHS)		
YOGA INSTRUCTOR	YOGA INST.		
COMP INSTRUCTOR (UBI WORK ONLY)	COMP INST.		
MR PANKAJ MEENA	PRT		
MS PRIYANKA VERMA	PRT		

#### Duties

1. To complete the admission process as per the time line provided by KVS HQ New Delhi.
2. To upload and verify all relevant documents with regard to the admission process.
3. To address the parents and help them in the admission process.
4. To guide all those individuals who have applied for the admission of their ward in the Vidyalaya.
5. To maintain and keep a record of the number of admissions including the details of the students such as class, sex, category etc. and inform the same to the Principal as and when required and once in a month on the last working day.
6. To keep a record of the enrolment position of the Vidyalaya.
7. To maintain all other relevant documents related to admission both in hard copy and soft copy form.
8. To complete any other assigned work as per the direction and instruction given by the Principal
9. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHRD or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

## 5. TIME TABLE AND ARRANGEMENT COMMITTEE

Name of Staff	Designation	Position	Sign.
MR PRASENJIT MALLIK	PGT (PHYSICS)	I/C (Secondary & HS)	
MR ANAND GAURAV	TGT (ENGLISH)	Members	
MRS. SAVITA	TGT (MATHS)		
MR PANKAJ KUMAR	PRT	I/C (Primary)	
MS SWATI RANI	PRT	Members	

### Duties

1. To make a Time Table for the Vidyalaya as per KVS HQ New Delhi guidelines and the requirements of the Vidyalaya
2. To allot periods to different subjects in a logical, practical and approved manner doing justice to all the teachers
3. To allot Class Teachership to different teachers as per the instructions of the Principal
4. To distribute classes among teachers as per requirement and instructions whenever there is more than one teacher teaching a subject
5. To see to it that library periods, games periods, art and craft periods and practical periods are allotted in the second half as far as possible
6. To note the number of teachers absent and then provide other teachers opportunity periods to take classes in the classes of those teachers who are absent
7. To complete the procedure of providing opportunity periods during the morning assembly and with the approval of the Principal
8. To allot recess duty and maintain a record of the same
9. To provide the Time Table of the day to the members of the panel during panel supervision or any other supervision by any other authority
10. To provide a Subject-wise Time Table and a Class-wise Time Table (both hard copy and soft copy) to the Principal, all the Class Teachers and Subject Teachers before the commencement of the new session
11. To make time table of any class as per requirement and necessity
12. To make the Time Table for Extra Classes during Morning Assembly, after school hours, holidays etc.
13. To provide Time Table to teachers coming on transfer, deputation or contractual appointment
14. To supervise and monitor whether the Time Table is being followed by the teachers
15. To report to the Principal if a teacher is not following the Time Table without the approval of the Principal
16. To provide the sub staff in the Vidyalaya Office with a printed copy of the bell timings so that the bell can be rung on time and as per the requirements of the Time Table
17. To complete any other assigned work as per the direction and instruction given by the Principal
18. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

## 6. CCA COORDINATION AND MORNING ASSEMBLY COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS VAISHNAVI UPARAKAR	PGT (ENGLISH)	I/C (HS & Secondary)	
MR SHABAB HUSSAIN	PGT (HISTORY)	Members	
MRS VIJAYLAKSHMI NAGAR	TGT ( SANS)		
MR MANOJ KUMAR	TGT (WE)		
MRS SHALLU	PRT		

### Duties

1. To make a calendar of CCA activities for the session
2. To implement the calendar of CCA activities
3. To organise various inter-House competitions
4. To organise different programmes and celebrate different days as per KVS HQ New Delhi guidelines and instructions
5. To assign different teachers the task of presenting teacher's talk on Thursday of every week
6. To maintain a record of the result of CCA competitions
7. To organise the Morning Assembly as per decorum and instructions of the Principal
8. To see to it that each working day the National Flag is hoisted as per the rules of the Flag Code of the Republic of India
9. To ensure that the different display boards are decorated by matter relevant for the boards
10. To provide chart paper, gum, coloured ribbons, thumb pins, sketch pens, adhesive tapes, scissors etc. to the House Masters, Display Board I/Cs, Class Teachers for the decoration of the different display boards
11. To organise the Investiture Ceremony as per KVS guidelines
12. To distribute badges to the monitors and student council members
13. To complete any other assigned work as per the direction and instruction given by the Principal
14. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

## 7. SCIENCE EXHIBITION COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS MANISHA BISHT	PGT (Chem.)	I/C	
MR PRASENJIT MALLIK	PGT (Physics)	Members	
MR SURAJ KUMAR SINGH	PGT (Biology)		
MRS MEGHA RANI	TGT (Sci.)		

