

**CCA COMMITTEE (Internal) AND MORNING ASSEMBLY:**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
<b>A.SECONDARY</b>				
1.	Mr. Prateek Shrivastava	PGT (Eng)	In-charge	
2.	Mr. Garima Singh	PGT(Hindi)	Co -IC	
3.	Mr. Ganesh Shukla	TGT Social Sc.	Member	
4.		Comp.Instructor-1	Member	
<b>B.PRIMARY</b>				
1.	Mrs. Preeti Pal	PRT	In-Charge	
2.	Mr. Vivek Shukla	PRT	Member	
3.	Mrs.Reena Yadav	PRT	Member	
4.		Comp.Instructor-2	Member	

**CCA COMMITTEE (External):**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Garima Singh	PGT (Hindi)	In-charge	
2.	Mr. G.D. Pandey	PGT(English)	Co -IC	
3.	Mr. Dubey Dharmendra Kumar	TGT English	Member	
4.	Mr. Amit Nishad	TGT(Hindi)	Member	
5.	Mrs. Menka Rani	PRT	I/c Primary	
6.	Mrs. Geeta Bala	PRT	Member	
7.	Mr. Kamal Pratap Singh	PRT	Member	
8.		Comp.Instructor-1	Member	

**Duties:**

- a) CCA committee is supposed to plan and execute various activities and programme related to educational/culture/Art/Science and social science, important Days and Celebrations.
- b) Planning and preparing activities for daily morning Assembly and conducting morning assembly within stipulated time as per KVS norms.
- c) To evaluate the various items of morning assembly programme on five point scale – Excellent: Very good; Good; Average; Below Average.
- d) To prepare the weekly schedule for conducting morning assembly programme involving class teachers and House Masters.
- e) Implementation of House system in the Vidyalaya to promote leadership, team work skill in students.
- f) Planning and execution House activities and preparing yearly callender.

- g) Monitoring of display materials in the form of project, literary and drawing/art, write-ups etc. on Display boards.
- h) Planning theme based completions among Houses to promote social awareness on various issues.
- i) The committee will maintain CCA register for activities conducted, details of students getting prizes, distribution of CCA prizes to students.
- j) The committee will assign duties to Students council like discipline, uniform checking etc.
- k) CCA committee will also publish the School Magazine covering activities of the Vidyalaya as a showcase to the stakeholders.
- l) To arrange the PA system, musical instrument well in advance before the start of morning assembly.
- m) Annual Planning of House wise CCA activities and maintaining results of CCA activities.
- n) Purchase and distribution of CCA prizes & medals.
- o) Organizing Vidyalaya Annual Function and other important events with consultation to principal.
- p) CCA-External committee will coordinate various KVS activities, Awareness programs, various competitions like PPC, EBSB, AKAM etc. and insure the effective implementation and reporting.
- q) Welcome and facilitation of Guests and other related preparation for events.
- r) The committee In-charge will maintain all related records like photos, videos, CCA Register and other related work.