#### Duties

1. To guide and encourage students to make projects and models as per KVS guidelines
2. To organise the Science Exhibition as per decorum and instructions
3. To display the projects and models in a systematic and aesthetically pleasing manner
4. To maintain a record of all the models, projects and participants
5. To help participants prepare for Regional level and National level exhibitions and competitions
6. To give prizes to the winners taking part in the exhibitions and competitions as per the instructions of the Principal
7. To complete any other assigned work as per the direction and instruction given by the Principal
8. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

#### **8. SOCIAL SCIENCE EXHIBITION & EBSB , KALA UTSAV COMMITTEE**

Name of Staff	Designation	Position	Sign.
MRS ANITA KUMARI	PGT (GEOG)	I/C	
MD SHABAB HUSSAIN	PGT (HISTORY)	Members	
MRS ANISHA CHHIKARA	PGT (ECO)		
MRS VAISHNAVI UPARKAR	PGT (ENG)		
MS NEHA	PGT (HINDI)		
MR BISWAJIT BISWAS	TGT (AE)		
TGT SST	TGT (SST)		
MS ANUPAMA	PRT MUSIC		

#### Duties

1. To guide and encourage students to make projects and models as per KVS guidelines
2. To organise the Social Science Exhibition as per decorum and instructions
3. To display the projects and models in a systematic and aesthetically pleasing manner
4. To maintain a record of all the models, projects and participants
5. To help participants prepare for Regional level and National level exhibitions and competitions
6. To give prizes to the winners taking part in the exhibitions and competitions as per the instructions of the Principal
7. To complete any other assigned work as per the direction and instruction given by the Principal
8. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

## 9. NTSE COMMITTEE

Name of Staff	Designation	Position	Sign.
MR PRASENJIT MALLIK	PGT (PHYSICS)	I/C	
MRS MANISHA BISHT	PGT (CHEMISTRY)	Member	
MRS SAVITA	TGT (SAVITA)		
MRS MEGHA RANI	TGT (SCIENCE)		

### Duties

1. To ensure maximum participation by the students in the competition
2. To organise the competition as per guidelines
3. To give prizes to the winning participants as per the approval of the Principal
4. To make the students aware of the Competition
5. To train the students for the competition
6. To complete any other assigned work as per the direction and instruction given by the Principal

## 10. SCOUTS AND GUIDES COMMITTEE

Name of Staff	Designation	Position	Sign.
MR PANKAJ MEENA	PRT	I/C Scout	
MS PRIYANKA VERMA	PRT	Members	
MRS MEGHA RANI	TGT (SCIENCE)	I/C Guide	
MS SWATI RANI	PRT	I/C BULBUL	
MR PANKAJ KUMAR	PRT	I/C CUBS	

### Duties

1. To encourage teachers to be a part of the BS&G movement
2. To organise BS&G related examinations and training sessions
3. To encourage students to take part in BS&G
4. To make students aware of the importance and utility of BS&G
5. To distribute the regulation dress and accessories to BS&G students
6. To prepare BS&G students to welcome dignitaries during the visit of the dignitaries to the school and to organise the colour party as per decorum
7. To make the scouts and guides take part in the march past whenever there is a need for the same
8. To maintain a record of all the scouts and guides enrolled in the Vidyalaya
9. To organise camp fires and adventure camps
10. To make the members of the movement take part in social service or community service
11. To complete any other assigned work as per the direction and instruction given by the Principal
12. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.



## 11. NCC COMMITTEE

Name of Staff	Designation	Position	Sign.
MR RAMAN GANGWAR	PRT	I/C	
MR SUDESH	PRT	Members	
MS PRATIBHA	PRT	Members	

### Duties

1. To encourage teachers to be a part of the NCC movement
2. To organise NCC related examinations and training sessions
3. To encourage students to take part in NCC
4. To make students aware of the importance and utility of NCC
5. To distribute the regulation dress and accessories to NCC students
6. To prepare NCC students to welcome dignitaries during the visit of the dignitaries to the school and to organise the colour party as per decorum
7. To organise camp fires and adventure camps
8. To complete any other assigned work as per the direction and instruction given by the Principal
9. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

## 12. PM SHRI COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS SUNI S NAIR	TGT ( LIBRARY)	I/C	
MS SURBHI CHAUDHARY	TGT (PH ED)	Members	
NRS SAVITA	TGT (MATHS)		
MR BISWAJIT BISWAS	TGT (DRAWING)		

### Duties

1. To supervise and monitor all the purchase made for the Vidyalaya from PM Shri Fund.
2. To work in collaboration with other committees in deciding fair practices, transparent accounting and cost-effective purchase deals
3. To be a bridge between the Vidyalaya office/ accounts department and the teacher I/Cs responsible for purchases
4. To see to it that bills of purchase are submitted and settled on time as per the availability of funds and budgetary requirements of the Vidyalaya
5. To complete any other assigned work as per the direction and instruction given by the Principal

### 13. LIBRARY COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS SUNI S NAIR	Librarian	I/C	
MRS VAISHNAVI UPARKAR	PGT (Eng.)	Members	
MRS NEHA	PGT (Hindi)		
MR PANKAJ TIWARI	TGT (HINDI)		
MRS VIJAYLAKSHMI NAGAR	TGT( Sanskrit)		
MS SURBHI CHAUDHARY	TGT (PH ED)		
MS PRIYANKA VERMA	PRT		

#### Duties

1. To make a stock of all the books and journals in the Vidyalaya library
2. To update the stock as and when required
3. To work for the implementation of the e-granthalaya project
4. To formulate strategies to encourage reading habits among students
5. To encourage students and teachers to visit the library
6. To maintain a question bank in consultation with the Examination Department for ready access by teachers and students
7. To maintain a record of all the relevant KVS HQ and KVS RO circulars for ready reference by the teachers
8. To maintain a record of all relevant government circulars for ready reference by the teachers and the Principal
9. To suggest to the Principal new books and journals to be procured for the benefit of the students and for enriching the stock of the library
10. To supervise the acquisition of new books and journals for the Vidyalaya library
11. To properly catalogue all the books and journal in the Vidyalaya library
12. To organise book exhibitions and book fairs in collaboration with NGOs
13. To promote the use of Raj Bhasa by means of displaying books written in Hindi
14. To complete any other assigned work as per the direction and instruction given by the Principal
15. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

### 14. STUDENTS WITH SPECIAL NEEDS COMMITTEE (CWSN)

Name of Staff	Designation	Position	Sign.
MR SURAJ KUMAR SINGH	PGT (Bio)	I/C	
MRS MEGHA RANI	TGT (SCIENCE)	Members	
MRS SHALLU	PRT		
SWATI RANI	PRT		
SPECIAL EDUCATOR	SPECIAL EDUCATOR		

## Duties

1. To supervise the students with special needs
2. To ensure a safe and secure environment for the students with special needs
3. To maintain a record of all the students with special needs
4. To speak to the parents of such students and maintain a telephone directory of the parents of students with special needs
5. To see to it that students with special needs are never left unmonitored during the school hours in the school premises
6. To keep a meticulous record of the medical history of the students with special needs
7. To limit the movement of students with special needs especially those students who display a violent character trait by never allowing such students to be alone or to be away from the supervision of an adult for long
8. To provide adequate infrastructure for the students with special needs or to bring to the notice of the Principal the requirement of such an infrastructure
9. To counsel the parents about the needs of the students with special needs
10. To complete any other assigned work as per the direction and instruction given by the Principal.

## 15. ONLINE PORTAL

PORTAL	Name of Staff	Designation	Position	Sign.
TRANSFER	MS SURBHI CHAUDHARY MRS NISHA	TGT (PH ED) PRT	I/C	
GREEN SCHOOL AUDIT	MR SURAJ MRS MEGHA	PGT (BIO) TGT (Science)	Members	
UBI SALARY	MR RAVI KANT	SSA		
PENSION	MR RAVI KANT	SSA		
NPS	MR RAVI KANT	SSA		
PIMS	MRS NISHA	PRT		
POLICE VERIFICATION (DAILY)	MRS NISHA MS PRATIBHA	PRT PRT		
SAMAGAM & SPORTS	MS SURBHI	TGT (PH ED)		
GEM	MR VIPIN MR RAVI KANT	PGT (CS) SSA		
TRACES & GST	MR RAVI KANT	SSA		
KVS VACANCY	MR RAVI KANT	SSA		

## Duties

1. To update the online pages with relevant content at regular intervals or as per the schedule of programmes
2. To complete any other assigned work as per the direction and instruction given by the Principal

## 16. VIDYALAYA WEBSITE, UDISE+, ONLINE FEE AND VIDYALAYA PAGE IN FACEBOOK UPDATING COMMITTEE

Name of Staff	Designation	Position	Sign.
MR VIPIN KUMAR	PGT (CS)	I/C	
MRS VIJAYLAKSHMI NAGAR	TGT (SANS)	Member	
MRS NISHA	PRT		
MR RAVI KANT	SSA		
COMP INSTRUCTOR	Comp Inst		

### Duties

1. To update the online pages with relevant content at regular intervals or as per the schedule of programmes
2. To complete any other assigned work as per the direction and instruction given by the Principal

## 17. CONDEMNATION COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS MANISHA BISHT	PGT (CHEMISTRY)	I/C	
MRS VAISHNAVI UPARKAR	PGT (ENGLISH)	Members	
MR MANOJ KUMAR	TGT (WE)		
MR BISWAJIT BISWAS	TGT (DRAWING)		
MR SUDESH	PRT		
MR RAVI KANT	SSA		

### Duties

1. To condemn / dispose the items that are recommended to do so in the stock register.
2. To complete any other assigned work as per the direction and instruction given by the Principal.

## 18. MEDICAL ROOM COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS MEGHA RANI	TGT( Sci.)	I/C	
MRS PURBALI BHUYAN	YOGA INST.	Members	
OUTSOURCING STAFF	Sub. Staff		

### Duties

1. To provide first aid to any student injured in the school premises during the school hours

2. To provide students a clean and safe place to rest in case they fall sick during school hours
3. To implement the Swatch Bacche project
4. To maintain a record of the medical history of the students with the help of the Class Teachers
5. To get the medical check up of the students done
6. To maintain the medical card of the students
7. To maintain a stock of medicines and other materials like bandage etc which is needed for first aid or immediate relief in case of minor treatable ailments
8. To complete any other assigned work as per the direction and instruction given by the Principal
9. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

### 19. DISCIPLINE COMMITTEE

Name of Staff	Designation	Position	Sign.
MS SURBHI CHAUDHARY	TGT (PHE)	I/C	
MRS VAISHNAVI UPARKAR	PGT (English)	Members	
MRS MANISHA BISHT	PGT (Chem.)		
MR PANKAJ TIWARI	TGT (Hindi)		
MR SUDESH	PRT		
MRS SHALLU	PRT		
COACH	Game Coach		
All Class Teachers			

#### Duties

1. To ensure that the students behave in a disciplined manner
2. To deal with cases of indiscipline by taking the parents into confidence
3. To work in consultation and with the collaboration of the Class Teachers
4. To train the members of the students' council to effectively monitor the Vidyalaya discipline and to immediately report any act of indiscipline among the students
5. To see to it that the students do not break the code of conduct for the students
6. To make students understand the importance and utility of discipline in life
7. To depute members of the students' council during the Morning Assembly and at the time of the dispersal after the last bell to supervise the queues of the students
8. To monitor the activity of the students outside their class room especially during recess and games period
9. To use volunteers during programmes to maintain discipline among the audience and the participants
10. To supervise and act strictly against any case of bullying, eve teasing, child abuse, ragging, physical violence, fights or any other disciplinary issue
11. To monitor the uniform of the students
12. To ensure that students do not indulge in any sort of substance abuse during school hours in the school premises or in the school bus
13. To prevent any sort of sexually motivated indecent behaviour on the part of the students in the school during school hours

14. To complete any other assigned work as per the direction and instruction given by the Principal

15. To ensure the implementation of the directions given by the Principal, KVS RO Jaipur, KVS HQ New Delhi, CBSE, NCERT, MHR or any other government body which is applicable and relevant for improving the academic atmosphere of the Vidyalaya.

## 20. MOD SUPERVISION

Name of Staff	Designation	Position	Sign.
MS SURBHI CHAUDHARY	TGT (PHE)	I/C	
MS SWATI RANI	PRT		
All Staff Members		Members	

### Duties

1. To ensure the safety and security of the students during the lunch break by assigning teachers at strategic locations to supervise and monitor the students
2. To make a time table for the allocation of lunch break duty among the teachers
3. To work in collaboration with the members of the discipline committee
4. To complete any other assigned work as per the direction and instruction given by the Principal

## 21. STUDENTS' SAFETY AND SECURITY, CHILD'S RIGHT AND IMPLEMENTATION OF POCSO COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS MANISHA BISHT	PGT (CHEMISTRY)	I/C	
MR PANKAJ TIWARI	TGT (HINDI)	Members	
MR BISWAJIT BISWAS	TGT (DRAW)		
MS SURBHI CHAUDHARY	TGT (PH ED)		
MS PRIYANKA VERMA	PRT		

### Duties

1. To ensure that all the CCTVs are in working condition.
2. To bring to the notice of the Principal if a CCTV is found damaged or non-functional.
3. To work in collaboration with the Class Teachers.
4. To make students aware of their rights by means of morning assembly speeches and one-to-one talks.
5. To collaborate with the Transport Committee and the school bus drivers and conductors and ensure a safe environment in the school bus while transportation from school to home and vice versa.
6. To collaborate with the Natural Disaster Committee members and prepare an exit plan in case of a natural disaster or terrorist attack.
7. To collaborate with the Discipline Committee members and formulate strategies to prevent incidents of abuse, bullying, gang fights, ragging, teasing, harassment etc.

8. To train and counsel the Student Council members as vigilant guardians of the students of Primary and Upper Primary sections.
9. To collaborate with the parents of students who display behavioural issues and try to bring about an effective solution.
10. To address the parents during PTA and PTM and throw light on issues related to child rights.
11. To identify and make a record of students who can be a threat to the safety and security of other students because of a marked pattern of violence in behaviour and because of habitual use of abusive language.
12. To monitor the movement of the students to and from the toilet and to check the students' toilets randomly four times daily (twice before recess and twice after recess).
13. To see to it that no student is left behind in the toilet or the class room after the last bell or during programmes in the Multi-Purpose Hall involving the whole school
14. To complete any other assigned work as per the direction and instruction given by the Principal.

## 22. SCHOOL MAGAZINE COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS VAISHNAVI UPARKAR	PGT (Eng.)	I/C	
MS NEHA	PGT (Hindi)	Member	
MR PANKAJ TIWARI	TGT (Hindi)		
MR ANAND GAURAV	TGT (Eng.)		
MRS VIJAYLAKSHMI NAGAR	TGT(Sanskrit)		
MRS SHALLU (PRIMARY NEWSLETTER)	PRT		
MRS NISHA (PRIMARY NEWSLETTER)	PRT		

### Duties

1. To encourage students to submit write-ups for publication in the school magazine
2. To discourage plagiarism and to encourage original creativity of the students
3. To appoint an editorial board comprising of students and teachers for editing the school magazine
4. To select the photographs of activities of the school in consultation with the Principal to be published in the magazine
5. To design the cover page and layout of the magazine
6. To write the message of the dignitaries to be published in the school magazine
7. To ensure an acceptable standard of the magazine
8. To proof read the write-ups and edit if required
9. To collaborate with the printer and help in the publication of the magazine
10. To distribute the published magazine through the Class Teachers among the students
11. To send the published magazine by post to KVS HQ New Delhi, KVS RO Jaipur and to other relevant addresses
12. To gift the magazine to visiting dignitaries to the school
13. To complete any other assigned work as per the direction and instruction given by the Principal

### 23. RAJ BHASHA IMPLEMENTATION COMMITTEE

Name of Staff	Designation	Position	Sign.
MS NEHA	PGT (Hindi)	I/C	
MR PANKAJ TIWARI	TGT (Hindi)	Members	
MRS VIJAYLAKSHMI NAGAR	TGT (Sanskrit)		
MRS NISHA NEGI	PRT		

#### Duties

1. To encourage more use of Hindi in official communication especially in writing
2. To provide formats of different letters in Hindi to the office staff for ready reference
3. To conduct meetings and record the minutes of the meeting
4. To organise the Hindi Pakhwada as per KVS HQ guidelines
5. To make students proficient in the use of Hindi
6. To organise a book fair of books written in Hindi in the Vidyalaya library
7. To send the Raj Bhasha report on time and as per guidelines
8. To supervise the Hindi programmes in the morning assembly, annual function or any other relevant programme
9. To complete any other assigned work as per the direction and instruction given by the Principal

### 24. CMP IMPLEMENTATION COMMITTEE

Name of Staff	Designation	Position	Sign.
MR SUDESH	PRT	I/C	
MS PRIYANKA VERMA	PRT	Member	

#### Duties

1. To see to it that the programme is implemented in such a way that it brings about positive behavioural changes in the students
2. To ensure that the LOC especially for the slow bloomers is commensurate with the Learning Objectives set before the commencement of the lesson
3. To maintain an elaborate record of all the details of the strategies used to successfully implement the programme
4. To complete any other assigned work as per the direction and instruction given by the Principal

### 25. ATL IMPLEMENTATION COMMITTEE

Name of Staff	Designation	Position	Sign.
MR MANOJ KUMAR	TGT (WE)	I/C	
MR PRASENJIT MALLIK	PGT (Physics)	Member	
MRS MEGHA RANI	TGT ( Science)		
MR RAVI KANT	SSA		



## Duties

1. To supervise the use of the ATL lab by the students
2. To organise programmes related to ATL
3. To device strategies to implement all the objectives enshrined in the aims of the ATL Lab
4. To maintain the record of activities done by the students in the ATL Lab
5. To complete any other assigned work as per the direction and instruction given by the Principal

## 26. HOUSE MASTERS COMMITTEE

Name of HOUSE	Name of Staff	Designation	Position	Sign.
LACHIT (RED)	MR PRASENJIT MALLIK	PGT (PHY)	I/C	
	MRS MANISHA BISHT	PGT(CHEM)	Member	
	PGT COMMERCE	PGT(COMM)		
	MR ANAND GAURAV	TGT (ENG)		
	MRS MEGHA RANI	TGT (SC)		
	MS PRATIBHA	PRT		
	MRS NISHA NEGI	PRT		
	PRT 2	PRT		
RAMAN (BLUE)	MS NEHA	PGT (HINDI)	I/C	
	MR SURAJ KUMAR SINGH	PGT (BIO)	Member	
	MR BISWAJIT BISWAS	TGT (DRAW)		
	MRS SAVITA	TGT (MATHS)		
	MRS SUNI S NAIR	TGT (LIB)		
	COMP INST	COMP INSTRUCTOR		
	MR SANTOSH YADAV	PRT		
	MR PANKAJ KUMAR	PRT		
ASHOKA (YELLOW)	MS ANISHA CHIKARA	PGT (ECO)	I/C	
	MR RANJAN NATH	PGT (MATHS)	Member	
	MR PANKAJ TIWARI	TGT (HINDI)		
	MATHS TGT 2	TGT (MATHS)		
	YOGA INST	YOGA INST.		
	MR RAMAN GANGWAR	PRT		
	MS SWATI RANI	PRT		
	MS PRIYANKA VERMA	PRT		
TAGORE (GREEN)	MRS ANITA KUMARI	PGT (GEOGRAPHY)	I/C	
	MR VIPIN KUMAR	PGT (CS)	Member	
	MR MANOJ KUMAR	TGT (WE)		
	TGT SST	TGT SST		
	ENG TGT 2			
	MR SUDESH	PRT		

	MRS SHALLU	PRT		
	PRT 1	PRT		

#### Duties

1. To work as per the instructions of CCA I/C
2. To organise inter house competitions
3. To submit to the CCA I/C the names of all the participants in CCA competitions as per the instructions
4. To play an active role in any House related activities
5. To elect or nominate members for the Student Council from among the House Members in consultation with the other Teacher Members of the House
6. To work in collaboration with the discipline I/C in assigning duties to the members of the Students' Council
7. To ensure that all the members of a particular House are properly dressed during CCA and House activities
8. To identify student members having co-curricular skills and encourage such students to participate in CCA activities
9. To maintain a record of the participants and winners in all inter house competitions
10. To maintain a record of all the members of the House
11. To hoist the House Flag as per the instructions of the CCA Department
12. To supervise the making and decorating of the House Display Boards
13. To complete any other assigned work as per the direction and instruction given by the Principal

### **27. AUDIO VISUAL AND PA SYSTEM COMMITTEE**

Name of Staff	Designation	Position	Sign.
MR MANOJ KUMAR	TGT (WE)	I/C	
MR SANTOSH YADAV	PRT	Members	
MS ANUPAMA KUMARI	PRT (MUSIC)		
OUTSOURCING STAFF	SUB STAFF		

#### Duties

1. To ensure the effectiveness of the Audio Visual and PA system especially during events, programmes, CCA competitions and morning assembly
2. To maintain a list of students trained to handle the Audio Visual and PA system
3. To bring to the notice of the school authority any need for replacement or repair of the system
4. To see to it that the microphones, speakers, amplifiers and mikes are in perfect working condition
5. To make sure that the announcements made and programmes presented using the PA system are clearly audible to the audience
6. To complete any other assigned work as per the direction and instruction given by the Principal.

## 28. FURNITURE COMMITTEE

Name of Staff	Designation	Position	Sign.
MR PANKAJ KUMAR	PRT	I/C	
MS PRATIBHA	PRT	Member	
MR BISWAJIT BISWAS	TGT (A E)		
MR MANOJ KUMAR	TGT (W E)		

### Duties

1. To maintain a list of all the furniture in the school
2. To monitor the distribution of furniture as per class strength, requirement and instruction
3. To ensure the availability of furniture in a class room as per requirement and guidelines
4. To rearrange the furniture during programmes and examinations
5. To complete any other assigned work as per the direction and instruction given by the Principal

## 29. REPAIR AND MAINTENANCE COMMITTEE

Name of Staff	Designation	Position	Sign.
MR MANOJ KUMAR	TGT (WE)	I/C	
MR BISWAJIT BISWAS	TGT (AE)	Member	
MR SUDESH	PRT		
MR SANTOSH YADAV	PRT		

### Duties

1. To supervise the need for repair and maintenance and report the same to the school authority
2. To complete any other assigned work as per the direction and instruction given by the Principal

## 30. STAFF QUARTERS COMMITTEE

Name of Staff	Designation	Position	Sign.
MRS MANISHA BISHT	PGT (CHEMISTRY)	I/C	
MR SURAJ KUMAR SINGH	PGT (BIOLOGY)	Member	
MR PANKAJ TIWARI	TGT (HINDI)		
MR RAVI KANT	SSA		

### Duties

1. To monitor the cleanliness of the outdoor area of the staff quarters
2. To supervise the need for repair and maintenance and report the same to the school authority

3. To oversee the proper disposal of garbage generated by the staff living in the staff quarter
4. To complete any other assigned work as per the direction and instruction given by the Principal

### **31. ICC, SEXUAL HARASSMENT AND GRIEVANCE REDRESSAL COMMITTEE**

Name of Staff	Designation	Position	Sign.
MRS MANISHA BISHT	PGT (CHEMISTRY)	I/C	
MR RANJAN NATH	PGT (MATHS)	Member	
MR SURAJ KUMAR SINGH (OBC)	PGT (BIO)		
MS ANISHA CHHIKARA	PGT (ECO)		
MR PANKAJ MEENA (ST)	PRT		
MS SWATI RANI (SC)	PRT		

#### Duties

1. To deal with cases and complaints based on sexual harassment
2. To counsel students and staff displaying unacceptable behavioural traits
3. To complete any other assigned work as per the direction and instruction given by the Principal

### **32. STAFF CLUB COMMITTEE**

Name of Staff	Designation	Position	Sign.
MS ANITA KUMARI	PGT (GEOG)	I/C	
MRS VIJAYLAKSHMI NAGAR	TGT (Sanskrit)	Member	

#### Duties

1. To arrange staff meetings as per the approval of the Principal
2. To compare in the meetings
3. To organise programmes as per requirement and instructions of the Principal
4. To collect and meticulously maintain a staff club fund
5. To use the fund for expenses for the purchase of gift and mementos and souvenirs to be given to the staff on various occasions approved by the Principal
6. To arrange for refreshment to be distributed among the staff members as per the directions of the Principal
7. To serve as a bridge between the staff and the Vidyalaya authority
8. To convey to the Principal any grievances on the part of the staff members
9. To complete any other assigned work as per the direction and instruction given by the Principal

### **33. STAFF MEETING MINUTES RECORDING COMMITTEE**

Name of Staff	Designation	Position	Sign.
MRS VAISHNAVI UPARKAR	PGT (ENG)	I/C	
MS NEHA	PGT (HINDI)	Member	
MRS VIJAYLAKSHMI NAGAR	TGT (SKT)		

## Duties

1. To meticulously record the minutes of the meeting
2. To type the minutes of the meeting with three days of the staff meeting
3. To share the soft copy with the Principal and make modifications if any as per the instructions of the Principal
4. To paste the typed pages in the Staff Meeting Register
5. To get the minutes signed by the Principal and all the other teachers
6. To keep the Register available for ready reference
7. To complete any other assigned work as per the direction and instruction given by the Principal.

### **34. TC- ISSUE AND UPLOAD COMMITTEE**

Name of Staff	Designation	Position	Sign.
MR BISWAJIT BISWAS	TGT (DRAWING)	I/C	
MR. RAVI KANT	SSA	MEMBER	

## Duties

1. To check application for transfer certificate.
2. To prepare TC
3. To upload TC on website.
4. To complete any other assigned work as per the direction and instruction given by the Principal

### **35. VIDYALAYA SAFETY AND UPKEEP (CLEANLINESS) COMMITTEE**

Name of Staff	Designation	Position	Sign.
MR MANOJ KUMAR	TGT ( WE )	I/C	
MR BISWAJIT BISWAS	TGT (DRAWING)	Member	
MS SURBHI CHAUDHARY	TGT(PHE)	Member	
COACH	GAME COACH	Member	
MR SUDESH	PRT	Member	
MR PANKAJ MEENA	PRT	Member	

## Duties

- 1.To upkeep the vidyalaya building.
2. To monitor the cleanliness of the vidyalaya.
- 3.To maintain the stock register and provide necessary items for cleanliness.
4. To complete any other assigned work as per the direction and instruction given by the Principal

### 36. BALA – BUILDING AS LEARNING AIDS

Name of Staff	Designation	Position	Sign.
MR BISWAJIT BISWAS	TGT (DRAWING)	I/C	
MR MANOJ KUMAR	TGT ( WE )	Member	
MRS NISHA	PRT	Member	
MS ANUPAMA	PRT MUSIC	Member	

#### Duties

1. To encourage students to develop innovative concepts towards quantitative enhancement in elementary education through intervention in school building infrastructure.
2. To complete any other assigned work as per the direction and instruction given by the Principal

### 37. MUSIC AND DANCE CLUB

Name of Staff	Designation	Position	Sign.
MS ANUPAMAM KUMARI	PRT (Music)	I/C	
MRS ANISHA CHHIKARA	PGT (ECO)	Members	
MRS MEGHA RANI	TGT (SCIENCE)		
MRS NISHA NEGI	PRT		
MS SWATI RANI	PRT		

#### Duties

1. To encourage students to become members of the club and to take part in its various activities especially in dance and music
2. To make the students aware of the importance and the utility of the club
3. To teach students values related to the purpose of having the club
4. To develop the singing, dancing and musical instrument playing skills of the students
5. To teach students the value of singing, dancing and musical instrument playing as a medium of very effective expression that goes beyond the limitations of language
6. To maintain the display board of the club
7. To enact performances by the members of the club during morning assembly, annual function, social science exhibition or any other relevant occasion
8. To maintain a record of all the members of the club
9. To train a choir group in such a way that they are able to sing melodiously welcome songs, national anthem, national song, state anthem, Vidyalaya geet, Morning Assembly Prayer song at a very short notice
10. To encourage students to sing in Hindi, English, Sanskrit and their mother tongue
11. To complete any other assigned work as per the direction and instruction given by the Principal

### 38. AWAKENING CITIZEN PROGRAMME

Name of Staff	Designation	Position	Sign.
MRS VIJAYLAKSHMI NAGAR	TGT (Sanskrit)	I/C	
MRS MEGHA RANI	TGT (SCIENCE)	Members	
MRS SAVITA	TGT (MATHS)		

#### Duties

1. To encourage students to become members of the programme by becoming aware of the values expounded by Swami Vivekananda
2. To make the students aware of the importance of realising their true potential
3. To teach students values related to the teaching of Swami Vivekananda
4. To develop the awareness the self as a means to do good for the self and for the society
5. To maintain a record of all the students enrolled in the programme
6. To complete any other assigned work as per the direction and instruction given by the Principal

### 39. GUIDANCE AND COUNSELLING COMMITTEE

Name of Staff	Designation	Position	Sign.
MR RANJAN NATH	PGT (MATHS)	I/C	
MR SURAJ KUMAR SINGH	PGT (BIO)	Members	

#### Duties

1. To identify with the help of the Class Teachers and Subject Teachers, students in need of guidance and counselling and maintain a record of the same
2. To organise counseling session for the students displaying behavioural problems related to adjustment issues, aggressiveness and lack of control over emotional outbursts
3. To provide students adequate career guidance and counselling
4. To motivate slow bloomers to improve their performance
5. To help students deal with emotional issues like rejection, failure, loss and loneliness
6. To hold face-to-face meetings with the parents of students requiring guidance and counselling
7. To formulate pragmatic and practical strategies to involve alienated students in the social process
8. To maintain the Guidance and Counselling display board
9. To complete any other assigned work as per the direction and instruction given by the Principal

### 40. DISASTER MANAGEMENT COMMITTEE

Name of Staff	Designation	Position	Sign.
MR MANOJ KUMAR	TGT (WE)	I/C	
MR BISWAJIT BISWAS	TGT (AE)	Member	
MS SURBHI CHAUDHARY	TGT (PH ED)		

#### Duties

1. To make an effective evacuation plan in case of a natural disaster like an earthquake or a man-made disaster like a terrorist attack
2. To implement the evacuation plan by means of mock drills
3. To make a map of the Vidyalaya and display it prominently to ensure quick evacuation
4. To complete any other assigned work as per the direction and instruction given by the Principal.

#### **41. VVN SF CASH BOOK CS 54 INCOME TAX VERIFICATION COMMITTEE**

Name of Staff	Designation	Position	Sign.
MS SAVITA (CS 54, CS 11)	TGT (Maths)	I/C	
MR RAVI KANT (VVN SF CASH BOOK)	SSA	I/C	
MRS MANISHA BISHT (INCOME TAX) MRS SAVITA (INCOME TAX)	PGT (CHEM) TGT (MATHS)	I/C	

#### Duties

1. To meticulously verify the documents
2. To bring to the notice of the Principal any anomaly whatsoever in the documents
3. To work in collaboration with the Vidyalaya Office
4. To complete any other assigned work as per the direction and instruction given by the Principal

#### **42. LOCAL PURCHASE COMMITTEE**

Name of Staff	Designation	Position	Sign.
MRS MANISHA BISHT	PGT (CHEM)	I/C	
MR VIPIN KUMAR	PGT (CS)	Members	
MRS VIJAYLAKSHMI NAGAR	TGT (SANS)		
MR MANOJ KUMAR	TGT (WE)		
MR RAMAN GANGWAR	PRT		
Concerned Department I/C			

#### Duties

1. To supervise and monitor all local purchase made for the Vidyalaya and the students
2. To work in collaboration with other committees in deciding fair practices, transparent accounting and cost-effective purchase deals
3. To be a bridge between the Vidyalaya office/ accounts department and the teacher I/Cs responsible for purchases
4. To see to it that bills of purchase are submitted and settled on time as per the availability of funds and budgetary requirements of the Vidyalaya
5. To complete any other assigned work as per the direction and instruction given by the Principal

\*\*\*\*\* DUTY WITH DEVOTION \*\*\*\*\*

**CHAIRMAN**

**PRINCIPAL**